

# **WASHOE COUNTY LOCAL EMERGENCY PLANNING COMMITTEE**

## **GENERAL MEMBERSHIP COMMITTEE**

### **MINUTES**

Thursday ~ August 19, 2010 ~ 9:00 a.m.  
Washoe County Regional Emergency Operations Center  
5195 Spectrum Boulevard, Reno, Nevada

#### **1. CALL TO ORDER/ROLL CALL**

Chair Caughron called the meeting to order at 9:00 a.m. A quorum was established.

**MEMBERS PRESENT:** Brian Allen – Sparks Police Department; Scott Alquist – Truckee Meadows Community College; Gregory Befort – Regional Public Safety Training Center; Jim Caughron – Washoe County Risk Management; Eileen Coulombe – Washoe County Health District; Gary Cummings – Sierra Chemical; Frank Freivalt – Sparks Fire Department; Mike Greene – Sierra Fire Protection District; Dave Hunkup – Reno Sparks Indian Colony; Aaron Kenneston – Washoe County Emergency Management; Bob Knoll – Reno Fire Department; Teresa Long – Washoe County Health District; Chris Magenheimer – North Lake Tahoe Fire Protection District; Michael Munda – Renown; Joe Nishikida – Reno Fire Department HazMat; Steve Peach – Reno Emergency Communications Center; Kris Phelps – Truckee Meadows Community College Police; Chris Smith – Washoe County School District; and Dee Stueve – Associated General Contractors. Craig Harrison – Washoe County Communications and Security, joined the meeting at 9:12 a.m.

**MEMBERS ABSENT:** Dawn Clevenger – Ormat Nevada Steamboat Facilities; Peter Dolan – Reno Tahoe Airport Authority; Steve Driscoll – City of Sparks; Marshall Emerson – Washoe County Sheriff's Office; Dan Gabica – Charter Communications; Richard Gammick – Washoe County District Attorney; Jim Gubbels – Regional Emergency Services Authority; Jen Jackson – KTVN Channel 2; Jim Johns – American Red Cross; Jeff Kinder – Nevada Division of Environmental Protection; Chet Malewski – Truckee Meadows Water Authority; Doug McPartland – Reno Police Department; Debbie Penrod – University of Nevada, Reno Police; Rob Reeder – Regional Transportation Commission; Ron Schmidt – Sparks City Council; Jim Wilson – Reno Sparks Convention and Visitors Authority; and Woody Wright – University of Nevada, Reno.

**ALTERNATES PRESENT:** Ed Atwell – University of Nevada, Reno Police; Russell Brigham – Reno Sparks Indian Colony; Diane Drinkwater – Washoe County District Attorney's Office; Sandy Munns – Reno Fire Department; Mitch Nowicki – Regional Emergency Medical Services Authority; and John Tartar – Reno Police Department.

**ALTERNATES ABSENT:** Jerry Baldrige – Washoe County Sheriff's Office; Rick Bareuther – City of Sparks; Julie Bender – Regional Public Safety Training Center; Chris Bordes – Reno Tahoe Airport Authority; Beverly Buchanan – Reno Emergency Communications Center; Liz Clark – Reno Sparks Convention and Visitors Authority; Tom Garrison – Sparks Fire Department; Ron Espalin – Sierra Chemical; Dave Evans – Nevada

\* denotes NON action item

## *Washoe Local Emergency Planning Committee – General Membership*

DRAFT Minutes  
August 19, 2010  
Page 2 of 5

Division of Environmental Protection; John Helzer – Washoe County District Attorney's Office; Buzz Harris – Associated General Contractors; Bruce Hicks – North Lake Tahoe Fire Protection District; Steve Keefer – Sparks Police Department; Alex Kukulius – Sierra Fire Protection District; Mike Krysztof – Sierra Fire Protection District; Tim Kuzanek – Washoe County Sheriff's Office; Tom Lo – Washoe County Communications and Security; John Madole – Associated General Contractors; Kariann Maitland – Reno Emergency Communications Center; Matt Marquez – Sparks Police Department; Tom Martin – American Red Cross; Mike Mieras – Washoe County School District; Eric Millette – Sparks Fire Department Hazmat; Chris Rossi – Truckee Meadows Community College Police; Kristin Remington – KTVN Channel 2; Jeanne Rucker – Washoe County Health District; Bob Sack – Washoe County Health District; Scott Shaw – Reno Police Department; John Slaughter – Washoe County Management Services; and Klark Staffan – Regional Emergency Medical Services Authority.

Mary Kandaras – Deputy District Attorney, was also present.

### **2. APPROVAL OF JUNE 17, 2010 LEPC (Local Emergency Planning Committee) GENERAL MEMBERSHIP MEETING MINUTES**

***It was moved by Chris Smith, seconded by Mitch Nowicki, to approve the June 17, 2010, minutes, as submitted. MOTION CARRIED.***

### **3. TREASURER'S REPORT – *Review and acceptance of Homeland Security and SERC (State Emergency Response Commission) Grants – Federal Fiscal Year 2010 and 2011.***

Cathy Ludwig – Grants Administrator, commented that the 2011 SERC (State Emergency Response Commission) grant had started on July 1, 2010, and that sub-grants were in the middle of the quarter; there would be additional information at the October 21, 2010, meeting. Ms. Ludwig asked that a Reno Fire Department representative meet with her after the meeting. Ms. Ludwig commented that the 2009 Homeland Security SPARTAN (Schools Prepared and Ready Together Across Nevada) grant had expended \$145,000.00 and encumbered another \$92,000.00. It is anticipated that the full grant will be expended. Ms. Ludwig then drew attention to the 2009 Homeland Security Mass Fatality Project grant which she believes will be completed and expended in full in the next few months.

***It was moved by Ed Atwell, seconded by Bob Knoll, to accept the Treasurer's Report, as submitted. MOTION CARRIED.***

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

\* denotes NON action item

## *Washoe Local Emergency Planning Committee – General Membership*

DRAFT Minutes  
August 19, 2010  
Page 3 of 5

Cathy Ludwig – Grants Administrator, commented that there were no upcoming grant opportunities.

Craig Harrison – Washoe County Communications and Security, joined the meeting at 9:12 a.m.

### **5. APPROVAL OF 2010 STATE EMERGENCY RESPONSE COMMISSION (SERC), HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP), MID-CYCLE TRAINING GRANT APPLICATIONS, NOT TO EXCEED \$7,000.00**

Cathy Ludwig – Grants Administrator, outlined the two responses to her August 6, 2010, correspondence. Ms. Ludwig explained that Sparks Fire Department had submitted a request for four (4) Hazmat TRIAD team members to attend Continuing Challenge totaling \$3,261.00; and Washoe County School District was seeking an additional \$975.00 for five individuals to attend the Reno Fire Shows. The total grant request is \$4,236.00.

***It was moved by Mitch Nowicki, seconded by Teresa Long to approve the Hazardous Materials Emergency Preparedness (HMEP) Mid-cycle grant in the amount of \$4,332.00 to allow: 1) four (4) Sparks Fire Department, TRIAD Team to attend Continuing Challenge totaling \$3,261.00; and 2) five (5) Washoe County School District personnel to attend the Reno Fire Shows for a total of \$975.00. MOTION CARRIED.***

### **6. APPROVAL OF NOMINATIONS AND VOTE FOR ANNUAL LEPC (Local Emergency Planning Committee) OFFICER POSITIONS**

Chair Caughron commented that Cathy Ludwig would distribute ballots to elect a Vice-chair and At-Large member.

Deputy District Attorney Mary Kandaras reminded primary and voting members casting ballot that all ballots must be signed to comply with Nevada's open Meeting Law and that unsigned ballots cannot be counted.

Chair Caughron noted that this would be his final meeting as Chair and that Vice-chair Chris Smith would assume the Chair's position at the October, 2010, meeting. Chair Caughron then noted that the incoming Vice-chair would serve for two (2) years; one as Vice-chair and then move to the Chair's positions as identified in the bylaws.

Chair Caughron continued the agenda item until later in the meeting.

### **7. UPDATE ON REGIONAL EMERGENCY MANAGEMENT EVENTS \***

\* denotes NON action item

## *Washoe Local Emergency Planning Committee – General Membership*

DRAFT Minutes  
August 19, 2010  
Page 4 of 5

Aaron Kenneston – Washoe County Emergency Management, explained that Vice-chair Chris Smith and he were attending the Gerlach Citizen Advisory Board meeting to discuss emergency preparedness, shelter and the equipment with Gerlach resident. The intent is to encourage families to make an emergency plan, assemble an emergency kit and stay informed. Mr. Kenneston encouraged member agencies to participate in the October 12, 2010, training session on deaf and hard of hearing issues. Mr. Kenneston then noted that the City of Sparks is planning an exercise drill on November 4, 2010.

Mary Kandaras – Deputy District Attorney, reminded those present to identify themselves when speaking and use the microphone.

### **8. UPDATE FROM THE RADIOLOGICAL TASK FORCE \***

Scott Alquist commented that training had been completed as of today (August 19, 2010) and that a table top exercise is being developed. Mr. Alquist noted that it appears that the Yucca Mountain waste storage site may still be an option for nuclear waste storage. Mr. Alquist will provide additional information as it develops.

### **9. UPDATE OF CITIZEN CORPS \***

Kaydie Paschall commented that the Washoe County Citizen Corps is among the top four (4) groups recognized by FEMA (Federal Emergency Management Agency) out of 2,044 groups from areas of 450,000 in population or less nationally. The award will be announced at the National Preparedness Event in November 2010.

Chair Caughron asked to meet with Ms. Paschall after today's (August 19, 2010), meeting.

### **6. APPROVAL OF NOMINATIONS AND VOTE FOR ANNUAL LEPC (Local Emergency Planning Committee) OFFICER POSITIONS [Reopened]**

Chair Caughron announced that Sandy Munns had been elected as the LEPC (Local Emergency Planning Committee) Vice-chair for the next two (2) years with Aaron Kenneston being selected to fill the At-Large position.

### **10. LEPC (Local Emergency Planning Committee) OFFICERS', MEMBERS', ALTERNATES', AND STAFF COMMENTS - *This item is limited to announcements or topics/issues proposed for future workshops/agendas.***

Chris Smith commented that he and Chris Magenheimer would be conducting ICS (Incident Command System) 100 and 200 classes at the REOC (Regional Emergency Operations Center) on September 21, 2010. On September 29, 2010, the Washoe County School

\* denotes NON action item

## *Washoe Local Emergency Planning Committee – General Membership*

DRAFT Minutes  
August 19, 2010  
Page 5 of 5

District will begin the National Public Safety Preparedness over the following four (4) weeks. Each of the four (4) weeks will have a separate theme: Week 1 Identification of hazards in the region; Week 2 Family preparedness; 3) Information and how to secure information; and Week 4 information on how the region trains and prepares for emergency situations. Mr. Smith asked that member agencies participate in the event on October 2, 2010 at the Reno Sparks Convention Center.

### **11. PUBLIC COMMENTS \***

Bob Cullins commented that a class is being developed to train individuals to become a Certified Emergency Manager (CEM) on Friday, September 7, 2010 and asked that interested parties to meet with him after the meeting.

Brian Foote – BELFOR Property Restoration, outlined the services available from the company noting that Belfor serves as the second responder after earthquakes, major fires and other disaster such as Hurricane Katrina and the Monte Carlo Casino fire in Las Vegas, Nevada. Mr. Foote noted that the company operates worldwide and can provide training assistance to local agencies.

### **12. NEXT LEPC (Local Emergency Planning Committee) MEETING \* ~ October 21, 2010 - Regional Emergency Operations Center (REOC)**

The October 21, 2010, meeting may be held at the Regional Public Safety Training Center.

### **13. ADJOURNMENT**

Chair Caughron adjourned the meeting at 9:31 a.m.