**Local Emergency Planning Committee (LEPC)**

Executive Committee Meeting

Minutes DRAFT

March 25, 2021, 10:00 A.M.

Regional Emergency Operations Center

5195 Spectrum Boulevard, Reno, Nevada

1. **CALL TO ORDER/ DETERMINATION OF QUORUM**

Chair Millette called the meeting to order at 10:05 a.m. A quorum was established.

**PRESENT:** Vice Chair Brian Taylor – REMSA; Chair Eric Millette – SFD; Roy Anderson – WCSD

**ABSENT:**  None

Also Present: Nathan Edwards- Legal; Kelly Echeverria– WCEM

1. **PUBLIC COMMENT –**

There was no public comment.

1. **APPROVAL OF DECEMBER 4, 2020 EXECUTIVE COMMITTEE MEETING MINUTES –** (FOR POSSIBLE ACTION) –

*It was moved by Brian Taylor, seconded by Roy Anderson to approve the minutes as written.*

There was no public comment.

*The motion passed unanimously.*

1. **DISCUSSION ON TIER II REPORTING** – A review of the current process of Tier II Reporting and discussion for dissemination of information. A Tier II Report is a report that organizations and businesses with hazardous chemicals above certain amounts are required to submit.

Eric Millette noted Tier II reporting is required by Federal and State regulations for companies that have hazardous materials to report properly. He continued that it helps agencies access such data properly. Eric noted he would like to present to the general LEPC membership on how to access Tier II reporting more readily, openly, and efficiently. Brian Taylor asked Eric if there is a data base for information available to the General LEPC members. Kelly Echeverria noted all Tier II agencies and facilities are required to report to the state and approximately two agencies including WCEM and RFD have access to the database. Eric Millette noted more people having easier access to that information would help in an emergency response situation. Roy Anderson noted knowing which facilities are considered generally “hazmat” for example next to schools would be beneficial. Eric and Brian express interest to educate more people about this information. Roy Anderson noted possibly including this in the Nevada Resilience Advisory Commission. Brian Taylor asked if other states have working systems to access this system to which Eric wasn’t completely certain. Eric Millette noted he will research this issue more.

1. **DISCUSSION ON DIRECTION OF LEPC IN 2021** – A review of the impact of COVID19 on the LEPC and discussion of the remainder of 2021. This item will include but not be limited to discussion of impacts to budgets, finances, training activities, emergency plan development and changes, grant funding opportunities and changes.

Brian Taylor asked if the general membership could be surveyed to see what they would like included in meetings to increase engagement. Nathan Edwards advised to send out a list of possible items for ranking as to maintain open meeting law. Brian Taylor suggested presentations from agencies on items received via grant money. Eric Millette noted for executive members to submit ideas for the list to Megan Sullivan for ranking. Brian Taylor asked Nathan Edwards if one of the listed items could be to ask members if they have ideas for future meetings. Nathan Edwards noted he will work on the proper wording. Nathan Edwards noted having specific wording is needed to maintain meeting law. Nathan Edwards also noted one standing agenda item is “suggestion for future meetings” which would allow for this to be partially discussed.

Eric Millette noted the Hazmat Response Plan was rewritten this year and he would like to see a synopsis included in future meeting update of that occurrence. Eric also asked Kelly Echeverria to briefly cover COVID-19 recovery in future meeting. Kelly Echeveria noted SERC approved the Hazmat Response Plan update. Kelly Echeverria suggested forming a working group comprised of the general membership members of LEPC to update the hazmat plan yearly. Nathan Edwards noted having non-staff members update the plan would require sub-committee rules such as agendas and open meeting laws. Eric Millette noted this will be discussed further closer to August 2021.

**6. LEPC MEMBERSHIP REVIEW** – (FOR POSSIBLE ACTION) A review of members unable to attend and possible actions regarding absences. Actions may include a vote to remove chronically absent members from the LEPC membership roster, or to take other measures short of removal such as admonishing frequently absent members or reaching out to members with frequent absences and attempting to improve attendance.

Megan Sullivan noted a few changes in membership specifically a gap in membership from Julie Hunter moving from Air quality as related to the Health Dist. Environmentally and also, Jenna Wilch’s (UNR PD) email is no longer functioning. Kelly Echeverria noted she reached out to Gerlach Fire Dept. to become a LEPC member. Eric Millette noted he will also reach out to them. Brian Taylor noted some of the roster doesn’t seem to be accurate and Kelly noted she does check with members once a year; however, having the entities not individuals updated is the most important. Roy Anderson ask for clarification on removing members. Kelly Echeverria clarified if an entity misses two meetings in a row, they are then contacted about their absences.

**7. LEPC EXECUTIVE COMMITTEE CHAIRMAN/BOARD MEMBER ANNOUNCEMENTS/ITEMS AND SELECTION OF TOPICS FOR FUTURE MEETINGS** -

There was no comment.

**8. PUBLIC COMMENT** –

There was no public comment.

9. Eric Millette Adjourned meeting at 10:59a.