

**MINUTES
of the meeting of the
CARSON CITY
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**

December 3, 2013

The Carson City LEPC held a public meeting on December 3, 2013, 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 Nicki Aaker, Brian Crowe, Kevin Curnes, James Freed, Stacey Giomi, Phillip Harrison, and Dan Shirey, which constituted a quorum. Also present were Stacey Belt (Carson City Fire Department), Mark Cyr (The Salvation Army), Pete Livermore (State Assemblyman, District 40), Rupert Burtt Powers (Washoe Tribe), Taylor Radtke (Carson City Health & Human Services), Tina Russom (Carson City District Attorney's Office), and Denise Stathes (American Buildings Company).

Voting members absent were Dave Dawley, Joni Maestretti, Ray Saylo, and Tom Tarulli. Non-voting members absent were Jerry Evans, Keith Forbes, and Chris Smallcomb.

After introductions, Stacey Giomi stated that the LEPC needed to assure its membership list mirrored the federal requirements in the Emergency Planning and Community Right to Know Act, and that two of its positions have recently been vacated—the state elected official and the community group representative. He therefore had asked Pete Livermore if he would like to fill the state elected official position and Mark Cyr to fill the community group representative—with both agreeing to do so. However, as Mark's acceptance came too late for his appointment to be placed on this meeting agenda, it will be placed on the committee's next one.

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. Public Comments and Discussion

There were no public comments or discussion.

5. For Possible Action: Approval of September 10, 2013, Meeting Minutes

It was moved by Kevin Curnes, seconded by Brian Crowe, with motion carried unanimously, that the minutes of the September 10 meeting be approved as submitted.

6. For Possible Action: To appoint Pete Livermore (State Assemblyman, District 40) as the State-Elected Official representative to the LEPC

Stacey Giomi stated that as previously mentioned, Pete Livermore has agreed to become the committee's state elected official representative, and it was then moved by Phillip Harrison, seconded by Brian Crowe, with motion carried unanimously, that Pete Livermore be appointed as the State-Elected Official representative to the LEPC.

7. For Possible Action: To appoint Lisa Christensen (Washoe Tribe of Nevada & California) as a Local Environmental representative to the LEPC

Stacey Giomi said that the LEPC currently does not have a representative from the Tribe but that it always tries to maintain that relationship. Lisa Christensen had indicated she would like to fill this position and had planned to attend this meeting, but had not been able to do so due to the inclement weather. However, as Lisa did not need to be present for her appointment to be acted upon, it was moved by Dan Shirey, seconded by Pete Livermore, with motion carried unanimously, that Lisa Christensen representing the Washoe Tribe of Nevada & California be appointed as a Local Environmental representative to the LEPC.

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 Kevin Curnes, seconded by James Freed, with motion carried unanimously, that the LEPC's Membership List be accepted with the addition of the two new members appointed at this meeting—Pete Livermore and Lisa Christensen.

9. For Possible Action: To elect LEPC Alternate Chair for 2014 and 2015

Stacey Giomi said that according to the committee's bylaws, the Emergency Manager for the City was designated as the Committee Chair but that an alternate chair needed to be elected every two years—with Chief Tom Tarulli having served as the Alternate Chair for the past two-year period. It was then moved by Dan Shirey, seconded by Kevin Curnes, with motion carried unanimously, that Chief Tom Tarulli continue as the LEPC's Alternate Chair for 2014 and 2015.

10. 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. The only suggested change to these bylaws was the substitution of the newly approved 2014 Membership List in place of the 2013 Membership List (Appendix A). It was then moved by

Phillip Harrison, seconded by Dan Shirey, with motion carried unanimously, that the LEPC accept the Carson City Local Emergency Planning Committee Bylaws as presented with the amended Membership List as Attachment A.

11. 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 Pete Livermore, seconded by Dan Shirey, with motion carried unanimously, that the LEPC's Level of Response Questionnaire be approved as submitted.

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

Stacey Giomi said that the LEPC is required to have a Hazardous Materials Response Plan and that when he updated it this year for the committee's review (which was sent to committee members prior to this meeting), he included some of the items the SERC had recommended through a document it had received from the USEPA. Stacey then explained his suggested changes based on these recommendations, and following are the sections of the plan which contained changes:

- Date change of the plan and the letter to the citizens of Carson City
- Section title changes in the Table of Contents
- Complete rewriting of Section I and updated chemical information for Tier II facilities
- Additional language at end of Section II, a new Interlocal Agreement (Attachment A) with two new agencies added (although the Team remains a Quad-County Team), and one revised Standard Operating Procedure–HM O6 (Attachment B)
- Complete rewriting of Section III
- Some cleanup of language throughout Section IV, including an update of phone numbers and a change in the reference sections of the International Fire Code
- Additional language at the end of Section V
- Additional language at the end of Section VI
- New dates and hosts for the HazMat Team's skills sessions (2) and drills (4) for 2014 in Section IX—and it was mentioned that one change had been made since the draft was prepared in that Carson City and East Fork would be exchanging drill dates

It was then moved by Brian Crowe, seconded by Kevin Curnes, with motion carried

unanimously, that the committee accept the changes as presented to the Carson City Hazardous Materials Emergency Response Plan.

13. Reports of Committee Members

- Brian Crowe said that the college was revising its emergency operations plan (EOP) to comply with FEMA's new guidelines for EOPs for institutions of higher education and that he would welcome any input from a LEPC member into the plan's revision. Because the college was dependent upon various city services, Brian said that he has already asked certain city departments for their input and would be asking them to review the plan on an interim basis as it was being revised.
- Nicki Aaker said that Health & Human Services participated in the Carson City Point of Distribution (POD) exercise held in October which dispensed over 2000 flu vaccinations, with over 1000 cars going through, and then also participated the following weekend with Douglas County.

14. For Possible Action: To discuss and approve the schedule for next year's meeting dates

Stacey Giomi stated that the meeting dates for next year would be March 4, June 3, September 9, and December 2. (All meetings will be held at 1:30 p.m. in the meeting room of Fire Station #51.)

15. Public Comment

There was no public comment.

16. For Possible Action: To adjourn

It was moved by Dan Shirey, seconded by Phillip Harrison, with motion carried unanimously, that the meeting be adjourned at 2:07 p.m.

Recorder: Judy Dietrich