Washoe Local Emergency Planning Committee

Executive Committee Meeting

**MINUTES**

**TUESDAY ~ FEBRUARY 4, 2014 ~ 9:00 A.M.**

**REGIONAL EMERGENCY OPERATIONS CENTER**

**5195 SPECTRUM BOULEVARD, RENO, NEVADA**

**1. CALL TO ORDER AND ROLL CALL** - (Non-action item)

Chair Moore called the meeting to order at 9:16 a.m. A quorum was established.

**PRESENT:** Aaron Kenneston – Washoe County Emergency Management; Tracy Moore – Washoe County School District; and Joe Nishikida – Reno Fire Department.

**ABSENT:** Eileen Stickney– Washoe County Health District.

Blaine Cartlidge – Deputy District Attorney, was also present.

**2. APPROVAL OF MINUTES** –November 1*,* 2012 (For possible action)

Hearing no board of public comment Chair Moore asked for a motion.

***It was moved by Aaron Kenneston, seconded by Member Nishikida, to approve the November 1, 2012, 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 & Finance Membership List and the LEPC General Membership List.*

Cathy Ludwig – Grant Administrator, explained that she had not printed the Grant and Finance Subcommittee roster that is part of this discussion.

Chair Moore recalled previous discussions about Member Agency non-participation by their failure to attend LEPC (Local Emergency Planning Committee) General Membership meetings.

Ms. Ludwig drew attention to the General membership spreadsheet used for roll call and meeting attendance. Ms. Ludwig then pointed out that the Sparks Police Department, Washoe County Department of Water Resources, RTC (Regional Transportation Commission) and Ormat Technologies had not attended meetings during the last two (2) quarters of 2013.

During the discussion it was suggested that letters be sent to the City of Sparks, Washoe County Department of Water Resources, and RTC members reminding them of the need to attend meetings and to notify Ormat Technologies that their membership is being withdrawn. It was pointed out during that discussion that Ormat has lost membership previously, reapplied for membership and subsequently continued to not attend meetings. It was suggested that Dave Solano be copied on the Department of Water Resources and that Sparks Police Chief Brian Allen and RTC’s Rob Reeder be notified directly. Other discussion noted that the meeting attendance section to the LEPC (Local Emergency Planning Committee) bylaws is included in the correspondence. It was suggested that member agencies may wish to review their roster of members and perhaps appoint another person.

***It was moved by Chair Moore, seconded by Member Nishikida, to direct that letters be send to Sparks Police, Washoe County Department of Water Resources (now Community Services Department) and RTC (Regional Transportation Commission) about their continued membership and need to attend meetings.* MOTION CARRIED.**

Discussion then turned to private sector participation. During the discussion it was noted that other agencies including Sierra Chemical and Kinder Morgan had been members in the past and were subsequently removed due to lack of participation. It was noted that TMWA (Truckee Meadows Water Authority) and NV Energy are currently listed under Owners-Operators discipline. It was suggested that perhaps Charles River Laboratories might be interested. It was pointed out that the Grants and Finance membership roster had been reduced so that it was easier to achieve quorum.

The meeting recessed at 9:29 a.m. and reconvened at 9:32 a.m.

Ms. Ludwig then outlined the attendance for the Grants and Finance Subcommittee (G&F). Ms. Ludwig noted that Sparks Police Chief Brian Allen was already receiving correspondence about General Membership attendance and that she would reference the need for his presence at future G&F meetings as well. Ms. Ludwig explained that the G&F membership is an across the board representation of membership disciplines and includes representatives from the Cities of Reno, Sparks, Washoe County as well as law enforcement and others as shown in the membership roster. Ms. Ludwig noted that membership on subcommittees can be either primary or alternates under the LEPC bylaws. Ms. Ludwig noted that Chris Cenac had replaced Chet Malewski of TMWA (Truckee Meadows Water Authority) and that Bruce Hicks is also an EMS (Emergency Medical Services) representative from NLTFPD (North Lake Tahoe Fire Protection District). Ms. Ludwig noted that Mr. Hicks has expressed a continued interest in LEPC.

Chair Moore asked that Ms. Ludwig contact Mr. Hicks and Chief Mike Brown of NLTFPD to ascertain Mr. Hicks’ continued membership and participation, as he believes that NLTFPD’s participation under EMS is important.

***It was moved by Chair Moore, seconded by Member Kenneston, to direct that correspondence be sent to Bruce Hicks – North Lake Fire Protection District, and Brian Allen – Sparks Police reminding them of the attendance requirements to serve as representations for EMS (Emergency Medical Services) and Law Enforcement (City of Sparks), respectively.* MOTION CARRIED.**

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

Cathy Ludwig – Grants Administrator, outlined the two (2) new applications and two (2) applications that were tabled in 2012. The first is from RTAA (Reno Tahoe Airport Authority) to appoint Fire Chief Tom Nelson. Ms. Ludwig noted that Chief Nelson had indicated his alternate.

Member Kenneston voiced his support to add Chief Nelson of the RTAA.

***It was moved by Member Kenneston, seconded by Member Nishikida, to approve Fire Chief Tom Nelson of the RTAA (Reno Tahoe Airport Authority) to the LEPC (Local Emergency Planning Committee) General Membership contingent upon his designation of an Alternate.***

Ms. Ludwig noted that all newly appointed members receive a notice of attendance requirements.

There was minor discussion about the proper discipline for the RTAA. It was suggested that the RTAA could fall under Transportation or Fire Department. Other discussion noted that RTAA is funded by landing fees paid by airlines serving the region. A consensus was reached to add the RTAA under the Fire Department discipline.

**MOTION CARRIED.**

Ms. Ludwig then outlined the remaining member request from Eric Stringer – NV CERFP (Chemical, Biological, Radiological and high-yield Explosives (CBRNE) Enhanced Response Force Package) with MSgt Ian McEwen as his first alternate and TSGT Lane Boekenoogen as second alternate. The next application is from Nevada ANG (Air National Guard) for Timothy Hill with Logan Ingersoll as alternate. Ms. Ludwig noted that Mr. Hill was also interested in serving on the Grants and Finance Subcommittee and served as the Installation Emergency Manager for the ANG facility.

There was significant discussion about the inclusion of National Guard Units and the potential to have a significant number of subcategories that could have unintended consequences should the agencies band together. As the discussion continued it was pointed out that while the National Guard Units are federal reserve units they are generally under the direction of the State’s Governor and can only be activated based on a request by local government for assistance or a federal mandate. Other discussion noted that the units currently based in Southern Nevada are being reassigned to Northern Nevada given the proximity of similar units in Southern California. It was pointed out that Timothy Hill had applied for membership in 2012 and that the request had been tabled. Mr. Hill is still interested in membership.

Ms. Ludwig then outlined the membership requested submitted by Paul Shapiro of TMWRF (Truckee Meadows Water Reclamation Facility) in 2012. Ms. Ludwig noted that Mr. Shapiro had not returned her telephone or email asking about his continued interest. Mr. Shapiro’s request also includes Todd Saxberg as his alternate.

There was additional discussion on the types of agencies that can apply to serve on a LEPC. It was noted that the SERC (State Emergency Response Commission) rules did not preclude agencies such as the ANG. Other discussion questioned whether regulations would preclude the Washoe LEPC from providing funding to the ANG or other federal agency. It was pointed out that certain funding sources required active participation in certain activities such as Hazardous Waste/Materials cleanup. As the discussion continued it was noted that Member Agencies may have more than one (1) alternate. Discussion then suggested that a new category be established to accommodate other National Guard Units. Of some concern is the potential to have whole divisions of the National Guard deployed thus making meeting quorum difficult if not impossible if too many Guard Units are member agencies. It was explained that local government/emergency management contact the governor’s office for National Guard Assistance, which is then deployed by the Governor based on the type of incident and capabilities are requested by the local entity. Other discussion noted that each County has its own LEPC and that National Guard Units located in other counties would not be eligible for LEPC membership outside their own County. It was pointed out that once an agency becomes a member of a LEPC they are eligible to seek grant funding. Other discussion suggested placing the ANG under Emergency Management.

Discussion then turned to how the ANG and Army National Guard hold title to equipment. It was explained that separate property records are maintained and is assigned by authorization to the various units. It is presumed that equipment pursued using LEPC grant funds would have its own property record and assignment. It was suggested than an opinion be sought from SERC about whether grant funding faced any “stumbling block” if awarded to a National Guard Unit.

Other discussion then suggested that the NV CERFP (Eric Stringer) application be placed under medial with the ANG (Timothy Hill) applications be under Emergency Management.

***It was moved by Chair Moore, seconded by Member Kenneston, to approve the LEPC (Local Emergency Planning Committee) memberships as follows: 1) NV CERFP (Chemical, Biological, Radiological and high-yield Explosives (CBRNE) Enhanced Response Force Package) Eric Stringer as Primary and Ian McEwen as alternate under EMS (Emergency Medical Services); and 2) Nevada Air National Guard Timothy Hill as Primary and Logan Ingersoll as Alternate under Emergency Management. Chair Moore further moved that Mr. Stringer not be assigned to any subcommittee before serving on the LEPC (Local Emergency Planning Committee) General Membership Committee for one (1) year.* MOTION CARRIED.**

Ms. Ludwig will have Chair Moore review acceptance letters before signature and mailing to the new members. Ms. Ludwig explained that since she had not had a response from Mr. Shapiro that it was unclear if he wished to serve or was still employed by TMWRF.

Chair Moore volunteered to contact Mr. Shapiro directly.

***It was moved by Chair Moore, seconded by Member Nishikida, to table Paul Shapiro’s membership request until the next meeting of the Executive Committee.***

During a brief discussion it was explained that meetings of the Executive Committee are called as needed and that it should be explained that the Executive Committee had not met in 2013.

**MOTION CARRIED.**

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

Cathy Ludwig - Grants Coordinator, drew attention to the handout (copy on file) and explained that this serves as a reminder of grant timetables. Ms. Ludwig pointed out that the State of Nevada fiscal year begins July 1st. Drawing attention to new requirement about pre-approval of potential projects by the USDOT (United States Department of Transportation), Ms. Ludwig explained that project specifics needed to be submitted prior to grant applications for pre-approval by USDOT. Ms. Ludwig commented that the HMEP (Hazardous Materials Emergency Preparedness) project proposal pre-approval processed needed to commence in February with grant funding becoming available in September. Ms. Ludwig noted that if member agencies were interested in Continuing Challenge and RenoFireShows that she would need that information as soon as possible.

During the discussion it was suggested that a brief presentation be developed for the LEPC (Local Emergency Planning Committee) General Membership meeting on February 20, 2014. It was suggested that the presentation provide additional detail on the actions and steps needed along with mandated timelines to move project proposals forward. The intent is to improve the current application/grant process to move funding as quickly as possible. As the discussion continued, it was suggested that it may be prudent to have the Executive Committee meet more frequently and that member agencies should begin to forecast potential projects and cost estimate 6-months before a grant cycle. Other discussion noted that part of the issue is the deobligation of grant funds that are unused by the grant recipient making it difficult to know what, if any, funding might be available for mid-cycle grant opportunities. While it is unknown how much funding is generally provided for HMEP, it may be possible to look at local and state disbursements to ascertain how much is used for things other than grants.

***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)

During the discussion it was noted that a PowerPoint® presentation on the timelines would be prepared and presented to the LEPC (Local Emergency Planning Committee) General Membership. Other discussion noted that a membership application may come from Jennifer Johnson of the Union Pacific Railroad. It was pointed out that Ms. Johnson is always welcome to attend LEPC meetings without becoming a member.

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

There were no public comments

**9. ADJOURNMENT**

Chair Moore adjourned the meeting at 10:40 a.m.