

Washoe Local Emergency Planning Committee

Grants & Finance Subcommittee

MINUTES

Tuesday ~ August 28, 2007 ~ 9:00 a.m.

Washoe County Regional Emergency Operations Center
5195 Spectrum Boulevard, Reno, Nevada

1. CALL TO ORDER/ROLL CALL *

Chair Flock called the meeting to order at 9:15 a.m. A quorum was established.

MEMBERS PRESENT: Tim Alameda – Reno Fire Department; Andy Flock – Sparks Fire Department; Jim Gubbels – Regional Emergency Medical Services Authority; Aaron Kenneston – Washoe County Emergency Management; Chet Malewski – Truckee Meadows Water Authority; Steve Matles – Renown; Stephanie McCarty – Washoe County District Health Department; Robin Pagni – Sparks Police Department; and Chris Smith – Washoe County School District.

MEMBERS ABSENT: Tim Busch – Sparks HazMat; Joe DuRousseau – Reno Fire Department; Mike Mieras – Washoe County School District; and Patricia Williams – Reno Emergency Communications.

ALTERNATES PRESENT: Tom Miller – Sparks Police Department; Alan Minor – Truckee Meadows Water Authority; and Russ Pedersen – Washoe County Sheriff's Office.

ALTERNATES ABSENT: Kevin Brun – Veterans Hospital; Eileen Coulombe – Washoe County District Health Department; Gary Dunn – Sparks Emergency Management; James Flenner – Reno HazMat; Bruce Hicks – North Lake Tahoe Fire Protection District; Chris Magenheimer – North Lake Tahoe Fire Protection District; Mike Mieras – Washoe County School District; and Dale Richardson – Washoe County School District.

Nathan Edwards – Deputy District Attorney, was also present.

2. REVIEW, PRIORITIZE REQUESTS AND RECOMMEND ACTION TO THE GENERAL MEMBERSHIP OF THE LOCAL EMERGENCY PLANNING COMMITTEE ON THE 2008 STATE EMERGENCY RESPONSE COMMISSION (SERC), HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) GRANT UP TO A MAXIMUM AWARD OF \$25,000.00.

Chair Flock summarized the agenda item noting that a maximum of \$25,000.00 was available for the HMEP (Hazardous Materials Emergency Preparedness) grant. There are thirty-four (34) applicants to attend the HazMat Explo in Las Vegas (Nevada) with funding for a total of twenty-seven (27) attendees. Chair Flock suggested that the number of attendees be reduced either by discipline or agency. Chair Flock asked for recommendations.

Russ Pedersen suggested that certain attendees be placed on the alternate list of attendees to replace those who might not be able to attend.

Cathy Ludwig – Grants Administrator, stated that there were no other training or planning grant requests other than HazMat Explo. Based on previous experience, it is Ms. Ludwig's belief that all thirty-four (34) positions could be funded. For example, those not attending the full four (4) days of the conference significantly reduce cost thus allowing additional persons to attend. Ms. Ludwig

Grants and Finance Subcommittee – Minutes

August 28, 2007

Page 2 of 3

explained that there is some confusion about per diem rates. Should the higher rate not be adopted then 34 positions could be funded. However, the guidance received from the SERC was to use per diem rates shown in the application packet. Ms. Ludwig explained that the application must reflect the number of individuals attending the conference. Therefore, a list of twenty-seven (27) attendees will be submitted with the grant application.

Steve Matles withdrew one attendee.

It was moved by Russ Pedersen, seconded by Jim Gubbels, to reduce the number of attendees per agency to achieve a total of twenty-seven (27) attendees.

Mr. Kenneston asked why it had to be twenty-seven (27) noting that agencies would be reimbursed expenses.

Ms. Ludwig summarized the formula used to determine the number of attendees.

During the discussion it was noted that additional persons could attend and that costs would be reimbursed if funds were available. The intent is to accept the number of attendees proposed by Ms. Ludwig with other being reimbursed as funding permits.

Mr. Pedersen withdrew the motion.

Mr. Gubbels withdrew the second.

It was moved by Russ Pedersen, seconded by Jim Gubbels, to recommend that the Washoe Local Emergency Planning Committee approve the HazMat Explo Attendee List as follows: LAW ENFORCEMENT: Washoe County Sheriff's Office - Rich Hodges, Darin Balaam, Darrin Rice with Andy Barrett-Venn and James Sitler alternates; Sparks Police – Steve Asher, Matt Marquez and Robin Pagni; Reno Police – Charlie Dimino, John Topian, Chris Lang; FIRE: North Lake Tahoe Fire Protection District – Sue Martineau; Reno Fire – David Blondfield, Rick Hart and Eric Ross with Ross Rytting alternate; EMERGENCY MANAGEMENT: Cathy Ludwig, Gary Dunn and Jim Caughron; HEALTH: Peg Caldwell, Chris Ralph, Byron Collins with Stephanie McCarty and Kim Franchi as alternates; HOSPITALS: Michelle Pagel, Eric Lewis, Lance Woolf with Laurel Capurro and Alan Blocher alternates; EMERGENCY MEDICAL SERVICES: Todd Kerfort and Alex Hughes; COMMUNICATIONS: Beverly Buchanan and Kariann Beechler; and COMMUNITY – Woody Wright.

Stephanie McCarty asked that she be placed as the last alternate for Washoe County District Health.

Mr. Pedersen amended the motion to move Stephanie McCarty to alternate with Byron Collins as primary. Mr. Gubbels amended the second. MOTION CARRIED.

During the discussion it was explained that agencies must be notified that funding for alternates is contingent on availability.

Grants and Finance Subcommittee – Minutes

August 28, 2007

Page 3 of 3

3. PUBLIC COMMENTS *

Cathy Ludwig – Grants Coordinator, suggested the meeting date be changed from September 11, 2007, to September 10, 2007, due to a conflict of schedule.

Aaron Kenneston noted the heavy schedule for the week of September 10 through 15, 2007.

Jim Gubbels noted that failure to achieve a quorum at the September 11, 2007, meeting could result in the Executive Committee meeting and approving the grant request and election of officers.

Stephanie McCarty Homeland Security grant subcommittee would begin meeting next month and asked if any members would participate in that process.

Mr. Kenneston noted that various participants from Washoe County would be involved and that the process has been completed. Currently the meetings are held in Las Vegas (Nevada) and that additional representatives from Washoe County should be involved. Mr. Kenneston commented that the meeting is to develop interoperable communications and that he would work with interested parties to arrange travel for the September 19 and 20, 2007, meeting.

4. ADJOURNMENT

Chair Flock adjourned the meeting at 9:55 a.m.

**AS APPROVED BY THE GRANTS AND FINANCE SUBCOMMITTEE IN SESSION ON
SEPTEMBER 11, 2007.**