



Local Emergency Planning Committee (LEPC)

Executive Committee Meeting

Minutes

November 16, 2023, 10:00 A.M.

Regional Emergency Operations Center

5195 Spectrum Boulevard, Reno, Nevada

1. CALL TO ORDER/ DETERMINATION OF QUORUM

Chair Brian Taylor called the meeting to order at 10:00 a.m. A quorum was established.

PRESENT: Chair Brian Taylor – REMSA; Tracy Moore – RTAA; and Nick Klaich – SFD.

ABSENT:

Also Present: Wade Carner - Legal; Kelly Echeverria – WCEM; and Francisco Ceballos - Secretary/Treasurer.

2. PUBLIC COMMENT –

Brian Taylor explained that public comment can be called in using the TEAMS number, 775-325-0620. The phone conference ID is 136 962 129#.

There was no public comment.

3. APPROVAL OF May 18, 2023, EXECUTIVE COMMITTEE MEETING MINUTES – (FOR POSSIBLE ACTION) – Brian Taylor, Chair

Francisco Ceballos clarified that in the last meeting he attached the wrong meeting's minutes so he has provided the correct minute for both meetings this time for approval.

It was moved by Tracy Moore, seconded by Nick Klaich to approve the minutes from May 18th, 2023 as written.

There was no public comment.

The motion passed unanimously.

4. APPROVAL OF September 21, 2023, EXECUTIVE COMMITTEE MEETING MINUTES – (FOR POSSIBLE ACTION) – Brian Taylor, Chair

It was moved by Tracy Moore, seconded by Nick Klaich to approve the minutes from September 21st, 2023 as written.

There was no public comment.

The motion passed unanimously.

5. REVIEW AND POSSIBLE APPROVAL OF ANNUAL LEPC PLAN UPDATE – (FOR POSSIBLE ACTION) – Yearly review, update, and possible approval of the updated LEPC Plan with form NRT1A, contact information, equipment lists, letter of promulgation, and training/exercise schedules – Kelly Echeverria, Emergency Manager, Washoe County Emergency Management

Francisco Ceballos presented the update to the HAZMAT plan. He clarified that there were minor changes made, including adding Brian Taylor as the chair. There is also the review and update to members. CERT was added as well as the separation of RTAA – Fire. There is also Northern Nevada Public Health that was corrected. The contact information was also updated for the new members and the training and exercise schedule will be updated after the December meeting.

Kelly Echeverria said that under the distribution list, Northern Nevada Public Health needs to be added.

Brian Taylor added that Nick Klaich is the new At-Large and is also the subject matter expert for HAZMAT. He asked that he keep a technical eye on things for us.

It was moved by Nick Klaich, seconded by Tracy Moore to approve the Annual LEPC Plan Update for General Membership approval.

There was no public comment.

The motion passed unanimously.

6. REVIEW OF THE ANNUAL LEPC LEVEL OF RESPONSE QUESTIONNAIRE – (FOR POSSIBLE ACTION) – Yearly review, update, and possible approval of the Washoe County Level of Response – Kelly Echeverria, Emergency Manager, Washoe County Emergency Management
Francisco Ceballos explained that this has been updated with Nick Klaich as the respondent.

1. What is the LEPC’s declared Level of Response? (mark all that apply)

Awareness Operations Technician

Is this level designated in the hazardous materials emergency response plan?

Yes No

Does the LEPC respond at a higher level of response due to agreements with other entities?

Yes No

2. How many responders are trained in accordance with the OSHA 1910.120 Standards? (Refer to Question #1)

Awareness Level	1280
Operations Level	531
Technician Level	254
Incident Commander	25
Specialist Level	6

3. Is there any special training, not required under OSHA 1910.120 Standards, provided to first responders? If yes, please explain. (Example: Awareness Level personnel are trained in decontamination procedures.)

Awareness Level	N/A
Operations Level	N/A
Technician Level	N/A

It was moved by Brian Taylor, seconded by Nick Klaich to approve the Annual LEPC Level of Response Questionnaire as presented.

There was no public comment.

The motion passed unanimously.

7. REVIEW OF THE ANNUAL LEPC EXERCISE REPORT – (FOR POSSIBLE ACTION) – Yearly review, update, and approval of the Washoe County LEPC Exercise Report – Kelly Echeverria, Emergency Manager, Washoe County Emergency Management

Kelly Echeverria said this portion was completed with information from the Airport Authority Full-Scale Exercise and will be approved by SERC, this board, and the General Membership.

Francisco noted that one of the “yes” boxes did not fill in to show that this exercise was funded by SERC funds.

Kelly Echeverria clarified that under the National Security box, we selected “increased readiness”. She asked if we could add transportation as a secondary.

The board agreed.

Kelly added that the number of participants is also missing from box 9.

Tracy Moore said he can get that number.

Brian clarified that action could be taken to approve this document with the discussed amendments.

It was moved by Tracy Moore, seconded by Nick Klaich to approve the SERC exercise report with the discussed amendments

There was no public comment.

The motion passed unanimously.

8. REVIEW AND POSSIBLE APPROVAL OF THE ANNUAL LEPC BY-LAWS UPDATE – (FOR POSSIBLE ACTION) – Yearly review, update, and approval of the Washoe County Updated By-Laws – Wade Carner, Assistant District Attorney, Washoe County

Francisco Ceballos said that he updated the numbers but asked if there were any other changes needed this year.

Wade Carner said he did not hear anything from the state on needed updates. He clarified that last year they did a pretty good update so we should be in good shape for this year.

It was moved by Brian Taylor, seconded by Nick Klaich to approve the Annual LEPC By-Laws Update as presented.

There was no public comment.

The motion passed unanimously.

9. REVIEW AND POSSIBLE APPROVAL OF THE LEPC MEMBERSHIP LIST – (FOR POSSIBLE ACTION) – Yearly approval of the Washoe County LEPC Membership List – Francisco Ceballos, Secretary/Treasurer

Francisco Ceballos said that the only member to discuss is Washoe County Animal Services because they missed the last two meetings. He said he spoke with Robert Wooster and he explained that they had to serve warrants during those meetings. He clarified that in coordination with Tammy Wines-Jennings, they will do better to attend future meetings.

Brian Taylor explained that they are not being removed from the list, we just want to make sure they attend the next meeting.

It was moved by Tracy Moore, seconded by Nick Klaich to approve the Membership List as presented.

There was no public comment.

The motion passed unanimously.

The board returned to this item.

Francisco Ceballos shared the following list of representatives for the next year.

LEPC: [Washoe County](#)

Check only if no member is named

<u>Category:</u>	<u>Agency/Member Name:</u>	<u>Attempted:</u>
1. Elected State Official		<input checked="" type="checkbox"/>
2. Elected Local Official	District Attorney - Chris Hicks	<input type="checkbox"/>
3. Law Enforcement	RPD- Trenton Johnson, SPD- Jason Woodard, WCSO- Noah Boyer, UNR- Sierra Hooft, WCSO- Seana Baker	<input type="checkbox"/>
4. Civil Defense (Emergency Management)	Washoe County EM- Kelly Echeverria, WCTS- Gary Zaepfel, WCAS- Shyanne Schull, Reno-Sparks Indian Colony- Ceira Sampson	<input type="checkbox"/>
5. Firefighting	RFD- Andy Ancho, SFD- Kevin Jakabos, NLTFPD- Ryan Sommers, TMFPD- Joe Kammann, Pyramid Lake Paiute Tribe- Don Pelt, RTAA Fire- Cory Whitlock	<input type="checkbox"/>
6. First Aid	REMSA Health- Brian Taylor	<input type="checkbox"/>
7. Health	Northern Nevada Public Health- Andrea Esp	<input type="checkbox"/>
8. Local Environmental	WCHD- Francisco Vega	<input type="checkbox"/>
9. Hospital	Inter-Hospital Coordinating Council- Zeb Nomura, VA- Brittany Nevin	<input type="checkbox"/>
10. Transportation	RTC- Rob Reeder, RTAA- Tracy Moore	<input type="checkbox"/>
11. Broadcast/Print Media	KOLO-TV- Wade Barnett	<input type="checkbox"/>
12. Community Groups	UNR- Matt Williams, TMCC- Scott Alquist, Reno Dispatch- Sara Skroch, CERT- Joe Olaciregui	<input type="checkbox"/>
13. EPCRA Facility Owners/Operators	TMWA- Jan Dasmann, NV Energy- Tim Hill	<input type="checkbox"/>
14. Additional Members:	TRIAD- Nick Klaich	

Francisco explained that the list has remained the same except for the addition of Trenton Johnson as the representative for Law Enforcement.

It was moved by Tracy Moore, seconded by Nick Klaich to approve the LEPC Membership List as presented.

There was no public comment.

The motion passed unanimously.

10. REVIEW OF THE LEPC 2023 MEETING DATES and 2024 MEETING DATES – Presentation of the 2023 LEPC Meeting Dates and proposed 2024 LEPC Meeting Dates – Francisco Ceballos, Secretary/Treasurer

Francisco explained that all the meetings for 2023 were held except for in the month of July when the Executive and Grants and Finance meetings were cancelled. There were no significant updates, so this meeting was cancelled. In September, the Grants and Finance meeting was cancelled because there were no significant updates.

Meeting Dates 2024:

Executive & Grant/Finance	General
January 18, 2024	February 15, 2024
March 21, 2024	April 18, 2024
May 16, 2024	June 20, 2024
July 18, 2024	August 15, 2024
September 19, 2024	October 17, 2024
November 21, 2024	December 19, 2024

He continued to present the dates for the 2024 meetings. These dates appear to not conflict with holidays etc. He asked about the December 19th date.

Brian Taylor said as long as it isn't in the week of Christmas, it should be held. He also added that for the meetings that were canceled this year, he stands by that this was appropriate. He asked for clarification from Wade Carner if this is appropriate to do legally in the future if there is nothing to take action on.

Wade agreed.

Nick Klaich asked if it is possible to change the Executive meeting scheduled in September to the 14th because the 21st of September is the IAEM Caucus.

Francisco made that change to the schedule.

11. LEPC GENERAL MEMBERSHIP AGENDA REVIEW – (FOR POSSIBLE ACTION) – A review and approval of the agenda for the next General Membership Meeting. – Francisco Ceballos, LEPC Secretary\Treasurer

Francisco read through the following agenda for the board:

AGENDA

1. **Call to Order/ Determination of Quorum**
2. **Public Comment** – Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the agenda. The Committee will also hear public comment during individual action items, with comment limited to three minutes per person. Comments are to be made to the Committee as a whole.
3. **APPROVAL OF October 19, 2023, GENERAL MEMBERSHIP MINUTES** – (FOR POSSIBLE ACTION) – Brian Taylor, Chair
4. **AMERICAN RED CROSS-Northern Nevada Chapter-** A presentation by Red Cross on their capabilities and resources for Washoe County – Bear Lewis, Disaster Program Manager- Red Cross Northern Nevada Chapter
5. **REVIEW AND APPROVAL OF ANNUAL LEPC UPDATES** – (FOR POSSIBLE ACTION) – Yearly approval of the updated LEPC Plan including form NRT1A, membership list, equipment lists, letter of promulgation, training/exercise schedules, Level of Response Questionnaire, Exercise Report, and By-Laws – Kelly Echeverria, Washoe County Emergency Manager
6. **Secretary/Treasurers Report** – Information on existing FY 24 Operations, Planning, Training, and Equipment (OPTE) and FY 24 United We Stand (UWS). Information and upcoming grants, member information, and trainings. – Francisco Ceballos, LEPC Secretary/Treasurer
7. **GRANT APPLICATION REVIEW AND APPROVAL** – (FOR POSSIBLE ACTION) – Presentation and approval of the Hazardous Material Emergency Preparedness FY 24 (HMEP) TRIAD: Sparks FD – Francisco Ceballos, LEPC Secretary/Treasurer
8. **Update on Regional Emergency Management Events** – A briefing of regional meetings, events, trainings, and exercises. – Kelly Echeverria, Washoe County Emergency Manager
9. **Update on the Radiological Task Force** – A briefing on current radiological issues within the region –Scott Alquist, Truckee Meadows Community College (TMCC)

Brian Taylor asked about item number nine listing Scott Alquist as the presenter. He explained that Scott is on his way to retirement so asked that another representative be found to give that presentation moving forward.

Kelly Echeverria added that Scott has not made it for a while. She asked if that presentation might be better moved to Nick from TRIAD or Tristen from DEM.

Francisco said he can reach out to Tristan.

Brian added that Scott Alquist has been a great member in the past, but moving forward, it would be best to move it to another member. He added that as far as the item being for possible action, that they don't need to select a member for that position at this time.

Francisco said he can speak with Scott about appointing an alternate.

10. **Update of Washoe County Citizen Corps** – A briefing on events and activities supported by the Washoe County Citizen Corps including, but not limited to, Community Emergency Response Teams (CERT) – Joe Oleciregui, Washoe County Sheriff's Office (WCSO) or Designee
11. **Update on State Emergency Response Commission** – A briefing on grants status and State Emergency Response Commission (SERC) happenings – Brandilyn Baxter or designee
12. **Training Review** – Briefing on trainings that have occurred in the past 2 months and requests for future trainings. Upcoming Trainings. – Brian Taylor, LEPC Chair
13. **LEPC Chairperson/ Board member announcements/items and selection of topics for future meetings** – No

Francisco added that he will change the date under item number thirteen to February 15th as discussed earlier in the meeting.

It was moved by Brian Taylor, seconded by Nick Klaich to approve the LEPC General Membership agenda with the proposed amendment.

There was no public comment.

The motion passed unanimously.

12. LEPC MEMBERSHIP REVIEW – (FOR POSSIBLE ACTION) – A review of new members, members unable to attend and possible actions regarding absences. – Francisco Ceballos, LEPC Secretary\Treasurer

Francisco noted that he missed speaking about part of item number nine. The committee returned to that item to address what was missed.

Francisco explained that this item is meant to discuss any possible actions that need to be made in response to attendance issues for meetings. As mentioned before, he explained that Animal Services was not able to attend the last two meetings. Francisco spoke with Robert Wooster and he said he would have his supervisor as a secondary in case he is not able to attend.

It was moved by Brian Taylor, seconded by Tracy Moore to approve the LEPC General Membership review.

There was no public comment.

The motion passed unanimously.

13. LEPC CHAIR/BOARD MEMBER ANNOUNCEMENTS/ITEMS AND SELECTION OF TOPICS FOR FUTURE MEETINGS - No discussion among committee members will take place on this item.

Tracy Moore asked if there needs to be a review of the Volcanic plan. He said he has not heard anything from officials on the topic, but there is a high level of seismic activity in California.

Kelly Echeverria said he is mistaken. There has been seismic activity globally. Iceland, Italy, Japan, the Philippines, and Mexico have had volcanic activity recently. She explained that despite this, volcanic experts have advised that this is not connected to a global system of activity. She explained that this is a normal amount of activity, but social media and overreporting have led to a sense of higher threat.

She explained that our plan has more to do with ash and how it can impact the region. Kelly said she is willing to speak to this topic at the meeting.

Brian Taylor agreed that Kelly sharing what she just did at the General Membership Meeting would be helpful. He said an agenda item does not necessarily need to be added, but if she could share, that would be appreciated.

Kelly said she can share it as part of the Emergency Management presentation.

Francisco Ceballos asked Kelly about potentially moving the IPPW up.

Kelly Echeverria said she feels the IPPW should be moved up. The state typically has their IPPW meeting in October. She said if we are having the GM meeting that month, we should consider moving it to after the Fall Preparedness Workshop at the state or in August. She suggested switching Grants and Finance with the General Membership meetings so that they fall on odd numbered months, allowing for a meeting in September.

Brian Taylor asked if in January we should discuss this more.

Kelly said it should be decided now because we are submitting the meeting dates to SERC.

She explained that there are two dates now: SERC's due date, and the Fall Preparedness Workshop.

Francisco said the item where they discussed meeting dates was a discussion-only item so they can still change those dates.

Brian Taylor clarified that we can go back to change those dates.

Tracy Moore asked if it could be an action item for another meeting.

Francisco said it could be added to the December GM meeting agenda.

Brian Taylor said this is a good idea as it affects everyone.

Francisco asked if they need to return to item fourteen in order to add that.

Wade said it is not necessary.

14. PUBLIC COMMENT –

There was no public comment.

15. Brian Taylor adjourned meeting at 10:43am.