

**WASHOE COUNTY LOCAL EMERGENCY PLANNING COMMITTEE**  
**GENERAL MEMBERSHIP COMMITTEE**  
**MINUTES**

**Thursday ~ December 17, 2009 ~ 9:00 A.M.**  
**Washoe County Regional Emergency Operations Center**  
**5195 Spectrum Boulevard, Reno, Nevada**

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

Chair Caughron called the meeting to order at 9:06 a.m. A quorum was established.

**MEMBERS PRESENT:** Scott Alquist – Truckee Meadows Community College; Chris Brockway – Reno Sparks Convention and Visitors Authority; Jim Caughron – Washoe County Risk Management; Eileen Coulombe – Washoe County Health District; Peter Dolan – Reno Tahoe Airport Authority; Frank Freivalt – Sparks Fire Department; Richard Gammick – Washoe County District Attorney; Craig Harrison – Washoe County Communications and Security; David Hunkup – Reno Sparks Indian Colony; Michael Hurick – American Red Cross; Aaron Kenneston – Washoe County Emergency Management; Chet Malewski – Truckee Meadows Water Authority; Steve Peach – Reno Emergency Communications Center; Chris Smith – Washoe County School District; and Eugene Spoon – Renown.

**MEMBERS ABSENT:** Brian Allen – Sparks Police Department; Gregory Befort – Regional Public Safety Training Center; Matt Bennett – Charter Communications; Gary Cummings – Sierra Chemical; Steve Driscoll – City of Sparks; Mike Greene – Sierra Fire Protection District; Jim Gubbels – Regional Emergency Medical Services Authority; Jen Jackson – KTVN Channel 2; Jeff Kinder – Nevada Division of Environmental Protection; Bob Knoll – Reno Fire Department; Teresa Long – Washoe County Health District; Chris Magenheimer – North Lake Tahoe Fire Protection District; Emerson Marshall – Washoe County Sheriff's Office; Doug McPartland – Reno Police Department; Alan Minor – Truckee Meadows Water Reclamation Facility; Joe Nishikida – Reno Fire Department; Kris Phelps - Truckee Meadows Community College; Rob Reeder – Regional Transportation Commission; Russell Rocha – Ormat Nevada Steamboat Facilities; Ron Schmidt – Sparks City Council; Dee Stueve – Associated General Contractors; and Woody Wright – University of Nevada, Reno.

**ALTERNATES PRESENT:** Julie Bender – Regional Public Safety Training Center; Brent Boynton – KOLO Channel 8; Charlie Dimino – Reno Police Department; Dave Evans – Nevada Division of Environmental Protection; Val Moser – Washoe County Sheriff's Office; Sandy Munns – Reno Fire Department; and Mitch Nowicki – Regional Emergency Medical Services Authority.

**ALTERNATES ABSENT:** J. D. Akenhead – Truckee Meadows Community College; Rick Bareuther – City of Sparks; Debra Barone – Washoe County Health District; John Bernardy – Ormat Nevada Steamboat Facilities; Chris Bordes – Reno Tahoe Airport Authority; Beverly Buchanan – Reno Emergency Communications Center; Liz Clark – Reno Sparks Convention and Visitors Authority; Beverly Depew – American Red Cross; Diane Drinkwater – Washoe County District Attorney's Office; Ron Espalin – Sierra Chemical; 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; Steve Keefer – Sparks Police Department; Alex Kukulus – Sierra Fire Protection District; Mike Kryzstof – Sierra Fire Protection District; Tim Kuzanek – Washoe County Sheriff's Office;

\* denotes NON action item

# *Washoe Local Emergency Planning Committee* – DRAFT Minutes

December 17, 2009

Page 2 of 4

Tom Lo – Washoe County Communications and Security; John Madole – Associated General Contractors; Kariann Maitland – Reno Emergency Communications Center; Matt Marquez – Sparks Police Department; Mike Mieras – Washoe County School District; Eric Millette – Sparks 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; John Slaughter – Washoe County Management Services; Klark Staffan – Regional Emergency Medical Services Authority; John Tarter – Reno Police Department; Bruce Wade – American Red Cross; Jim Wilson – Reno Sparks Convention and Visitors Authority; Russell Brigham – Reno Sparks Indian Colony; Fred Davis – Pyramid Lake Paiute Tribe

Mary Kandaras – Washoe County District Attorney, was also present.

## **2. APPROVAL OF OCTOBER 29, 2009 LEPC GENERAL MEMBERSHIP MEETING MINUTES**

***It was moved by Mitch Nowicki, seconded by Chris Brockway, to approve the October 29, 2009, minutes, as submitted. MOTION CARRIED.***

## **3. TREASURER’S REPORT – *Review and acceptance of Homeland Security and SERC (State Emergency Response Commission) Grants – FFY (Federal Fiscal Year) 2009 and 2010.***

Cathy Ludwig – Grants Administrator, provided an overview of the 2009 SERC (State Emergency Response Commission) HMEP (Hazardous Materials Emergency Plan) mid-cycle training grant of which only \$24,012.04 was expended. The remainder of the grant was deobligated to the SERC. Ms. Ludwig then noted that only three individuals had attended the Silver State Safety & HazMat conference resulting in the deobligation of the remaining \$1,000.00 for the 2010 HMEP Training grant. Ms. Ludwig then explained that SERC Operations, Planning & Training and the UWS (United We Stand) grant funds were being expended with the second quarter of those grants ending on December 31, 2009. Ms. Ludwig then drew attention to the FFY (Federal Fiscal year) 2009 grant for Statewide Mass Fatality expenditures, which is slated to be closed out after the first of the year (2010) and the 2009 Statewide Evacuation and Shelter in Place grant would stay active through February 28, 2011.

***It was moved by Eugene Spoon, seconded by Chris Smith, to accept the Treasurer’s Report as presented. MOTION CARRIED.***

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

Cathy Ludwig – Grants Administrator, drew attention to her recent email correspondence (copy on file) announcing remaining funds available in the HMEP (Hazardous Materials

\* denotes NON action item

## *Washoe Local Emergency Planning Committee* – DRAFT Minutes

December 17, 2009

Page 3 of 4

Emergency Preparedness) Planning & Training grants. There is \$79,466.00 available in Planning and \$9,552.00 available in Training. The grant performance periods ends on September 30, 2010. Ms. Ludwig noted that if needed a Grants and Finance Subcommittee meeting would be convened to review grant applications.

### **5. UPDATE ON THE WASHOE COUNTY REGIONAL PUBLIC SAFETY PAGING SYSTEM \***

Craig Harrison – Washoe County Communications and Security Manager, explained that the current Washoe County paging system would be discontinued in 2013 due to an FCC (Federal Communications Commission) narrow banding mandate. Mr. Harrison explained that the initial cost estimate to upgrade the system to a narrow band would cost ±\$750,000.00. Therefore, it is crucial that member agencies using the paging system provide an updated and comprehensive inventory of pagers currently in use, which may significantly reduce the estimated replacement cost. Mr. Harrison noted that some of the newer pagers in use were already narrow band capable. Additional information or questions may be referred to Mr. Harrison via email: [charrison@washoecounty.us](mailto:charrison@washoecounty.us). Responding to a recommendation to use PSIC (Public Safety Interoperability Communications) grant monies for the paging system upgrade, Mr. Harrison noted that the PSIC was a one-time grant and has already been allocated. However, there may be an opportunity to see other grant funds making it important that an accurate inventory of pagers on the system be identified.

### **6. UPDATE ON THE REGIONAL FULL-SCALE EXERCISE “Deadly Hazard” \***

Aaron Kenneston provided an update on the action report from the recent regional full-scale “Deadly Hazard” exercise. Mr. Kenneston reiterated Cathy Ludwig’s request to submit costs for back-fill, overtime and consumables used during the exercise. The report indicates that the region is in need of additional training and exercises on UVIS (Unified Victim Identification System) as well education on the use of communications and equipment to achieve interoperability. Additionally, the report suggested that integration of medical examiners and coroners in to the process is also needed for mass fatality. Mr. Kenneston noted that he would send a copy of the report to interested parties.

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

Aaron Kenneston provide an overview of upcoming training events (copy on file) and noted that there is a basic ICS (Incident Command System) 100 and 200 being offered at the Circus Circus (Reno, Nevada) and a Business Partnership meeting on January 20, 2010. Mr. Kenneston also noted the communications exercise slated for January 28, 2010 and upcoming ICS and Section Chief Training in February or March 2010. Although a planned disaster exercise in Las Vegas, Nevada, it has been cancelled, there may be an opportunity to have a full scale exercise in the Truckee Meadows in 2010. Mr. Kenneston wished everyone present a happy and safe holiday stating that he looked forward to working with member agencies in 2010.

\* denotes NON action item

# *Washoe Local Emergency Planning Committee* – DRAFT Minutes

December 17, 2009

Page 4 of 4

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

Scott Alquist outlined recent meetings/discussions with Dave Drew of Nevada's DEM (Division of Emergency Management). Mr. Alquist noted that the Nevada Governor's Office and others needed to submit correspondence that would allow an eight (8) hour Merck Training Class. Mr. Alquist noted that class participants had to be current in operations and other areas in order to participate, whereas hospitals and REMSA (Regional Emergency Medical Services Authority) did not. Mr. Alquist emphasized that the number of individuals wishing to participate in the training needed to be determined so that the class schedule could be developed. Mr. Alquist noted that shipments are expected to start in spring 2010 and that training must be completed beforehand.

## **9. LEPC OFFICERS', MEMBERS', ALTERNATES', AND STAFF COMMENTS \* – *This item is limited to announcements or topics/issues proposed for future workshops/agendas.***

Cathy Ludwig commented that a vendor had contacted her about making a presentation on a radiological portable badge reader system that can create reports and legal documents record reports. Ms. Ludwig noted that she had scheduled a web based video teleconference on January 5, 2010 and asked that interested parties contact here. Additionally, the conference can be viewed from personal computers via a secure logon.

## **10. PUBLIC COMMENTS \***

There were no public comments.

## **11. NEXT LEPC MEETING \* ~ *February 18, 2010 - Regional Emergency Ops. Center (REOC)***

The next meeting is February 18, 2010.

Chair Caughron expressed his best wishes for a safe and joyous holiday and thanks member agencies for their support and training over the past year.

## **12. ADJOURNMENT**

Chair Caughron adjourned the meeting at 9:34 a.m.

\* denotes NON action item