

# Washoe Local Emergency Planning Committee

## General Membership Meeting

### Minutes

Thursday ~ October 16, 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 Kenneston called the meeting to order at 9:03 a.m. A quorum was established.

**PRESENT:** Scott Alquist – Truckee Meadows Community College; Christina Conti – Washoe County Health District; Michelle Gitmed – Reno Police Department; Timothy Hill – Nevada Air National Guard; Dave Hunkup – Reno Sparks Indian Colony; Rob Kelley – Community Services Department; Aaron Kenneston – Washoe County Emergency Management; Andy Koski – Sparks Fire Department; Tim Leighton – Truckee Meadows Fire Protection District; Spencer Lewis – University of Nevada, Reno; Patrick Macan – American Red Cross; Matt Marquez – Sparks Police Department; Casey Micone – Reno Tahoe Airport Authority; Eric Millette – Sparks Fire Department; Joe Nishikida – Reno Fire Department; Tim O’Conner – Washoe County Sheriff’s Office; Debbie Penrod – University of Nevada, Reno; Jim Reagan – NV Energy; Brian Reeder – Associated General Contractors; Rob Reeder – Regional Transportation Commission; Suzy Rogers – Reno Emergency Communications Center; Bob Sack – Washoe County Health District; Edwin Smith – Washoe County Health District; Ryan Sommers – North Lake Tahoe Fire Protection District; Tim Spencer – Reno Fire Department; Brian Tayler – Regional Emergency Medical Services Authority; and Frank Yerxa – Reno Sparks Convention and Visitors Authority’

**ABSENT:** Gary Beekman – Washoe County Technology Services; Julie Bender – Regional Public Safety Training Center; Lance Boekenoogen – Nevada Air National Guard, NV CERFP/NV; Kelly Boyd – American Red Cross; Steve Burlie – Regional Transportation Commission; Chris Cenac – Truckee meadows Water Authority; Darryl Cleveland – Truckee Meadows Community College; Diane Drinkwater – Washoe County District Attorney’s Office; Jason Elorza – Sparks Fire Department; James English – Washoe County Health District; Richard Gammick – Washoe County District Attorney’s Office; Jim Gubbels – Regional Emergency Medical Services Authority; Jim Hadsall – Reno Sparks Convention and Visitors Authority; Nida Harjo – Reno Sparks Indian Colony; Anna Heenan – Washoe County Health District; John Helzer – Washoe County District Attorney’s Office; Bruce Hicks – North Lake Tahoe Fire Protection District; Logan Ingersoll – Nevada Air National Guard; Mike Krysztof – Truckee Meadows Fire Protection District; Alex Kukulus – Truckee Meadows Fire Protection District; Beth Langan – Regional public Safety Training Center; Chad Leonard – University of Nevada, Reno; Chris Long – Washoe County Technology Services; Teresa Long – Washoe County Health District; Chris Maples – Sparks Fire Department; Ian McEwen – Nevada Air National Guard, NV CERFP/NV; Rob McLaughlin – Veterans Administration Hospital; Kenneth Miller – Pyramid Lake Paiute Tribe; Tom Miller – Sparks Police Department; Michael

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Munda – Renown; Tom Nelson – Reno Tahoe Airport Authority; Brad Norman – Truckee Meadows Community College; Mitch Nowicki – Regional Emergency Medical Services Authority; Don Pelt – Pyramid Lake Paiute Tribe; Jerry Preston – Community Services Department; Tom O’Brien – Reno Fire Department; Mark Regan – North Lake Tahoe Fire Protection District; Josh Reynolds – Truckee Meadows Community College; Al Rogers – Washoe County Management Services; Kevin Schaller – University of Nevada, Reno; Frank Schuman – Washoe County Sheriff’s Office; Eric Stringer – Nevada Air National Guard, NV CERFP/NV; Pat Thomas – KOLO, Channel 8; Jeff Whitesides – Washoe County Health District; Shannon Wiecking – Reno Police Department; Erin Yeung – Reno Emergency Communications Center; and Dominica Yturbide – Reno Emergency Communications Center.

### **2. APPROVAL OF MINUTES** (For possible action) – *August 28, 2014, General Membership meeting minutes.*

***It was moved by Scott Alquist, seconded by Joe Nishikida, to approve the August 28, 2014, minutes, as submitted. MOTION CARRIED.***

Deputy District Attorney Mary Kandararas noted that public comment was required with each action item as well as the two (2) public comments at the beginning and before the end of each meeting.

### **3. PUBLIC COMMENTS** (Non-action item)

There were no public comments.

### **4. TREASURER’S REPORT** (For possible action) – *A review, discussion and possible action to accept Revenue and Payables reports.*

Cathy Ludwig, Grants Coordinator, summarized the 2015 SERC (State Emergency Response Commission) grant awarded July 2014. Ms. Ludwig noted that the subgrantees are awaiting acceptance/approval by their respective governing bodies and that expenditures should commence after approvals are granted. Ms. Ludwig commented that WCSD (Washoe County School District) had fully expended their grant for the 2015 SERC, United We Stand grant. The HMEP (Hazardous Materials Emergency Preparedness) mid-cycle grant for Continuing Challenge grant had expended \$15,019.71 with \$4,743.29 deobligated. The BCC (Board of County Commissioners) approved the HMEP mid-cycle grant for the FireShowsReno, which is scheduled for next week. Ms. Ludwig emphasized that as of Wednesday, October 15, 2014, only fifteen (15) of the thirty (30) positions funded had registered. Ms. Ludwig emphasized the need to fill the remaining slots as quickly as possible to avoid having to deobligate a significant portion of the grant. Drawing attention to the 2013 Homeland Security grant for Citizen Information and Warning, Ms. Ludwig noted that the project is nearing completion with \$146,995.40 of the \$165,000.00 being expended and another \$15,750.00 encumbered.

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Hearing no public comments, Chair Kenneston asked for board discussion or a motion.

***It was moved by Eric Millette, seconded by Bob Sack, to accept the Treasurer's Report, as presented. MOTION CARRIED.***

**5. GRANT OPPORTUNITIES** (Non-action item) – *Information and discussion of upcoming and /or existing LEPC (Local Emergency Planning Committee) grants.*

Cathy Ludwig - Grants Coordinator, commented that there were no grant opportunities at the moment. However, there may be mid-cycle grant funds available once FireShowsReno draws to a close. Ms. Ludwig emphasized that the mid-cycle grant would focus on hazardous materials relating to transportation, with the categories of planning and training only.

**6. LEPC (Local Emergency Planning Committee) MEMBERSHIP LIST APPROVAL** (For possible action) – *A review, discussion and possible action of update to the LEPC Membership List.*

Chair Kenneston opened the agenda item and noted that the membership list was the first of three (3) items that must be completed annually to remain SERC (State Emergency Response Commission) compliant.

Cathy Ludwig – Grants Coordinator, noted that there may be some modifications made to the roster once the LEPC (Local Emergency Planning Committee) Executive Committee reviews and approves the membership list. Ms. Ludwig explained that the membership list would come back to the December 18, 2014, meeting for approval.

Rob Reeder suggested that no action be taken since this will be brought back after the Executive Committee meeting.

Bryan Taylor – REMSA (Regional Emergency Medical Services Authority), asked that Mitch Nowicki be removed from the roster as he had been reassigned. Mr. Taylor noted that he would assume the primary position with Jim Gubbels filling the alternate.

Joe Nishikida stated that he would be retiring and that an alternate for the TRIAD needed to be identified and appointed.

David Hunkup - RSIC (Reno Sparks Indian Colony), concurred that action should be delayed and questioned if it was necessary to take action on the matter at today's meeting (October 16, 2014) or not.

Chair Kenneston suggested a motion to continue the agenda item until the December 18, 2014, meeting.

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***It was moved by David Hunkup, seconded by Rob Reeder, to continue agenda item 6 LEPC (Local Emergency Planning Committee) Membership List approval until the December 18, 2014, meeting. MOTION CARRIED.***

7. **LEPC (Local Emergency Planning Committee) BYLAWS APPROVAL** (For possible action) – *A review, discussion and possible action of update to the LEPC Bylaws.*

Chair Kenneston opened the agenda item with this being another item for possible action. This is the second the three components that needs to be modified annually and asked for public comment. Hearing none, Chair Kenneston asked for board discussion or a motion.

***It was moved by Rob Reeder, seconded by Bob Sack, to approve the LEPC (Local Emergency Planning Committee) Bylaws, as written. MOTION CARRIED.***

8. **LEPC (Local Emergency Planning Committee) HAZMAT PLAN APPROVAL** (For Possible Action) – *A review, discussion and possible action of update to the LEPC Hazmat Plan.*

Chair Kenneston opened the agenda item and explained the year long process undertaken to update the Response Plan, including the Commodity Flow Study to ensure that the most current information was available to TRIAD. Additionally, the Response Plan and Tier Two list have been updated. Hearing no public comment Chair Kenneston asked for board discussion or a motion.

***It was moved by Scott Alquist, seconded by Pat Macan, to approve the Washoe LEPC (Local Emergency Planning Committee) HazMat Plan, as presented. MOTION CARRIED.***

9. **UPDATE ON REGIONAL EMERGENCY MANAGEMENT EVENTS** (Non-action item) – *A briefing of regional meetings, events, trainings and exercises.*

Chair Kenneston outlined the upcoming events calendar noting that today, October 16, 2014, is the Great Nevada Shakeout at 10:16 a.m. Mr. Kenneston noted that Michael Hingson and his seeing-eye guide dog will be present on October 23, 2014. Mr. Kenneston noted that Mr. Hingson and his seeing-eye guide dog had led a number of people to safety before the collapse of the World Trade Center in 2001 after the plane crashed into the tower.

**FY-2015**

## **Yearly Regional Training and Exercises**

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## **OCTOBER**

“Winter Preparedness”  
23- Michael Hingson Event (Disability Awareness)  
20-24- Fireshows Reno HAZ-MAT Conference  
28- Airport Table-Top Exercise

## **NOVEMBER**

“Flood Awareness”  
5- COOP Workshop (WCHD)  
5- VOAD  
10-15- Flood Awareness Week  
17-20 – IEMC Emmitsburg, MD  
20 – 800 MHz & E911 Meeting  
25 - EPC

## **DECEMBER**

“Resolve to be Ready”  
3-5 – ICS-300 for Law Enforcement  
11 – POD TTX  
17- PREPARE Washoe (REOC)  
18 - LEPC

## **JANUARY**

“Terrorism Awareness”  
15 – 88 MHz & E911 Meeting  
20– Logistics TTX  
21- Public Warning & Information Planning kick-off meeting  
28 – Northern Nevada COOP Leadership Kick-off  
28-30 – ICS-400 for Law Enforcement  
26-27 – HSEEP Class

## **FEBRUARY**

“Earthquake Awareness”  
2 – FAC TTX  
4 –VOAD  
5 – Logistics Protocol meeting  
18 – Hazard Mitigation Planning Meeting  
19 – LEPC  
25 – Water Restoration TTX

## **MARCH**

“Volunteer Appreciation”  
10-12 Logistics Web EOC Training & Exercise  
16-21 – CALEA Law Enforcement Conference  
18 – PREPARE Washoe (Off site)  
19 – Regional Active Assailant FSE (UNR)  
19 – 800 MHz & E911 Meetings  
25 – Northern Nevada COOP TTX  
TBD – ICS-300 (WCHD)

## **APRIL**

“Health Awareness”  
8- Hazard Mitigation Planning Meeting  
16 – LEPC  
TBD – ICS-400 (WCHD) & Post Office TTX

## **MAY**

“Wild Land Fire Awareness”  
5 – NV-CON Amateur Radio Conference  
6 –VOAD  
7 – 800 MHz & E911 Meetings  
13- School Task Force Planning Workshop  
30 – Animal Shelter/Evacuation Drill (Incline)

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## **JUNE**

“Severe Weather”

3- Hazard Mitigation Planning Meeting  
9 –Air Race TTX  
9-13 – Northern Nevada Sentinel Exercise  
(NV Nat’l Guard)  
16 – PW/PI Workshop (LV)  
17 – PREPARE Washoe (REOC)  
18 – LEPC  
25 – Regional Public Safety Fair  
27/28 – ARRL Field Day

## **JULY**

“Evacuation Awareness”

14- Reno Public Warning/Public  
Information Workshop  
16 –800 MHz & E911 Meeting  
22 – ICS/EOC Interface

## **AUGUST**

“School Safety”

4- Public Warning Meeting (Elko)  
5 –VOAD  
12- TEPW  
19- Balloon Race TTX

20 – LEPC

## **SEPTEMBER**

“Preparedness Month”

17 – 800 MHz & E911 Meeting  
17 – PREPARE Washoe (Off site)  
TBD- Cyber Storm V

## **Future Year FFY- 2016**

Oct 15- LEPC

Oct 15 – Great Nevada Shake Out

Oct 21- School Statewide Conference

Nov 4 – VOAD

Nov 15 – Bureau of Reclamation Exercise

Nov 19 - 800 MHz & E911 Meeting

Dec 3 – Public Warning/Public Information  
Event

Dec 16 – PREPARE Washoe (REOC)

Dec 17 – LEPC

## **FFY- 2017**

November 2016- Vigilant Guard-17

May 2017- Broken Wing Airport Full-Scale  
Exercise

- 10. UPDATE FROM THE RADIOLOGICAL TASK FORCE** (Non-action item) – *A briefing on current radiological issues within the region.*

Scott Alquist commented that there is not a lot to discuss in the short term. However, there is a push to close the Diablo Power Plant that will most likely cause an increase in radioactive nuclear waste transport along a southern route to the State of Nevada. Mr. Alquist noted that Yucca Mountain is still the subject of a variety of legal challenges that may have long range effects on this region in the future. Mr. Alquist noted that the Carlsbad storage site is seeking reaccreditation after the fire and subsequent release contaminated 15 workers. Mr. Alquist introduced Jon Bakkedahl who will be the contact for the State Health Division and Dave Drew - Nevada State Division of Emergency Management (NDEM) radiological representative, who will provide an overview of TRIAD and hospital training programs.

Dave Drew – Nevada State Division of Emergency Management (NDEM) radiological representative, outlined the funding mechanism in place for MERC and HazMat training classes. Mr. Drew pointed out that there are more advanced courses available on a regional basis (e.g. northwestern United States) and pointed out that the basic MERC training course must be successfully completed. Mr.



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Drew explained that the high level training includes working with realistic resources rather than simulations.

Mr. Alquist commented that an email should have been received previously with course descriptions, which allows tracking of areas of interest. Mr. Alquist encouraged those present to take one and respond so that planning for the training can commence.

Chair Kenneston encouraged member agencies to complete the survey and encourage the scheduling of classes in the region.

**11. UPDATE OF CITIZEN CORPS** (Non-action item) – *A briefing on events and activities supported by the Washoe County Citizen Corps including, but not limited to, Community Emergency Response Teams (CERT).*

Shirlee Rhodes - CERT (Community Emergency Response Team), noted that CERT volunteers had been active during the Balloon Races as well as the National Championship Air Races in early September and had put in in excess of 1,300 hours. During the month of October the CERT volunteers have already worked with the WCSD (Washoe County School District) and will be conducting the fourth academy for 2014. Additionally, volunteers will be assisting with the RenoFireShows and other activities through the end of the month.

**12. LEPC (Local Emergency Planning Committee) PRESENTATION** (Non-action item) – *Presentation on the Regional TRIAD response capabilities and tour the HAZ-MAT trailer.*

Eric Millette, Captain – Sparks Fire Department, narrated a PowerPoint® presentation (copy on file) starting with the inception of the TRIAD in 1984. The TRIAD is governed by the three (3) fire chief (Reno, Sparks and TMFPD (Truckee Meadows Fire Protection District) and typically strives to get reimbursed for expenses. Captain Millette noted that a large portion of TRIAD funding is from SERC (State Emergency Response Commission) and other grants. The main goal when responding to an incident is to get the business back in business as soon as possible. Captain Millette then outlined cooperative training and responses and the use of Mutual and Automatic Aid Agreement among and between the various agencies. While the region's TRIAD team does provide assistance in other areas, a team is kept in place to address any incident that may occur during the mutual aid response outside the region. Captain Millette then drew attention to the various types of incidents that the TRIAD trains and responds to including terrorism in its various forms as well as large and small chemical or fuel spills. Additionally, TRIAD also provides support for the region's bomb squads and has access through the REOC (Regional Emergency Operations Center) Emergency Manager and the Governor's office to the 92<sup>nd</sup> CSR and CBRNE (Chemical, Biological, Radiological, Nuclear, High Yield Explosive) teams when needed.

Chair Kenneston stated that one of the goals is to make sure the Washoe LEPC (Local Emergency Planning Committee) is closely woven into the HazMat TRIAD.

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- 13. LEPC (Local Emergency Planning Committee) OFFICER, ALTERNATE AND/OR MEMBER ANNOUNCEMENTS, REQUESTS FOR INFORMATION AND SELECTION OF TOPICS FOR FUTURE AGENDAS** (Non-action item) - *No discussion among committee members will take place on this item. The next regular meeting is scheduled at 9:00 a.m. December 18, 2014.*

Bob Sack suggested an update on responses to the Ebola outbreak noting that the information continues to be in flux. The intent is to be as prepared as possible based on the most current CDC (Centers for Disease Control). Mr. Sack noted that there is PPE (Personal Protection Equipment) available in the region. However, it is unclear whether it meets the requirements for this particular disease.

Christina Conti noted that while it appears that the protective gear is sufficient there may be issues in how the protective gear is removed. The safe removal of the protective garments is in flux and may change.

During a brief discussion it was noted that training is being developed for Lyon and Churchill Counties as well as a training exercise that will involve the Fallon NAS (Naval Air Station).

Tim Leighton – Captain, Sparks Fire Department, drew attention to the TRIAD Regional Operations Manual that is still in draft form. Captain Leighton asked that the document current in possession of member agencies be discarded as the revised manual will be forthcoming after the three Fire Chief's approval the final document.

- 14. THE GREAT NEVADA SHAKEOUT** (Non-action item) – *The LEPC will join the worldwide Great Shakeout Earthquake Drill, practicing Drop, Cover, and Hold On at 10:16 a.m.*

Non action item.

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

There were no public comments.

- 16. ADJOURNMENT**

Chair Kenneston adjourned the meeting at 10:05 a.m.