

WASHOE COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

General Membership Committee

MINUTES

Thursday ~ February 16, 2006 ~ 9:00 a.m.

Washoe County Regional Emergency Operations Center

5195 Spectrum Boulevard, Reno, Nevada

1. CALL TO ORDER/ROLL CALL *

Chair Kenneston called the meeting to order at 9:00 a.m. and announced that a quorum was present.

PRESENT: Stephanie Beck – Washoe County District Health; Greg Befort – Regional Public Safety Center; Tim Busch – HazMat; Robert Cullins – University of Nevada, Reno; Gary Dunn – Sparks Emergency Management; Andy Flock - Sparks Fire; Jim Gubbels – Regional Emergency Medical Services Authority; Karen Fraley – Reno City Attorney; Michael Hurick – American Red Cross; Jim Johns – Reno Police Department; Aaron Kenneston – Washoe County Emergency Management; Chris Magenheimer – North Lake Tahoe Fire Protection District; Susan Parker – Regional Emergency Communications; Russ Pedersen – Washoe County Sheriff’s Office; Russ Rocha – Reno Sparks Reclamation; Roy Slate – Reno Fire Department; Klark Steffan – Regional Emergency Medical Services Agency; and Kristen Walthers – KTVN Channel 2. James Lopey – Washoe County Sheriffs Office joined the meeting at 9:12 a.m. Chris Smith - Washoe County School District was also present but not yet officially appointed to the General Membership Committee. Tami Cummings Washoe County Sheriff’s Department joined the meeting after roll call was taken.

ABSENT: Michael Alaux – American Red Cross; Ray Andriola – Saint Mary’s Hospital; Steve Asher – Sparks Police Department; Ryan Bird – Sierra Pacific Power Company; John Bradley – H2O; Beverly Buchanan – Regional Emergency Communications; Jim Caughron – Washoe County Risk Management; Richard Chess – Reno Finance; Tom Clewell – Sparks Fire Department; Eileen Coulombe – Washoe County District Health; Gary Cummings – Sierra Chemical; Marv DiPietro – Sparks Fire Department; Paul Donald – Washoe County District Health Department; Steve Driscoll – City of Sparks; Frank Frievalt – Sparks HazMat; Tom Gadd – Washoe County Public Works; Ken Grein – Washoe County School District; Craig Harrison – Washoe County Telecommunications; Arleen Henton – Washoe County Risk Management; Bruce Hicks – North Lake Tahoe Fire Protection District; Jim Jeppson – Washoe County Risk Management; Jeff Kinder – CFR Engineering; Lynn Kinder – Sierra Chemical; Stanley Kinder – Sierra Chemical; Chris Lang – Reno Police Department; Matt Marquez – Sparks Police Department; Steve Matles – affiliation unknown; Mike Mieras – Washoe County School District; Jim Miller – Washoe County District Health Department; Alan Minor – Truckee Meadows Water Reclamation; Gary Neilson – Reno Fire Department; Jo Norton – Reno Finance; Mitch Nowicki – Regional Emergency Medical Services Authority; Jason Pasco – KTVN Channel 2; Steve Pitts – Reno Police Department; Gary Randall – Truckee Meadows Water Reclamation; Dale Richardson – Washoe County School District; Suzy Rogers – Regional Emergency Communications; Bob Sack – Washoe County District Health Department; Marty Scheuerman – Reno Fire Department; Ron Schmidt – Sparks City Council; John

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Slaughter – Washoe County Management Services; Alan Tom – affiliation unknown; Dan Watkins – KOLO Channel 8; and Woody Wright – University of Nevada, Reno. Nathan Edwards, Deputy District Attorney, was also present.

2. APPROVAL OF JANUARY 19, 2005 GENERAL MEMBERSHIP MEETING MINUTES

It was moved by Greg Befort, seconded by Robin Pagni, to approve the January 19, 2006, minutes, as submitted. MOTION CARRIED.

3. TREASURER'S REPORT – *Review and acceptance of ODP (Office of Domestic Preparedness) /Homeland Security and SERC (State Emergency Response Committee) Grants – FFY (Federal Fiscal Year) 2004, 2005 & 2006.*

Cathy Ludwig, Grants Coordinator, provided an overview FFY (Federal Fiscal Year) 2004 SHSP (State Homeland Security Program) and LETPP (Law Enforcement Terrorism Prevention Program), grants which have received a performance extension until May 31, 2006.

James Lopey joined the meeting at 9:12 a.m.

Ms. Ludwig then reminded members to submit Noble Responder Exercise receipts for reimbursement not later than February 28, 2006. \$4,500.00 has been deobligated and returned to the State from the FFY 03 Critical Infrastructure Program grant .

It was moved by Jim Gubbels, seconded by Roy Slate, to approve the Treasurers Report as submitted. MOTION CARRIED.

4. GRANT OPPORTUNITIES – *Information & Discussion of upcoming and/or existing LEPC grants.*

None.

5. BRIEFING FROM THE HOMELAND SECURITY CAPABILITY AND REVIEW WORKING GROUP ON THE FISCAL YEAR 2006 INVESTMENT JUSTIFICATION PROGRESS AS MANDATED IN THE FISCAL YEAR 2006 GRANT APPLICATION *

Jim Lopey, Washoe County Sheriff's Office, summarized a recent inspection of an early terror warning system in Los Angeles (California) and noted that there is interest in the State of Nevada developing a Fusion Center system that would allow monitoring of internet and other sources to gather and analyze raw intelligence. Mr. Lopey also noted City Watch a web based program that allows first responders access to physical and structural information in the event of a natural or other disaster.

Chair Kenneston commented that the region (Truckee Meadows) has three representatives on the committee and asked that Mr. Lopey continue to provide monthly updates. Responding to an

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inquiry about shelter, evacuations and Medic search, Mr. Kenneston stated that he would meet with American Red Cross and that the State Health Division was addressing Medic Search.

6. APPROVAL OF BYLAW REVISIONS AS RECOMMENDED BY THE EXECUTIVE COMMITTEE MEMBER'S

Chair Kenneston outlined a proposal to modify the General Membership Committee's bylaws as they pertain to quorum. It is recommended that quorum be identified as a simple majority of the disciplines, which is a process currently used by other groups such as the 800 MHz Communications System Users and Joint Operating Committees.

It was moved by Roy Slate to amend Local Emergency Planning Committee bylaw by adopting a policy that identifies and establishes a quorum of the Local Emergency Planning Committee as a simple majority of the eleven (11) disciplines.

Jim Johns, Reno Police, outlined his concern that local jurisdictions under each discipline might not have their issues/concerns identified or adequately addressed under such a policy. Therefore, he could not support the motion.

Andy Flock concurred with Mr. Johns concerns.

Responding to an inquiry about roll call by Russ Pedersen, Nathan Edwards – Deputy District Attorney, explained that all members, primary and alternates need to be identified as either present or absent on the record.

Cathy Ludwig, Grants Coordinator, noted that there are twelve disciplines identified by SERC (State Emergency Response Commission).

Karen Fraley recalled the historical reasoning for the establishment of a 25-percent quorum requirement as the LEPC had some 150-members initially. However, a change in the membership criteria has reduced the number of members to not more than 50.

Chair Kenneston commented that under existing NRS (Nevada Revised Statutes) that it might be difficult to achieve or maintain quorum to conduct business if a majority of members were required.

Ms. Ludwig reminded the board that bylaws had to be revised and submitted to SERC by March 31, 2006.

Chair Kenneston stated that Mr. Slate's motion died due to lack of a second.

It was moved by Jim Johns to define quorum as a simple majority of voting members or agencies.

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Ms. Fraley noted that many of the participants were not agencies such as Kristin Walthers from KTVN Channel 2.

Tim Busch left the meeting at 9:41 a.m.

After additional discussion, Mr. Johns restated the motion as follows.

It was moved by Jim Johns, seconded by Roy Slate, to define quorum as a simple majority of the primary voting membership.

Ms. Fraley also noted that LEPC bylaws also allowed voting by proxy in the event a member or alternate are unable to attend scheduled meetings.

Mr. Edwards stated his understanding of the motion as being 16 of the 31 voting or alternate members constituting a majority. Mr. Edwards will research proxy votes, which he believes are not allowed under existing statute.

Chair Kenneston outlined the motion and stated that proxy voting would be addressed with the next update of the bylaws.

MOTION CARRIED (none opposed).

7. ACTION ON RECOMMENDATION FROM THE GRANTS & FINANCE SUBCOMMITTEE FOR APPROVAL OF THE 2007 STATE EMERGENCY RESPONSE COMMISSION (SERC) GRANT REQUESTS FOR EQUIPMENT, PLANNING, & TRAINING.

Jim Gubbels provided an overview of the primary and alternate grant requests established by the Grants and Finance Subcommittee in session on February 15, 2006: 1). Sparks Fire Department, in the amount of \$5,879.00 for ten (10) 30-minutes SCBA bottles; 2). Regional Public Safety Training Center in the amount of \$11,990.00 for web based HazMat training courses one (1) Ethernet TV Live Portal Server (\$4,495.00) and one (1) dual channel Encoder (\$7,495.00); 3). University of Nevada, Reno (UNR) Police request in the amount of \$6,990.00 for one (1) 50-watt mobile VHF radio (\$600.00), three (3) 800 MHz handheld radios (\$3,090.00), one (1) inkjet/laser color copier (\$400.00), one (1) laptop computer (\$2,300.00), and three (3) 16X50 binoculars (\$600.00); and 4) approve an additional ten (10) 30-minutes SCBA bottles for Sparks Fire Department and/or (1) laptop computer (\$2,300.00) for UNR Police in the event a portion of the original request is denied or additional grant funding becomes available

It was moved by Jim Johns, seconded by Susan Parker to accept the Grants and Finance Subcommittee recommendations: 1). Sparks Fire Department t in the amount of \$5,879.00 for ten (10) 30-minutes SCBA bottles; 2). Regional Public Safety Training Center in the amount of \$11,990.00 for web based HazMat training courses one (1) Ethernet TV Live Portal Server (\$4,495.00) and one (1) dual channel Encoder (\$7,495.00); 3). University of Nevada, Reno

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(UNR) Police request in the amount of \$6,990.00 for one (1) 50-watt mobile VHF radio (\$600.00), three (3) 800 MHz handheld radios (\$3,090.00), one (1) inkjet/laser color copier (\$400.00), one (1) laptop computer (\$2,300.00), and three (3) 16X50 binoculars (\$600.00); and 4). Approve an additional ten (10) 30-minutes SCBA bottles for Sparks Fire Department and/or (1) laptop computer (\$2,300.00) for UNR Police in the event a portion of the original request is denied or additional grant funding becomes available. MOTION CARRIED.

8. INFORMATION AND UPDATE ON THE INTEGRATED EMERGENCY MANAGEMENT COURSE IN EMMITSBURG, MD IN APRIL 1-7, 2006.

Chair Kenneston commented that the list of attendees was still being reduced as requested by FEMA (Federal Emergency Management Agency).

Jim Johns recommended that as the list is revised that consideration be given to sending future managers/leaders rather than those individuals approaching retirement in the next few years.

James Lopey concurred noting that Washoe County Sheriff's Office is attempting to follow that policy.

Karen Fraley suggested the legal counsel be included in the training exercise.

9. LEPC OFFICERS' COMMENTS *

Chair Kenneston reminded members to coordinate membership matters though Grants Coordinator Cathy Ludwig. It is crucial that the membership roster be current and updated so that quorum can be achieved.

10. PUBLIC COMMENTS *

Jim Johns outlined the need to budget for the upcoming Phase 2 Enhanced 911 service to support the three local PSAPs (Public Safety Answering Points (Reno, Sparks and Incline Village, Nevada).

Stephanie Beck commented that she was seeking passes for the National Disaster Annual Conference at the end of April in the City of Reno. This particular conference is by invitation only.

Greg Befort provided a handout (copy on file) to the members and audience present noted that there are grant funds available to cover costs for the Advance Justice Course on DNA Technology. There are four opening for the ICS-400, which requires ICS-200 and ICS-300 certification.

9. LEPC OFFICERS' COMMENTS *

Russ Pederson, Washoe County Sheriff's Office, drew attention to the demonstration of the downlink system and moving map. Mr. Pedersen pointed out how the system could be used to

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identify areas engulfed in wildfire as well as other key information needed by first responders in the event of natural or manmade disaster.

Nathan Edwards, Deputy District Attorney, suggested that the matter be agendaized for presentation and discussion at a future meeting.

10. PUBLIC COMMENTS *

Susan Parker , Regional Emergency Communications, noted that once Phase 2 is initiated that longitude and latitude information can be provided to search and rescue teams through handheld GPS (Global Positioning System) and other devices.

11. NEXT LEPC MEETING ~ MARCH 16, 2006 - REGIONAL EMERGENCY OPERATIONS CENTER

The next meeting is scheduled at 9:00 a.m., March 16, 2006.

12. ADJOURNMENT

Chair Kenneston adjourned the meeting at 10:09 a.m.

AS APPROVED BY THE WASHOE LOCAL EMERGENCY PLANNING COMMITTEE IN SESSION ON MARCH 16, 2006.

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