

Local Emergency Planning Committee

General Membership Meeting

MINUTES

Thursday ~ April 18, 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 9:04 a.m. A quorum was established.

PRESENT: Gary Beekman – Washoe County Technology Services; Kent Choma – Saint Mary’s Medical Center; James English – Washoe County Health District; Richard Gammick – Washoe County District Attorney; Charlotte Garber – American Red Cross; Pat Hambright – KOLO Channel 8; Aaron Kenneston – Washoe County Emergency Management; Mike Kryzstof – Truckee Meadows Fire Protection District; Alex Kukulus – Truckee Meadows Fire Protection District; Beth Langan – Regional Public Safety Training Center; Teresa Long – Washoe County Health District; Chris Magenheimer – North Lake Tahoe Fire Protection District; Chet Malewski – Truckee meadows Water Authority; Eric Millette – Sparks Fire Department; Sandy Munns – Reno Fire Department; Joe Nishikida – Reno Fire Department; Mitch Nowicki – Regional Emergency Medical Services Authority; Tom O’Conner – Washoe County Sheriff’s Office; Kelley Odom – Reno Emergency Communications Center; Phil Povey – Truckee Meadows Community College; Tomas Prower – American Red Cross; Jim Reagan – NV Energy; Kevin Schaller – American Red Cross; Eileen Stickney – Washoe County Health District; Dee Stueve – Associated General Contractors; Brian Taylor – Regional Emergency Medical Services Authority; and Jim Wilson – Reno Sparks Convention and Visitors Center. Dave Hunkup – Reno Sparks Indian Colony, joined the meeting at 9:12 a.m.

ABSENT: Stacey Akurosawa – Washoe County Health District; Brian Allen – Sparks Police Department; Scott – Truckee Meadows Community College; Ed Atwell – University of Nevada, Reno; Darin Balaam – Washoe County Sheriff’s Office; Phil Barton – Sparks Fire Department; Julie Bender – Regional Public Safety Training Center; 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; John Gilmore – Ormat Technologies; Jim Gubbels – Regional Emergency Medical Services Authority; Jim Hadsall – Reno Sparks Convention and Visitors Authority; Nida Harjo – Reno Sparks Indian Colony; Jon Helzer – Washoe County District Attorney’s Office; Bruce Hicks- North Lake Tahoe Fire Protection District; Tom Garrison – Sparks Fire Department; Michelle Gitmed – Reno Police Department; Mark Katre – Reno Police Department; Steve Keefer – Sparks Police Department; Rob Kelley – Washoe County Community Services Department; Andy Koski – Sparks Fire Department; Robert McLaughlin – Veterans Administration Hospital; Tim

Leighton – Truckee Meadows Fire Protection District; Spencer Lewis – University of Nevada, Reno; Chris Long – Washoe County Technology Services; Craig 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; Tracy Moore – Washoe County School District; Michael Munda – Renown; Brad Norman – Truckee Meadows Community College; Tim O'Brien – Reno Fire Department; Debbie Penrod – University of Nevada, Reno; Don Pelt – Pyramid Lake Paiute Tribe; Jerry Preston – Washoe County Community Services Department; Rob Reeder – Regional Transportation Commission; Josh Reynolds – Truckee Meadows Community College; Rick Sanchez – Washoe County Health District; Keith Sheridan – Ormat Technologies; John Slaughter – Washoe County Management Services; Pat Thomas – KOLO Channel 8; Jeff Whitesides – Washoe County Health District; and Woody Wright – University of Nevada, Reno. .

Dania Reid – Deputy District Attorney, was also present.

- 2. APPROVAL OF MINUTES** (For possible action) – *February 14, 2013 Grants and Finance Subcommittee minutes and February 21, 2013 General Membership meeting minutes.*

It was moved by Chris Magenheimer, seconded by Eric Millette, Millette, to approve the February 14, 2013, Grants and Finance Subcommittee minutes, as submitted. MOTION CARRIED.

It was moved by Phil Povey, seconded by Teresa Long, to approve the February 21, 2013, General Membership meeting 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 – Grants Coordinator, drew attention to the 2013 SERC (State Emergency Response Commission) grant; the Planning, Training, Equipment and Operations grant for \$34,000.00. As of this quarter, sub-grants have expended all the funds, with the exception of WCHD (Washoe County Health District) de-obligated their \$2,277.00 training money. It is anticipated to spend the remainder of the Operations category next quarter. The 2013 SERC UWS (United We Stand) grant has expended \$25,034.82 of the 25,590.00, de-obligating \$555.18. Ms. Ludwig noted that the BCC (Board of County Commissioners) has approved the 2013 SERC/HMEP (Hazardous Materials Emergency Preparedness) Mid-Cycle Planning and Training grant. Sub-grant contracts have been sent out to the respective governing bodies for approval. The FY (Fiscal Year) 2010 Homeland Security COOP (Continuity of Operations) award has been fully expended and closed with the FY 2012 Homeland Security grant for a functional and full scale exercise set for May 23, 2013, which should expend all

funds. The Homeland Security EOC (Emergency Operations Center) upgrade project has expended all but \$2,114.72 that will be encumbered and expended by the end of the County's Fiscal year (June 30, 2013).

Dave Hunkup – Reno Sparks Indian Colony, joined the meeting at 9:12 am.

The Homeland Security, Citizen Information and Warning grant is underway with \$83,000.00 of the \$255,000.00 grant being spent and another \$121,000.00 encumbered.

It was moved by Eileen Stickney, seconded by Chet Malewski, to accept the Treasurer's Report, as presented. MOTION CARRIED.

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

Cathy Ludwig – Grants Coordinator, commented that the 2014 UWS (United We Stand) grant will be forthcoming and asked that those interested in seeking grant funding for the combat of terrorism be identified as there may be a short timeline in which to convene the Grants and Finance Subcommittee before the next General Membership meeting.

Aaron Kenneston left the meeting at 9:14 a.m.

Ms. Ludwig noted that SERC is preparing the 2014 HMEP (Hazardous Materials Emergency Preparedness) application and has asked the LEPC's to submit planning & training projects for prior approval from DOT (Department of Transportation).

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

There was no update provided.

8. 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 or Designee*

Derek Russell – WCSO (Washoe County Sheriff's Office), noted that a Citizen Corp Academy had been held in March with 42 attendees from various areas including Placer County, California, Arizona and Los Angeles, California.

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

Aaron Kenneston rejoined the meeting at 9:18 a.m.

Mr. Kenneston commented that Belfor will be present at the April 24, 2013, PREPARE Washoe meeting. The Incline Village (Nevada) earthquake drill is slated for April 25, 2013 with a full scale exercise on May 23, 2013. Additional information on the upcoming drills can be obtained from Mr. Kenneston or Tracy Moore – Washoe County School District.

Tim O'Connor left the meeting at 9:19 a.m.

Full list of events below:

APRIL

- 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 Regional Collaboration Training at REOC - Aaron

JUNE

- 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 TEEX/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 March – ARkSTORM Regional Table Top Exercise

xx April – Fatality Management Tabletop - Christina

xx May – Broken Wing Exercise – Mike Scott

- 9. 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. June 20, 2013.*

Chair Munns a document for best practice for mail handling and has been distributed electronically.

The next meeting will be held on June 20, 2013.

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

There were no public comments.

- 11. ADJOURNMENT**

Chair Munns adjourned the meeting at 9:22 a.m.