Local Emergency Planning Committee

General Membership Meeting

**MINUTES**

**Thursday ~ June 20, 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 9:09 a.m. A quorum was established.

**PRESENT:** Ed Atwell – University of Nevada, Reno; Gary Beekman – Washoe County Technology Services; Julie Bender – Regional Public Safety Training Center; Mark Choma – Saint Mary’s Regional Medical Center; Charlotte Garber – American Red Cross; Michelle Gitmed – Reno Police Department; John Helzer – Washoe County District Attorney’s Office; Dave Hunkup – Reno Sparks Indian Colony; Aaron Kenneston – Washoe County Emergency Management; Beth Langan – Regional Public Safety Training Center; Tim Leighton – Truckee Meadows Fire Protection District; Chet Malewski – Truckee Meadows Water Authority; Eric Millette – Sparks Fire Department; Tracy Moore – Washoe County School District; Sandy Munns – Reno Fire Department; Joe Nishikida – Reno Fire Department; Mitch Nowicki – Regional Emergency Medical Services Authority; Tim O’Conner – Washoe County Sheriff’s Office; Don Pelt – Pyramid Lake Paiute Tribe; Phil Povey – Truckee Meadows Community College; Jim Reagan – NV Energy; Kevin Schaller – American Red Cross; and Brian Taylor – Regional Emergency Medical Services Authority.

**ABSENT:** Stacey Akurosawa – Washoe County Health District; Brian Allen – Sparks Police Department; Scott Alquist – Truckee Meadows Community College; Darin Balaam – Washoe County Sheriff’s Office; Phil Barton – Sparks Fire Department; Beverly 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; Marshall Emerson – Washoe County Sheriff’s Office; Skip Eller – Reno Sparks Convention and Visitors Authority; James English – Washoe County Health District; Tom Garrison – Sparks Fire Department; Richard Gammick – Washoe County District Attorney; John Gilmore – Ormat Technologies; Jim Gubbels – Regional Emergency Medical Services Authority; Jim Hadsall – Reno Sparks Convention and Visitors Authority; Pat Hambright – KOLO – Channel 8; Nida Harjo – Reno Sparks Indian Colony; Bruce Hicks – North Lake Tahoe Fire Protection District; Mark Katre – Reno Police Department; Rob Kelley – Washoe County Department of Water Resources; Andy Koski – Sparks Fire Department; Mike Krysztof – Truckee Meadows Fire Protection District; Alex Kukulus – Truckee Meadows Fire Protection District; Spencer Lewis – University of Nevada, Reno; Chris Long – Washoe County Technology Services; Teresa Long – Washoe County Health District; Craig Madole – Associated General Contractors; Chris Magenheimer – North Lake Tahoe Fire Protection District; Matt Marquez – 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; Brad Norman – Truckee Meadows Community College; Tim O’Brien – Reno Fire Department; Kelley Odom – Reno Emergency Communications Center; Debbie Penrod – University of Nevada, Reno; Jerry Preston – Washoe County Department of Water Resources; Tomas Prower – American Red Cross; 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; Eileen Stickney – Washoe County Health District; Dee Stueve – Associated General Contractors; Pat Thomas - KOLO – Channel 8; Jeff Whitesides – Washoe County Health District; Jim Wilson – Reno Sparks Convention and Visitors Authority; and Woody Wright – University of Nevada, Reno.

Blaine Cartlidge – Deputy District Attorney, was also present.

**2. APPROVAL OF MINUTES** (For possible action) – *April 18, 2013 General Membership meeting minutes and May 29, 2013 Grants & Finance Subcommittee meeting minutes.*

***It was moved by Phil Povey, seconded by Eric Millette, to approve the April 18, 2013, General Membership minutes, as submitted.* MOTION CARRIED.**

***It was moved by Eric Millette, seconded by Mitch Nowicki, to approve the May 29, 2013, Grants and Finance Subcommittee minutes, as submitted.* MOTION CARRIED.**

**3. PUBLIC COMMENTS** (Non-action item)

Chair Munns introduced Deputy District Attorney Blaine Cartlidge who replaces Mary Kandaras the former legal counsel. Chair Munns welcomed Mr. Cartlidge to the body.

**4. TREASURER’S REPORT** (For possible action) – *A review, discussion and possible action to accept Revenue and Payables reports.*

Cathy Ludwig – Grants Administrator, drew attention to the 2013 HMEP (Hazardous Materials Emergency Preparedness) which ends June 30, 2013. Ms. Ludwig noted that she will be posting the expenditures for LEPC (Local Emergency Planning Committee) for the last quarter of LEPC Operations, which will close-out the grant. Ms. Ludwig then turned to the UWS (United We Stand) grant, which has been closed as well as the SERC (State Emergency Response Commission) HMEP (Hazardous Materials Emergency Preparedness) mid-cycle grant that is underway. Ms. Ludwig noted that Continuing Challenge, StreetSmart and Tanker training is slated later this year and that she had sent an email earlier about the next grant opportunity. Ms. Ludwig noted that the 2011 EOC (Emergency Operations Center) upgrade grant is nearing completion and that the vendor will be here next week to complete the work. To date $137,207.98 has been expended on the Homeland Security, Citizen Information and Warning project with a remaining +$73,523.00 having been encumbered.

***It was moved by Chet Malewski, seconded by Kevin Schaller, to approve 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 Administrator, noted that the 2014 Hazmat Planning and Training Grant application and information had been sent via email on June 19, 2013, and that requested must be submitted no later than July 12, 2013, for consideration. The grant application must relate to hazardous materials mitigation and responses and be completed no later than June 30, 2014. Ms. Ludwig explained that this particular grant could be used by Sparks Fire to complete the commodities study in the facilities plan.

Eric Millette – Sparks Fire Department, noted that this is a multi-phase process that will recognize the production of hazardous materials as well as transportation to and from the facilities and facility storage that will assist first responders and facilities in the development of an improved regional response plan.

No specific action was taken.

**6. GRANT APPROVAL** (For possible action) – *Approval of a 2014 State Emergency Response Commission (SERC), United We Stand (UWS) grant application submissions for application to the SERC.*

Cathy Ludwig – Grants Coordinator, outlined the May 29, 2013, Grants and Finance Committee’s prioritized recommendation to approve the 2014 SERC (State Emergency Response Commission) UWS (United We Stand) grant of $30,000.00 prioritized as follows: 1) Washoe County School District; six (6) Ballistic/Assault Shields ($3,600.00) including Train-the-Trainer training at $1,000.00, lodging ($606.00), meals ($396.00) - total request $5,602.00; 2) University of Nevada, Reno Police; Public Engines – Organize and Analyze crime data - total request $7,044.00; 3) Washoe County Sheriff’s Office; four (4) X-AM 2000 gas detectors at $795.00 each ($3,180.00), two (2) calibration gas at $193.00 each ($386.00), two (2) sampling hose at $9.00 each ($18.00), two (2) regulator at $167.00 ($334.00), four (4) remote sampling pump at $249.00 each ($996.00) and two (2) calibration cradle at $58.00 each ($116.00) - total request $5,030.00; 4) REMSA (Regional Emergency Medical Services Authority); one (1) XL Long Coat at ($184.00), four (4) Large Regular Coats at $165.00 each ($660.00), two (2) Large Long Coats at $169.00 each ($338.00), one (1) XL Long Trouser at $184.00 ($184.00), three (3) Medium Short Trousers at $158.00 ($474.00), three (3) Medium Regular Trousers at $158.00 each ($474.00), one (1) medium Long Trouser at $165.00 ($165.00) and shipping $155.17 – total request $2,634.17; and 5) Hazmat TRIAD Team; one (1) drum bung/plug wrench, aluminum 10.5” at $23.51 ($23.51), three (3) drain seal at $307.00 ($921.00), one (1) wagon truck 1000 49” at $186.58 ($186.58), one (1) scoop shovel at $97.46 ($97.46), one (1) shovel square point at $231.00 ($231.00), one (1) drum up-ender at $65.32 ($65.32), thirty (30) traffic cones at $15.44 each ($463.20), six (6) step stool black at $41.35 each ($248.10), one (1) binocular, full size, long relief at $167.80 each ($167.80), one (1) Edwards Cromwell universal leak control kit at $695.00 each ($695.00), Edwards Cromwell C-2NS kit at $695.00 each ($695.00), one (1) Edwards Cromwell C-3NS Kit at $655.00 each ($655.00), six (6) Chemical Agent Detection Kit M256A1 at $194.00 each ($1,164.00), one (1) six foot sampler dipper at $71.35 ($71.35), 2-line decontamination tent at $3,977.44 ($3,977.44), and one (1) Folding Hand Truck at $28.07 ($28.07) – total request $9,689.83. Ms. Ludwig noted that this grant relates to the combat of terrorism.

***It was moved by Ed Atwell, seconded by Mitch Nowicki, to approve the 2014 SERC (State Emergency Response Commission) UWS (United We Stand) grant of $30,000.00 prioritized as follows: 1) Washoe County School District; six (6) Ballistic/Assault Shields ($3,600.00) including Train-the-Trainer training at $1,000.00, lodging ($606.00), meals ($396.00) - total request $5,602.00; 2) University of Nevada, Reno Police; Public Engines – Organize and Analyze crime data - total request $7,044.00; 3) Washoe County Sheriff’s Office; four (4) X-AM 2000 gas detectors at $795.00 each ($3,180.00), two (2) calibration gas at $193.00 each ($386.00), two (2) sampling hose at $9.00 each ($18.00), two (2) regulator at $167.00 ($334.00), four (4) remote sampling pump at $249.00 each ($996.00) and two (2) calibration cradle at $58.00 each ($116.00) - total request $5,030.00; 4) REMSA (Regional Emergency Medical Services Authority); one (1) XL Long Coat at ($184.00), four (4) Large Regular Coats at $165.00 each ($660.00), two (2) Large Long Coats at $169.00 each ($338.00), one (1) XL Long Trouser at $184.00 ($184.00), three (3) Medium Short Trousers at $158.00 ($474.00), three (3) Medium Regular Trousers at $158.00 each ($474.00), one (1) medium Long Trouser at $165.00 ($165.00) and shipping $155.17 – total request $2,634.17; and 5) Hazmat TRIAD Team; one (1) drum bung/plug wrench, aluminum 10.5” at $23.51 ($23.51), three (3) drain seal at $307.00 ($921.00), one (1) wagon truck 1000 49” at $186.58 ($186.58), one (1) scoop shovel at $97.46 ($97.46), one (1) shovel square point at $231.00 ($231.00), one (1) drum up-ender at $65.32 ($65.32), thirty (30) traffic cones at $15.44 each ($463.20), six (6) step stool black at $41.35 each ($248.10), one (1) binocular, full size, long relief at $167.80 each ($167.80), one (1) Edwards Cromwell universal leak control kit at $695.00 each ($695.00), Edwards Cromwell C-2NS kit at $695.00 each ($695.00), one (1) Edwards Cromwell C-3NS Kit at $655.00 each ($655.00), six (6) Chemical Agent Detection Kit M256A1 at $194.00 each ($1,164.00), one (1) six foot sampler dipper at $71.35 ($71.35), 2-line decontamination tent at $3,977.44 ($3,977.44), and one (1) Folding Hand Truck at $28.07 ($28.07) – total request $9,689.83. Ms. Ludwig noted that this grant relates to the combat of terrorism.* MOTION CARRIED.**

**7. GRANT APPROVAL** (For possible action) – *Approval of a State Emergency Response Commission (SERC), Hazardous Materials Emergency Planning (HMEP), grant for application to the SERC to fund registration expense to the FireShowsReno Hazmat conference October 22-24, 2013.*

Cathy Ludwig – Grants Administrator, summarized the May 29, 2013, Grants and Finance Committee’s recommendation to approve the FireShowsReno grant totaling $5,850.00 to fund registration for: two (2) representatives from TMCC (Truckee Meadows Community College); three (3) from Reno ECOMM (Emergency Communications Center); six (6) Reno Fire Department; ten (10) Sparks Fire Department; one (1) Washoe County School District; and eight (8) TMFPD (Truckee Meadows Fire Protection District).

***It was moved by Mitch Nowicki, seconded by Eric Millette; to approve the FireShowsReno grant totaling $5,850.00 to fund registration for: two (2) representatives from TMCC (Truckee Meadows Community College); three (3) from Reno ECOMM (Emergency Communications Center); six (6) Reno Fire Department; ten (10) Sparks Fire Department; one (1) Washoe County School District; and eight (8) TMFPD (Truckee Meadows Fire Protection District).* MOTION CARRIED.**

**8. NEW LEPC (Local Emergency Planning Committee) OFFICER POSITIONS** (Non-action item) – *Information and discussion on upcoming 2013-2014 LEPC Officer Positions.*

Chair Munns noted that the position of Chair would be vacated with his retirement effective Friday, July 12, 2013. At that time Vice-chair Tracy Moore will assume the leadership position as the Vice-chair fills the Chair upon expiration of the Chair’s term of office. Chair Munns noted that he had been in the business for 35-years, the last 24-years with Hazmat, which has been an incredible and rewarding experience.

Cathy Ludwig – Grants Coordinator, noted that interested parties should call or email her if willing to fill the position of Vice-chair and/or the At-Large position. The election of officers will occur at the August 15, 2013, LEPC (Local Emergency Planning Committee) General Membership meeting.

Chair Munns stated that it has been his honor to serve as an officer and encouraged other members to consider serving the body as an officer.

**9.       TIER II FACILITY REPORTS**(For possible action) – *Discussion on Washoe County LEPC’s (Local Emergency Planning Committee) position of confidentiality of Tier II reports.*

Chair Munns opened the agenda item.

Cathy Ludwig – Grants Administrator, commented that she sent the email from the SERC on the Tier II Facility Reports material only to the body’s legal counsel.

Chair Munns noted that Freedom of Information requests had been submitted in all 50-states and that Nevada is one of several that have yet to address the request.  Chair Munns noted that there is a conflict between federal, state and local ordinances on material safety sheets and the disbursement of Tier II Facility Report/database information.  Chair Munns noted that certain federal legislation related to Homeland Security made some information confidential and conflicts with the Freedom of Information regulations that were already in place.

Deputy District Attorney Blaine Cartlidge noted that he had only recently been assigned to this body and that he has held discussions with the SERC Executive Director and a Deputy Attorney General for the State of Nevada.  Mr. Cartlidge has reviewed NRS (Nevada Revised Statutes) Chapter 459  dealing with hazardous materials public records and NRS Chapter 239c which responds to federal Homeland Security requirements to make certain portions of Emergency Response Plans confidential, and also the federal law known as “EPCRA,” (Emergency Planning and Community Right-to-Know Act ) which creates SERCs and LEPCs and the community’s right to know. The discussions Mr. Cartlidge had indicated that federal regulations require that hazardous chemicals’ business locations be made public, however the location of hazardous materials within a facility confidential.  Mr. Cartlidge noted that other regulators such as OSHA (Occupational Safety and Health Administration) are involved in the handling/storage regulations.  Mr. Cartlidge noted that hazardous materials public records’ regulations at the state and local levels are under reconsideration at the request of the SERC due to incidents similar to the Boston Marathon bombing, the Texas chemical plant explosion and the terrorist attack on the Oklahoma federal building.   SERCs nationwide are now more concerned about the availability of tactical and emergency response plans and to what extent information should be public.  Mr. Cartlidge noted that SERC is scheduled to meet on June 24, 2013, and begin a dialogue on the topic.  Therefore, it is crucial that this body have representation at the meeting.

Jim Reagan – NV Energy, commented that the June 24, 2013 meeting had been postponed,

Aaron Kenneston – Washoe County Emergency Manager, noted a redacted version of the Hazardous Materials Plan is available on the [www.readywashoe.com](http://www.readywashoe.com) website and does not include specific locations of Tier II companies or contact information.  However, contact information for LEPC is listed.  Mr. Kenneston then noted that requests for data are reviewed on a case-by-case basis and vetted through legal counsel, if the request has a valid need to know.  Mr. Kenneston explained that a flow plan is being developed as part of the update to the plan and that letters to the Tier II companies will be sent to secure additional information on transport to and from the facility through Washoe County.  Mr. Kenneston noted training with CERT (Community Emergency Response Team) volunteers will provide a better understanding of how materials enter and leave the region and be incorporated in the plan as part of the response capability and equipment.

Mr. Reagan noted that the SERC had recently held a meeting on the issue.  It is Mr. Reagan’s belief that the Washoe County Deputy District Attorney and Nevada Deputy Attorney General are on track.  Mr. Reagan noted that SERC has concerns about violating the LEPC and facility trust with the provision of the database.  A Policy Committee is reviewing the policy and may develop guidelines for information request.  However, wholesale distribution of the information is being opposed.

Kevin Schaller noted that the wholesale release of the database is not appropriate as site specific information on the facilities is included.  While the public has a right to know if hazardous materials are at a facility the internal location of those materials presents a serious security concern.  Mr. Schaller drew attention to the high level of mistrust from the media given the spying for supposed leaks and increasingly adversarial environment.

Pat Hambright – KOLO Channel 8, commented that he had reviewed some of the AP (Associated Press) articles.  As a journalist Mr. Hambright is satisfied with the processes currently in place to satisfy request for information in his opinion.

Chair Munns noted that he believes there is a need for a formal recommendation to the SERC and that a representative of the Washoe LEPC should be in attendance to provide the input being sought.

Mr. Cartlidge commented that it is his understanding that Tier II reports include site specific locations as a requirement of the regulations.  However, it may be arguable that such information should be released to the public on request.  Mr. Cartlidge noted the ongoing debate on the nature of such requests coming from certain individuals and that while information on a general location of and types of materials on-site may be appropriate, he understands that SERC desires to reopen the discussions on what should be held as confidential on tools to combat terror related attacks.  Therefore, there may be a reevaluation of the current regulations on confidentiality and security resulting in some new language.

During the discussion it was noted that a balance of keeping the community safe as well as aware of a community’s plan for emergency responses is needed.  Other discussion pointed out that the chemical plant explosion in Texas was not terrorist related and that perhaps if the community had been more aware of the substances and nature of the plant could have been useful in reducing the damage caused.  As the discussion continued, it was noted that the Washoe LEPC is not an organizations that wants to keep things secret from the public.  However, it is unclear how to get to a bullet point response to a complex challenge in keeping the public informed while being prudent in how information is shared.  It was suggested that perhaps a subcommittee be formed to gather input and formulate a response for the SERC.

***Kevin Schaller nominated Tracy Moore to head a committee to review points and make a recommendation to the SERC (State Emergency Response Commission).  The nomination was seconded by Joe Nishikida.*  MOTION CARRIED.**

Mr. Nishikida recommended that Mr. Moore gather the information and develop a response within the next five to seven days.

Chair Munns commented that it was important to seek active participation by the private sector.

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

Aaron Kenneston – Washoe County Emergency Manager, noted that Carson City, Nevada, had experienced a 3.0 earthquake and that the National Weather Service had indicated that there may be some heavy rains, Sunday, Monday and Tuesday. Mr. Kenneston outlined upcoming events.

Yearly Regional Training and Exercises

**JUNE**

21 – Resiliency after a Disaster for Public Health Professionals (Health) - Nicole

21 – ARES Field Day

**JULY**

8-13  Street Smart Haz-Mat response

9  - Urgent Solidarity After Action Review

11 – 14 Nevada Comms Interop Wkshp (13-14 is AuxComm Course

17 – PREPARE Washoe quarterly meeting (9a – 11a) – Darrell Clifton

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

14/15 – ICS 400 REOC (8a – 5 p) - Aaron

**SEPTEMBER**

4 – AGC Meeting (noon) - Dee

10/12 – PI/PW Meeting & Workshop PIO Survival (8a – 5p) - Aaron

**Future Year FFY- 2014**

17 October ’13  The Great Nevada Shake-out 10:17 am

25/30 October ‘13 – IAEM Conference in Reno (Silver Legacy) - Aaron

7 November ’13 – City of Sparks Drill – Steve Driscoll

Xx December ’13 ARkStorm Seminar

21 January ‘14– Hospital MAEA TTX – Stacy

27/29 January ‘14 – ICS 300 (Health) - Phil

xx February ’14 – Fatality Management Seminar - Christina

26/27 February ‘14 – ICS 400 (Health) - Phil

xx March ‘14– COOP Hospital Drill – Christina

xx March ’14 – ArkStorm Table Top exercise

xx April ‘14 – Fatality Management Tabletop - Christina

xx May ‘14 – Broken Wing Exercise – Mike Scott

5-8 May ’14 – Regional IEMC

xx June ‘15 – Bureau of Reclamation Dam Break Exercise - Aaron

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

Aaron Kenneston – Washoe County Emergency Manager, noted that the flow study that is currently underway will assist in better understanding the material being transported through Washoe County of low level nuclear waste to the Nevada Test site in southern Nevada.

**12. 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).*

Betsy Hambleton – CERT (Community Emergency Response Team), commented that CERT volunteers were assisting the Reno Rodeo as well as the Washoe County Regional Animal Services free microchip of pets. A 4-hour training on how CERT volunteers can support REMSA (Regional Emergency Medical Services Authority) personnel during an incident will be scheduled those interested may contact the CERT office for additional information. Recently funding was secured for a radio base station and antenna that will operate using the VHF (Very High Frequency) frequency. Additionally, two (2) 800 MHz radios have also been obtained along with 24-VHF radio and three (3) 800 MHz radios.

**13. 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. August 15, 2013.*

The next meeting is august 15, 2013,

Chair Munns asked those present to join him in a group photograph after the meeting. Chair Munns recognized the outstanding work and key role that Cathy Ludwig does on behalf of the Washoe County LEPC (Local Emergency Planning Committee).

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

There were no public comments.

**15. ADJOURNMENT**

Chair Munns adjourned the meeting at 10:06 a.m.