



# Washoe County Local Emergency Planning Committee (LEPC)

General Membership Meeting

## MINUTES

August 18, 2016, 9:00 A.M.

Regional Public Safety Training Center – Room 102 A-B

5190 Spectrum Boulevard, Reno, Nevada

**1. \*CALL TO ORDER/ DETERMINATION OF QUORUM** – Meeting called to order at 9:06 a.m. by Darryl Cleveland, LEPC Chairman. Quorum was established.

David Watts-Vial – Deputy District Attorney, was at the meeting.

**PRESENT:** Scott Alquist – Truckee Meadows Community College; Darryl Cleveland – Truckee Meadows Community College; Jerry Baldrige – Washoe County Sheriff's Office; Bryan Calder – North Lake Tahoe Fire Protection District; Spencer Lewis – University of Nevada, Reno; Chris Long – Washoe County Technology Services; Eric Millette – Sparks Fire Department; Tracy Moore – Washoe County School District; Jim Reagan – NV Energy; Brian Passow – VA Hospital; Bob Sack – Washoe County Health District; Robert A. Smith – Washoe County Regional Animal Services; Erin Holland – Truckee Meadows Fire Protection District; Suzy Rogers – Reno ECOMM; Stanton Tang – KOLO-TV; Paul Burton – REMSA; Jace LaFever – Inter-Hospital Coordinating Committee; Debbie Penrod – University of Nevada Reno; Dick Nachtsheim – Reno Fire Department; Shawn McEvers – Sparks Fire Department.

Tracy Moore arrived at 9:06 a.m.

Suzy Rodgers arrived in 9:27 a.m.

**ABSENT:** Mechellette Arenque – VA Hospital; Wade Barnett – KOLO-TV; Jim Hendrickson – Washoe County School District; Aaron Kenneston – Washoe County Emergency Management; Bob Leighton – Reno Fire Department; Jim Bolton – Reno Fire Department; Jack Byrom – TMWA; Steve Burlie – Regional Transportation Commission; Kevin Compel – TMWA; Christina Conti – Washoe County Health District; Cassie Darrough – Pyramid Lake Paiute Tribe; Brian Taylor – REMSA; Pat Dyer – Sparks Police Department; Jason Elorza – Sparks Fire Department; Michelle Gitmed – Reno Police Department; James English – Washoe County Health District; Tom Green – Washoe County Sheriff's Office; Nida Harjo – Reno-Sparks Indian Colony; Greg Herrera – Washoe County Sheriff's Office; Bruce Hicks – North Lake Tahoe Fire Protection District; Chris Hicks – Washoe County District Attorney's Office; Sam Hicks – Truckee Meadows Fire Protection District; Elaina Hooper – Reno ECOMM; Teresa Long – Washoe County Health District; David Hunkup – Reno-Sparks Indian Colony; Eric James – University of Nevada, Reno; Tom Nelson – Reno-Tahoe Airport Authority; Todd Kerfoot – REMSA; Rob Reeder – Regional Transportation Commission; Chad Leonard – University of Nevada, Reno; Casey Micone – Reno-Tahoe Airport Authority; Oliver Miller – Reno Police Department; Tom Miller – Sparks Police Department; Ed Pearce – KOLO-TV; John Puccioni – NV Energy; Jim Reid – Sparks Fire Department; Al Rogers – Washoe County Management Services; Don Pelt – Pyramid Lake Paiute Tribe; Shyanne Schull – Washoe County Regional Animal Services; Ryan Sommers – North Lake Tahoe Fire Protection District; Jason Trevino – Washoe County School District; and Dominica Yturbide – Reno ECOMM.

## **2. \*PUBLIC COMMENT**

There are no public comments

## **3. APPROVAL OF JUNE 16, 2016 GENERAL MEMBERSHIP MINUTES**

Hearing no public comment asked for Board Discussion or a motion

***It was moved by Scott Alquist, seconded by Spencer Lewis, to approve the June 16, 2016 minutes, as submitted. MOTION CARRIED.***

## **4. TREASURER'S REPORT** – A review, discussion and possible action to accept Revenue and Payables reports.

Cathy Ludwig, Grants Coordinator:

2016 SERC Grants – SERC equipment grant has been spent and closed.

2016 SERC HMEP Mid-cycle Grant (\$29,952.00) - Training grant for Continuing Challenge is still open, but the Hazmat IQ training has been completed. Final reports will be submitted after Continuing Challenge has taken place in September.

2016 SERC HMEP Mid-cycle Grant (\$7,995.00) – Requests for FireShowsWest is in the application phase, and is on today's agenda to be approved.

2017 SERC Equipment Grant (\$28,961.00) – Subgrant contracts have been distributed. Cathy Ludwig stated that equipment purchases cannot be made until subgrant contracts have all signatures.

2017 SERC United We Stand Grant (\$24,887.00) - Subgrant contracts have been distributed. Cathy Ludwig stated that equipment purchases cannot be made until subgrant contracts have all signatures.

Quarterly reports are still due regardless of spending of any money.

Cathy is going out on leave for 4-6 weeks, so she will be emailing due dates. Please adhere to them.

FFY14 Homeland Security Grant – Radio Cache – to supplement the Northern Nevada Radio Cache. Grant Amount: \$48,290.00, Spent to date: \$48,285.45. Grant closed.

FFY 15 Statewide Recovery Project – Grant Amount: \$175,000.00, Spent to date: \$125,763.85.

Statewide task force meeting in September in Reno and October in Vegas, and December will be the final conference and close-out of the grant.

FFY 15 Public information and Warning Project – Grant Amount: \$100,000.00, Spent to date: \$75,000.00. We are meeting with Language bank to get project completed by December 2016.

FFY 15 Continuity of Operations/Government Project – Grant Amount: \$70,000.00, Spent to date: \$55,839.07. This grant will be closed out by December 2016.

Discussion – None

***It was moved by Bob Sack, seconded by Brian Passow, to approve the Treasurer's Report, as submitted. MOTION CARRIED.***

## **5. \* GRANT OPPORTUNITIES** - Information and discussion of upcoming and/or existing LEPC grants.

Cathy Ludwig, Grants Coordinator:

Requests for the 2017 SERC HMEP grant are due to Cathy by this Friday, August 19<sup>th</sup> at 5:00 p.m. Currently, she has not received any submissions.

Brian Passow has requested from Cathy Ludwig a copy of the 2010 hospital (IHCC) request that was submitted to potentially make a request.

**6. GRANT APPROVAL** – Approval to submit a 2016 State Emergency Response Commission (SERC), Hazardous Materials Emergency Planning (HMEP) Training grant for the FireShowsWest Hazmat Conference, in the amount of \$7,995.00 (\$1,950.00 Reno Fire Dept.; \$585.00 Reno-Tahoe Airport Authority; \$975.00 Washoe County Health District; \$780.00 Reno Police Department/Washoe County Sheriff's Office; \$2,925.00 Truckee Meadows Fire Protection District; \$390.00 Sparks Fire Department; \$390.00 Washoe County Emergency Management)

Discussion – Eric Millette. – FireShowsWest is over fall break, and that has been why there is a lack of attendance from Sparks Fire Dept/TRIAD.

Cathy Ludwig – Fire Shows has opened ninety percent of the shows and classes to the LEPC, so this is going to be a good year to get people involved. If you have attendees that are dropping let Cathy know immediately so we can fill open slots.

***It was moved by Bob Sack, seconded by Shawn McEvers, to approve 2016 State Emergency Response Commission (SERC), Hazardous Materials Emergency Planning (HMEP) Training grant for the FireShowsWest Hazmat Conference, in the amount of \$7,995.00. MOTION CARRIED.***

**7. OFFICER ELECTIONS** – Cathy Ludwig, Grants Coordinator - Washoe County Emergency Management / LEPC Secretary Treasurer

We are voting on Vice-Chair and the At-Large. There was a request for any “write in” candidates and there were none. Instructions were given to the group: Check the box, write your name, and agency. Only Primary Voting Members or Alternates present for a Primary Voting Member can cast a vote. Discussion: Brian Passow – Since the people are un-opposed, asked why can we not do a voice vote?

David Watts-Vial – There is no exact way or requirements described in the by-laws on how the election takes place or should take place. There is nothing that precludes the voice vote.

Future reference – look into transitioning into voice votes for future elections.

It was voted unanimously:

Eric Millette was elected to be LEPC's At-Large

Scott Alquist was elected to be LEPC's Vice Chair

**8. LEPC MEMBERSHIP LIST APPROVAL** – Darryl Cleveland, LEPC Chairman

Sam Hicks has been appointed the new Primary Voting Member, and Erin Holland will remain the Alternate for Truckee Meadows Fire Protection District.

KTVN has dropped their voting membership.

The committee reviews the membership list and then sends out letters if needed. This is done because membership affects quorum and we want to make sure it is accurate.

**9. LEPC BYLAWS APPROVAL** – Darryl Cleveland, LEPC Chairman

Public Comment: None.

***It was moved by Brian Passow, seconded by Scott Alquist, to approve the LEPC Bylaws, as submitted. MOTION CARRIED.***

**10. LEPC HAZMAT PLAN APPROVAL** – Darryl Cleveland, LEPC Chairman

Plan is available at the front of the room if someone wants to review if needed.

Public Comment: None.

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

**11. \* UPDATE ON REGIONAL EMERGENCY MANAGEMENT EVENTS** – Liz Paulsen – Washoe County Emergency Management

Air Race Table Top, August 23<sup>rd</sup>, 2016 @ 2:00- 4:00pm at the Regional Emergency Operations Center

Training and Exercise Planning Workshop, August 24<sup>th</sup>, 2016 @ 1:30 – 3:30pm at the Regional Emergency Operations Center

September is Preparedness Month so there will be events to follow.

**12. \* UPDATE FROM THE RADIOLOGICAL TASK FORCE** - Scott Alquist, TMCC

The Haz-Mat IQ training was well attended, but was lacking due to other events going on in the area that pulled some personnel away. One topic that came up during the training was using the Canberra MRAD 113 radiation detector as a part of our RadWatch program. Washoe County will receive the equipment and assign it out as needed. They are currently at Sparks Station 3 getting calibrated.

Two events caused the WIPP to close down and it might re-open December 2016, so radiological materials might be transported through our region.

Nevada National Security Site has received 546 shipments of low to mixed low level radioactive waste.

RadWatch Program – policies and procedures have been finalized and the watches are ready to go out to partner agencies. There are about thirty watches left to be assigned out. Partner agencies, please review policies, procedures, and SOP's for the RadWatch Program.

Discussion – Eric Millette – There are pre assigned. We are looking to expand so that everyone from the different agencies receives one. Then, when an emergency happens, everyone who responds to the radiological event will be assigned one so we can track their dosing.

Stanton Tang- Will this include media?

Eric Millette – This will include media if they are in the area.

**13. \* UPDATE OF CITIZEN CORPS** – Shirlee Rhodes, WCSO or Designee  
Representative not present.

**14. \*LEPC PRESENTATION** – US Department of Homeland Security CFATS Presentation – Overview of the US Department of Homeland Security's Chemical Facility Anti-Terrorism Standards (CFATS) program and its relevance to LEPC's – Dr. Rikhart Rupnik, DHS Regional Supervisor. Presentation on file.

**15. \*LEPC PRESENTATION** – Amateur Radio presentation – Bob Miller, ARES.  
Presentation Postponed to a future meeting.

**16. \*LEPC CHAIRMAN/BOARD MEMBER ANNOUNCEMENTS/ITEMS AND SELECTION OF TOPICS FOR FUTURE MEETINGS** - The next regular meeting is scheduled at 9:00 a.m. October 20, 2016.

Eric Millette – One spot open for continuing challenge, see Eric after the meeting if you have someone.

Cathy Ludwig – Please send names and contact information of people you are sending to Continuing Challenge to me. Also, it was suggested to change the October meeting to 10:00 a.m. so the group can participate in Great Nevada Shake Out. October Meetings will now be at 10:00 a.m.

Tracy Moore – I agree with the change of time to the October meeting.

Darryl Cleveland – Encourages people to enroll in the new Emergency Management and Homeland Security Bachelors Program at TMCC. He thanks the group for allowing him to serve as the chair.

Brian Passow – Have all previous Pre-Requisites for the Bachelor's degree program been waived?

Darryl Cleveland: Confirmed.

**17. \*PUBLIC COMMENT –**

Brian Passow – HAM Cram at the REOC on Saturday, August 20, 2016. Flyer will be forwarded to group if anyone is interested.

**ADJOURNMENT.**

The meeting adjourned at 10:12 a.m. by Darryl Cleveland, LEPC Chairman