



# Washoe County Local Emergency Planning Committee (LEPC)

Executive Committee Meeting Agenda

November 18, 2021, 10:00 A.M.

+1 775-325-0620 United States, Reno (Toll)

Conference ID: 980 402 096#

Regional Emergency Operations Center

5195 Spectrum Boulevard, Reno, Nevada

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**Chairperson:** Eric Millette    **Secretary / Treasurer:** Megan Sullivan    **Legal:** Wade Carner

NOTE: Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another meeting; moved to or from the Consent section; or may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later.

Any member of the public wanting to attend, participate or provide public comment in-person at meetings should review the agenda posted online. This meeting will be held with in person attendance and via teleconference at the Microsoft Teams number and conference ID stated above at the top of this agenda. Committee members may be in attendance by phone or video conference, but any member of the public has access to the in person location.

**Accessibility.** The Regional Emergency Operations Center is accessible to the disabled. If you require special arrangements for the meeting, call the Office of Emergency Management, (775) 337-5859, 24 hours prior to the meeting.

**Following the agenda.** All numbered or lettered items on this agenda are hereby designated for possible action as if the words for possible action were written next to each, except for items marked with an asterisk (\*). Items on this agenda may be taken out of order, combined with other items, discussed or voted on as a block, removed from the agenda, or moved to another agenda of another later meeting at the discretion of the Chairman.

**Public comment and time limits** Public comments are welcomed during the Public Comment period for all matters, whether listed on the agenda or not, and are limited to three minutes per person. Additionally, public comment of three minutes per person will be heard during individually numbered items designated as “for possible action” on the agenda. Public comment on action items must pertain to the action item being considered. Persons are invited to submit comments in writing on the agenda items and/or attend and make comment on that item at the Committee Meeting. Persons attending the meeting virtually via the Microsoft Teams number and conference ID above may participate in public comment by unmuting and speaking in the meeting or providing a written comment. Persons may not allocate unused time to other speakers.

**Forum restrictions and orderly conduct of business.** The Washoe County LEPC is a community-based organization that assists in preparing for emergencies related to hazardous materials. The presiding officer may order the removal of any person whose statement to other conduct disrupts the orderly, efficient or safe conduct of the meeting. Warnings against disruptive conduct may or may not be given prior to removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. Irrelevant and unduly repetitious statements and personal attacks which antagonize or incite others are examples of speech that may be reasonably limited.

**Responses to public comments.** The Washoe County LEPC Executive Committee can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the Committee. However, responses from Washoe County LEPC Executive Committee members to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel and to ensure the public has notice of all matters the Washoe County LEPC Executive Committee will consider, Washoe County LEPC Executive Committee members may choose not to respond to public comments, except to correct factual inaccuracies, ask for County staff clarification, or ask that a matter be addressed on a future meeting or district forum. Washoe County LEPC Executive Committee members may do this either during the public comment item or during the following item: “LEPC CHAIRMAN/BOARD MEMBER ANNOUNCEMENTS/ITEMS AND SELECTION OF TOPICS FOR FUTURE MEETINGS.”

**Posting locations.** Pursuant to NRS 241.020, this Agenda has been posted at the Washoe County Administration Building (1001 E. Ninth Street, Bldg. A); Washoe County Emergency Management (5195 Spectrum Boulevard), Reno City Hall (One East First St.), Sparks City Hall (431 Prater Way), and online at [notice.nv.gov](http://notice.nv.gov) and [washoecounty.us/lepc/](http://washoecounty.us/lepc/).

**Support documentation.** Support documentation for the items on the agenda is available to members of the public at the Washoe County Emergency Management Office (5195 Spectrum Boulevard, Reno, Nevada), Megan Sullivan, LEPC Secretary/Treasurer (775) 337-5855.

# AGENDA

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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 SEPTEMBER 16, 2021 EXECUTIVE COMMITTEE MEETING MINUTES – (FOR POSSIBLE ACTION) –** Eric Millette, Chairperson
4. **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
5. **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
6. **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
7. **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 – Megan Sullivan, Secretary/Treasurer
8. **REVIEW AND POSSIBLE APPROVAL OF THE LEPC MEMBERSHIP LIST – FOR POSSIBLE ACTION –** Yearly approval of the Washoe County LEPC Membership List – Megan Sullivan, Secretary/Treasurer
9. **REVIEW OF THE LEPC 2021 MEETING DATES –** Presentation of the 2021 LEPC Meeting Dates – Megan Sullivan, Secretary/Treasurer
10. \* **LEPC EXECUTIVE COMMITTEE CHAIRMAN/BOARD MEMBER ANNOUNCEMENTS/ITEMS AND SELECTION OF TOPICS FOR FUTURE MEETINGS -** No discussion among committee members will take place on this item.
11. \* **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. Comments are to be made to the Committee as a whole.
12. **ADJOURNMENT**