

# Local Emergency Planning Committee

## *General Membership Meeting*

### MINUTES

**THURSDAY ~ FEBRUARY 16, 2012 ~ 9:00 A.M.**

**REGIONAL EMERGENCY OPERATIONS CENTER**

**5195 SPECTRUM BOULEVARD, RENO, NEVADA**

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

Chair Magenheimer called the meeting to order at 9:05 a.m. A quorum was established.

**MEMBERS PRESENT:** Brian Allen – Sparks Police Department; Debra Barone – Saint Mary's Regional Medical Center; Gary Beekman – Washoe County Communications and Security; Jim Caughron – Washoe County Risk Management; Dave Hunkup – Reno Sparks Indian Colony; Mark Katre – Reno Police Department; Aaron Kenneston – Washoe County Emergency Management; Teresa Long – Washoe County Health District; Kariann Maitland – Reno Emergency Communications Center; Chris Magenheimer – North Lake Tahoe Fire Protection District; Chet Malewski – Truckee Meadows Water Authority; Phil Povey – Truckee Meadows Community College; Ron Percivalle – KTVN Channel 2; Keith Sheridan – Ormat Technologies; Eileen Stickney – Washoe County Health District; Jeff Whitesides – Washoe County Health District; and Woody Wright – University of Nevada, Reno. Dee Stueve – Associated General Contractors, joined the meeting at approximately 9:15 a.m.

**MEMBERS ABSENT:** Scott Alquist – Truckee Meadows Community College; Julie Bender – Regional Public Safety Training Center; Marshall Emerson – Washoe County Sheriff's Office; Richard Gammick – Washoe County District Attorney's Office; Jim Gubbels – Regional Emergency Medical Services Authority; Rob Kelley – Washoe County Water Resources; Jeff Kinder – Nevada Division of Environmental Protection; Andy Koski – Sparks Fire Department; Tanya Milelli – American Red Cross; Sandy Munns – Reno Fire Department; Joe Nishikida – Reno Fire Department; Don Pelt – Pyramid Lake Paiute Tribe; Debbie Penrod – University of Nevada, Reno; Jim Reagan – NV Energy; and Rob Reeder – Regional Transportation Commission.

**ALTERNATES PRESENT:** Beth Langan – Regional Public Safety Training Center; Tammy Lopes – Reno Fire Department; Eric Millette – Sparks Fire Department; Tracy Moore – Washoe County School District; Mitch Nowicki – Regional Emergency Medical Services Authority; Tim O'Connor – Washoe County Sheriff's Office; and Brian Taylor – Regional Emergency Medical Services.

**ALTERNATES ABSENT:** Stacey Akurosawa – Washoe County Health District; Ed Atwell – University of Nevada, Reno; Darin Balaam – Washoe County Sheriff's Office; Bev Buchanan – Reno Emergency Communications; Steve Burlie – Regional Transportation Commission; Ella Mae Carthen – Reno Emergency Communications; Dawn Clevenger – Ormat Technologies; Christina Conti – Washoe County Health District; Diane Drinkwater – Washoe County District Attorney's Office; Karli Epstein – American Red Cross; Dave Evans – Nevada Division of Environmental Protection; Tom Garrison – Sparks Fire Department; John Gilmore – Ormat Technologies; Michelle Gitmed – Reno Police Department; Nida Harjo – Reno Sparks Indian Colony; John Helzer – Washoe County District Attorney's Office; Bruce Hicks – North Lake Tahoe Fire Protection District; Steve Keefer – Sparks Police Department; Mike Krysztof – Sierra Fire Protection District; Tim Leighton – Sierra Fire Protection District; Chris Long – Washoe County Communications and Security; John Madole –

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Associated General Contractors; Matt Marquez – Sparks Police Department; Tom Martin – American Red Cross; Robert McLaughlin – Veteran’s Administration Hospital; Jon McRae – Nevada Division of Environmental Protection; Gary Meister – Reno Police Department; Mike Mieras – Washoe County School District; Kenneth Miller – Pyramid Lake Paiute Tribe; Michael Munda – Renown; Brad Norman – Truckee Meadows Community College; Tim O’Brien – Reno Fire Department; John Potter – KTVN Channel 2; Jerry Preston – Washoe County Water Resources; Josh Reynolds – Truckee Meadows Community College; Jeanne Rucker – Washoe County Health District; Bob Sack – Washoe County Health District; John Slaughter – Washoe County Management Services; and Carlotta Taylor – Washoe County Health District.

Mary Kandaras – Deputy District Attorney, was also present.

Chair Magenheimer reminded those present to speak into the microphones and state their name for the record when speaking.

- 2. APPROVAL OF MINUTES** (For possible action) – *December 15, 2011 General Membership and February 14, 2012 Grants and Finance Subcommittee meeting minutes.*

***It was moved by Jim Caughron, seconded by Eric Millette, to approve the December 15, 2011, General Membership and the February 14, 2012, Grants and Finance Subcommittee meeting minutes, as submitted. MOTION CARRIED.***

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

There were no public comments.

- 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 Revenue and Payables report noting that the 2012 SERC (State Emergency Response Commission) is nearly expended in the second quarter report and that the \$13,031.91 balance in the UWS (United We Stand) grant had been encumbered, The FFY (Federal Fiscal Year 2009 SPARTAN (Schools Prepared and Ready Together Across Nevada) has expended all but \$21,064.97, which has been encumbered to purchase the Server to house statewide School Safety Plans. The FFY 2010 Homeland Security COOP (Continuity of Operations) grant is doing well with a Task Force meeting set February 22, 2012.

***It was moved by Jim Caughron, seconded by Kariann Maitland, to accept the Treasurer’s Report, as submitted. MOTION CARRIED.***

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

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Cathy Ludwig - Grants Coordinator, commented that notice of the 2013 UWS (United We Stand) grant for Planning, Training, and Equipment had been received. Ms. Ludwig reminded member agencies that applications for this grant must focus on and be related to activities to support preparedness to combat of terrorism. The grant is for \$30,000.00 and has a performance date of July 1, 2012, through June 30, 2013. Applications for this grant are due no later than March 26, 2012. Additionally, there is availability in the 2012 HMEP Mid-Cycle grant; \$61,000.00 for Planning, and \$60,000.00 for Training; this grant provides funding for planning and training to prevent, mitigate and response to Hazardous Materials. Ms. Ludwig noted that Continuing Challenge as well as the International Hazardous Materials Conference and the Hot Zone Hazmat Conference were eligible for grant funding. However, the Reno Fire Shows grant funding comes from a different grant fund that will be announced when received. Ms. Ludwig noted that the Grants and Finance Subcommittee will convene at 9:00 a.m., Tuesday, April 3, 2012.

6. **GRANT APPROVAL** (For possible action) – *Approval of the 2013 State Emergency Response Commission (SERC), Planning, Training, Equipment and Operations grant applications, limit \$34,000.00, to include Clerical Assistance, not to exceed 50-percent of the total Operations category, as recommended by the LEPC (Local Emergency Planning Committee) Grants and Finance Subcommittee.*

Eileen Stickney – Grants and Finance Subcommittee Chair, noted that the committee had met on Tuesday, February 14, 2012, and had a robust discussion of the applications, which Ms. Ludwig will define. Ms. Stickney noted that two (2) motions would be needed to cover the \$30,000.00 and \$4,000.00 grant.

Cathy Ludwig - Grants Coordinator, commented that the Grants and Finance Committee recommended the following: Washoe County Sheriff's Office (WSCO) – \$7,298.37 for Carry Viewer III Handheld Diversity Receiver with accessories; Regional Emergency Medical Services Authority (REMSA) – \$4,914.47 for one (1) SCBA and one (1) 60-Minute Cylinder; Reno Police Department (RPD) – \$2,411.60 for twenty (20) Throat Microphones; three (3) Molded Ear Pieces (10 per pack) and will make up any difference if the discount is lowered; Regional Emergency Medical Services Authority (REMSA) – \$2,653.80 for sixty (60) (30 per box) DuoDote Auto-Injectors; Washoe County Health District (WCHD) – \$1,624.00 for Laptop; Clan Lab Site Safety Officer Training registration \$1,190.00; meals \$434.00; and lodging \$653.40, total \$3,901.40; TRIAD Regional Hazmat Team – \$8,820.36 for two (2) Mini Rae 3000 Monitors w/Alkaline Battery & Wireless Data Transmission; four (4) HazCat 2.0 2011 Upgrade Kits; and six (6) 2011 HazCat Chemical Identification Systems Manuals. Total grant request \$30,000.00. Ms. Ludwig noted that the Washoe County Health Districts request total included the laptop.

***It was moved by Eric Millette, seconded by Jim Caughron, to approve the 2013 State Emergency Response Commission (SERC), Planning, Training, Equipment and Operations grant applications as follows: Washoe County Sheriff's Office (WSCO) – \$7,298.37 for Carry Viewer III Handheld Diversity Receiver with accessories; Regional Emergency Medical***

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Ms. Ludwig explained that the grant also included \$2,000.00 for SERC Operations; and \$2,000.00 for Clerical Assistance for recording services provided by Robert Cox for a total grant of \$4,000.00.

***It was moved by Jim Caughron, seconded by Phil Povey, to approve the \$4,000.00; \$2,000.00 for SERC (State Emergency Response Commission) operations; and \$2,000.00 for Clerical Assistance for recording secretary services provided by Robert Cox. MOTION CARRIED.***

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

Aaron Kenneston - Washoe County Emergency Management, provided an overview of upcoming events including the invitation of the After-Action meeting of Fire Services on the Washoe Fire. Mr. Kenneston asked that interested parties contact him directly if they had not been invited to the in-depth discussions at the Regional Public Safety Training Center. Other training and exercises, listed on the flier (copy on file), include the COOP Plans Writer sessions and taskforce meeting. The intent of the meeting is to review the Continuity of Operations plans for completeness. On February 29, 2012, WebEOC will focus on Resource Management and provide an opportunity to review communications tools available during a crisis. Additional information can be found at: <https://www.washoecounty.us/wcss/eoc/calendar.php>.

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

Aaron Kenneston commented that another individual will be sent to Modular Emergency Response Radiological Transportation Training (MERRTT), which supports the Waste Isolation Pilot Project (WIPP).

**9. 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)*

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Lynda Sienko noted that she is retiring as of April 15, 2012, and introduced Program Consultant Derek Russell.

Mr. Russell noted that the next CERT academy is slated for the second and third weekends in March (2012) and asked that interested parties contact him.

**10. LEPC PRESENTATION** (Non-action item) – A demonstration/presentation by the Community Emergency Response Team (CERT) on Hands-on Digital Fire Extinguisher Training.

Roy Bain, WCSO (Washoe County Sheriff's Office) CERT (Community Emergency Response Team), demonstrated the Digital Fire Extinguisher Training equipment. Mr. Bain noted that the use of actual water and powder for fire extinguishers was costly and somewhat messy. The equipment has been used in a variety of training sessions. The digital equipment is programmed to provide training at four (4) levels of difficulty. Mr. Bain invited interested parties to try the equipment after the meeting.

**11. LEPC (Local Emergency Planning Committee) 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. April 19, 2012.*

Aaron Kenneston noted that CERT (Community Emergency Response Team) materials are being offered in braille for the visually impaired and asked that those having connections to that segment of the population contact him.

Lynda Sienko noted that offers had been received to provide outreach to the hearing impaired and that a Spanish language CERT (Community Emergency Response Team) training academy had been suggested. Additional information on dates and locations will be provided as it becomes available.

Chair Magenheimer expressed his appreciation for Ms. Sienko's contributions to the community and congratulated her on her retirement.

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

Brian Foote – BalFour, noted that the western regional training and distribution centers are now located in Reno (Nevada). Mr. Foote commented that there are 65-years of case studies conducted on previous disasters that may be of use to the group.

**13. ADJOURNMENT** (Non-action item)

Chair Magenheimer adjourned the meeting at 9:42 a.m.