

WASHOE COUNTY LOCAL EMERGENCY PLANNING COMMITTEE
GENERAL MEMBERSHIP COMMITTEE
MINUTES

Thursday ~ August 16, 2007 ~ 9:00 a.m.
Washoe County Regional Emergency Operations Center
5195 Spectrum Boulevard, Reno, Nevada

1. CALL TO ORDER/ROLL CALL *

Chair Pedersen called the meeting to order at 9:05 a.m. A quorum was established.

VOTING MEMBERS PRESENT: Gregory Befort – Regional Public Safety Training Center; Jim Caughron – Washoe County Risk Management; Paul Donald – Washoe County District Health Department; Gary Dunn – Sparks Emergency Management; Joe DuRousseau – Reno Fire Department; Karen Fraley – Reno City Attorney’s Office; Jim Gubbels – Regional Emergency Medical Services Authority; David Hunkup – Reno Sparks Indian Colony; Craig Harrison – Washoe County Telecommunications; Bruce Hicks – North Lake Tahoe Fire Protection District; Michael Hurick – American Red Cross; Aaron Kenneston – Washoe County Emergency Management; Steve Matles – Renown; Stephanie McCarty – Washoe County District Health; Robin Pagni – Sparks Police Department; Rob Reeder – Regional Transportation Commission; Patricia Williams – Reno Emergency Communications; and Woody Wright – University of Nevada, Reno. Chet Malewski – Truckee Meadows Water Authority and Roger Van Alyne – Washoe County Department of Public Works joined the meeting at 9:10 a.m.

VOTING MEMBERS ABSENT: Ryan Bird – Reno Public Works; John Bradley – H2O; Tim Busch – Sparks HazMat; Jerry Eby – John Ascuagua’s Nugget; Andy Flock – Sparks Fire Department; Randall Gray – Truckee Meadows Reclamation Facility; Damian Higgins – U. S. Fish and Wildlife; Jim Johns – Reno Police Department; Jeff Kinder – CFR Engineering; James Lopey – Washoe County Sheriff’s Office; Alan Minor – Truckee Meadows Reclamation Facility; Joe Reinhardt – Sierra Fire Protection District; Ron Schmitt – Sparks City Council; Chris Smith – Washoe County School District; Gary Smith – Reno Tahoe Airport Authority; and Kristen Walthers – KTVN Channel 2.

VOTING ALTERNATES PRESENT: Russell Brigham – Reno Sparks Indian Colony; Kevin Brun – Veterans Administration Hospital; Beverly Buchanan – Reno Emergency Communications; Tami Cummings – Washoe County Sheriff’s Office; Chris Lang – Reno Police Department; Chris Magenheimer – North Lake Tahoe Fire Protection District; and Russ Pedersen – Washoe County Sheriff’s Office.

VOTING ALTERNATES ABSENT: Michael Alaux – American Red Cross; Steve Asher – Sparks Police Department; Greg Belancio – Washoe County Department of Public Works; Ella Carthen – Reno Emergency Communications; Tracy Chase – Reno City Attorney’s Office; Eileen Coulombe – Washoe County District Health Department; Steve Driscoll – Sparks Emergency Management; James Flenner – Reno HazMat; Tad Fletcher – Reno Tahoe Airport Authority; Frank Frievalt – Sparks Fire Department; Ken Grein – Washoe County School District; Mike Heikka – Sierra Fire Protection District; Beverly Howe – American Red Cross; Tom Lo – Washoe County Telecommunications; Matt Marquez – Sparks Police Department; Mike Mieras – Washoe County School District; Jim Miller – Washoe County District Health Department; Gary Neilson – Reno Fire Department; Mitch Nowicki – Regional Emergency Medical Services Authority; Erik Orsak – U. S. Fish and Wildlife; Jason Pasco – KTVN Channel 2; Steve Pitts – Reno Police Department; Jeanne Rucker – Washoe County District Health Department; Bob Sack – Washoe County District Health

* denotes NON action item

Washoe Local Emergency Planning Committee General Membership – Minutes

August 16, 2007

Page 2 of 6

Department; Laurie Sada – U. S. Fish and Wildlife; Marty Scheuerman – Reno Fire Department; John Slaughter – Washoe County Management Services; Klark Staffan – Regional Emergency Medical Services Authority; Doreen Teasley – Washoe County Risk Management; Vince Thomas – Sierra Fire Protection District; and Dan Watkins – KOLO Channel 8.

NON-VOTING MEMBERS PRESENT: Cathy Ludwig – Secretary; and Rick Vandenberg – City of Reno.

Nathan Edwards – Deputy District Attorney, was also present.

2. APPROVAL OF APRIL 19, 2007 GENERAL MEMBERSHIP MEETING MINUTES

It was moved by Karen Fraley, seconded by Jim Caughron, to approve the April 19, 2007, General membership meeting minutes, as submitted. MOTION CARRIED.

3. APPROVAL OF MAY 23, 2007 GRANTS & FINANCE SUBCOMMITTEE MINUTES

It was moved by Jim Caughron, seconded by Joe DuRousseau, to approve the May 23, 2007, Grants and Finance Subcommittee minutes, as submitted. MOTION CARRIED.

4. APPROVAL OF JUNE 21, 2007 GENERAL MEMBERSHIP MEETING MINUTES

Unidentified stated she was present at the meeting.

It was moved by Jim Caughron, seconded by Steve Matles, to approve to June 21, 2007, General Membership Subcommittee minutes, as amended. MOTION CARRIED.

5. TREASURER'S REPORT – Review and acceptance of ODP (Office of Domestic Preparedness)/Homeland Security and SERC (State Emergency Response Commission) Grants – FFY (Federal Fiscal Year) 2006 and 2007.

Cathy Ludwig – Grants Administrator, summarized the spreadsheets noting that the 2008 SERC (State Emergency Response Commission) and UWS (United We Stand) grants quarterly financial reports were due by October 15, 2007. The second report for 2007 SERC grants were mostly expended except for the update of the HazMat Plan. The 2007 Homeland Security Evacuation grant has encumbrances of more than \$100,000.00.

It was moved by Jim Caughron, seconded by Jim Gubbels, to accept the Treasurer's Report as presented. MOTION CARRIED.

6. GRANT OPPORTUNITIES * – Information and discussion of upcoming and/or existing LEPC (Local Emergency Planning Committee) grants.

Cathy Ludwig – Grants Administrator, outlined the grant guidelines recently distributed. Ms. Ludwig noted that grant information forms must be submitted not later than 5:00 p.m., August 24, 2007, with

* denotes NON action item

Washoe Local Emergency Planning Committee General Membership – Minutes

August 16, 2007

Page 3 of 6

attendance list of HazMat Explo is also due. Ms. Ludwig noted that the Grants and Finance Subcommittee would meet on August 28, 2007 with a special General membership meeting on September 11, 2007, to take action on the August 28, 2007, recommendations. Ms. Ludwig reminded those present that documentation of the State Fire Marshal's denial is needed to apply for other training funds.

7. APPROVE A 2005 STATE HOMELAND SECURITY PROGRAM (SHSP) GRANT IN THE AMOUNT OF \$25,000.00 TO THE WCSO (Washoe County Sheriff's Office) FOR TACTICAL PHYSICIANS TEAM FOR SWAT

Tami Cummings – Washoe County Sheriff's Office, summarized the grant request to fund tactical physicians to assist the SWAT team.

It was moved by Jim Gubbels, seconded by Stephanie McCarty, to approve the 005 State Homeland Security Program grant in the amount of \$25,000.00 to the Washoe County Sheriff's Office for Tactical Physicians Teams for SWAT. MOTION CARRIED.

8. REVIEW AND POSSIBLE ACTION TO INCLUDE CHANGES, ADDITIONS AND/OR DELETIONS FOR THE LEPC GENERAL MEMBERSHIP ON THE VOTING MEMBERSHIP LIST, WHICH IS PROVIDED BY THE VARIOUS DISCIPLINES THAT REFLECT CURRENT REPRESENTATION.

Chair Pedersen recalled the previous discussion about the update to the General Membership roster. Mr. Pedersen noted replacements for the following disciplines: Washoe County Sheriff's Office; Sierra Fire Protection District; Media; Regional Public Safety Training Center; Sierra Pacific Power Company and others.

It was moved by Jim Caughron, seconded by Karen Fraley, to approve the additions and deletions to the Washoe Local Emergency Planning Committee General Membership roster as presented and amended. MOTION CARRIED.

9. REVIEW AND POSSIBLE ACTION ON CHANGES TO SECTION 4 OF THE REGIONAL HAZARDOUS MATERIALS EMERGENCY PLAN, INCLUDING POSSIBLE LEGAL OPINION FROM LEGAL COUNSEL REGARDING CONFIDENTIALITY.

Chair Pedersen recalled the previous discussion at the Executive Committee meeting about removing specific portions of the Hazardous Materials Emergency Plan from the website.

Nathan Edwards – Deputy District Attorney, summarized his review of correspondence between Emergency Manager Aaron Kenneston and SERC (State Emergency Response Commission). Mr. Edwards explained the SERC requirements to publish the plan and Chapter 239c and confidentiality provisions pertinent to such plans. Mr. Edwards commented that, in his opinion, the Governor's Executive Directive could apply to certain publications or portions of such publications. It is Mr. Edwards recommendation that the board consider and identify which sections of the plan that must be made public to meet EPCRA requirements and those that should be kept confidential to protect

* denotes NON action item

Washoe Local Emergency Planning Committee General Membership – Minutes

August 16, 2007

Page 4 of 6

the public and region's safety and security under the confidentiality requirements of the Governor's Executive order.

Aaron Kenneston suggested that the Hazardous Materials Emergency Plan be removed from the website in the interests of public safety and provide the public physical access to the plan.

Karen Fraley noted the distinction between plans needed by first responders to specific types of plans and other plans that the public should have access to.

Mr. Edwards commented that the identity and location of hazardous materials and plans for response to those types of issues must be available to the public whereas specific information on the location of switches, valves and other matters directly related to first responder issues need not be readily available to the general public. Mr. Edwards noted that SERC only required the plans to be available to the public not necessarily on the internet and that SERC has a central repository of information that meets their criteria.

Mr. Kenneston noted that Governor Jim Gibbons had stated there are specific documents are confidential as it pertains to response plans. Mr. Kenneston reiterated his recommendation to pull the document from the website.

Stephanie McCarty suggested that an Executive Summary of the document be placed on the website.

Chair Pedersen suggested that the plan is being updated and that sections should be identified that are not necessarily public information and seek guidance from legal counsel and SERC about whether the removal of those sections would meet the requirements of the OML and SERC.

Steve Matles concurred with Ms. McCarty's recommendation to post an Executive Summary of the plan and identify where the details of the plan can be viewed.

Mr. Edwards concurred with the recommendations to assure compliance with the Governor's Directive as well as SERC criteria.

It was moved by Karen Fraley, seconded by Jim Caughron, to remove the Hazardous Material Response Plan be removed from the website until a review of the revised plan can be completed with specific portions of the plan identified and for removal from the posted plan subject to approval of legal counsel and SERC (State Emergency Response Commission). MOTION CARRIED.

10. (A) UPDATE ON THE LEPC (Local Emergency Planning Committee) EXECUTIVE COMMITTEE'S DISCUSSION OF A POSSIBLE POLICY FOR HANDLING NON-COMPLIANCE BY RECIPIENTS OF LEPC SUB-GRANTS AND (B) POSSIBLE DIRECTION AND/OR RECOMMENDATION TO THE LEPC GRANTS AND FINANCE SUBCOMMITTEE TO FORM SUCH A POLICY FOR CONSIDERATION BY THE LEPC.

* denotes NON action item

Chair Pedersen outlined the previous discussion concerning lost funding due to various agency's inability to meet their grant requirements. It has been suggested that sanctions for failure to meet those requirements could include a listing of non-complaint agencies and discipline to determine whether future funding should be approved. Chair Pedersen noted that there are circumstances that may make it difficult for an agency to comply with the grant requirements.

Cathy Ludwig – Grants Administrator, noted that Section 9 of the contract would be refined to include language about non-compliance with grant requirements. In many instances unexpended fund are returned to the grantor. Acceptance and signing of the contract will make the sub-grant recipient responsible of the reporting and other criterion that affects all funds allocated to the Washoe LEPC (Local Emergency Planning Committee).

It was moved by Jim Gubbels, seconded by State Matles, to direction that the Grants and Finance Subcommittee for a policy for the handling of non-complaint recipients of Washoe Local Emergency Planning Committee sub-grants. MOTION CARRIED.

11. DISCUSSION AND POSSIBLE NOMINATIONS FOR ANNUAL LEPC (Local Emergency Planning Committee) BOARD POSITIONS, TO BE VOTED ON AT THE SEPTEMBER 11, 2007 GENERAL MEMBERSHIP MEETING

Chair Pedersen asked that member consider nominations for the positions of Vice-chair and At-Large positions that will be elected at the September 11, 2007, meeting. Early nominations should be submitted to Cathy Ludwig by September 4, 2007. Chair Pedersen outlined the reason for the Tuesday morning meeting to meet final recommendations for HazMat Explo attendance and other grant request emphasizing the need to achieve quorum to complete necessary business.

12. UPDATE ON REGIONAL EMERGENCY MANAGEMENT EVENTS

Aaron Kenneston distributed a handout (copy on file) of upcoming Regional Emergency Management events and training opportunities.

13. UPDATE FROM THE YUCCA MOUNTAIN RAIL SHIPMENTS WORKING GROUP

Aaron Kenneston noted that there has been some local training of first responders on radiological responses.

Joe DuRousseau outlined a recent seminar about rail shipments of hazardous waste. Mr. DuRousseau outlined funding allocation and other issues discussed during the seminar.

Mr. Kenneston noted that training of first responders on such issues will continue and that Washoe County supports the Governor's decision to resist certain federal funding but will continue to seek other DOE (Department of Energy) funding for training.

There was some discussion of nuclear waste and types of waste to be stored at Yucca Mountain.

14. LEPC (Local Emergency Planning Committee) OFFICERS' COMMENTS *

Aaron Kenneston noted that the Chief Deputy Craig Callahan and Craig Harrison attend the grant workshop and suggested a discussion of homeland security grant funding and that the Director of Northern Nevada Red Cross will discuss donations management with the BCC (Board of County Commissioners). On August 2, 2007, an update on the Hawkins fire will be held. Mr. Kenneston noted other activities and training opportunities as well as plan updates.

15. PUBLIC COMMENTS *

Stephanie McCarty noted that revisions to the hospitals mutual aid program were underway.

**16. NEXT LEPC (Local Emergency Planning Committee) MEETING ~ SEPTEMBER 11, 2007
- REGIONAL EMERGENCY OPERATIONS CENTER (REOC)**

The next meeting is Tuesday, September 11, 2007.

**17. NEXT LEPC (Local Emergency Planning Committee) GRANTS AND FINANCE
SUBCOMMITTEE MEETING ~ AUGUST 28, 2007 ~ REGIONAL EMERGENCY
OPERATIONS CENTER (REOC) ***

The next meeting of the Grants and Finance Subcommittee will be held on August 28, 2007.

18. ADJOURNMENT

Chair Pedersen adjourned the meeting at 10:15 a.m.

**AS APPROVED BY THE WASHOE LOCAL EMERGENCY PLANNING COMMITTEE GENERAL
MEMBERSHIP IN SESSION ON SEPTEMBER 11, 2007**