

# WASHOE COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

## General Membership Committee

### MINUTES

Thursday ~ December 21, 2006 ~ 9:00 a.m.

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

#### 1. CALL TO ORDER/ROLL CALL \*

Chair Pederson called the meeting to order at 9:00 a.m. A quorum was established.

**PRESENT:** Gregory Befort – Regional Public Safety Training Center; Beverly Buchanan – Reno Emergency Communications; Robert Cullins – University of Nevada, Reno; Tami Cummings – Washoe County Sheriff's Office; Gary Dunn – Sparks Emergency Management; Joe DuRousseau – Reno Fire Department; Karen Fraley – Reno City Attorney's Office; Roger VanAlyne – Washoe County Public Works; Jim Gubbels – Regional Emergency Medical Services Authority; Craig Harrison – Washoe County Telecommunications; Aaron Kenneston – Washoe County Emergency Management; David Hunkup – Reno Sparks Indian Colony; James Lopey – Washoe County Sheriff's Office; Chris Magenheimer – North Lake Tahoe Fire Protection District; Steve Matles – Renown; Stephanie McCarty – Washoe County District Health Department; Robin Pagni – Sparks Police Department; Russ Pederson – Washoe County Sheriff's Office; Rob Reeder – Regional Transportation Commission; Chris Smith – Washoe County School District; Vince Thomas – Sierra Fire Protection District; Rick Vandenberg – Reno Information Technology; Woody Wright – University of Nevada, Reno; Michael Hurick – Red Cross, joined the meeting at 9:15 a.m.

**ABSENT:** Michael Alaux – American Red Cross; Steve Asher – Sparks Police Department; Greg Belancio – Washoe County Public Works; Ryan Bird – Sierra Pacific Power Company; John Bradley – H2O; Russell Brigham – Reno Sparks Indian Colony; Kevin Brun – Veterans Administration Hospital; Tim Busch – Sparks HazMat; Jim Caughron – Washoe County Risk Management; Tracy Chase – Reno City Attorney's Office; Tom Clewell – Sparks Fire Department; Eileen Coulombe – Washoe County District Health Department; Paul Donald – Washoe County District Health Department; Steve Driscoll – Sparks Emergency Management; Jerri Eby – John Ascuagua's Nugget; James Flenner – Sparks HazMat; Tad Fletcher – Reno Tahoe Airport Authority; Andy Flock – Sparks Fire Department; Frank Frievalt – Sparks HazMat; Randall Gray – Truckee Meadows Water Reclamation Facility; Ken Grein – Washoe County School District; Damian Higgins – U. S. Fish and Wildlife; Beverly Howe – American Red Cross; James Johns – Reno Police Department; Mike Heikka – Sierra Fire Protection District; Bruce Hicks – North Lake Tahoe Fire Protection District; Jeff Kinder – CFR Engineering; Chris Lang – Reno Police Department; Tom Lo – Washoe County Telecommunications; 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 Facility; Gary Neilson – Reno Fire Department; Mitch Nowicki – Regional Emergency Medical Services Authority; Erik Orsak – U. S. Fish and Wildlife; Jason Pasco – KTVN Channel 2; Steve Pitts – Reno Police Department; Joe Reinhardt – Sierra Fire Protection District; Russ Rocha – Truckee Meadows Water Reclamation Facility; Suzy Rogers – Reno Emergency Communications; Jeanne Rucker – Washoe County District Health Department; Bob Sack – Washoe County District Health

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Department; Laurie Sada – U. S. Fish and Wildlife; Marty Scheuerman – Reno Fire Department; Ron Schmidt – Sparks City Council; John Slaughter – Washoe County Management Services; Gary Smith – Reno Tahoe Airport Authority; Klark Steffan – Regional Emergency Medical Services Authority; Kristin Walthers – KTVN Channel 2; and Dan Watkins – KOLO Channel 8.

Nathan Edwards, Deputy District Attorney, was also present.

**2. APPROVAL OF OCTOBER 19, 2006 GENERAL MEMBERSHIP MEETING MINUTES**

*It was moved by Jim Gubbels, seconded by Greg Befort, to approve the October 19, 2006, minutes, as submitted. MOTION CARRIED.*

**3. TREASURER'S REPORT – REVIEW AND POSSIBLE ACCEPTANCE OF ODP (Office of Domestic Preparedness)/HOMELAND SECURITY AND SERC (State Emergency Response Commission ) GRANTS – FFY (Federal Fiscal Year) 2005 and 2006**

Cathy Ludwig, Grants Administrator, outlined the updated Treasurer's Report and noted that funds from the FFY05 Homeland Security grant program had been fully expended by Reno Police, Sparks Fire, Washoe County Emergency Management and Telecommunications and that the Nevada Hospital Association had encountered some challenges in expending their allocation. Ms. Ludwig noted that no further extensions would be granted by the State. Ms. Ludwig noted that the second quarter for the SERC, United We Stand Grant ended December 31, 2006, and asked that agencies compile and submit their quarterly reports by January 15, 2007. The HazMat Explo10 had not expended all available funds due to non-attendance. However, a request has been submitted and approved for four (4) individuals to attend the NIMS (National Incident Management System) conference.

Chair Pedersen noted that he would be attending the NIMS conference and asked for a second person to attend.

*It was moved by Stephanie McCarty, seconded by Steve Matles, to accept the Treasurer's Report as presented. MOTION CARRIED.*

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

Cathy Ludwig, Grants Administrator, commented that while there are no new grant opportunities, but members should contact her with possible funding for training requests and drew attention to a FEMA (Federal Emergency Management Agency) PDM (Pre-Disaster Mitigation) grant that is available online.

**5. DISCUSSION AND INFORMATION OF GRANT DEADLINES AND REPORTING \***

\* denotes NON action item

Cathy Ludwig, Grants Administrator, noted her concerns and possible consequences associated with a failure to submit mandated grant reports. Ms. Ludwig emphasized the need to submit required grant reports regardless of expenditures, so that state and federal reporting requirements can be met.

**6. REPORT ON HOMELAND SECURITY GRANT CLUSTER AUDIT FINDING/CORRECTIVE ACTION PLAN \***

Cathy Ludwig, Grants Administrator, outlined the audit finding on the Homeland Security grant cluster and explained that while most subgrants Annual Comprehensive Audit reports are sent directly to the State of Nevada, Ms. Ludwig also needs a copy of the audit reports, which are typically required at the end of the fiscal year. Ms. Ludwig encouraged members to contact her directly for additional information on the needed audit reports. This particular report is required for grants of \$500,000.00 or more.

**7. REVIEW AND POSSIBLE APPROVAL OF THE LEPC GRANTS & FINANCE SUBCOMMITTEE RECOMMENDATIONS ON THE 2005 HOMELAND SECURITY REALLOCATION OF SHSP (State Homeland Security Program) & LETPP (Law Enforcement Terrorism Prevention Program) FUNDS**

Jim Gubbels outlined the recommended reallocation of funds noting that the list had been compiled and forwarded based on the original 2005 application.

***It was moved by Stephanie McCarty, seconded by Steve Matles, to approve the reallocation of SHSP (State Homeland Security Program) and LETPP (Law Enforcement Terrorism Prevention Program) funds, as presented. MOTION CARRIED.***

**8. PER NRS 239C.300(3), DISCUSSION AND POSSIBLE APPROVAL OF GRANT FROM LAS VEGAS METROPOLITAN POLICE DEPARTMENT TO WASHOE COUNTY VIA THE WASHOE COUNTY SHERIFF'S OFFICE FOR PURPOSES OF FUNDING FOR THE TERRORIST EARLY WARNING SYSTEM AND STATEWATCH PROGRAMS AS AWARDED IN FFY (Federal Fiscal Year) 2006 HOMELAND SECURITY GRANT PROGRAM**

Tami Cummings, Washoe County Sheriff's Office, recalled the earlier presentation by Assistant Sheriff James Lopey on the TEWS (Terrorist Early Warning System), which is now known, temporarily, as Criminal Intelligence and Information Center (CIIC). Ms. Cumming asked that the LEPC (Local Emergency Planning Committee) approve the MOU (Memorandum of Understanding) as presented and explained that the Washoe LEPC would have not have any fiscal responsibility for the management of the direct grant.

***It was moved by Jim Gubbels, seconded by Beverly Buchanan, to approve the MOU on behalf of the Washoe Local Emergency Planning Committee, as presented. MOTION CARRIED.***

**9. DISCUSSION AND/OR POSSIBLE ACTION ON THE RECOMMENDATIONS MADE BY THE LEPC (Local Emergency Planning Committee) EXECUTIVE COMMITTEE ON THE LEPC BYLAW REVISIONS**

Chair Pedersen drew attention to the previous Bylaw modifications and outlined suggested revisions to the Washoe LEPC (Local Emergency Planning Committee) as suggested by the SERC (State Emergency Response Commission).

During the discussion it was clarified that Article 1 Paragraph D “EPCRA” referenced a portion of NRS (Nevada Revised Statutes). It was suggested that meaning of all acronyms be identified in this and all other documents.

*It was moved by Jim Gubbels, seconded by Karen Fraley, to approve the modifications to Washoe Local Emergency Planning Committee Bylaws with the clarification of EPCRA, as presented. MOTION CARRIED.*

**10. NOTIFICATION ON THE JANUARY 31, 2007 DEADLINE ON THE UPDATE TO THE LEPC (Local Emergency Planning Committee) HAZARDOUS MATERIALS RESPONSE PLAN, AS PER SERC (State Emergency Response Commission)**

Chair Pedersen outlined the revised reporting deadline of January 31, 2007 rather than the former March 31 deadline. Mr. Pedersen noted that Tim Busch is working on the review and asked that other member agencies review the current Hazardous Materials Response Plan and that a formal review by an outside vendor would be used in the 2007 reporting cycle.

**11. UPDATE ON REGIONAL EMERGENCY MANAGEMENT EVENTS \***

Aaron Kenneston distributed a copy of upcoming events (copy on file) and drew attention to various training sessions and suggested another Air Race tabletop exercise and the need to schedule a Mass Fatality training exercise, that include how bodies are handled by the coroners office. Mr. Kenneston noted that the National Guard and Nevada Division of Emergency Management are in the planning stages for a full-scale exercise in the spring of 2008.

Stephanie McCarty noted an upcoming training session in March 2007 in Nashville, Tennessee.

There was some discussion about the stress placed on local agencies to integrate full-scale exercises. It was noted that the planning would include methods to reduce staffing concerns. Other discussion focused on the state initiative and how that would affect Washoe County. Discussion then noted previous discussion about the inclusion of law enforcement in HazMat and other regional training opportunities.

**12. BRIEFING OF NOVEMBER 27, 2006 DEPARTMENT OF ENERGY YUCCA RAIL SCOPING MEETING \***

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Aaron Kenneston drew attention to a draft information paper on the scoping meeting on November 27, 2006, on the safety of Yucca Mountain and the need to develop a position on the transportation of nuclear waste through Washoe County. Currently, Washoe County does not have radiological technology to address radioactive issues. Mr. Kenneston outlined the recent modifications to the 2002 EIS (Environmental Impact Statement) that reroutes transportation through Northern Nevada (Mina Corridor). The State of Nevada's official position is that the Mina Corridor is unacceptable given the traffic along the I-80 corridor. However, Mineral County in the State of Nevada is supportive of certain waste storage, including radioactive and mercury waste. Once a formal position is adopted the region's public safety and first responders need to schedule an exercise to ensure proficiency in responding to radioactive and other hazardous material responses.

During the discussion it was explained that Washoe County did not qualify for certain funding since the County does not border Mineral County. However, there is some funding available for training purposes.

**13. BRIEFING ON ReTRAC (Reno Transportation Rail Access Corridor) PLAN – Discussion and possible action for review of the LEPC (Local Emergency Planning Committee) Hazardous Materials Response Plan Annexes Regarding Hazardous Assessment Facilities**

Joe DuRousseau outlined recent discussions about responses to incidents in the ReTRAC (Reno Transportation Rail Access Corridor) trench. Mr. DuRousseau will distribute the draft plan to members for review and discussion at the January 2007 meeting.

Continued to January 18, 2007.

**14. PRESENTATION ON THE WASHOE COUNTY REGIONAL PUBLIC SAFETY TRAINING CENTERS WEB-BASED, INTERACTIVE TRAINING PORTAL SYSTEM**

Greg Befort recalled a previous funding request for a Web-based interactive Training Portal System. Mr. Befort noted that all agencies with web access and network access can view and participate in various training sessions, thus reducing travel and other costs, while increasing training efficiency. Mr. Befort narrated a presentation of the web-based Interactive Training System Portal and outlined the various features and functions of the platform that can also be used by other jurisdictions. Mr. Befort noted that users would most likely have to install an Active X control feature to use the site and identify it as a trusted site. Mr. Befort outlined the two platforms that would allow agencies to post training content and logging of content, which allows the identification of participants.

**15. DISCUSSION OF ANNUAL LEPC (Local Emergency Planning Committee) MEETINGS FOR 2007 \***

Chair Pedersen drew attention to the calendar (copy on file) of annual LEPC (Local Emergency Planning Committee) meetings. The Executive Committee has suggested a somewhat different meeting schedule, such as every other month or quarterly meetings.

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There was minor discussion about the schedule during which support for both monthly and every other month meeting schedule. Other discussion suggested that the Executive Committee determine the meeting schedule to include special meetings to address specific issues. As the discussion continued, it was pointed out that monthly meetings schedule kept the group visible to the region whereas a bi-monthly meeting schedule might not.

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

Rick Vandenberg introduced Patricia Williams, the Reno Emergency Communications Manager.

Aaron Kenneston noted the update of the EOC (Emergency Operations Center) guidebook funded by the three jurisdictions.

Nathan Edwards, Deputy District Attorney, noted that the reference to informal conversations during the meeting was not meant to suggest that there had been any meetings of the LEPC or any of its subcommittees outside of a duly and legally noticed meeting.

**17. PUBLIC COMMENTS \***

Sheriff Elect Mike Haley noted the March 2007 retirement of James Lopey from the Washoe County Sheriff's Office and expressed appreciation for Mr. Lopey's service to the community.

Bob Cullins noted the upcoming International Association of Emergency Managers in the region, November 2007, and noted the certification of Aaron Kenneston as an Emergency Manager.

An unidentified speaker outlined a recent ATF (Alcohol, Tobacco and Firearms) investigation in the City of Reno and cooperation of public and private entities.

**18. NEXT LEPC (Local Emergency Planning Committee) MEETING ~ JANUARY 18, 2007 - REGIONAL EMERGENCY OPERATIONS CENTER (REOC)**

The next meeting of the Washoe Local Emergency Planning Committee is scheduled for January 18, 2007.

**19. ADJOURNMENT**

Chair Pedersen adjourned the meeting at approximately 11:10 a.m.

**AS APPROVED BY THE WASHOE LOCAL EMERGENCY PLANNING COMMITTEE IN SESSION ON JANUARY 25, 2007.**

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