

MINUTES
of the meeting of the
CARSON CITY
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
December 2, 2014

The Carson City LEPC held a public meeting on December 2, 2014, beginning at 1:30 p.m. in the meeting room of Fire Station No. 51, 777 S. Stewart Street, Carson City.

1. Call to Order

The meeting was called to order by Chair Stacey Giomi.

2. Roll Call and Determination of a Quorum

Voting members present were Stacey Belt, Lisa Christensen, Brian Crowe, Mark Cyr, James Freed, Stacey Giomi, Dan Shirey, and Tom Tarulli, which constituted a quorum.

Voting members absent were Nicki Aaker, Dave Dawley, Phillip Harrison, and Joni Maestretti. Non-voting members absent were Jerry Evans, Keith Forbes, and Chris Smallcomb.

Also present were Angela Barosso (Carson City Health & Human Services), K.B. Hall (Salvation Army), Jennifer Mayhew (Carson City District Attorney's Office), and Dyan Wilson (Medical Reserve Corps).

Stacey Giomi introduced Jeff Melvin (Carson City Sheriff's Department) and P.K. O'Neill (Nevada State Assembly District 40), who agreed to fill the two vacated LEPC membership positions of Law Enforcement and State Elected Official, respectively.

3. Agenda Management Notice – Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

4. For Possible Action: Approval of September 9, 2014, Meeting Minutes

It was moved by Dan Shirey, seconded by James Freed, with motion carried unanimously, that the minutes of the September 9 meeting be approved as submitted.

5. For Possible Action: To appoint Jeff Melvin (Carson City Sheriff's Office) as the Law Enforcement representative to the LEPC

It was moved by Dan Shirey, seconded by Stacey Belt, with motion carried unanimously, that Jeff Melvin be appointed as the Law Enforcement representative to the LEPC.

6. For Possible Action: To appoint P.K. O'Neill (State Assemblyman, District 40) as the State-Elected Official representative to the LEPC

After Stacey Giomi congratulated P.K. on his recent election, it was moved by Jeff Melvin, seconded by Mark Cyr, with motion carried unanimously, that P.K. O'Neill be appointed as the State-Elected Official representative to the LEPC.

7. For Possible Action: To review and approve the Mid Cycle FFY2015 Hazardous Materials Emergency Preparedness (HMEP) Grant Application

A copy of the HMEP mid-cycle grant application was distributed. Stacey Giomi informed the committee that this was a federally funded grant from the U.S. Department of Transportation specifically geared toward training and planning. Because this grant application had been due prior to this meeting, an application has already been submitted to the State Emergency Response Commission (SERC) pending the committee's approval.

The submitted application requested funds to bring in a tank car safety/response class, which will be open to the Carson City Quad-County HazMat Team (consisting of Carson City and Douglas, Lyon, and Storey Counties). This exercise will provide classroom and hands-on training for response to tanker truck incidents for hazardous materials. No dates have been set for this training.

It was then moved by Stacey Belt, seconded by Dan Shirey, with motion carried unanimously, that the committee approve the FFY 2015 Hazardous Materials Emergency Preparedness Grant Application that has already been submitted to the SERC.

8. For Possible Action: To review and approve the LEPC's Membership List

After the LEPC's current membership list was distributed to the committee, it was moved by Jeff Melvin, seconded by Tom Tarulli, with motion carried unanimously, that the LEPC's Membership List be accepted with the addition of the two new members appointed at this meeting – Jeff Melvin and P.K. O'Neill.

9. For Possible Action: To review and approve the LEPC's Bylaws

The LEPC's Bylaws were distributed to the committee for their review and approval. Stacey Giomi noted that there were no changes made to the bylaws over the last year, but as the bylaws reflected the membership list from last year, a motion to adopt the new membership list would have to be made. Moved by Stacey Giomi, seconded by Mark Cyr, with motion carried unanimously, that the LEPC accept the Carson City Local Emergency Planning Committee Bylaws as presented with the recently approved amended Membership List in Appendix A.

10. For Possible Action: To review and approve the annual Level of Response Questionnaire

The Level of Response Questionnaire was distributed to the committee, with Stacey Giomi stating that this questionnaire was a yearly requirement indicating at what level the LEPC's HazMat Team can respond in Carson City (which is at a Technician level) and describing how many response personnel were trained in each given category. The State Emergency Response Committee (SERC) reports this information to the U.S. Environmental Protection Agency (USEPA). This information also becomes a public document so that someone wanting to open a plant in a particular jurisdiction would know the response level of that jurisdiction's local HazMat Team. This information also aids the Planning and Training Subcommittee of the SERC in evaluating haz-mat plans and determining whether a given agency can receive grant funds based on its level of response.

It was then moved by Brian Crowe, seconded by Lisa Christensen, with motion carried unanimously, that the LEPC's Level of Response Questionnaire be approved as submitted.

11. For Possible Action: To review and approve the annual revision of the Carson City Hazardous Materials Emergency Response Plan

Stacey Giomi explained that under state law, the Hazardous Materials Emergency Response Plan is a restricted access document which is available here to review. This is Carson City's plan on how to respond during a hazardous materials emergency.

The plan contained the following changes:

- Date change of the plan and the letter to the citizens of Carson City
- List of Tier II facilities has been updated
- Phone number change on resource list
- New dates for HazMat Team drills

- Addition of the SERC handbook for grant management instruction

It was then moved by Stacey Belt, seconded by James Freed, with motion carried unanimously, that the committee accept the changes as presented to the Carson City Hazardous Materials Emergency Response Plan.

12. Report on activities associated with the Citizen Corps Council Initiatives (Discussion Only – No Action)

Stacey Belt reported that there will be a big push early in 2015 for volunteers for the Community Emergency Response Team (CERT). CERT hopes to recruit additional volunteers during training exercises held during the year, which are open to all citizens. In October, several CERT volunteers supported Carson City Health and Human Services (CCHHS) in a full-scale drive through flu clinic exercise. CERT volunteers also acted as citizens and victims in an “Active Shooter” training at the Courthouse held in November.

Angela Barosso reported that the Medical Reserve Corps (MRC) supported the Point of Distribution (POD) exercise (flu shot clinic) in Carson City with 25 volunteers, the Douglas County POD in November with 20 volunteers, and 15 volunteers (medical and non-medical) for the school-located vaccination program held during September and October. The MRC’s annual meeting will be scheduled in February.

Stacey Belt did not have much information on the Volunteers in Police Service program (VIP), and asked Jeff Melvin for input. Jeff mentioned that the Carson City Sheriff’s Office has very active volunteers in the VIP program, and will bring additional information in the future.

13. Report on activities associated with the Community Health Care Coalition (Discussion Only – No Action)

Angela Barosso reported on the Public Health Preparedness and Hospital Preparedness Activities as follows:

- Staff continued to participate in the Inter-Hospital Coordinating Council meetings, the Douglas Healthcare Coalition meetings, and Rural Hospital Preparedness Partners
 - Assisted in setting goals for the Douglas coalition, including developing an agreement for use of MRC volunteers in hospitals and a Spring TTX exercise

- Provided a re-formatted matrix for the rural hospitals to complete on the existing MOU-MAAs they have between facilities and other agencies for services, utilities, equipment, etc.
- Chaired the Northern Nevada Functional and Access Needs Workgroup and provided a link to the video “Autism and First Responders,” to help service agencies and responders communicate more effectively with people with autism.

Because members expressed interest in the Autism and First Responders link, Angela will provide the link to staff, who will then e-mail it to the committee.

- CCHHS Planner is gathering materials and resources in preparation for the Crisis Standards of Care workgroup that will be established by the State
- Planner participated in a Closed POD Partner Plan exercise with Carson Tahoe in October; administered flu vaccine to staff
- Will be coordinating the ADRC representative (Human Services) on disaster planning for the homebound (seniors and developmentally disabled)

14. Report on the State Emergency Response Commission’s October 9 Quarterly Meeting (Discussion Only – no Action)

Stacey Giomi reported on the following items discussed during the SERC quarterly meeting:

- The State Fire Marshal had an LCB audit, which identified 250 facilities needing haz-mat permits which were not in place. The State Fire Marshal’s office will be working with those counties to establish compliance.
- The Union Pacific Railroad made a presentation on Bakken crude oil, which is a volatile crude oil created during the fracking process. Union Pacific Railroad and Southern Pacific Railroad will not be transporting Bakken crude oil through Nevada.
- SERC is awaiting results of an NDOT Statewide Transportation Commodity Flow study, which will provide information on chemicals traveling through the state on road and rail.

15. Reports of Committee Members (Discussion Only – No Action)

- Tom Tarulli described the Active Shooter Training exercise, which was held at the Carson City Courthouse over two weekends in November. Tom mentioned that this was a very beneficial exercise which used real action and rifles to simulate an active shooter situation. He noted that great communication skills and teamwork between departments made this a very successful event. This exercise aided in preparedness for responding to an actual event of this sort.
- Lisa Christensen reported that the Washoe Tribe is holding CERT training in February, and will try to have a CERT Rodeo with Inter-Tribal Emergency Response Commission. Stacy Belt will collaborate. The Washoe Tribe is updating their hazard mitigation plan, and is interested in an Active Shooter Training exercise.
- Brian Crowe reported that individuals from Western Nevada College participated in the Active Shooter Training exercise and learned a lot.
- Dan Shirey informed the committee that in January and February, the State Marshal's Office will be providing training with a four-week hazardous materials technician course.

16. For Possible Action: To schedule next year's meeting dates

Stacy Giomi stated that the meeting dates for next year would be March 3, June 2, September 1, and December 1.

17. Public Comment

There was no public comment.

18. For Possible Action: To adjourn

It was moved by Stacey Giomi, seconded by P.K. O'Neill, with motion carried unanimously, that the meeting be adjourned at 2:20 p.m.

Recorder: Kristen Pradere