

# Washoe Local Emergency Planning Committee

## General Membership Meeting

### MINUTES

THURSDAY ~ August 16, 2012 ~ 9:00 A.M.

REGIONAL EMERGENCY OPERATIONS CENTER

5195 SPECTRUM BOULEVARD

RENO, NEVADA 89512

**1. CALL TO ORDER AND ROLL CALL - (Non-action item)**

Chair Magenheimer called the meeting to order at 9:03 a.m. A quorum was established.

**MEMBERS PRESENT:** Scott Alquist – Truckee Meadows Community College; Kariann Beechler – Reno Emergency Communications Center; Gary Beekman – Washoe County Communications and Security; David Hunkup – Reno Sparks Indian Colony; Aaron Kenneston – Washoe County Emergency Management; Teresa Long – Washoe County Health District; Chris Magenheimer – North Lake Tahoe Fire Protection District; Chet Malewski – Truckee Meadows Water Authority; Tracy Moore – Washoe County School District; Sandy Munns – Reno Fire Department; Joe Nishikida – Reno Fire Department; Debbie Penrod – University of Nevada, Reno; Phil Povey – Truckee Meadows Community College; Keith Sheridan – Ormat Technologies; Dee Stueve – Associated General Contractors; Eileen Stickney – Washoe County Health District; Frank Sullivan – American Red Cross; Jeff Whitesides – Washoe County Health District. Rob Reeder – Regional Transportation Commission, joined the meeting at 9:10 a.m.

**MEMBERS ABSENT:** Brian Allen – Sparks Police Department; Julie Bender – Regional Public Safety Training Center; Marshall Emerson – Washoe County Sheriff's Office; Richard Gammick – Washoe County District Attorney; Jim Gubbels – Regional Emergency Medical Services Authority; Mark Katre – Reno Police Department; Rob Kelley – Washoe County Department of Water Resources; Jeff Kinder – Nevada Division of Environmental Protection; Andy Koski – Sparks Fire Department; Tim Leighton – Truckee Meadows Fire Protection District; Don Pelt – Pyramid Lake Paiute Tribe; Ron Percivalle – KTVN Channel 2; Jim Reagan – NV Energy; Jim Wilson – Reno Sparks Convention and Visitors Authority; and Woody Wright – University of Nevada, Reno; Robert McLaughlin – Veterans Administration Hospital

**ALTERNATES PRESENT:** Stacey Akurosawa – Washoe County Health District; Mike Kryzstof – Truckee Meadows Fire Protection District; Greg Meister – Reno Police Department; Mitch Nowicki – Regional Emergency Medical Services Authority; and Tim O'Conner – Washoe County Sheriff's Office. Eric Millette - Sparks Fire Department, joined the meeting at 9:10 a.m. Beth Langan – Regional Public Safety Training Center, joined the meeting at 9:30 a.m.

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**ALTERNATES ABSENT:** Ed Atwell – University of Nevada, Reno; Darin Balaam – Washoe County Sheriff's Office; Beverly Buchanan – Reno Emergency Communications Center; Steve Burlie – Regional Transportation Commission; Ella Mae 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; Dave Evans – Nevada Division of Environmental Protection; Tom Garrison – Sparks Fire Department; Michelle Gitmed – Reno Police Department; Jim Hadsall – Reno Sparks Convention and Visitors Authority; Nida Harjo – Reno Sparks Indian Colony; John Helzer – Washoe County District Attorney's Office; Bruce Hicks – North Lake Fire Protection District; Steve Keefer – Sparks Police Department; Kenneth Miller – Pyramid Lake Paiute Tribe; Chris Long – Washoe County Communications and Security; Tammy Lopes – Reno Fire Department; John Madole – Associated General Contractors; Matt Marquez – Sparks Police Department; Jon McRae – Nevada Division of Environmental Protection; Mike Mieras – Washoe County School District; Tanya Milelli – American Red Cross; Michael Munda – Renown; Brad Norman – Truckee Meadows Community College; Tim O'Brien – Reno Fire Department; John Potter – KTVN Channel 2; Jerry Preston – Washoe County Department of Water Resources; Josh Reynolds – Truckee Meadows Community College; Bob Sack – Washoe County Health District; Kevin Schaller – American Red Cross; John Slaughter – Washoe County Management Services; and Brian Taylor – Regional Emergency Medical Services Authority.

Mary Kandaras – Deputy District Attorney, was also present.

2. **APPROVAL OF MINUTES** (For possible action) - *June 21, 2012 General Membership meeting minutes.*

***It was moved by Phil Povey, seconded by Teresa Long, to approve the June 21, 2012, minutes, as submitted. MOTION CARRIED.***

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

There were no public comments.

Chair Magenheimer reordered the agenda as follows.

10. **OFFICER ELECTIONS** (For possible action) – *Approval of nominations and vote for annual LEPC (Local Emergency Planning Committee) Officer positions; Nominees to make brief presentation on LEPC contribution.*

Chair Magenheimer asked that Cathy Ludwig – Grants Administrator, distribute the ballots and explained that with the retirement of former member Jim Caughron, there would be elections for Chair, Vice-chair, a two (2) year commitment, which transitions to the position of Chair the second year and an At-Large member. Chair Magenheimer reminded member that nomination election ballots must be signed in accordance with the Nevada OML (Open Meeting Law).

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

Cathy Ludwig - Grants Coordinator, commented that the SERC (State Emergency Response Commission) grants were in the first quarter and that there would be more information at the October 18, 2012, meeting. Ms. Ludwig noted that the sub-grant contracts would be forwarded to grant recipients after the BCC (Board of County Commissioners) approves the UWS (United We Stand) grant on August 28, 2012. Ms. Ludwig then noted the HMEP (Hazardous Materials Emergency Preparedness) grant for the RenoFireShows had not yet been received and that once received it will be taken to the BCC for approval with grant sub-contracts following shortly thereafter. Ms. Ludwig then drew attention to the 2010 COOP (Continuity of Operations) grant of \$620,000.00 of which ±98-percent has been expended leaving approximately \$1,792.93. The Homeland Security EOC (Emergency Operations Center) standardization grant project is well underway with \$31,817.85 of \$188,231.00 grant already expended for projectors, flat-screen televisions and new computers. Additionally, \$92,000.00 has been encumbered for other purchases.

***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 there were no new grant opportunities to report.

**6. GRANT APPROVAL** (For possible action) – Approval of a 2010 State Homeland Security Grant in the amount of \$175,000 for sustainment actions to the Continuity of Operations (COOP) project.

Cathy Ludwig - Grants Coordinator, noted that an additional \$175,000.00 had been received for the Continuity of Operations (COOP) project.

Aaron Kenneston – Emergency Manager, noted that there would be additional opportunities to participate in the COOP Project and drew attention to the upcoming meeting on September 6, 2012.

***It was moved by Sandy Munns, seconded by Jeff Whitesides, to approve the 2010 State Homeland Security Grant in the amount of \$175,000.00 for sustainment actions to the Continuity of Operations (COOP) Project. MOTION CARRIED.***

**7. GRANT APPROVAL** (For possible action) – Approval of a 2013 State Emergency Response Commission (SERC), Hazardous Materials Emergency Preparedness (HMEP) Planning & Training grant application, not to exceed \$30,000.

This agenda item pulled as no grant applications were received.

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8. **GRANT APPROVAL** (For possible action) – *Approval of a 2012 State Emergency Response Commission (SERC), Hazardous Materials Emergency Preparedness (HMEP) Mid-Cycle Planning and Training grant application.*

Cathy Ludwig - Grants Coordinator, noted that two grant applications had been received for the 2012 SERC (State Emergency Response Commission) HMEP (Hazardous Materials Emergency Preparedness) Mid-Cycle Training grant. The Sparks Fire Department submitted an application for \$7,000.00 for HazMat training for the Sparks Fuel Tank Farm. Renown submitted an application for \$525.00 for HAZWOPER (Hazardous Waste Operations and Emergency Response Standard) training, for a total grant award of \$7,525.00.

***It was moved by Teresa Long, seconded by Eric Millette, to approve the SERC (State Emergency Response Commission) HMEP (Hazardous Materials Emergency Preparedness) Mid-cycle planning and Training grant application in the amount of \$7,525.00: Sparks Fire Department \$7,000.00 for HazMat Training related to the Sparks Fuel Tank Farm; and Renown for \$525.00 for HAZWOPER (Hazardous Waste Operations and Emergency Response Standard) training. MOTION CARRIED.***

9. **GRANT REVISION FOR APPROVAL** (For possible action) – *Approval of \$95.00 increase to the 2012 State Emergency Response Commission (SERC), Hazardous Materials Emergency Planning (HMEP) Training Grant; FireShowsReno.*

Cathy Ludwig - Grants Coordinator, recalled that the LEPC (Local Emergency Planning Committee) General Membership had approve the *FireShowsReno* grant award and as minor corrections were being made to the application an additional participant was identified thus requiring an additional \$95.00 for registration for a PRECON 2 class for the Reno Fire Department.

Rob Reeder joined the meeting at 9:18 a.m.

***It was moved by Eileen Stickney, seconded by Joe Nishikida, to approve the additional \$95.00 grant for the 2012 SERC (State Emergency Response Commission) HMEP (Hazardous Materials Emergency Preparedness) Training Grant. MOTION CARRIED.***

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

Aaron Kenneston, Washoe County Emergency Manager, outlined the upcoming training events: 1) August 16, 2012 (4:00 p.m. until 6:30 p.m.) – Post Office biological exercise; 2) August 20, 2012 (8:00 a.m. to 1:00 p.m.) – Martis Dam Exercise; 3) September 6, 2012 (10:00 a.m. to 2:00 p.m.) – COOP (Continuity of Operations) Task Force meeting; 4) September 15, 2012 (National Preparedness Month) located at Rock and McCarran Boulevards (Sparks); 5) October 9, 2012 – WebEOC training and exercise two classes each day morning and afternoon; 6) November 8, 2012 (10:00 a.m. to 2:00 p.m. – COOP (Continuity of Operations) Task Force Meeting; 7) November 8, 2012 – annual Sparks

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disaster exercise (location of and exercise type to be determined); 8) December 6, 2012 (10:00 a.m. to 2:00 p.m.) – COOP (Continuity of Operations) Task Force meeting; and 9) May 23, 2013 – Region-wide Earthquake Exercise coordinated by Washoe County School District.

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

Scott Alquist – TMCC (Truckee Meadows Community College), recalled the previous meeting during which it was noted that 70 Micro-Star personal dosimeters and portable light-weight reader were received from the State of Nevada. The equipment has been received and a Planning Committee is being formed to determine warehousing location(s) and other policy/procedures with the State of Nevada Health Service who will provide guidance to each of the agencies (e.g. Washoe County Sheriff; Reno and Sparks Police and Fire personnel as well as REMSA (Regional Emergency Medical Services Authority) and Renown). Mr. Alquist noted that Northern Nevada Medical Center and Saint Mary's Regional Medical Center did not participate and that both hospitals received some equipment approximately two (2) years ago through WIPP (Waste Isolation Pilot Plant) funding. There needs to be contact with these hospitals to check on the location and calibration of that equipment.

Beth Langan – Regional Public Safety Training Center, joined the meeting at 9:30 a.m.

### **13. 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 – CERT (Community Emergency Response Team), commented that CERT volunteer would be participating in the Post Office exercise as role players and will also assist in the Preparedness Fair on September 15, 2012. Mr. Russell noted that there would be two (2) CERT academy sessions the last two (2) weekends of September (2012).

### **14. LEPC (Local Emergency Planning Committee) PRESENTATION** (Non-action item) – *A presentation on TRANSCAER® (Transportation Community Awareness and Emergency Response), a voluntary national outreach effort that focuses on assisting communities to prepare for and to respond to a possible hazardous materials transportation incident.*

Captain Joe Nishikida - Reno Fire Department, played a video (copy on file) a short video interviewing several hazardous materials response teams nationally. Mr. Nishikida then narrated a PowerPoint® presentation (copy on file) and explained that TRANSCAER was formed in 1986 to build relationships with responders to hazardous materials incidents. The partnership was formed by Union Pacific Railroad and Dow Chemical Company as training mechanism. Mr. Nishikida noted that TRANSCAER also has a training train that can be booked to provide education and training to hazardous materials incident responders. The hand-on training is invaluable in the event of the rare incident helping responders and communities to better respond to various types of hazard materials. Mr. Nishikida noted that

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he had some DVD's available and that he had been named as the coordinator for this region. Mr. Nishikida emphasized that while training can be customized for a specific agency or region it takes sometimes more than a year.

During a brief discussion it was noted that the new ERG's could be downloaded to an iPhone or iPad device.

Additional information can be found at TRANSCaer's website [www.transcaer.com](http://www.transcaer.com).

10. **OFFICER ELECTIONS** (For possible action) – *Approval of nominations and vote for annual LEPC (Local Emergency Planning Committee) Officer positions; Nominees to make brief presentation on LEPC contribution. [Reopened]*

Chair Magenheimer commented that Sandy Munns – Reno Fire Department had been elected Chair; Tracy Moore – Washoe County School District, as Vice-chair and Joe Nishikida – Reno Fire Department (TRIAD) as the At-Large member effective October 18, 2012.

15. **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. October 18, 2012.*

Aaron Kenneston encouraged the use of TRANSCaer, which he believes to be a valuable tool for emergency planning in the region. Mr. Kenneston stated he would volunteer to assist in any way possible. Mr. Kenneston then noted that the new REOC identification badge readers would be operational in the near future and encouraged those that have not submitted an application for a key card to do so after today's (August 16, 2012) meeting.

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

There were no public comments.

17. **ADJOURNMENT** (Non-action item)

Chair Magenheimer adjourned the meeting at 9:46 a.m.