

Local Emergency Planning Committee

General Membership Meeting

MINUTES

Thursday ~ November 1, 2012 ~ 9:00 a.m.
Regional Emergency Operations Center
5195 Spectrum Boulevard, Reno, Nevada

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

Chair Munns called the meeting to order at 9:11 a.m. A quorum was established.

PRESENT: Gary Beekman – Washoe County Technology Services; Julie Bender Regional Public Safety Training Center; Marcia Lopez – Reno Police Department; Michelle Gitmed – Reno Police Department; Pat Hambright – KOLO Channel 8; Andy Koski – Sparks Fire Department; Beth Langan – Regional Public Safety Training Center; Tim Leighton – Truckee Meadows Fire Protection District; Chris Magenheimer – North Lake Tahoe Fire Protection District; Eric Millette – Sparks Fire Department; Tracy Moore – Washoe County School District; Sandy Munns – Reno Fire Department; Joe Nishikida – Reno Fire Department; Mitch Nowicki – Regional Emergency Medical Services Authority; Tim O’Conner - Washoe County Sheriff’s Office; Debbie Penrod – University of Nevada, Reno; Dee Stueve – Associated General Contractors; Eileen Stickney – Washoe County Health District; Frank Sullivan – American Red Cross; Jeff Whitesides – Washoe County District Health; and Woody Wright – University of Nevada, Reno.

ABSENT: Brian Allen – Sparks Police Department; Scott Alquist – Truckee Meadows Community College; Stacey Akurosawa – Washoe County Health District; Ed Atwell – University of Nevada, Reno; Darin Balaam – Washoe County Sheriff’s Office; Kariann Beechler – Reno Emergency Communications Center; Bev Buchanan – Reno Emergency Communications Center; Steve Burlie – Regional Transportation Commission; Ella Mae Carthen – Reno Emergency Communications Center; Dawn Clevenger – Ormat Technologies; Christina Conti – Washoe County Health District; Diane Drinkwater – Washoe County District Attorney’s Office; Skip Eller – Reno Sparks Convention and Visitors Authority; Marshall Emerson – Washoe County Sheriff’s Office; Dave Evans – Nevada Division of Environmental Protection; Richard Gammick – Washoe County District Attorney; Tom Garrison – Sparks Fire Department; John Gilmore – Ormat Technologies; Jim Gubbels – Regional Emergency Medical Services Authority; Jim Hadsall – Reno Sparks Convention and Visitors Authority; John Helzer – Washoe County District Attorney’s Office; Bruce Hicks – North Lake Tahoe Fire Protection District; Steve Keefer – Sparks Police Department; Rob Kelley – Washoe County Department of Water Resources; Jeff Kinder – Nevada Division of Environmental Protection; Aaron Kenneston – Washoe County Emergency Manager; Mike Krysztof – Truckee Meadows Fire Protection District; Chris Long – Washoe County Technology Services; Teresa Long – Washoe County Health District; Tammy Lopes – Reno Fire Department; John Madole – Associated General Contractors; Chet Malewski – Truckee Meadows Water Authority; Matt Marquez – Sparks Police Department; Robert McLaughlin – Veterans Administration Hospital; Jon McRae – Nevada Division of Environmental Protection; Greg Meister – Reno Police Department; Mike Mieras – Washoe County School District; Kenneth Miller – Pyramid Lake Paiute Tribe; Michael Munda – Renown; Brad Norman – Truckee Meadows Community College; Tim O’Brien – Reno Fire Department; Don Pelt – Pyramid

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Lake Paiute Tribe; Phil Povey – Truckee Meadows Community College; Jerry Preston – Washoe County Department of Water Resources; Jim Reagan – NV Energy; Rob Reeder – Regional Transportation Commission; Josh Reynolds – Truckee Meadows Community College; Bob Sack – Washoe County Health District; Keith Sheridan – Ormat Technologies; John Slaughter – Washoe County Management Services; Brian Taylor – Regional Emergency Medical Services Authority; Pat Thomas – Media; Kevin Schaller – American Red Cross; and jim Wilson – Reno Sparks Convention and Visitors Authority;

Leslie Admirand – Deputy District Attorney, was also present.

2. **APPROVAL OF MINUTES** (For possible action) – *August 16, 2012 General Membership meeting minutes.*

It was moved by Chris Magenheimer, seconded by Dee Stueve, to approve the August 16, 2012, minutes, as submitted. MOTION CARRIED.

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, provided an overview of the 2013 SERC (State Emergency Response Commission) grants for planning, training, operations and equipment noting that most of the grant had been expended in the first and second quarters. The 2013 SERC (State Emergency Response Commission), UWS (United We Stand) grant was approved by the BCC (Board of County Commissioners) during the first quarter and subgrant contracts were issued, but most were still waiting for City Council approvals. Drawing attention to the HMEP (Hazardous Materials Emergency Preparedness) mid-cycle grant for Continuing Challenge, Ms. Ludwig noted that \$5,317.350 had been deobligated and reminded member agencies that grant funding for training needs to be fully expended. Ms. Ludwig explained that the SERC mid-cycle HazMat training grant was fully expended and that the exercise conducted by Sparks Fire Department had been well attended. Ms. Ludwig noted that \$620,000.00 of the FY-2010 COOP (Continuity of Operations) grant had been expended in full and is now closed. The \$175,000.00 for the COOP Phase 2 grant for sustainment has approximately 75-percent of the funds either expended or encumbered. \$121,000.00 of the \$188,235.00 grant for EOC (Emergency Operations Center) upgrades has been expended. It is expected that the grant will close within the allotted time.

It was moved by Eileen Stickney, seconded by Chris Magenheimer, to approve the Treasurer's Report as presented. MOTION CARRIED.

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

Cathy Ludwig - Grants Coordinator, commented that a HMEP (Hazardous Materials Emergency Preparedness) mid-cycle grant opportunity of \$41,761.00 for training and \$77,055.00 for planning had

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recently become available with a closing date of September 30, 2013; noting if grant applications are submitted a Grants and Finance Subcommittee meeting may be scheduled prior to the December 20, 2012, LEPC (Local Emergency Planning Committee) General Membership meeting.

6. **GRANT APPROVAL** (For possible action) – *Approval of a 2012 Department of Homeland Security Grant, State Homeland Security Program in the amount of \$255,000.00 for a Citizen Information and Warning Project.*

Cathy Ludwig – Grants Administrator, noted that the Homeland Security Grant for a Citizen Information and Warning Project that is being headed up statewide by Washoe County Emergency Manager Aaron Kenneston.

It was moved by Chris Magenheimer, seconded by Eric Millette, to approve the 2012 Department of Homeland Security Grant, State Homeland Security Program in the amount of \$355,000.00 for a Citizen Information and Warning Project. MOTION CARRIED.

7. **GRANT APPROVAL** (For possible action) – *Approval of a 2010 and 2012 Department of Homeland Security Grant, State Homeland Security Program in the amount of \$105,130.00 for a series of regional exercises (table-top, functional, and full-scale) designed to test schools earthquake preparedness plans.*

Cathy Ludwig - Grants Coordinator, commented that two (2) grants from Homeland Security are for a series of regional exercises (table-top, functional and full-scale) to test schools earthquake preparedness plans.

Tracy Moore Washoe County School District, explained that the planning for the Urgent Solidarity exercise is slated for November 28-30, 2012, at the EOC (Emergency Operations Center) and that the State Division of Emergency Management may provide support for overtime and other resources. January 9, 2013, Earthquake Table-top Exercise 9:00 a.m. until 2:00 p.m.; March 19, 2013, Functional Earthquake Exercise from 9:00 a.m. until 2:00 p.m.; April 23-25, 2013, Earthquake Drills in preparation for the full scale exercise; May 23, 2013, full scale exercise from 8:00 a.m. until 5:00 p.m.; and May 30, 2013, After Action Report from 10:00 a.m. until 12:00 (noon).

It was moved by Eric Millette, seconded by Jeff Whitesides, to approve the 2010 and 2012 Department of Homeland Security Grant, State Homeland Security Program in the amount of \$105,130.00 for a series of regional exercises (table-top, functional, and full-scale) designed to test schools earthquake preparedness plans. MOTION CARRIED.

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

Chair Munns expressed his appreciation to those present.

Cathy Ludwig – Grants Administrator, outlined three (3) modifications to the membership list changing contact information for Tracy Moore – Washoe County School District, adding Marcia Lopez as the primary member for Reno Police replacing Mark Katre; change Sierra Fire Protection District to

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Truckee Meadows Fire Protection District and Washoe County Telecommunications to Washoe County Technology Services.

Frank Sullivan – American Red Cross asked that Charlotte Garber be added as an alternate.

Eric Millette – Sparks Fire Department, asked that he be moved from Sparks Fire Department to an Alternate for HazMat retaining Joe Nishikida as the primary voting member. Mr. Millette noted that Phil Barton – Sparks Fire Department would replace him as the alternate for Sparks Fire.

Chair Munns noted that he had been reassigned as the City of Reno Emergency Manager and suggested that Tammy Lopes and Dana Tucker be moved to Primary and alternate and retain Tim O'Brien as an alternate.

Ms. Ludwig noted that the Executive Committee would have to make that determination as the listing of Chair Munns under Emergency Management would increase the number of member agencies thus affecting the number of members required to meet quorum requirements. Ms. Ludwig suggested that a motion be made to the membership list: remove and replace Mark Katre – Reno Police with Marcia Lopez as primary voting member and add Dana Tucker as alternate for Reno Police Department; Add Phil Barton as alternate and remove Eric Millette for Sparks Fire Department; add Eric Millette as alternate for HazMat leaving Joe Nishikida as primary; Change Sierra Fire Protection District to Truckee Meadows Fire Protection District; change Washoe County Telecommunications to Washoe County Technology Services; and add Charlotte Garber as an alternate for American Red Cross; add Mike Krysztof and Alex Kukulus as alternates for Truckee Meadows Fire Protection District.

It was moved by Eric Millette, seconded by Chris Magenheimer, to approve the LEPC (Local Emergency Planning Committee) General Membership list dated November 1, 2012, with the following modifications: 1) remove and replace Mark Katre – Reno Police with Marcia Lopez as primary voting member and add Dana Tucker as alternate for Reno Police Department; 2) add Phil Barton as alternate and remove Eric Millette for Sparks Fire Department; 3) add Eric Millette as alternate for HazMat leaving Joe Nishikida as primary; 4) change Sierra Fire Protection District to Truckee Meadows Fire Protection District; 5) change Washoe County Telecommunications to Washoe County Technology Services; 6) add Charlotte Garber as an alternate for American Red Cross; and 7) add Mike Krysztof and Alex Kukulus as alternates for Truckee Meadows Fire Protection District. MOTION CARRIED.

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

Cathy Ludwig – Grants Administrator, commented that there were no specific modifications to the by-laws since the 2011 update.

It was moved by Eileen Stickney, seconded by Woody Wright, to approve the Washoe County LEPC (Local Emergency Planning Committee) bylaws as written. MOTION CARRIED.

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

Chair Munns stated that he was not aware of substantive modifications.

Joe Nishikida – Reno Fire Department, noted that contact information had been updated along with a more detailed analysis of hazard.

Cathy Ludwig – Grants Administrator, noted that contact information had to be updated annually to remain SERC (State Emergency Response Commission) complaint and that a grant will be written to secure funding for an in-depth update of the plan as part of the HMEP (Hazardous Materials Emergency Preparedness) grant process.

Chair Munns suggested that the approval of the plan be tabled until the December 20, 2012, meeting.

It was moved by Chris Magenheimer, seconded by Eric Millette, to continue consideration of the Washoe LEPC (Local Emergency Planning Committee) Hazmat Plan until the December 20, 2012, meeting. MOTION CARRIED.

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

Washoe County Region
Training and Exercise Planning Workshop (TEPW) FFY-2013

OCTOBER

4 – VOAD Meeting (10 am) – Tanya Millieli
4 – PREPARE Washoe Chamber Mixer (5p – 7p) – Darrell Clifton
9/11 – WebEOC Training (8a – 5p) [Damage Assessment Tng 1- 5p on 10th] – Aaron Kenneston
16/17 – ICS 400 (Carson City) – Michelle Candee
17 – PREPARE Washoe quarterly meeting (9 a – 11a) – Darrell Clifton
18 – LEPC (9a – 11a) – Cathy Ludwig
18 – Flood Planning Meeting (11a – 12p) – Bob Webb
19 - City of Reno REOC Exercise (8a – 5 p) – Sandy Munns
19 – Active Assailant Workshop for Healthcare (8a – 12p) – Christina Conti
19 – Workplace Violence Training (1:30p – 4:30p) - Christina Conti
23/24 – FAC Training – Mike Scott

NOVEMBER

8 – COOP Task Force Meeting (10 a – 2 p) – Aaron Kenneston
8 – City of Sparks Disaster Drill (Sparks) – Steve Driscoll
13/14 – ICS 300 (Carson City) – Michelle Candee
14 - Hazard Vulnerability Assessment Workshop for Healthcare (8a – 4p)
28/30 – HSEEP Course to develop 2013 exercise plan (8a – 5p) – Tracy Moore

DECEMBER 2012

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- 5 – AGC Meeting (noon) – Dee Stueve
- 6 – COOP Task Force Meeting (10 a – 2p) – Aaron Kenneston
- 11 – ICS 100/200 (8 a – 5p) – Aaron Kenneston
- 13 – Public Information/Public Warning PI/PW initial meeting (9 a – 2p) – Aaron Kenneston
- 18/19 – ICS 300 (8a – 5p) – Aaron Kenneston
- 19 – Crisis Emergency Response Training (8a-5p) – Phil Ulliberri

JANUARY

- 3 – VOAD (10 am)
- 9 – Earthquake Table Top Exercise (9a – 2p) – Tracy Moore
- 15-16 – ICS 400 (8a -5p) – Aaron Kenneston
- 17 – Flood Response Plan Meeting (1 p – 3p) – Bob Webb
- 22 – Hospital Mutual Aid Evacuation Annex TTX (MAEA) – Stacy Ack
- 23 – PREPARE Washoe quarterly meeting (9a – 11a) – Darrell Clifton
- 24 – PI/PW Task Force Meeting (9a – 2 p) – Aaron Kenneston
- 28/30 ICS 300 (Health) – Phil Uliberri

FEBRUARY

- 20– Continuity of Business for Healthcare (Health)
- 19/20 – ICS-EOC Interface Course - Aaron
- 27/28 – ICS 400 (Health)

MARCH

- 6 - AGC Meeting (noon) - Dee Stueve
- 13/14 - PI/PW Meeting /Workshop (8a – 5p) - Aaron
- 19 – Earthquake Functional Exercise (9 a – 2p) - Tracy

APRIL

- xx – Rodeo Table Top Exercise – Chris Magenheimer
- 4 – VOAD (10 am) – Tanya Milelli
- 10/11 – Position-specific ICS training – Aaron Kenneston
- 16 – Safety for Public Health professionals (Health) – Nicole Alberti
- 23/25 – Earthquake Drills in preparation for full-scale exercise - Tracy

MAY

- 7/9 - PI/PW Meeting/Workshop (8a – 5p) - Aaron
- 10 – Fatality Management Organizational Conference
- 20/22 – ICS 300 (Health) – Christina Conti
- 23 – Full-Scale Earthquake Exercise (8a – 5p) - Tracy
- 30 – Earthquake AAR (10 a – noon) – Bob Webb
- Xx – Fatality Management Organizational Conference - Christina

JUNE

- xx – Air Race Table Top Exercise – Aaron Kenneston

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- 5 – AGC Meeting (noon) – Dee Stueve
- 5/6 – ICS 400 (Health) - Phil
- 14 – ICS 100/200 (8a – 5p) - Aaron
- 15 – Alternate Care Site (COOP) training for Healthcare (Health) - Christina
- 16 – ACS/COOP Tabletop for Healthcare (Health) - Christina
- 21 – Resiliency after a Disaster for Public Health Professionals (Health) - Nicole

JULY

- 11 – VOAD (10 am) - Tanya
- 11/13 – TEEK ICS 300 EOC Course - Aaron
- 17 – PREPARE Washoe quarterly meeting (9a – 11a) – Darrell
- 17 – REOC Planning Section Meeting Earthquake Lessons Learned (1-3p) - Bob
- 23 – Hospital MAEA TTX (8a – 5p) - Christina
- 23/24 – PI/PW Meeting & Workshop (8a – 5 p) - Aaron

AUGUST

- 9 – Hospital Requesting Procedures training – Stacy Ack
- 13 – CST HAZ-MAT Exercise at Sparks Silver Club – Eric M
- 13/14 – ICS 400 REOC (8a – 5 p) - Aaron

SEPTEMBER

- 4 – AGC Meeting (noon) - Aaron
- 10/12 – PI/PW Meeting & Workshop (8a – 5p) - Aaron
- xx – IEMC Emitsburg, MD - Aaron

Future Year 2014

- 21 January – Hospital MAEA TTX – Stacy Ack
- 27/29 – ICS 300 (Health) - Phil
- xx February – Fatality Management Seminar - Christina
- 26/27 – ICS 400 (Health) - Phil
- xx March – COOP Hospital Drill - Christina
- xx April – Fatality Management Tabletop - Christina
- xx May – Broken Wing Exercise – Mike Scott
- xx June – Bureau of Reclamation Dam Break Exercise - Aaron
- 25/30 October – IAEM Conference in Reno (Silver Legacy) - Aaron
- 7 November – City of Sparks Drill – Steve Driscoll

Future Year 2015

NLE Cyber Exercise involving private sector - and/or - HAZ-MAT Railroad Exercise

The calendar of events is also available at www.readywashoe.com website

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

There was no update.

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- 13. 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).*

Derek Russell – Washoe County Sheriff's Office, commented that 22 individuals had graduated from the most recent CERT (Community Emergency Response Team) training with another 32 individuals scheduled for training in November 2012.

- 14. 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 20, 2012.*

No new agenda items identified for the December 20, 2012, meeting.

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

Chair Munns expressed his appreciation to the membership for their confidence in electing him as Chair.

- 16. ADJOURNMENT** (Non-action item)

Chair Munns adjourned the meeting at 9:53 a.m.