

Local Emergency Planning Committee

Executive Committee Meeting

MINUTES

MONDAY, FEBRUARY 27, 2012 ~ 9:30 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 9:30 a.m. A quorum was established.

PRESENT: Jim Caughron – Washoe County Risk Management; and Chris Magenheimer – North Lake Tahoe Fire Protection District.

ABSENT: Aaron Kenneston – Washoe County Emergency Management; and Eileen Stickney – Washoe County Health District.

Mary Kandaras – Deputy District Attorney, was also present.

2. **APPROVAL OF MINUTES** – September 26, 2011 (For possible action)

It was moved by Member Caughron, seconded by Chair Magenheimer, to approve the September 26, 2011, minutes, as submitted. MOTION CARRIED.

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

There were no public comments.

4. **LEPC (Local Emergency Planning Committee) GRANTS AND FINANCE SUBCOMMITTEE AND GENERAL MEMEBERSHIP LISTS** (For possible action) – *A review, discussion and possible action of update to the LEPC Grants and Finance Membership List and the LEPC General Membership List.*

Cathy Ludwig – Grants Administrator, drew attention to the membership/attendance spreadsheet for the Grants & Finance Subcommittee for 2011 and 2012. Ms. Ludwig noted that she had sent emails to Bob Knoll, Tim O'Brien and Sandy Munns (Reno Fire Department) since member Knoll had not been attending. Ms. Ludwig noted that she had not received an answer. Washoe County Communications has indicated a desire to attend future meetings and has promised to do so. While Chet Malewski – TMWA (Truckee Meadows Water Authority) has not attended, but has advised when he is unable to attend. He was sent a meeting calendar and agreed he would try to attend upcoming meetings. During the February 14, 2012, Grants and Finance Subcommittee meeting it was suggested that perhaps the membership be decreased from eleven (11) members.

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Mary Kandaras – Deputy District Attorney, suggested that The Executive Committee provide direction to develop language that would reduce the membership from eleven (11) to seven (7) with additional language that provides for a rotation of the membership among the disciplines, as well as, a better focus on a grant's specific requirements.

Responding to Ms. Kandaras' inquiry about interest in serving on the Grants and Finance Subcommittee, Ms. Ludwig explained that interest had decreased as grant funds were significantly reduced.

It was moved by Member Caughron, seconded by Chair Magenheimer, to direct that legal counsel (Deputy District Attorney Mary Kandaras) develop amendments to the Washoe LEPC (Local Emergency Planning Committee) bylaws to reduce the membership for the Grants and Finance Subcommittee to seven (7) along with a methodology to rotate the membership among and between the LEPC's General Membership to be more responsive to the requirements of available grants. MOTION CARRIED.

Ms. Ludwig then outlined the 2011-2012 attendance rosters for the General Membership noting that Sierra Fire Protection District, Washoe County District Attorney (Elected Official) and Pyramid Lake Paiute Tribe had been absent from three (3) consecutive meetings.

During the discussion it was suggested that letters advising of pending loss of membership status should be sent even though past endeavors have had mixed success.

Ms. Kandaras commented that she would internally address the District Attorney's Office meeting attendance and noted short staffing and court appearances may have affected the member's ability to attend.

Ms. Ludwig recalled her discussion with Acting Chief Tim Leighton of Sierra Fire who has been unable to attend recent meetings. Pyramid Lake Paiute Tribe could be affected by the travel distance and times. Ms. Ludwig will correspond with the entities outlining the meeting dates, times and commitment.

It was moved by Member Caughron, seconded by Chair Magenheimer, to direct that letter be sent to the Pyramid Lake Paiute Tribe and Sierra Fire Protection District outlining the date, time and location of meetings and attendance requirements. MOTION CARRIED.

5. NEW LEPC (Local Emergency Planning Committee) MEMBERSHIPS (For possible action) – *Review, discussion and possible action of approval of new LEPC Memberships.*

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Cathy Ludwig commented that Jim Wilson, Public Safety Coordinator RSCVA (Reno Sparks Convention and Visitors Authority) had applied for membership along with two (2) alternates. Ms. Ludwig recalled that Mr. Wilson had served in that capacity in the past and had been removed from membership due to medical reasons. In the past the RSCVA was listed under Community along with other agencies including the Regional Public Safety Training Center and American Red Cross. Kyle West - Safety Program Manager with the City of Reno has also submitted an application for membership listing Ryan Bird – Environmental Control Supervisor as alternate.

During the discussion it was noted that the City of Reno had not previously listed a member as Safety Program Manager and that Mr. West had formerly served as the Engineering Manager for the City of Reno's Community Development Department. Mr. West has recently been reassigned to the City Manager's Office.

Ms. Ludwig then noted that Steven Matles – AMMI, Inc., had asked to be part of the LEPC (Local Emergency Planning Committee) General Membership as a private consulting business with Jim Miller as an alternate.

During the discussion it was pointed out that the Executive Committee had declined previous applications by individuals/private consulting businesses. Other discussion focused on the discipline that might be appropriate for Mr. West. As the discussion continued it was noted that RSCVA had previously been listed under Community and that the addition of a new member agency will increase the number of members required to meet minimum quorum requirements under Nevada's OML (Open Meeting Law).

It was moved by Member Caughron, seconded by Chair Magenheimer, to approve Jim Wilson – Reno Sparks Convention and Visitors Authority as primary and Skip Eller and Jim Hadsall as alternates to the General Membership. MOTION CARRIED.

During the discussion it was noted that the City of Reno is well represented under a variety of disciplines including Law Enforcement, Fire, Hazardous Materials and Emergency Management. It was pointed out that Mr. West and other City of Reno representatives can attend meetings without being a member.

It was moved by Member Caughron, seconded by Chair Magenheimer, to not accept the membership application for Kyle West - City of Reno and Ryan Bird as alternate. MOTION CARRIED.

It was moved by Member Caughron, seconded by Chair Magenheimer, to not accept the membership application for Steven Matles – AMMI, Inc., and Jim Miller as alternate. MOTION CARRIED.

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6. SERC (State Emergency Response Commission) REQUIREMENTS (For possible action) - *Review, discussion and possible action of annual SERC requirements for LEPC (Local Emergency Planning Committee) compliance.*

Cathy Ludwig – Grants Administrator, drew attention to the handouts (copies on file) that list the annual compliance requirements including annual update of the Hazardous Materials Plan, NRT-1 (National Response Team), Exercise report, meeting minutes, Bylaws and annual membership review and updates. Additionally, a quarterly report on HMEP (Hazardous Materials Emergency Preparedness) grant is required which typically requires assistance from members. Ms. Ludwig noted that most of the information on the report is not financial data with the most important component being the number of individuals trained, as well as, their levels of training.

During the discussion it was noted that this is an ongoing update given the changes in how personnel is being deployed. As the discussion continued, it was suggested that perhaps a stipulation for acceptance of a sub-grant should include the provision the number and names of individuals trained including the level of training as a supplemental to the financial reports. It was noted that failure to provide the information could result in the withholding of reimbursement. It was pointed out that SERC (State Emergency Response Commission) and other grant providers have imposed additional funding requirements and forms that must be filed. The intent is to provide assistance to Ms. Ludwig so that the information is current and readily available. It was suggested that the issue be brought to the LEPC General Membership as part of the administrative process at the April meeting. It was noted that item 14 under Questions Pertaining to Training be developed and attached to future subgrants and that trainee names be included as supporting documentation of training and level of training. Other discussion suggested a definition of the training levels might be of assistance in determining the level of training achieved.

It was moved by Member Caughron, seconded by Chair Magenheimer, to direct that Cathy Ludwig – Grants Coordinator, develop a report for the number of persons trained and level of training. MOTION CARRIED.

Ms. Ludwig then outlined the Exercise Report Form that is required annually. While the SERC Subcommittee found the Washoe County Plan in compliance it was recommended that response procedures be consolidated and coordinated in the plan along with a strengthening of the plan including facility coordinators. The next review is due to SERC in January 2013. The LEPC review process would typically start in the summer (2012).

During the discussion it was suggested that the review be added to the April meeting agenda so that the review process can start earlier to avoid a last minute rush by member agencies needing time to review the plan as occurred in late 2011. It was noted that Emergency Manager, Aaron Kenneston typically serves as the lead on the plan review and that in the past an outside consultant has been used to update the plan using HMEP grant funds since a

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Committee is not in place to review the plan. Other discussion suggested that perhaps a Committee could be used unless an outside consultant is engaged to review the plan. It was suggested that an application be filed for the current HEMP grant funds for a consultant. It was noted that there are several steps that need to be completed before an application can be filed and may or may not require an RFP (Request for Proposal) depending on cost.

It was moved by Member Caughron, seconded by Chair Magenheimer, to work with Cathy Ludwig and Aaron Kenneston to develop a grant application for HMEP (Hazardous Materials Emergency Preparedness) Mid-cycle fund to engage a consultant to update the Hazard Materials Plan. MOTION CARRIED.

Ms. Ludwig then outlined the exercise report form which is required for every exercise that takes place. Ms. Ludwig recalled a previous Evening Glow exercise for TMCC (Truckee Meadows Community College) and subsequent late reporting. Ms. Ludwig explained that reports are due by January 31 each year. However, it is Ms. Ludwig's belief that reports be filed immediately following the exercise as the Planning and Training Subcommittee only meets quarterly and does not always find exercises in compliance which could cause an issue with compliance. Ms. Ludwig emphasized the need for exercises must relate to Hazardous Materials. Ms. Ludwig then detailed the complexity of reporting based on the type of exercise and government agency such as FEMA (Federal Emergency Management Agency) and HSEEP (Homeland Security Exercise & Evaluation Program).

Ms. Kandaras suggested that the matter be brought to the LEPC so that all member agencies are aware of the reporting process.

Ms. Ludwig noted that the LEPC chair typically completed the form and asked if the agency should now be completing the exercise reports. Ms. Ludwig explained that she believes the form is pertinent to the person overseeing the exercise, but needs to be signed by the LEPC Chair.

- 7. 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.*

There were no announcements.

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

There were no public comments.

- 9. ADJOURNMENT** (For possible action)

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Chair Magenheimer adjourned the meeting at 10:25 a.m.