

Washoe Local Emergency Planning Committee
Executive Committee Meeting

Minutes

TUESDAY, SEPTEMBER 22, 2015 ~ 10:00 A.M.

REGIONAL EMERGENCY OPERATIONS CENTER

5195 SPECTRUM BOULEVARD, RENO, NEVADA 89512

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

Vice-chair Moore called the meeting to order at 10:05 a.m. A quorum was established

PRESENT: Michelle Gitmed – Reno Police Department; Tracy Moore – Washoe County School District; Tim Spencer – Reno Fire Department. Darryl Cleveland – Truckee Meadows Community College, joined the meeting at

ABSENT: None.

Herb Kaplan – Deputy District Attorney, was also present.

2. APPROVAL OF MINUTES – April 2, 2015 (For possible action)

Hearing no discussion Vice-chair Moore asked for Board discussion or a motion.

It was moved by Member Spencer, seconded by Member Gitmed, to approve the April 2, 2015, minutes, as submitted. MOTION CARRIED.

3. PUBLIC COMMENTS (Non-action item)

Aaron Kenneston commented that he appreciates the fine work of the committee and is anxious to see the final updated plan.

Chair Darryl Cleveland joined the meeting at 10:08.

Vice-chair Moore turned the meeting gavel to Chair Cleveland.

4. LEPC GRANTS & FINANCE SUBCOMMITTEE AND GENERAL MEMBERSHIP LISTS (For possible action) – *A review, discussion and possible action of update to the LEPC Grants & Finance Membership List and the LEPC General Membership List and attendance issues.*

Cathy Ludwig – Grants Coordinator, outlined the updates to the General Membership and Finance Grants and Finance Committees and drew attention to those highlighted in yellow. Ms. Ludwig explained that the Washoe County Health District (Environmental); Washoe County District Attorney (Elected Official); NV CERFP Nevada Air National Guard (First Aid); and Pyramid Lake Paiute Tribe (State Local/Tribal Governments) had not attend three or more meetings since the first of the year

(2015). Additionally, AGC (Transportation) and NV Energy (Owner's/Operator's) had not appointed alternates. Ms. Ludwig outlined the outreach efforts to date noting that there had been no response. Drawing attention to the previous correspondence (copies on file) Ms. Ludwig explained that Washoe County District Health has two separate categories due to the nature of the agency one response to hazardous materials and is not attending whereas the representative for public health of the Health District does attend. Ms. Ludwig then outlined the various levels of correspondence that range from warning up to removal from the LEPC.

During the discussion it was suggested that the recently elected Washoe County District Attorney might not be aware that he is a member of the LEPC. Other discussion noted that the Washoe County Health District is an integral component of the LEPC and that the two divisions are listed separately since their functions are different. As the discussion continued, it was pointed out that members having received attendance notices previously had attended at least one meeting and then stopped. It was emphasized that copies of all correspondence is on file. It was suggested that perhaps a face-to-face meeting may be needed in some instances. As the discussion continued, it was emphasized that a member not attending meetings adversely impacts the Washoe LEPC's initiative to conduct business, as well as access to grants.

It was moved by Member Moore, seconded by Chair Cleveland, to direct that staff send a letter to Washoe County District Health representative, Bob Sack with copies to Washoe County Manager John Slaughter and District Health Officer Kevin Dick for non-compliance with meeting attendance requirements set forth in LEPC bylaws. MOTION CARRIED.

Discussion then focused on the Elected Officials discipline. It was noted that former Washoe County District Attorney Dick Gammick had either attended or had one of the Deputy District Attorneys alternates attend in his absence. It is unclear whether District Attorney Chris Hicks is aware that he is a member of the LEPC. It was noted SERC requires a local and state elected official to be involved with the LEPC.

It was moved by Member Gitmed, seconded by Member Spencer, to send a reminder invitation letter to District Attorney Chris Hick to remind him of the SERC requirement to have a local elected official on the Washoe LEPC. MOTION CARRIED.

Discussion then focused on the NVCERFP/NV and NV Nevada Air National Guard attendance, it was noted that at least one of the representatives had been deployed and has attended one meeting.

Mr. Kenneston outlined his original concerns about adding the Guard units to the LEPC as past Chair. Mr. Kenneston suggested that the two be combined into a single membership under Emergency Management.

Member Gitmed suggested that the letter be sent to Zach Doser – Brigadier General, Nevada Air National Guard who may be able to identify and appoint member(s) that can attend scheduled meetings.

It was moved by Member Gitmed, seconded by Member Moore, to combine the two (2) Nevada Air National Guard Units as a single agency and reach out to Brigadier General Zach Doser at the Reno Police Department. MOTION CARRIED.

Discussion then turned to those agencies not having a listed alternate, or alternatives that are no longer with a specific agency. It was pointed out that the lack of an alternate also affects the ability to achieve quorum to conduct business. As the discussion continued, it was noted that agencies need to be put on notice that failure to attend meetings not only affect quorum but may result in a revocation of membership. Of concern, is the removal and reappointment of agencies. It is hoped that the requirement to appoint one or more alternates to the LEPC GM will be mandatory. It was suggested the AGC and NV Energy be notified of the need to appoint alternates that can attend when the primary member is unable to attend.

It was moved by Member Moore, seconded by Member Spencer, to direct that non-compliance letters be sent to AGC (Associated General Contractors), KNRV-TV General Manager Amie Chapman, and NV Energy to appoint alternate representatives. MOTION CARRIED.

Responding to an inquiry from Chair Cleveland about previous correspondence, Ms. Ludwig stated that a letter had been sent to Pyramid Lake Paiute Tribe on January 15, 2015. Ms. Ludwig questioned whether then next level of correspondence should be sent.

Chair Cleveland stated he would reach out personally to Don Pelt.

It was moved by Chair Cleveland, seconded by Member Gitmed, to send a letter to Pyramid Lake Paiute Tribe concerning their non-compliance with meeting attendance requirements. Chair Cleveland will also reach out to Don Pelt on a personal level. MOTION CARRIED.

Aaron Kenneston noted that the Washoe County Technology Services primary representative Gary Beekman is scheduled for retirement and that Chris Long is still on leave. Additionally, it appears that the Regional Public Safety Training Center is barely meeting minimum attendance requirements.

Chair Cleveland stated he would meet with members at the Regional Public Safety Training Center and will also meet with Craig Betts concerning a replacement for Mr. Beekman.

5. NEW LEPC MEMBERSHIPS (For possible action) – *Review, discussion and possible action of approval of new LEPC Memberships and revised New Membership Form.*

Member Gitmed suggested that action be taken on the revised membership form before reviewing new member applications.

Cathy Ludwig – Grants Coordinator, summarized the revisions pointing out the added language highlighted in yellow, which enshrines requirements set forth in the LEPC Bylaws for primary and alternate members.

It was moved by Member Gitmed, seconded by Chair Cleveland, to approve the revised Membership application as presented, effective immediately. MOTION CARRIED.

Member Moore noted that James Hendrickson Washoe County School District Emergency Manager had been placed under the supervision of the School District Police Chief. Subsequent Mr. Hendrickson was placed under his (Member Moore's) supervision. Member Moore asked that Mr. Hendrickson be listed as one of his two (2) alternates along with Jason Trevino. Ray Price can be removed from the membership roster.

It was moved by Member Moore, seconded by Member Spencer, to appoint James Hendrickson and Jason Trevino as alternates for the Washoe County School District Police and remove Ray Price from membership. MOTION CARRIED.

Chair Cleveland questioned the interest of Katie Hinckley – Hinckley Safety Consultant, a private for-profit company in becoming a member.

Aaron Kenneston noted that while he is unsure of the motives, it appears that she is an owner operator that may wish to contribute to LEPC given her work in environmental safety training.

During the discussion it was noted that while NV Energy and TMWA (Truckee Meadows Water Authority) are private companies, they are also public utilities. Additionally the LEPC Executive Committee has declined private for-profit applications in the past. It was pointed out that the applicant is welcome to attend meetings and that the addition of another member agency would affect the number of agencies needed to achieve quorum.

It was moved by Member Spencer, seconded by Member Moore, to decline the membership request from Katie Hinckley – Hinckley Safety Consultant, due to quorum issues and being a Non-government agency. MOTION CARRIED

Aaron Kenneston noted that Brian T. Passow is the Emergency Manager for the VA Hospital and appears to have an interest in engaging the local VA Hospital with local government, which is being done nationwide. Mr. Kenneston pointed out that he is affiliated with the Inter-Hospital Coordinating Council and might be an appropriate alternate for that discipline.

Cathy Ludwig – Grants Administrator, noted that she believes one of the Inter-Hospital Coordinating Council members is a representative of the VA.

During the discussion it was noted that the limiting of members to government agencies will assist in reducing the risk of quorum issues. Other discussion noted that the VA is a federal asset that is becoming more integrated in the community.

It was moved by Member Spencer, seconded by Member Moore, to add the Veteran's Administration Hospital as a member agency with Brian T. Passow as primary member and Dave Luscavage as alternate to the LEPC General Membership. MOTION CARRIED

There was some discussion about adding the Crisis Call Center to the membership since it is unclear what discipline the agency would fit. It was pointed out that there are resources already available to first responders and military personnel in place. As the discussion continued, it was noted that the alternate (Rosanne Catron) identified in the application no longer worked for the Crisis Call Center.

It was moved by Chair Cleveland, seconded by Member Gitmed, to decline the membership request for Alexandra Crocket – Crisis Call Center, for membership on the LEPC General Membership. MOTION CARRIED.

- 6. LEPC 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 meeting of the Executive Committee will be spring 2016.

No new agenda items were identified as LEPC bylaws were updated at the August 20, 2015, meeting.

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

Aaron Kenneston noted the need to update the Promulgation Statement signed by the incoming Chair, updated bylaws and the 2016 update of the Hazmat Plan in the late-December (2015) timeline on the Local Emergency Planning Committee (LEPC) website www.washoelepc.com.

- 8. ADJOURNMENT**

Chair Cleveland adjourned the meeting at 11:17 a.m.