

WASHOE COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

General Membership Committee

MINUTES

March 16, 2006 ~ 9:00 a.m.

Washoe County Regional Emergency Operations Center
5195 Spectrum Boulevard, Reno, Nevada

1. CALL TO ORDER/ROLL CALL *

Chair Kenneston called the meeting to order at 9:15 a.m. and stated a quorum was not present.

PRESENT: Tim Busch – Regional HazMat; Paul Donald – Washoe County District Health; Gary Dunne – Sparks Emergency Management; Andy Flock – Sparks Fire; Karen Fraley – Reno City Attorneys Office; Aaron Kenneston – Washoe County Emergency Management; Craig Harrison – Washoe County Telecommunications; Michael Hurick American Red Cross; James Lopey – Washoe County Sheriff's Office; Chris Magenheimer North Lake Tahoe Fire Protection District; Steve Matles – Washoe Health System; Robin Pagni – Sparks Police; Russ Petersen – Washoe County Sheriff's Office; Klark Staffan – Regional Emergency Medical Services Authority; and Woody Wright – University of Nevada, Reno. Eileen Coulombe – Washoe County District Health Department and Chris Lang – Reno Police Department joined the meeting at 10:00 a.m. thus establishing a quorum. Jared Hiles – Nevada Air National Guard, was also present.

ABSENT: Michael Alaux – American Red Cross; Ray Andriola – Saint Mary's Hospital; Steve Asher – Sparks Police Department; Stephanie Beck – Washoe County District Health; Ryan Bird – Sierra Pacific Power Company; John Bradley – H2O; Beverly Buchanan – Regional Emergency Communications; Jim Caughron – Washoe County Risk Management; Richard Chess – Reno Finance; Tom Clewell – Sparks Fire Department; Robert Cullins – University of Nevada, Reno; Gary Cummings – Sierra Chemical; Tami Cummings – Washoe County Sheriff's Office; Marv DiPietro – Sparks Fire Department; Frank Frievalt – Sparks Fire Department; Tom Gadd – Washoe County Public Works; Randall Gray – Truckee Meadows Water Reclamation; Ken Grein – Washoe County School District; Jim Gubbels – Regional Emergency Management Services Authority; Arleen Henton – Washoe County Risk Management; Bruce Hicks – North Lake Tahoe Fire Protection District; Beverly Howe – American Red Cross; Jim Jepson – Washoe County Risk Management; Jim Johns – Reno Police Department; Jeff Kinder – CFR Engineering; Lynn Kinder – Sierra Chemical; Stanley Kinder – Sierra Chemical; Steve Pitts – Reno Police Department; Chet Malewski – Truckee Meadows Water Authority; Matt Marquez – Sparks Police Department; Mike Mieras – Washoe County School District; Jim Miller – Washoe County District Health Department; Alan Minor – Truckee Meadows Water Reclamation; Gary Neilson – Reno Fire Department; Jo Norton – Reno Finance; Mitch Nowicki – Regional Emergency Medical Services Authority; Susan Parker – Regional Emergency Communications; Jason Pasco – KTVN Channel 2; Dale Richardson – Washoe County School District; Russ Rocha – Truckee Meadows Water Reclamation; Suzy Rogers – Regional Emergency Communications; Bob Sack – Washoe County District Health Department; Marty Scheuerman – Reno Fire Department; Ron Schmidt – Sparks City Council; Roy Slate – Reno Fire Department; John Slaughter – Washoe County Management Services; Alan Tom – affiliation unknown; Kristen Walthers – KTVN Channel 2; and Dan Watkins – KOLO Channel 8.

Nathan Edwards, Deputy District Attorney, was also present.

* denotes NON action item

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Chair Kenneston noted that two members had been called but would most likely not arrive before 10:00 a.m.

Jim Lopey recommended that non-action items be heard until the additional members arrive to make quorum

Nathan Edwards, Deputy District Attorney, explained that in the absence of a quorum there was no meeting. However, no action may be taken until such time as a quorum is established.

Chair Kenneston outlined the need to take action on certain agenda item; formal adoption of bylaws, allocation of grant funding for clerical support and adoption of the updated plan

Mr. Lopey emphasized the need for voting member to either attend the regularly scheduled meetings or arrange to have their alternative attend future meetings.

Chair Kenneston stated he would contact all voting and alternate voting members and reordered the agenda to hear non-action items.

10. INFORMATION AND UPDATE ON THE INTEGRATED EMERGENCY MANAGEMENT COURSE IN EMMITSBURG, MARYLAND APRIL 3-7, 2006 *

Chair Kenneston noted that only 75 of the 90 applicants would be allowed to attend the Integrated Emergency Management Court in Emmitsburg, Maryland, April 3 through 7, 2006.

9. BRIEFING FROM THE HOMELAND SECURITY CAPABILITY AND REVIEW WORKING GROUP ON THE FY (Fiscal Year) 2006 INVESTMENT JUSTIFICATION PROGRESS AS MANDATED IN THE FY-2006 GRANT APPLICATION *

Jim Lopey outlined recent discussions and subsequent determination of priorities, which includes, but is not limited to: 1) interoperable communications; 2) Nevada Terrorism Early Warning System; 3) Law Enforcement Investigation and Training; 4) Statewatch – which is similar to the Citywatch program implemented in Southern Nevada, among others. Mr. Lopey noted that grant funds were being earmarked for items other than equipment as was done in the past. Mr. Lopey noted that while representatives from the State of Nevada, and specifically Northern Nevada, were involved in the scoring of the grant applications that State representatives would not judge or score the State of Nevada. However, it is Mr. Lopey's belief that their participation in the process will result in a better application from the State of Nevada in the future.

During the discussion it was noted that award of the grants should be completed within the next 60-days. Other discussion noted that other items included in the list of priorities included evacuation and shelter program.

* denotes NON action item

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

None.

13. NEXT LEPC MEETING ~ April 20, 2006 - Regional Emergency Operations Center (REOC) *

The next LEPC (Local Emergency Planning Committee) meeting is scheduled for April 20, 2006.

Chair Kenneston asked that those present strongly encourage voting members and their alternatives to attend future meeting.

12. PUBLIC COMMENTS *

Chair Kenneston noted the upcoming UNR (University of Nevada, Reno) game at Lawlor Events Center.

Steve Matles commented that the National Hospital Incident Command system would bring the hospital system into NIMS (National Incident Management System) compliance.

Chair Kenneston called the meeting to order at 10:00 a.m. stating that a quorum was present since Eileen Coulombe – Washoe County District Health Department and Chris Lang – Reno Police Department had joined the meeting.

2. APPROVAL OF FEBRUARY 16, 2005 GENERAL MEMBERSHIP MEETING MINUTES

Nathan Edwards, Deputy District Attorney, asked that his statement of understanding of the motion on page 4 of the February meeting minutes be amended as follows “Mr. Edwards stated his understanding of the motion as being 16 of the 31 voting or alternate members constituting a majority. Mr. Edwards will research proxy votes, which he believes are not allowed under existing statute.”

It was moved by Klark Staffan, seconded by Steve Matles, to approve the February 16, 2006, minutes, as amended. MOTION CARRIED.

3. TREASURER’S REPORT – Review and acceptance of ODP (Office of Domestic Preparedness)/Homeland Security and SERC (State Emergency Response Committee) Grants – FFY (Federal Fiscal Year) 2004, 2005 and 2006

Cathy Ludwig, Grants Administrator, provided an overview of the 2004, 2005 and 2006 grants. Ms. Ludwig asked for direction on the hospital grant as Saint Mary’s was no longer serving as the fiscal agent.

* denotes NON action item

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Steve Matles, Washoe Health System, stated that the Nevada Hospital Association had volunteered to serve as the fiscal agent. Mr. Matles will meet with Ms. Ludwig to initiate contact with the proper individuals.

Ms. Ludwig then noted that approximately \$102,000.00 in grant funds could be reallocated.

Klark Steffan left the meeting at 10:04 a.m. resulting in a loss of quorum.

Ms. Ludwig explained the protocol for the reallocation of unexpended grant funds and noted that the Grants and Finance Subcommittee would meet to develop a recommendation.

Mr. Steffan rejoined the meeting at 10:07 a.m. reestablishing a quorum.

It was moved by Russ Pedersen, seconded by Karen Fraley, to accept the Treasurer's Report. MOTION CARRIED.

5. ACTION ON RECOMMENDATION FROM GRANTS & FINANCE SUBCOMMITTEE FOR APPROVAL OF THE CLERICAL ASSISTANCE (Minute Taker approximately \$1,200.00) WITHIN THE OPERATIONS CATEGORY OF THE 2007 SERC (State Emergency Response Committee) GRANT

Cathy Ludwig, Grants Administrator, outlined the category in the 2007 SERC (State Emergency Response Committee) grant that would cover clerical services (recording secretary).

It was moved by Klark Staffan, seconded by Eileen Coulombe, to approve the Grants and Finance Subcommittee recommendations for clerical assistance within the operations category of the 2007 State Emergency Response Committee) grant. MOTION CARRIED.

Chair Kenneston asked that members not leave the meeting as it would cause a loss of quorum.

6. ANNUAL REVIEW AND APPROVAL OF UPDATED LEPC (Local Emergency Planning Committee) HAZARDOUS MATERIALS RESPONSE PLAN

Chair Kenneston provided an overview of the need to approve and adopt the updated Hazard Materials Response Plan to remain SERC (State Emergency Response Committee) compliant.

It was moved by Michael Hurick to approve the updated Hazardous Materials Response Plan.

Andy Flock outlined concerns with approving the document without fully reviewing it and suggested that the matter be continued to the April 20, 2006, meeting.

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Chair Kenneston noted that unless the plan was approved and submitted to SERC on or before March 31, 2006, that LEPC (Local Emergency Planning Committee) would no longer be SERC compliant.

The motion was seconded by Woody Wright.

Karen Fraley asked the material to be approved by the General membership Committee be made available before the meeting to avoid similar issues and concerns in the future.

During the discussion it was explained that SERC required approval of the updated plans on an annual basis and that such action must be reflected in meeting agendas and minutes. Although the draft document was completed by the vendor (Jim Powell) in September 2005, it was not know that a formal approval was needed to remain SERC compliant. It was noted that the document would be posted on the website and that once adopted the plan could be amended/modified as needed.

MOTION CARRIED.

7. APPROVAL FROM THE LEPC (Local Emergency Planning Committee) EXECUTIVE COMMITTEE ON THE ADDITION OF A WASHOE COUNTY SCHOOL DISTRICT VOTING MEMBER TO THE LEPC MEMBERSHIP

Chair Kenneston noted the application of Chris Smith - Washoe County School District Emergency Manager for LEPC (Local Emergency Planning Committee) membership.

During the discussion it was noted that the General Membership Committee could approve the membership application and forward the matter to SERC (State Emergency Response Committee) under NAC (Nevada Administrative Code) 459.991.31, Subsection 3.

It was moved Michael Hurick, seconded by Russ Pedersen, to appoint Chris Smith toe the Washoe Local Emergency Planning Committee General Membership Committee.

During the discussion it was asked whether Mr. Smith would replace a Washoe County School District representative under law enforcement or community disciplines. It was suggested that the matter be tabled until clarifications can be obtained from Washoe County School District.

No action was taken on the motion.

8. REVIEW AND APPROVAL OF UPDATED LEPC (Local Emergency Planning Committee) BYLAWS

It was moved by Steve Matles, seconded by Klark Staffan, to approve the updated Washoe Local Emergency Planning Committee (LEPC) bylaws. MOTION CARRIED.

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11. LEPC (Local Emergency Planning Committee) OFFICERS' COMMENTS *

Chair Kenneston noted that Adrienne Abbot from Emergency Alert System was present, which was used during the New Year's Eve 2005 events. Mr. Kenneston invited interested members to the May 24, 2006, exercise at Incline Village, Nevada. Chair Kenneston commented that Member Roy Slate had resigned from the General Membership and Executive Committee (At-large) position and noted that nominations for the At-Large position would be taken and voted on at the April 20, 2006, meeting. Additionally, Reno Fire Department will need to appoint a third member.

12. PUBLIC COMMENTS *

None.

14. ADJOURNMENT

Chair Kenneston adjourned the meeting at 10:29 a.m.

**AS APPROVED BY THE WASHOE LOCAL EMERGENCY PLANNING COMMITTEE IN SESSION
ON APRIL 20, 2006.**