

# Washoe Local Emergency Planning Committee General Membership Meeting

## MINUTES

Thursday ~ December 17, 2015 ~ 9:00 A.M.

REGIONAL EMERGENCY OPERATIONS CENTER

5195 SPECTRUM BOULEVARD, RENO, NEVADA

### 1. CALL TO ORDER AND ROLL CALL - (Non-action item)

Chair Cleveland called the meeting to order at 9:01 a.m. A quorum was established.

**PRESENT:** Scott Alquist – Truckee Meadows Community College; Jim Bolton – Reno Fire Department; Jack Byrom – Truckee Meadows Water Authority; Kent Choma – Inter-Hospital Coordinating Council; Darryl Cleveland – Truckee Meadows Community College; Michelle Gitmed – Reno Police Department; Jim Hendrickson – Washoe County School District; Dave Hunkup – Reno Sparks Indian Colony; Erin Holland – Truckee Meadows Fire Protection District; Aaron Kenneston – Washoe County Emergency Management; Matt Lawton – Washoe County Technology Services; Chris Long – Washoe County Technology Services; Chris Maples – Sparks Fire Department; Casey Micone – Reno Tahoe Airport Authority; Eric Millette – Sparks Fire Department; Tracy Moore – Washoe County School District; Don Pelt – Pyramid Lake Paiute Tribe; Jim Reagan – NV Energy; Rob Reeder – Regional Transportation Commission; Bob Sack – Washoe County Health District; Tim Spencer – Reno Fire Department; Stanton Tang – KOLO-TV; Brian Taylor – REMSA; and Jeff Whitesides – Washoe County Health District.

**ABSENT:** Jerry Baldrige – Washoe County Sheriff's Office; Wade Barnett – KOLO-TV; Julie Bender – Regional Public Safety Training Center; Lance Boekenoogen – NV CERFP Nevada Air National Guard; Steve Burlie – Associated General Contractors; Paul Burton – REMSA; Kevin Comphel – Truckee Meadows Water Authority; Christina Conti – Washoe County Health District; Cassie Darrough – Pyramid Lake Paiute Tribe; Diane Drinkwater – Washoe County District Attorney's Office; Pat Dyer – Sparks Police Department; Jason Elorza – Sparks Fire Department; James English – Washoe County Health District; Dan Gonda – Inter-Hospital Coordinating Council; Tom Green – Washoe County Sheriff's Office; Nida Harjo – Reno Sparks Indian Colony; Greg Herrera – Washoe County Sheriff's Office; Chris Hicks – Washoe County District Attorney's Office; Bruce Hicks – North Lake Tahoe Fire Protection District; Sam Hicks – Truckee Meadows Fire Protection District; Timothy Hill – Nevada Air National Guard; Elaina Hooper – ECOMM; Logan Ingersoll – Nevada Air National Guard; Eric James – University of Nevada, Reno; Todd Kerfoot – REMSA; Jace LaFever – Inter-Hospital Coordinating Council; Beth Langan – Regional Public Safety Training Center; Steve Leighton – Reno Fire Department; Tim Leighton – Truckee Meadows Fire Protection District; Chad Leonard – University of Nevada, Reno; Spencer Lewis – University of Nevada, Reno; Teresa Long – Washoe County Health District; Ian McEwen – NV CERFP Nevada Air National Guard; Landon Miller – KTVN-TV; Oliver Miller – Reno Police Department; Tom Miller – Reno Police Department; William Miller – Pyramid Lake Paiute Tribe; Tom Nelson – Reno Tahoe Airport Authority; Jason Pasco – KTVN-TV; Ed Pearce – KOLO-TV; Debbie Penrod – University of Nevada, Reno; John Puccioni – NV Energy; Brian Reeder – Associated General Contractors; Mark Regan – North Lake Tahoe Fire Protection District; Jim Reid – Sparks Fire Department; Al Rogers – Washoe County Management Services;

Mike Rogers – KTVN-TV; Suzy Rogers – ECOMM; Shyanne Schull – Washoe County Animal Services; Robert Smith – Washoe County Animal Services; Ryan Sommers – North Lake Tahoe Fire Protection District; Eric Stringer – NV CERFP Nevada Air National Guard; Jason Trevino – Washoe County School District; Greta Woyciehowsky – Sparks Police Department; and Dominica Yturbide - ECOMM.

David Watts-Vial – Deputy District Attorney, was also present.

**2. PUBLIC COMMENTS** (Non-action item)

There were no public comments.

**3. APPROVAL OF MINUTES** (For possible action) – *October 15, 2015, General Membership meeting minutes.*

Hearing no public comment Chair Cleveland asked for Board comment or a motion.

***It was moved by Chris Long, seconded by Eric Millette, to approve the October 15, 2015, minutes, as submitted. MOTION CARRIED.***

**4. TREASURER’S REPORT** (For possible action) – *A review, discussion and possible action to accept Revenue and Payables reports.*

Cathy Ludwig - Grants Coordinator, provided an overview of the 2016 SERC grant for Planning, Training, Equipment and Operations noting that the grant was almost fully expended in the first quarter. Ms. Ludwig noted that REMSA has ordered the DuoDote Injectors and they should be reported on by next quarter and all that will remain open is the Operations category.

Additionally, the FFY14 Citizen Information and Warning grant of \$155,000.00 has \$111,771.55 spent and an additional \$9,000.00 encumbered; the FFY14 Continuity of Operations grant of \$75,000.00 has \$65,767.10 spent and an additional \$9,232.90 encumbered; the SPARTAN school safety grant of \$112,500.00 has \$97,073.38 spent and an additional \$15,426.62 encumbered. All FFY14 Homeland Security grants will be expended by March 31, 2016.

Additionally, the FFY15 Continuity of Operations grant of \$70,000.00, Ms. Ludwig noted that the project was just getting underway. Ms. Ludwig then noted that the FFY15 Radio Cache grant of \$99,979.45 had been received and is an upgrade and replaces the existing radio cache at the EOC. The FFY15 Recovery Project of \$175,000.00 has \$51,937.50 encumbered; the FFY15 Citizen Information and Warning grant of \$100,000.00 has \$25,000.00 encumbered. All FFY15 grant will have activity next quarter and runs through August 31, 2017.

Hearing no public comment, Chair Cleveland asked for Board discussion or a motion.

***It was moved by Bob Sack, seconded by Jeff Whitesides, to accept the Revenue and Payable Report, as presented. MOTION CARRIED.***

**5. GRANT OPPORTUNITIES** (For possible action) – *Information and discussion of upcoming and /or existing LEPC grants.*

Cathy Ludwig, Grants Coordinator, noted that the 2016 SERC/HMEP Mid-Cycle grant for Planning and Training related to the transportation of hazardous materials had been received and distributed. There is \$74,592.00 available in the training category and \$46,545.00 available for planning category statewide. The total grant request cannot exceed \$30,000.00 per LEPC and must pertain to hazardous materials transportation. Requests are due to Cathy Ludwig on December 31, 2015.

No specific action was taken.

**6. GRANT APPLICATION APPROVAL** (For possible action) – *Approval to submit a 2016 State Emergency Response Commission (SERC), Hazardous Materials Emergency Planning (HMEP) grant application to the SERC. An additional approval will be brought forward to the LEPC after applications have been received and a dollar amount is determined.*

Cathy Ludwig, Grants Coordinator, explained that SERC's requirement is that LEPC's must approve application submittals in advance of the grant application request.

***It was moved by Michelle Gitmed, seconded by Eric Millette, to approve the submittal of a 2016 SERC HMEP grant application to the SERC. MOTION CARRIED.***

**7. LEPC HAZMAT PLAN APPROVAL** (For Possible Action) – *A review, discussion and possible action of update to the LEPC Hazmat Plan.*

Aaron Kenneston recalled the update process and assistance provided by Reno, Sparks, Washoe County, and other members coordinated by Tom McKnight. Mr. Kenneston explained that the SERC requires annual updates of the Promulgation, which has already been signed by Chair Cleveland, by-Laws, as well as Resources, and other updates as specified on the NRT-1. Further, as a result of the Haz-Mat incident in the City of Sparks earlier this year, new hazardous waste vendor contacts were added to the plan. Mr. Kenneston recommends that the LEPC General Membership approve the revision.

***It was moved by Bob Sack, seconded by Scott Alquist, to approve the LEPC Hazmat Plan update, as presented. MOTION CARRIED.***

**8. UPDATE ON REGIONAL EMERGENCY MANAGEMENT EVENTS** (Non-action item) – *A briefing of regional meetings, events, trainings and exercises -*

Aaron Kenneston - Washoe County Emergency Management, drew attention to the latest training plan (copy on file) and noted that the HSEEP (Homeland Security Exercise and Evaluation Program) training will be held February 2-3, 2016. Mr. Kenneston asked that member agencies confirm training dates that are shown as TBD as soon as possible.



## Yearly Training and Exercise Calendar 2016

### January 2016

19 – REOP Planning Meeting

TBD – Revise Active Assailant Protocol (Regional)

### February 2016

2-3 HSEEP (Homeland Security Exercise and Evaluation Program)

4 – COOP Workshop in Southern Nevada

10 – Statewide Recovery Workshop

16 – REOP Planning Meeting

TBD – FEMA EQ classes (ATC – 20/ 154)

Hospital/ School Mitigation

### March 2016

1 - AWR 213 - Critical Infrastructure Key Resource Awareness 8 hours.

3-4 - MGT 315 - Enhanced Threat and Risk Assessment 16 hours.

8-10 – ICS 300 for Public Health

11 – EOC and Hospital Liaison Interface

15 – REOP Planning Meeting

TBD – School Active Assailant Full Scale Exercise

### April 2016

7 – COOP Workshop for Northern Nevada

12-13 – ICS 400 Public Health

13 – Statewide Recovery Workshop

TBD – Isolation and Quarantine

### May 2016

11 – Statewide Recovery Planning Meeting

TBD – RTC Access COOP Ex. TTX/ Functional COOP FXN's for a full OP period

TBD – Airport TTX – Aircraft Incident (Part 139)

TBD – Mass Fatality Transportation and Storage

### June 2016

1 – Statewide Recovery Planning Workshop

9 – COOP Workshop [Southern Nevada]

23 – Regional Safety and Emergency Preparedness Expo

TBD – Statewide Medical Surge Plan TTX

### July 2016

13 – Statewide Recovery Planning Meeting

### August 2016

TBD – RTC Ride COOP Exercise TTX/ Functional Ex. COOP FXN's for an OP period

### September 21, 2016

Statewide Recovery Workshop [Atlantis Hotel]

### October 12, 2016

12 - Public Works/ Debris Management Planning lick-off

20 - Reno E-Comm Evac. Ex. concurrent with Great Nevada Shake Out

### November 2016

Vigilant Guard Exercise

November 16, 2016 – Statewide Recovery Planning Meeting

2017 – Broken Wing Exercise

2018 – Bureau of Reclamation Exercise

**9. UPDATE FROM THE RADIOLOGICAL TASK FORCE** (Non-action item) – *A briefing on current radiological issues within the region.*

Scott Alquist commented that he continues to work with the State Division of Health in Carson City, Nevada, and noted that he has received 135 Rad watches that will be distributed to Reno, Sparks, TMFPD, REMSA and the EOC. An additional 190 watches are being held in reserve. Additionally, Mr. Alquist said that Jon Bakkedahl with State Health is working with New York City to develop a revised set of standards that will then be distributed to responders. Mr. Alquist noted that Washoe County also has a Viewer and Reader that he will show to members after the meeting.

**10. UPDATE OF CITIZEN CORPS** (Non-action item) – *A briefing on events and activities supported by the Washoe County Citizen Corps including, but not limited to, Community Emergency Response Teams (CERT) – Shirlee Rhodes, WCSO or Designee*

Shirlee Rhodes – CERT, noted that the fourth training had been held in October with another training set for January 2016. Ms. Rhodes commented that CERT volunteers had assisted in the drill at Incline Village and will provide child ID packets to 130 children on December 18, 2015. A crowd control exercise is set for volunteers on Saturday with volunteers assisting with security for the upcoming Christmas in the Corridor.

**11. LEPC PRESENTATION** (Non-action item) – *Presentation on the Washoe County Health District's Jurisdictional Risk Assessment.*

Andrea Esp – Washoe County Health District, narrated a PowerPoint® presentation (copy on file) on public health preparedness. Ms. Esp noted that the assessment was conducted with input from 41 subject matter experts, which will guide future activities. The assessment looked at available resources and various hazards and how the region is poised for recovery. The intent is to identify and remedy any gaps in service or resources in a variety of areas such as acute care, mental health and other issues. While the region is prepared to respond to incidents, a number of areas need to be improved in recovery. The process will also assist in the identification of grant opportunities and increased capabilities in a variety of areas.

Brian Tayler suggested that member agencies be included in the process.

Aaron Kenneston reminded members that this is one area the Statewide Disaster Recovery identified as a weak area for this region by the Homeland Security Commission.

Brian Passow recalled his work with the Clark Count LEPC noting the OSHA has a Best Practices on Hazardous and Facilities, which identified the need for HAZWOPER training for healthcare workers dealing with patients exposed to hazards materials.

**12. LEPC OFFICER, ALTERNATE AND/OR MEMBER ANNOUNCEMENTS, REQUESTS FOR INFORMATION AND SELECTION OF TOPICS FOR FUTURE AGENDAS** (Non-action item) - *No discussion among committee members will take place on this item. The next regular meeting is scheduled at 9:00 a.m. February 18, 2016.*

Scott Alquist noted that radioactive materials and other hazards waste will resume shipment through the region in the near future. Mr. Alquist noted that he is in the initial discussion phases of bringing a track to the Regional Public Safety Training Center in October 2016 for training.

Chair Cleveland commented that more than half of the courses submitted for emergency management Bachelor's degree program have been approved and will be available in the fall of 2016. Additionally there has been discussion about adding a Cyber-Security course that he believes will benefit the region.

**13. PUBLIC COMMENT (Non-action item)**

Aaron Kenneston expressed his appreciation for those present at today's meeting and noted that Sandy Munns and Joe Nishikida (retirees) were also present.

Chair Cleveland expressed his appreciation to those present and reminded those present that the next meeting will be held February 18, 2016.

**14. ADJOURNMENT**

Chair Cleveland adjourned the meeting at 9:34 a.m.