

Washoe Local Emergency Planning Committee  
General Membership Meeting

**MINUTES**

**Thursday ~ December 20, 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 9:06 a.m. A quorum was established.

**MEMBERS PRESENT:** Scott Alquist – Truckee Meadows Community College; Julie Bender – Regional Public Safety Training Center; Richard Gammick – Washoe County District Attorney; Rob Kelley – Washoe County Department of Water Resources; Aaron Kenneston – Washoe County Emergency Management; Andy Koski – Sparks Fire Department; Teresa Long – Washoe County Health District; Marcia Lopez – Reno Police Department; Chris Magenheimer – North Lake Tahoe Fire Protection District; Tracy Moore – Washoe County School District; Sandy Munns - Reno Fire Department; Debbie Penrod – University of Nevada, Reno; Eileen Stickney – Washoe County Health District; Dee Stueve – Associated General Contractors; Jeff Whitesides – Washoe County Health District; Jim Wilson – Reno Sparks Convention and Visitors Authority; and Woody Wright – University of Nevada, Reno. Joe Nishikida – Reno Fire Department, joined the meeting at 9:12 a.m. Phil Povey – Truckee Meadows Community College, joined the meeting at 9:15 a.m.

**MEMBERS ABSENT:** Brian Allen – Sparks Police Department; Gary Beekman – Washoe County Technology Services; Marshall Emerson – Washoe County Sheriff's Office; Jim Gubbels – Regional Emergency Medical Services Authority; Pat Hambright – Media; Dave Hunkup – Reno Sparks Indian Colony; Tim Leighton – Truckee Meadows Fire Protection District; Chet Malewski – Truckee Meadows Water Authority; Robert McLaughlin – Veterans Administration Hospital; Kelley Odom – Reno Emergency Communications Center; Don Pelt – Pyramid Lake Paiute Tribe; Rob Reeder – Regional Transportation Commission; Jim Reagan – NV Energy; Keith Sheridan – Ormat Technologies; and Frank Sullivan – American Red Cross.

**ALTERNATES PRESENT:** Skip Eller – Reno Sparks Convention and Visitors Authority; Michelle Gitmed – Reno Police Department; Jim Hadsall – Reno Sparks Convention and Visitors Authority; Mike Krysztof – Truckee Meadows Fire Protection District; Beth Langan – Regional Public Safety Training Center; Chris Long – Washoe County Technology Services; Eric Millette – Sparks Fire Department; Michael Munda – Renown; Mitch Nowicki 0 Regional Emergency Medical Services Authority; Tim O'Connor – Washoe County Sheriff's Office; Bob Sack – Washoe County Health District; Kevin Schaller – American Red Cross;

**ALTERNATES ABSENT:** Stacey Akurosawa – Washoe County Health District; Ed Atwell – University of Nevada, Reno; Darrin Balaam – Washoe County Sheriff's Office; Phil Barton – Sparks Fire Department; Bev Buchanan – Reno Emergency Communications Center; Steve

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Burlie – Regional Transportation Commission; Ella Mae Carthen – Reno Emergency Communications Center; Kent Choma – Saint Mary's Regional Medical Center; Dawn Clevenger – Ormat Technologies; Christina Conti – Washoe County Health District; Diane Drinkwater – Washoe County District Attorney's Office; Charlotte Garber – American Red Cross; John Gilmore – Ormat Technologies; Nida Harjo – Reno Sparks Indian Colony; John Helzer – Washoe County District Attorney's Office; Tom Garrison – Sparks Fire Department; Bruce Hicks – North Lake Tahoe Fire Protection District; Steve Keefer – Sparks Police Department; Tammy Lopes – Reno Fire Department; John Madole – Associated General Contractors; Matt Marquez – Sparks Police Department; Greg Meister – Reno Police Department; Mike Mieras – Washoe County School District; Kenneth Miller – Pyramid Lake Paiute Tribe; Brad Norman – Truckee Meadows Community College; Jerry Preston – Washoe County Department of Water Resources; Tim O'Brien – Reno Fire Department; Josh Reynolds – Truckee Meadows Community College; John Slaughter – Washoe County Management Services; and Pat Thomas – Media.

Mary Kandaras – Deputy District Attorney, was also present.

- 2. APPROVAL OF MINUTES** (For possible action) – *November 1, 2012 General Membership meeting minutes.*

***It was moved by Eric Millette, seconded by Chris Magenheimer, to approve the November 1, 2012, minutes, as submitted. MOTION CARRIED.***

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

Chair Munns commented that Kariann Beechler of the Reno PSAP (Public Safety Answering Point) had passed away in an automobile accident recently. Chair Munns outlined Ms. Beechler's Master's Degree in Emergency Management and her recent CEM (Certified Emergency Manager) certification. Chair Munns noted that this is a loss to the community and emergency management.

Joe Nishikida – Reno Fire Department, joined the meeting at 9:12 a.m.

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

Cathy Ludwig – Grants Administrator, provided an overview of the 2013 SERC (State Emergency Response Commission) grant noting that the second quarter is now coming to a close. Ms. Ludwig pointed out the most everyone had expended the funding in the first quarter and that the Continuing Challenge and Reno Fire Shows grants had now been closed. Additionally SERC HazMat training grant has also closed. Those grants that are closed will be removed from future reports. Ms. Ludwig then noted that \$108,000 had been expended with another \$54,000.00 encumbered of the \$175,000.00 FY (Fiscal Year) 2010

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COOP (Continuity of Operations) grant. It is expected that the grant will close by June 30, 2013.

Phil Povey – Truckee Meadows Community College, joined the meeting at 9:15 a.m.

Ms. Ludwig outlined the expenditures thus far on the \$188,235.00 award for REOC (Regional Emergency Operations Center) upgrade. To date \$175,000.00 has been expended with an additional \$12,000.00 encumbered. It is expected that the remaining fund will be encumbered by the end of the year and the grant closed in February 2013. Ms. Ludwig then drew attention to the urgent Solidarity grant SPARTAN (Schools Prepared and Ready Together Across Nevada) exercise headed by Tracy Moore - Washoe County School District. The grant was awarded over two (2) different fiscal years. Ms. Ludwig noted that \$16,000.00 of the FY 2010 grant of \$42,500.00 had been expended and that the FY 2012 grant of \$62,630.00 will be used during 2013 for the drills and upcoming full scale exercise. The Citizen Information and Warning Project grant for FY 2012 was recently approved by the BCC (Board of County Commissioners) and is in its initial stages.

***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 grants.*

Cathy Ludwig – Grants Administrator, commented that there were no new grant opportunities to announce.

- 6. GRANT APPROVAL** (For possible action) – *Approval to submit a 2013 Hazardous Materials Emergency Preparedness Mid-Cycle Planning & Training grant application to the State Emergency Response Commission as reviewed, prioritized and approved by the LEPC Grants & Finance Subcommittee on December 17, 2012.*

Eileen Stickney outlined the Grants and Finance Subcommittee's recommendation to prioritize and approve the HMEP (Hazardous Materials Emergency Preparedness) Planning requests as follows: 1) Washoe County Emergency Management request of \$48,675.00 for conduct a commodities flow study under the guidance of LEPC (Local Emergency Planning Committee) and the Regional HazMat Triad; 2) the Continuing Challenge request of \$17,028.50, for a total grant request of \$65,703.50; and HMEP (Hazardous Materials Emergency Preparedness) Training requests as follows 1) \$19,780.00 for Advanced Tanker Truck Response Training by Northwest HazMat Inc., for three classes for 60 individuals; and 2) \$25,500.00 for Michael Callan to conduct the Street Smart HazMat Response course including 60 textbooks for a total grant request of \$45,280.00.

***It was moved by Chris Magenheimer, seconded by Phil Povey, to prioritize and approve the HMEP (Hazardous Materials Emergency Preparedness) Planning requests***

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**as follows: 1) Washoe County Emergency Management request of \$48,675.00 for conduct a commodities flow study under the guidance of LEPC (Local Emergency Planning Committee) and the Regional HazMat Triad; 2) the Continuing Challenge request of \$17,028.50, for a total grant request of \$65,703.50; and HMEP (Hazardous Materials Emergency Preparedness) Training requests as follows 1) \$19,780.00 for Advanced Tanker Truck Response Training by Northwest HazMat Inc., for three classes for 60 individuals; and 2) \$25,500.00 for Michael Callan to conduct the Street Smart HazMat Response course including 60 textbooks for a total grant request of \$45,280.00. MOTION CARRIED.**

### **7. 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 Munns recalled the November meeting to review the membership applications and modifications to primary and alternate memberships. Chair Munns noted that there had been some discussion about the increased number of attendees needed to meet quorum requirements and that member agencies need to make every attempt to have the primary or alternate member present at LEPC (Local Emergency Planning Committee) meeting.

Tracy Moore stated that he had been able to reach and contact prospective members who are present at today's (December 20, 2012) meeting.

Chair Munns noted that he had made contact but had not received a definitive decision and will withhold the application pending a final decision.

Cathy Ludwig – Grants Coordinator, commented that the list had been approved by the Executive Committee in November and that a modification to Reno Emergency Communications Center replaced Kariann Beechler with Kelly Odom. Additionally, some alternates were also added to the membership. The action required is to approve the membership roster to remain compliant with SERC (State Emergency Response Commission) requirement.

Eileen Stickney noted that she had contacted NDEP (Nevada Division of Environmental Protection) who explained that they would continue to be involved in the process but did not need to be a voting member. Additionally Washoe County Health District also has some modifications to their membership roster.

Teresa Long – Washoe County Health District asked that Bob Sack be removed and that James English and Rick Sanchez be added as alternates.

Ms. Ludwig asked that Ms. Long updated the application.

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Dee Stueve – AGC (Associated General Contractors) removed John Madole as the alternate and add Craig Madole.

Mike Krysztof – Truckee Meadows Fire Protection District, commented that Tim Leighton should remain as the primary with Alex Kukulas as alternate.

***It was moved by Aaron Kenneston, seconded by Eric Millette, to approve the LEPC (Local Emergency Planning Committee) membership roster as amended. MOTION CARRIED.***

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

Mary Kandaras – Deputy District Attorney, explained that there were no modifications to the bylaws and that this is a formal action requirement to remain SERC (State Emergency Response Commission) compliant.

***It was moved by Richard Gammick, seconded by Kevin Schaller, to approve the LEPC (Local Emergency Planning Committee) Bylaw, as written. MOTION CARRIED.***

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

Aaron Kenneston – Washoe County Emergency Manager, commented that the annual updates to the LEPC (Local Emergency Planning Committee) HazMat Plan had been completed and reviewed by Joe Nishikida. During 2013 a consultant will be engaged to conduct a commodities flow update along with other necessary revisions to the plan. Mr. Kenneston noted that the standard revisions included NRT (National Response Team) form 1 as well as an updated training plan and validated tier 2 facilities and download from the State of Nevada Database.

***It was moved by Richard Gammick, seconded by Eric Millette, to approve the Washoe LEPC (Local Emergency Planning Committee) HazMat plan, as submitted. MOTION CARRIED.***

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

Aaron Kenneston – Washoe County Emergency Manager, provided an update on upcoming training events, exercises and opportunities. The full calendar of events can be found at: [www.readywashoe.com](http://www.readywashoe.com).

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Chair Munns expressed his appreciation to Mr. Kenneston for his guiding the ongoing training in Washoe County.

Tracy Moore – Washoe County School District, outlined the upcoming Urgent Solidarity training and exercises beginning in January 2013. In March 2013 the second phase of the exercise will take place leading up to the full scale exercise in May 2013. Mr. Moore reminded participants that questions needed to be submitted for the upcoming tabletop exercise.

## **2013 Regional Training and Exercises**

### **JANUARY**

3 – VOAD (10 am) Doug Whithill  
9 – Earthquake Table Top Exercise (9a – 2p) – Tracy Moore  
15-17 – ICS 300 (8a -5p) – Aaron Kenneston  
17 – Flood Response Plan Meeting (1 p – 3p) – Bob Webb  
22 – Hospital Mutual Aid Evacuation Annex TTX (MAEA) – Stacy  
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 Steuve  
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) – Doug  
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

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30 – Earthquake AAR (10 a – noon) – Bob Webb  
Xx – Fatality Management Organizational Conference - Christina

### **JUNE**

xx – Air Race Table Top Exercise – Aaron Kenneston  
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) - Doug  
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  
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  
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

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

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There was no report.

- 12. 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, WCSO*

Derek Russell, WCSO (Washoe County Sheriff's Office), commented that twenty (20) new volunteers had graduated bringing the total number of volunteers to 1,400.

Chair Munns noted his appreciation for the continued involvement of CERT (Community Emergency Response Team) volunteers.

Michael Munda – Renown, left the meeting at 9:37 a.m.

- 13. LEPC (Local Emergency Planning Committee) PRESENTATION** (Non-action item) – *A presentation on the regional radiation detection badge program.*

Eric Millette – Sparks Fire Department, provided an overview of the radiation detection badge program noting that a grant had been received to expand the radiation detection badge program in the region including facilities for reading the cumulative radiological dosage. Currently there is an ongoing process to coordinate and develop statewide polices with Southern Nevada on the dissemination in the event of a radiological emergency. Mr. Millette noted that while the detection badge is sensitive to Gamma radiation it does not read Alpha radiation.

- 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. February 21, 2013.*

Jeff Whitesides – Washoe County Health District, suggested a presentation on medical stockpiles and distribution plans.

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

Aaron Kenneston noted that those still in need of an access card for the REOC see him after the meeting to complete the necessary application and photograph process.

Chair Munns noted that a memorial service would be held for Kariann Beechler, at 2:00 p.m., Friday, December 21, 2012, at the Granite Hills Baptist Church located at 10350 Red Rock Road, Reno, Nevada.



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**16. ADJOURNMENT**

Chair Munns adjourned the meeting at 9:43 a.m.