

# Washoe County Local Emergency Planning Committee

## GENERAL MEMBERSHIP COMMITTEE

### MINUTES

Thursday ~ June 17, 2010 ~ 9:00 a.m.

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

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

Vice-chair Smith called the meeting to order at 9:04 a.m. A quorum was established.

**MEMBERS PRESENT:** Scott Alquist – Truckee Meadows Community College; Eileen Coulombe – Washoe County Health District; Gary Cummings – Sierra Chemical; Marshall Emerson – Washoe County Sheriff's Office; Craig Harrison – Washoe County Communications and Security; Michael Hurick – American Red Cross; Aaron Kenneston – Washoe County Emergency Manager; Jeff Kinder – Nevada Division of Environmental Protection; Teresa Long – Washoe County Health District; Chris Magenheimer – North Lake Tahoe Fire Protection District; Chet Malewski – Truckee Meadows Water Authority; Joe Nishikida – Reno Fire Department; Steve Peach – Reno Emergency Communications Center; Rob Reeder – Regional Transportation Commission; Chris Smith – Washoe County School District; Eugene Spoon – Renown; Dee Stueve – Associated General Contractors; and Jim Wilson – Reno Sparks Convention and Visitors Authority.

**MEMBERS ABSENT:** Brian Allen – Sparks Police Department; Gregory Befort – Regional Public Safety Training Center; Jim Caughron – Washoe County Risk Management; Dawn Clevenger – Ormat Nevada Steamboat Facilities; Peter Dolan – Reno Tahoe Airport Authority; Steve Driscoll – City of Sparks; Frank Freivalt – Sparks Fire Department; Dan Gabica – Charter Communications; David Hunkup – Reno Sparks Indian Colony; Richard Gammick – Washoe County District Attorney's Office; Mike Greene – Sierra Fire Protection District; Jim Gubbels – Regional Emergency Medical Services Authority; Jen Jackson – KTVN Channel 2; Bob Knoll – Reno Fire Department; Doug McPartland – Reno Police Department; Debbie Penrod – University of Nevada, Reno; Kris Phelps – Truckee Meadows Community College; Ron Schmidt – Sparks City Council; and Woody Wright – University of Nevada, Reno.

**ALTERNATES PRESENT:** Julie Bender – Regional Public Safety Training Center; Diane Drinkwater – Washoe County District Attorney's Office; Jim Johns – American Red Cross; Mike Kryzstof – Sierra Fire Protection District; Eric Millette – Sparks Fire Department; and Mitch Nowicki – Regional Emergency Medical Services Authority. John Tarter – Reno Police Department, joined the meeting at 9:06 a.m.

**ALTERNATES ABSENT:** Ed Atwell – University of Nevada, Reno; Jerry Baldrige – Washoe County Sheriff's Office; Rick Bareuther – City of Sparks; Debra Barone – Washoe County Health District; Chris Bordes – Reno Tahoe Airport Authority; Russell Brigham – Reno Sparks Indian Colony; Beverly Buchanan – Reno Emergency Communications Center; Liz Clark – Reno Sparks Convention and Visitors Authority; Ron Espalin – Sierra

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Chemical; Dave Evans – Nevada Division of Environmental Protection; Tom Garrison – Sparks Fire Department; Buzz Harris – Associated General Contractors; John Helzer – Washoe County District Attorney's Office; Bruce Hicks – North Lake Tahoe Fire Protection District; Alex Kukulus – Sierra Fire Protection District; Tim Kuzanek – Washoe County Sheriff's Office; Steve Keefer – Sparks Police Department; Tom Lo – Washoe County Communications and Security; John Madole – Associated General Contractors; Kariann Maitland – Reno Emergency Communications Center; Matt Marquez – Sparks Fire Department; Tom Martin – American Red Cross; Mike Mieras – Washoe County School District; Sandy Munns - Reno Fire Department; Deb O'Gorman – Truckee Meadows Community College; Kristin Remington – KTVN Channel 2; Chris Rossi – Truckee Meadows Community College; Jeanne Rucker – Washoe County Health District; Bob Sack – Washoe County Health District; Scott Shaw – Reno Police Department; John Slaughter – Washoe County Management Services; and Klark Staffan – Regional Emergency Medical Services Authority.

Mary Kandaras – Deputy District Attorney, was also present.

## **2. APPROVAL OF APRIL 15, 2010 LEPC GENERAL MEMBERSHIP MEETING MINUTES**

*It was moved by Eugene Spoon, seconded by Steve Peach, to approve the April 15, 2010, General Membership meeting minutes, as submitted. MOTION CARRIED.*

## **3. APPROVAL OF MAY 17, 2010 LEPC GRANTS AND FINANCE SUBCOMMITTEE MEETING MINUTES**

*It was moved by Chet Malewski, seconded by Rob Reeder, to approve the May 17, 2010, Grants and Finance Subcommittee meeting minutes, as submitted. MOTION CARRIED.*

John Tarter – Reno Police Department, joined the meeting at 9:06 a.m.

## **4. TREASURER'S REPORT – Review and Acceptance of Homeland Security and SERC Grants – FFY (Federal Fiscal Year) 2009/2010 and 2010/2011**

Cathy Ludwig – Grants Administrator, provided an overview of the 2010 SERC (State Emergency Commission) and noted that this grant would close on June 30, 2010. The SERC HMEP mid-cycle training grant to Reno Police Department for SCBA training which is scheduled at the end of June and the Bullex training for Reno Fire Department which is also on schedule and then that grant will be closed by September 30, 2010. The 2009 Homeland Security, SPARTAN (Schools Prepared and Ready Together Across Nevada) Project is doing well noting that Vice-chair Smith would most likely provide an update on the progress. To date \$380,000.00 has been expended with another \$100,000.00 encumbered.

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That grant ends July 31, 2011. The 2009 Homeland Security, Statewide Mass Fatality Project grant also expires on July 31, 2011, and has funding for equipment encumbered. It is anticipated that all funds from this particular grant will also be expended before the grant deadline. The 2008 Homeland Security Statewide Mass Fatality and Shelter in Place Project grant is wrapping up with everything complete with the grant being extended to fund the (Christina Conti) planning position at the EOC (Emergency Operations Center).

***It was moved by Rob Reeder, seconded by Eugene Spoon, to accept the Treasurers Report, as presented. MOTION CARRIED.***

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

Cathy Ludwig – Grants Administrator, commented that there were no new grant opportunities. However, there are some reporting changes that she will discuss under Officers Comments agenda item.

**6. APPROVAL OF THE 2011 STATE EMERGENCY RESPONSE COMMISSION (SERC), UNITED WE STAND (UWS) PLANNING, TRAINING, AND EQUIPMENT GRANT APPLICATIONS, LIMIT \$30,000.00, AS RECOMMENDED BY THE LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) GRANTS AND FINANCE SUBCOMMITTEE**

Chris Magenheimer outlined the May 17, 2010, Grants and Finance Subcommittee recommendation for the 2011 SERC (State Emergency Response Commission) UWS (United We Stand) grant request, which totals \$30,000.00.

***It was moved by Marshall Emerson, seconded by Chet Malewski, to approve the 2011 State Emergency Response Commission (SERC), United We Stand (UWS) Grant as follows: 1) Reno Police Department two (2) SCBA (Self Contained Breathing Apparatus at \$3,825.00 each – Total \$7,650.00; 2) Reno Fire, Urban Search and Rescue one (1) P925 Compliant UHF Motorola Radio with accessories, programming cable, software, connector programming key, battery holder clamshell, remote speaker microphone and smart charger - Total \$3,955.58; 3) Sparks Police Department – ten (10) Scott M120 Gas Mask Kits, eight (8) CBRN (Chemical, Biological, Radiological and Nuclear) canister and shipping – Total \$2,550.08; 4) REMSA (Regional Emergency Medical Services Authority) - five (5) Radio Compatible Hearing Protection – Total \$4,150.00; and 5) Reno Fire - Triad Hazmat Team - eight (8) Scott CBRN (Chemical, Biological, Radiological and Nuclear) Breathing Apparatus Regulators, one (1) Haz Cat Kit – Total \$11,694.34 for a total grant request of \$30,000.00. MOTION CARRIED***

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### **7. APPROVAL OF THE 2010 STATE EMERGENCY RESPONSE COMMISSION (SERC), HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) MID-CYCLE TRAINING GRANT, LIMIT \$30,000.00, AS RECOMMENDED BY THE LEPC GRANTS AND FINANCE SUBCOMMITTEE**

Chris Magenheimer outlined the May 17, 2010, Grants and Finance Subcommittee recommendations for a total grant request of \$29,971.00.

*It was moved by Michael Hurick, seconded by Chet Malewski, to approve the 2010 State Emergency Response Commission (SERC), Hazardous Materials Emergency Preparedness (HMEP) mid-cycle grant as follows: 1) Reno Fire Department – Registration for seventy-five (75) attendees RenoFireShows – Total \$14,625.00; 2) Washoe County Health District - four (4) attendees RenoFireShows – Total \$780.00; 3) Sparks Fire Department – Registration for twelve (12) attendees RenoFireShows – Total \$2,340.00; and 4) Triad Regional HazMat Team – Registration and travel expense to attend Continuing Challenge Hazmat Workshop fifteen (15) attendees – Total \$12,226.00. Total grant request of \$29,971.00. MOTION CARRIED.*

### **8. UPDATE ON REGIONAL EMERGENCY MANAGEMENT EVENTS \***

Aaron Kenneston drew attention to the schedule events (copy on file) noting that the after action team would meet today after this meeting. The VOAD (Volunteer Organizations Active in Disasters) will meet on July 13, 2010. July 20, 2010, is the Business Partnership meeting. Other events include the Senior Leaders Exercise in late July as well as Public Call Taker Training in August 2010. Mr. Kenneston encouraged member agencies to share their training and event calendar to develop a regional calendar of events of interest to emergency responders and Emergency Managers.

### **9. UPDATE FROM THE RADIOLOGICAL TASK FORCE \***

Scott Alquist noted that the training had been completed and the first shipments of legacy waste had moved through the region earlier in June (2010). It is anticipated that there will be ±70 legacy waste shipments annually. Mr. Alquist noted that the legacy waste consists of materials used in the Manhattan project such as construction debris and coveralls.

### **10. UPDATE OF CITIZEN CORPS \***

Kaydie Paschall - CERT (Citizen Emergency Response Team), outlined recent CERT activities including Neighborhood Watch programs for the city of Reno and Washoe County. An application has been submitted for the FEMA (Federal Emergency Management Agency) award for community involvement. Ms. Paschall explained that CERT volunteers had provided assistance in H1N1 vaccinations, and a new program with airport security that can test airport security without fear of arrest and incarceration. Additionally, a digital fire

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simulator has been secured so that fire suppression technicians using a fire extinguisher can be practiced without the danger of a fire.

### **11. LEPC (Local Emergency Planning Committee) OFFICERS', MEMBERS', ALTERNATES', AND STAFF COMMENTS** \* – *This item is limited to announcements or topics/issues proposed for future workshops/agendas.*

Vice-chair Smith noted that the SPARTAN (Schools Prepared and Ready Together Across Nevada) Project is intended to assure that all Nevada schools and school districts have an emergency plan for their buildings and districts in place. Mr. Smith noted that many of the rural areas did not have NIMS (National Incident Management System) complaint plans in place. Vice-chair Smith noted that a meeting with the rural counties would be held next week June 21 through 25, 2010) and that the draft plan should be available for review at the Task Force meeting in Las Vegas (Nevada) December 7, 2010.

Aaron Kenneston reminded those present there is an ongoing effort focused on purchasing equipment includes a DPMU (Disaster Portable Mortuary Unit) that includes portable shelters and power generators. Mr. Kenneston noted that there are open positions for the Planning Committee and encouraged member agencies to participate in the planning process.

Jeff Kinder – NDEP (Nevada Division of Environmental Protection), introduced the new program supervisor Matthew Deburle.

Eugene Spoon – Renown, commented that he had retired from Renown in April 2010 and had assisted in the transition. Mr. Spoon expressed his appreciation for being allowed to serve the community as a LEPC (Local Emergency Planning Committee).

Vice-chair Smith expressed his appreciation for Mr. Spoon's contributions and support.

Michael Hurick – American Red Cross, explained that this would be his final LEPC meeting and that he appreciated being part of the LEPC.

Vice-chair Smith noted that Mr. Hurick had provided a valuable and consistent resource and wished him well in his future endeavors.

Cathy Ludwig – Grants Administrator, commented that Chair Caughron had been involved in an accident and would hopefully return in August. Ms. Ludwig noted that Vice-chair Smith would assume the Chair's position on October 1, 2010 with elections for the Vice-chair position that is for two (2) consecutive years moving to the Chair's position at the end of the first term. Additionally, the At-Large position will also need to be filled. Elections will be held at the August meeting with the officers assuming their respective positions at the October 2010 meeting. Ms. Ludwig outlined the current cash flow issues being experienced

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by SERC (State Emergency Response Commission) and the subsequent change in reporting procedures from quarterly to an immediate report as funds are expended by sub-grantees of the United We Stand grant. Ms. Ludwig emphasized the need to expend funds immediately and submit their reports for reimbursement. Ms. Ludwig explained that Washoe County would cover reimbursement costs pending receipt of SERC grant funds.

## **12. PUBLIC COMMENTS \***

Bob Cullins invited interested persons to contact him after the meeting to participate in a free two (2) hour seminar on CEM (Certified Emergency Manager) requirements as well as the benefits of CEM certification. It is anticipated that the training will be scheduled in September 2010.

## **13. NEXT LEPC (Local Emergency Planning Committee) MEETING \* ~ August 19, 2010 - Regional Emergency Ops. Center (REOC)**

The next meeting is Thursday, August 19, 2010, at 9:00 a.m.

## **14. ADJOURNMENT**

Vice-chair Smith adjourned the meeting at 9:57 a.m.