

# WASHOE COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

## *Executive Membership Committee*

### MINUTES

**Monday ~ September 20, 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.

**PRESENT:** Jim Caughron – Washoe County Risk Management; Chris Magenheimer – North Lake Tahoe Fire Protection District; Chris Smith – Washoe County School District. Aaron Kenneston – Washoe County Emergency Management, joined the meeting at 9:06 p.m.

#### **ABSENT:**

Mary Kandaras – Deputy District Attorney, as also present.

#### **2. APPROVAL OF MARCH 16, 2010 EXECUTIVE MEMBERSHIP COMMITTEE MEETING MINUTES**

*It was moved by Member Smith, seconded by Member Magenheimer, to approve the March 16, 2010, minutes, as submitted. The motion carried: Members Magenheimer, Smith and Chair Caughron assenting; and Member Kenneston absent.*

#### **3. APPROVE NEW LEPC (Local Emergency Planning Committee) VOTING MEMBERSHIPS**

Cathy Ludwig – Grants Administrator, commented that Sandy Munns – Reno Fire Department, had inquired and submitted a change in membership form. The request, if approved, will change Mr. Munn's membership from alternate for Bob Knoll of Reno Fire Department to primary under the Emergency Management discipline.

There was significant discussion about having more than one member of any single agency serving as a primary voting member. Of particular concern is the potential for block voting on future grant funding. As the discussion continued, it was pointed out that Reno's Emergency Management is handled by the Reno Fire Department and that a single agency should not have more than one vote. Other discussion, noted that members are listed under different SERC (State Emergency Response Commission) defined disciplines.

Aaron Kenneston – Washoe County Emergency Management, joined the meeting at 9:06 a.m.

\* denotes NON action item

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Discussion then suggested that by having more than one member from a single agency, regardless of discipline that the agency could then have more than one vote on any particular item.

Mary Kandaras – Deputy District Attorney, commented that each agency would have a vote under each discipline there were represented in.

As the discussion continued, it was noted that each entity has representatives in law enforcement, and fire, as well as emergency management. Other discussion noted that the Regional HazMat team is comprised of members from both Reno and Sparks Fire Department and that North Lake Tahoe Fire Protection District is also listed under Emergency Medical Services (EMS).

Ms. Kandaras opined that the Executive Committee must be consistent and that if there is a desire to alter how appointments are made it should be done by updating the bylaws. Ms. Kandaras further explained that, in her opinion, the Executive Committee did not have a basis upon which this application could be treated different than previous applications and appointments.

***It was moved by Member Smith, seconded by Member Kenneston, to appoint William T. “Sandy) Munns as the Primary and Tim Alameda as the Alternate members in the Emergency Management discipline for the City of Reno. The motion carried unanimously.***

It was determined that Mr. Munns must be removed as the Alternate for Reno Fire Department.

David Rebhan – Peavine Volunteer Fire.

Ms. Ludwig noted that Mr. Rebhan had submitted an application to serve as a Primary member for the Peavine Volunteer Fire Department.

Sandy Munns – Reno Fire, noted that the Peavine Volunteer Fire Department falls under the jurisdiction of Sierra Fire Protection District.

Mr. Munns explained that Volunteer Fire agencies cannot fight fire without permission from a sponsoring fire agency or district under applicable portions of NRS (Nevada Revised Statutes). Typically, volunteer agencies are funded by the district/agency that has jurisdiction and by their own individual fund raisers.

During the discussion it was noted that approval of one volunteer agency would most likely result in a number of volunteer organizations seeking similar representation.

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Ms. Kandaras noted that this may be a legal question and suggested that before action is taken that she be allowed to research the matter and provide more definitive legal guidance.

Discussion then noted that while the LEPC (Local Emergency Planning Committee) tends to be all inclusive that the volunteer departments could seek funding through their sponsoring/supervising agency without being a voting member.

***It was moved by Member Kenneston, seconded by Chair Caughron, to table the Peavine Volunteer Fire Department request pending a legal analysis and consultation with Washoe County Fire Service Office for clarifications of the status of volunteer fire departments in Washoe County. The motion carried unanimously.***

Scott Smiley – Washoe County Department of Water Resources

Chair Caughron noted that Mr. Smiley had expressed an interest in serving on the LEPC for some time and had recently submitted his application. Mr. Caughron noted that Mr. Smiley would not be part of the transfer of personnel when the Washoe County Department of Water Resources and TMWA (Truckee Meadows Water Authority) merge in the future.

A consensus was reached to place Washoe County Department of Water Resources under the Environmental discipline.

***It was moved by Member Smith, seconded by member Kenneston to approve Scott Smiley – Washoe County Department of Resources as the primary member under the Environmental discipline. The motion carried unanimously.***

#### **4. REVIEW AND POSSIBLE ACTION TO THE LEPC (Local Emergency Planning Committee) GENERAL MEMBERSHIP LIST, LEPC BYLAWS AND HAZMAT PLAN**

##### **HazMat Plan**

Chair Caughron opened the agenda item and explained that he had read the plan and had no concerns.

Member Kenneston noted that he had done updates of training and minor events as needed and that Joe Nishikida with Regional HazMat had also read the revised plan.

Cathy Ludwig – Grants Administrator, commented that the plan would come to the LEPC's (Local Emergency Planning Committee) on October 21, 2010, for approval and adoption.

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***It was moved by member Kenneston, seconded by Chair Caughron, to recommend that the Local Emergency Planning Committee approve and adopt the Regional Hazardous Materials Plan, as written. The motion carried unanimously.***

### **LEPC bylaws**

Ms. Ludwig commented that she had defined modified language in **red** and asked whether there were other concerns that should be addressed.

Member Kenneston suggested a more thorough review and revision of the current bylaws should be undertaken including, but not limited to LEPC membership.

Ms. Ludwig noted that the bylaws were not due at SERC (State Emergency Response Commission) until January 31, 2011.

Mary Kandaras – Deputy District Attorney, stated that she would continue her research as previously discussed and would also look to similar groups in the County for direction. Additionally, Ms. Kandaras believes the Executive Committee should convene to discuss and finalize suggested modifications.

Ms. Ludwig suggested that Ms. Kandaras also review the SERC's bylaw template on their website.

Ms. Kandaras commented that she would review the SERC's bylaw template and review applicable federal and NRS (Nevada Revised Statutes) regulations in her research.

***It was moved by Chair Caughron, seconded by Member Kenneston, to continue discussion of modifications to the Local Emergency Planning Committee bylaws until a date/time to be announced.***

Member Smith suggested that legal counsel's research also include the LEPC's purpose, which is generally defined as Hazardous Materials rather than all hazards.

Member Kenneston commented that while the LEPC's primary focus is hazardous materials there should also be some inclusion of all risks, which could influence a hazard materials incident.

***The motion carried unanimously.***

### **Membership List**

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Ms. Ludwig then outlined the attendance roster update noting that under the Elected Officials discipline Ron Schmidt, City of Sparks was not in compliance with LEPC bylaws on meeting attendance.

Member Magenheimer commented that a letter reminding Mr. Schmidt of the LEPC's attendance policy had been sent previously.

Ms. Ludwig noted that a letter had been sent to Sparks Councilperson Schmidt on February 3, 2009. Additionally, contact was made with Brent Boynton as he had left the employ of the sponsoring agency as well as the Truckee Meadows Water Reclamation Facility.

***It was moved by Chair Caughron, seconded by Member Kenneston, to direct that the Chair (Jim Caughron) notify Councilperson Ron Schmidt of his removal from the Local Emergency Planning Committee General Membership as required in the Local Emergency Planning Committee bylaws with the understanding that an application for membership may be filed at a future date.***

Chair Caughron stated that he would send the letter before October 1, 2010.

***The motion carried unanimously.***

Ms. Ludwig noted that the Steve Driscoll and Rick Bareuther - City of Sparks had not attended meetings under the Emergency Management discipline.

***A motion by Chair Caughron to direct that the Chair (Jim Caughron) notify Steve Driscoll and Rick Bareuther of their removal from the Local Emergency Planning Committee General Membership as required in the Local Emergency Planning Committee bylaws with the understanding that an application for membership may be filed at a future date was withdrawn.***

***It was moved by Member Magenheimer, seconded by Chair Caughron, to direct that the Chair (Jim Caughron) write a letter to Steve Driscoll and Rick Bareuther to notify them of their non-compliance with attendance requirements identified in the Local Emergency Planning Committee bylaws and encourage their attendance at future meetings. The motion carried unanimously.***

***It was moved by Member Smith, seconded by Chair Caughron, to direct that the Chair (Jim Caughron) write a letter to Sparks Emergency Management Steve Driscoll and Rick Bareuther to notify them of their non-compliance with attendance requirements identified in the Local Emergency Planning Committee bylaws and encourage their attendance at future meetings. The motion carried unanimously.***

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***It was moved by Member Smith, seconded by Chair Caughron, to direct that the Chair (Jim Caughron) write a letter to Reno Tahoe Airport Authority members to notify them of their non-compliance with attendance requirements identified in the Local Emergency Planning Committee bylaws and encourage their attendance at future meetings. The motion carried unanimously. The motion failed: Member Smith assenting; and Members Kenneston, Magenheimer and Chair Caughron dissenting.***

***It was moved by Member Magenheimer, seconded by Member Kenneston, to direct that the Chair (Jim Caughron) send a letter to notify the Reno Tahoe Airport Authority primary and alternate members of their removal from the Local Emergency Planning Committee General Membership for non-compliance with attendance requires defined in the Local Emergency Planning Committee bylaws. The motion carried: Members Kenneston, Magenheimer and Chair Caughron assenting; and Member Smith dissenting.***

***It was moved by Member Smith, seconded by Member Magenheimer, to direct that the Chair (Jim Caughron) send a letter notifying Woody Wright – University of Nevada, Reno, of non-compliance with attendance requirements identified in the Local Emergency Planning Committee bylaws. The motion carried unanimously.***

***It was moved by Chair Caughron, seconded by Member Smith, to direct that Chair (Jim Caughron) send a letter to Charter Communications to remove them from the General Membership roster for the Local Emergency Planning Committee due to non-compliance with attendance policies in the Local Emergency Planning Committee bylaws. The motion carried unanimously.***

There was some discussion about the non-response of the Pyramid Lake Paiute Tribe about their invitations to participate in the Washoe Local Emergency Planning Committee. It was suggested that an invitation be forwarded and advise that members can participate in meetings via teleconference as allowed in the bylaws.

***It was moved by Member Kenneston, seconded by Chair Caughron, to direct that the Chair (Jim Caughron) invite the Pyramid Lake Paiute Tribe as a member of the Local Emergency Planning Committee. The motion carried unanimously.***

5. **LEPC EXECUTIVE OFFICERS' COMMENTS \*** – *This item is limited to announcements or topics/issues proposed for future meetings/workshops/agendas.*

There were no member comments.

6. **PUBLIC COMMENTS \***

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There were no public comments.

**7. SCHEDULE NEXT MEETING DATE**

After a brief discussion the next Executive Committee meeting will be at 9:00 a.m., Monday, November 15, 2010. The next regular meeting of the General Membership is slated for October 21, 2010.

**8. ADJOURNMENT**

Chair Caughron adjourned the meeting at 9:52 a.m.