

Washoe Local Emergency Planning Committee

General Membership Meeting

MINUTES

Thursday ~ February 21, 2013 ~ 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 9:07 a.m. A quorum was established.

PRESENT: Scott Alquist – Truckee Meadows Community College; Julie Bender – Regional Public Safety Training Center; Ed Atwell – University of Nevada, Reno; Gary Beekman – Washoe County Technology Services; Kent Choma – Saint Mary’s Regional Medical Center; Charlotte Garber – American Red Cross; Michelle Gitmed – Reno Police Department; Pat Hambright - Media; Aaron Kenneston – Washoe County Emergency Management; Andy Koski – Sparks Fire Department; Beth Langan – Regional public Safety Training Center; Tim Leighton – Truckee Meadows Fire Protection District; Spencer Lewis – University of Nevada, Reno; Teresa Long – Washoe County Health 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; Mitch Nowicki – Regional Emergency Medical Services Authority; Kelly Odom – Reno Emergency Communications; Debbie Penrod – University of Nevada, Reno; Phil Povey – Truckee Meadows Community College; Rob Reeder – Regional Transportation Commission; Jim Reagan – NV Energy; Kevin Schaller – American Red Cross; Eileen Stickney – Washoe County Health District; Brian Taylor – Regional Emergency Medical Services Authority; Jeff Whitesides – Washoe County Health District; and Woody Wright – University of Nevada, Reno.

ABSENT: Stacey Akurosawa – Washoe County Health District; Brian Allen – Sparks Police Department; Darin Balaam – Washoe County Sheriff’s Office; Phil Barton – Sparks Fire Department; Bev Buchanan – Reno Emergency Communications Center; Steve Burlie – Regional Transportation Commission; Ella 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; James English – Washoe County Health District; John Gilmore – Ormat Technologies; Nida Harjo – Reno Sparks Indian Colony; Richard Gammick – Washoe County District Attorney; Tom Garrison – Sparks Fire Department; 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; Dave Hunkup – Reno Sparks Indian Colony; Steve Keefer – Sparks Police Department; Rob Kelley – Washoe County Department of Water Resources; Mike Kryzstof – Truckee Meadows Fire Protection District; Alex Kukulus – Truckee Meadows Fire Protection District; Chris Long – Washoe County Technology Services; Tammy Lopes – Reno Fire Department; Marcia Lopez – Reno Police Department; Craig Madole – Associated General Contractors; Chet Malewski – Truckee Meadows Water Authority; Matt Marquez –

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Sparks Police Department; Robert McLaughlin – Veterans Administration Hospital; Greg Meister – Reno Police Department; Mike Mieras – Washoe County School District; Kenneth Miller – Pyramid Lake Paiute Tribe; Michael Munda – Renown; Joe Nishikida – Reno Fire Department; Brad Norman – Truckee Meadows Community College; Tim O'Brien – Reno Fire Department; Tom O'Conner – Washoe County Sheriff's Office; Don Pelt – Pyramid Lake Paiute Tribe; Jerry Preston – Washoe County Department of Water Resources; Tomas' Prower – American Red Cross; Josh Reynolds – Truckee Meadows Community College; Rick Sanchez – Washoe County Health District; Keith Sheridan – Ormat Technologies; John Slaughter – Washoe County Management Services; Dee Stueve – Associated General Contractors; Pat Thomas – Media; and Jim Wilson – Reno Sparks Convention and Visitors Authority.

Mary Kandaras – Deputy District Attorney, was also present.

- 2. APPROVAL OF MINUTES** (For possible action) – *December 17, 2012 Grants and Finance Subcommittee minutes and December 20, 2012 General Membership meeting minutes.*

It was moved by Eric Millette, seconded by Mitch Nowicki, to approve the December 20, 2012, General Membership minutes, as submitted. MOTION CARRIED.

It was moved by Mitch Nowicki, seconded by Eric Millette, to approve the December 17, 2012, Grants and Finance Subcommittee 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 – Grant Coordinator, outlined the 2013 SERC (State Emergency Response Commission) grant, noting that nearly all funds have been expended since the grant's inception July 2012. Ms. Ludwig noted that the UWS (United We Stand) grant was nearly exhausted as well. Ms. Ludwig then explained that the HMEP (Hazardous Materials Emergency Preparedness) Mid-cycle grant is going to the BCC (Board of County Commissioners), Tuesday, February 26, 2013, for approval after which subgrant contracts will be issued to the receiving agencies for signature. Ms. Ludwig then explained that the 2011 Homeland Security EOC (Emergency Operations Center) Technology Upgrade grant was nearing completion with \$4,388.72 remaining of the original \$188,235.00 grant. Ms. Ludwig then drew attention to the 2010 Homeland Security COOP (Continuity of Operations) grant award of \$175,000.00. Ms. Ludwig noted that the final Task Force meeting will be held in Las Vegas, NV on February 27, 2013 and will zero out the remaining grant balance. The

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2010 SPARTAN (Schools Prepared and Ready Together Across Nevada) Urgent Solidarity grant has \$6,000.00 remaining of the original \$42,500.00 award for the first phase, with the 2012 grant going towards the full scale exercise. It is expected that those funds will be used starting March 2013. The 2012 Homeland Security Citizen Information & Warning grant has expended \$23,000.00 thus far of the \$255,000.00 grant. A Plans Writer has been engaged with an additional \$54,000.00 being encumbered.

It was moved by Teresa Long, seconded by Eric Millette, to approve the treasurer Report, as presented. MOTION CARRIED.

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

Cathy Ludwig – Grant Coordinator, noted that a grant opportunity for the 2014 SERC (State Emergency Response Commission) UWS (United We Stand) grant cycle to combat terrorism would be forthcoming with a grant cap of \$30,000.00. It is likely that the grant applications will be due in early April 2013.

6. GRANT APPROVAL (For possible action) – *Approval to submit a 2014 State Emergency Response Commission (SERC), Planning, Training, Equipment and Operations grant application, limit \$34,000.00; to include Clerical Assistance, not to exceed 50-percent of the total Operations category, as recommended by the LEPC (Local Emergency Planning Committee) Grants and Finance Subcommittee.*

Eileen Stickney – Chair Grants and Finance Subcommittee, acknowledged the additional information developed by Cathy Ludwig – Grants Coordinator, of previous SERC funded equipment purchases by agency, year and amount to the Subcommittee thus enhancing the Subcommittee's understanding of what equipment was already available in the region. Ms. Stickney then detailed the recommendation that the Washoe Local Emergency Planning Committee (LEPC) approve the 2014 SERC (State Emergency Response Commission) Grant Request for Planning, Training and Equipment as follows: 1) Truckee Meadows Fire Protection District: three (3) 4-gas monitors at \$1,084.64 total \$3,253.92, two (2) 5-gas monitors at \$1,345.00 total \$2,690.00 and two (2) calibration gas at \$380.00 for a total of \$760.00 of which Truckee Meadows Fire will cover the remaining cost of \$56.92 total request \$6,647.00; 2) Reno Fire Department TRIAD Team one (1) MiniRAE 3000 monitor total \$3,013.00; and 3) Regional Emergency Medical Services Authority for three (3) Masimo Rad 57 Co-Oximeters at \$6,780.00 each, total \$20,340.00: for a total grant request of \$30,000.00, as well as, the \$4,000.00 LEPC operations grant for \$2,000.00 for LEPC Operations and \$2,000.00 for minute taking services provided by Robert Cox Enterprises.

It was moved by Kevin Schaller, seconded by Teresa Long to approve the 2014 SERC (State Emergency Response Commission) Grant Request for Planning, Training, Equipment, and Operations as follows: 1) Truckee Meadows Fire Protection District: three (3) 4-gas monitors at \$1,084.64 total \$3,253.92, two (2) 5-gas monitors at

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

Aaron Kenneston – Washoe County Emergency Manager drew attention to the events calendar as outlined below. Additionally, the information can be found at www.readywashoe.com.

Yearly Regional Training and Exercises

FEBRUARY

21 – Regional Flood Warning Workshop at REOC (1:30 pm) – Ed Evans
27/28 – ICS 400 (Health)

MARCH

6 - AGC Meeting (noon) - Dee Stueve
13/14 - PI/PW Meeting /Workshop EAS/IPAWS (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
24 - PREPARE Washoe quarterly meeting BELFOR (9a – 11a) – Darrell

MAY

7/9 - PI/PW Meeting/Workshop WebEOC (8a – 5p) - Aaron
10 – Fatality Management Organizational Conference
15 – BCM private sector earthquake table top (Microsoft) – Michael Tedrow
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) - Doug
- 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 Mtg & Wkshp TEEEX/UofH Social Media (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 PIO Survival (8a – 5p) - Aaron

Future Year FFY- 2014

- 25/30 October '13 – IAEM Conference in Reno (Silver Legacy) - Aaron
- 7 November '13 – City of Sparks Drill – Steve Driscoll

- 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

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

Scott Alquist – TMCC (Truckee Meadows Community College), stated that there was nothing to report.

- 9. 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).*

There was no report.

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- 10. LEPC (Local Emergency Planning Committee) PRESENTATION** (For possible action) – *An overview of the Washoe County Health District Strategic National Stockpile (SNS) Plan, with a request for LEPC input and suggestions to improve the process; includes PowerPoint presentation.*

Jeff Whitesides and Sara Dinga narrated a PowerPoint® presentation (copy on file).

Additional questions or comments may be directed to Mr. Whitesides at jwhitesides@washocounty.us or Ms. Dinga at sdinga@washoecounty.us

During a brief discussion it was explained that the Washoe County Health District would review a variety of methods to dispense injectable medications in the event of an incident and that certain provisions in NRS (Nevada Revised Statutes) related to such emergencies that allow the use of non-medical personnel to dispense injectable medications.

Cathy Ludwig – Grants Administrator, will distribute the PowerPoint® to LEPC (Local Emergency Planning Committee) members.

- 11. 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. April 18, 2013.*

Woody Wright – University of Nevada, Reno, introduced Spencer Lewis as an alternate.

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

Tracy Moore – Washoe County School District, reminded those present to contact Aaron Kenneston – Washoe County Emergency Manager, Cathy Ludwig – Grants Administrator or himself to participate in the functional or full scale exercise. Mr. Moore also noted that inquiries about financial issues should be directed to Ms. Ludwig. Mr. Moore noted that there is funding available to cover backfill and overtime as needed and that such expenditure projections should be submitted to Ms. Ludwig to assure that the budget is not exceeded.

Ms. Ludwig noted that there is specific documentation that must be submitted for reimbursement and asked that those needing reimbursement contact her directly for the proper forms.

- 13. ADJOURNMENT**

Chair Munns adjourned the meeting at 9:56 a.m.