

**MINUTES**  
**of the meeting of the**  
**CARSON CITY**  
**LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**  
**December 1, 2015**

The Carson City LEPC held a public meeting on December 1, 2015, 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, Robert Schreihans.

**2. Roll Call and Determination of a Quorum**

Voting members present were Nicki Aaker, Stacey Belt, Lisa Christensen, Mark Cyr, James Freed, Phillip Harrison, Jeff Melvin, P.K. O'Neill, Robert Schreihans and Dan Shirey, which constituted a quorum.

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

Also present were Kelly Thomas (Nevada Department of Environmental Protection), Michael Rooker (Nevada Department of Transportation), Ann Wiswell (Carson City School District) and Iris Yowell (Carson City District Attorney's Office).

**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 1, 2015, Meeting Minutes**

It was moved by Stacey Belt, seconded by Phillip Harrison, with motion carried unanimously, that the minutes of the September 1 meeting be approved as submitted.

**5. For Possible Action: To appoint Ann Wiswell (Carson City School District) as the Transportation representative to the LEPC**

It was moved by Jeff Melvin, seconded by Dan Shirey, with motion carried unanimously, that Ann Wiswell be appointed as the Transportation representative to the LEPC.

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

The LEPC's current membership list was distributed to the committee. Upon review, James Freed mentioned that Joni Maestretti was no longer with Carson Tahoe Hospital, and could be removed from the list. Stacey Belt added that Brian Crowe will be retiring from Western Nevada College in June, and would be taken off the list at that time. Additions were noted by P.K. O'Neill and Mark Cyr, regarding cell phone numbers. A motion was then made by Nicki Aaker, seconded by Dan Shirey, with motion carried unanimously, that the LEPC's Membership List be accepted with the addition of the new member appointed at this meeting – Ann Wiswell.

**7. 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. Robert Schreihans 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 Phillip Harrison, 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 (reflecting the addition of Ann Wiswell).

**8. For Possible Action: Discussion and determination regarding amendments to the LEPC bylaws to improve clarity within the bylaws**

Iris Yowell noted that there would be no action taken at this meeting, as the bylaws will need to be reviewed. She explained that changes will need to be made in the language regarding clarification and possible use of alternate voting. Items will be added for review at the next meeting.

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

The Level of Response Questionnaire was distributed to the committee, with Dan Shirey 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.

There was some confusion as to why there were two “Awareness Level” numbers on the questionnaire (regarding number of responders trained). Dan explained that this was a new form in use, which was distributed by the State Emergency Response Commission (SERC). In past templates supplied by the SERC, the last item on # 2 of the questionnaire was “Specialist Level.” Clarification will be made with SERC, as to which item should be on the last line of question # 2.

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

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

Robert Schreihans 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 for 2016
- Designation of community coordinator name was changed to Robert Schreihans (Section III)
- Emergency notification personnel changes to Robert Schreihans – LEPC Chairperson and Stephanie Parker – SERC Executive Director (Section IV)
- 2016 Haz-mat skills and drill dates scheduled for 2016

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

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

Stacey Belt reported on Community Emergency Response Team (CERT) activity. The CERT has had a busy quarter, most recently taking inventory and preparing for the emergency warming shelter which was activated during Thanksgiving week. Stacey mentioned the shelter had an occupancy of six to ten people during the activation, including some pets.

P.K. O'Neill asked why there are so few people utilizing the shelter, and also asked if the facilities are meeting the needs of the homeless population. Stacey replied, explaining that the shelter is a "controlled environment" where no alcohol or drugs are allowed. This stipulation makes the shelter an unappealing option for some individuals.

P.K. asked how the 15 degrees Fahrenheit temperature was determined in order to activate a shelter situation. Stacey explained that FISH Executive Director, Jim Peckham, determines the minimum temperature necessary to activate the shelter. Stacey also described the positive partnership between Friends in Service Helping (FISH) and Carson City.

Nicki Aaker reviewed Medical Reserve Corps (MRC) activity. She reviewed the Vaccination Outreach Program, and reported that over 3,500 flu vaccinations were provided in the schools and more than 2,000 vaccinations were provided in the community. The community vaccinations included flu, Tdap, Pneumonia, Zostavax and Hepatitis A & B.

No report was given for Volunteers in Police Service (VIP).

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

Nicki Aaker reported on the Public Health Preparedness and Hospital Preparedness Activities as follows:

- Staff continued to participate in the Inter-Hospital Coordinating Council, Douglas County Healthcare Coalition meetings and Rural Hospital Preparedness Partners meetings
- Participated in Operation Rabbit's Foot (Sept. 29 – Oct. 1) in Southern Nevada. Southern Nevada Health Division activated 27 public and private Points of Dispensing (POD). Carson City Health and Human Services evaluated and managed the Cashman Center Volunteer Staging Area and public POD location.
- Crisis Standards of Care Workgroup – Department of Public and Behavioral Health hired a contractor. Meetings will resume in early 2016.
- Participated in the Statewide Medical Surge Workgroup. Taylor Radtke is co-coordinating the development of the Region II Medical Surge Plan with Brittany Dayton (Washoe County Health Division) and Dave Fogerson (Douglas County Emergency Management).

- The group had the first meeting on November 19, 2015. The second meeting is scheduled for January 8, 2016 at 9:30AM at Washoe County Health District.
- CCHHS is continuing to complete the Public Health Jurisdictional Risk Assessment. To be completed by December 31, 2015
- Observed the Carson Tahoe Health medical surge drill on November 20, 2015
- Staff participated in the Remote Area Medical (RAM) event October 16-18, 2015. There were a total of 2,405 free services provided; medical, dental, vision or immunizations services for 1,037 clients.
- Staff is working on developing a serious infectious disease plan for Carson City EMS partnering with Douglas County EMS

### **13. Reports of Committee Members (Discussion Only – No Action)**

- James Freed expanded on the Medical Surge Drill, held at Carson Tahoe Hospital on November 20, 2015. He described the drill as a mock explosion situation, sending fifty “patients” (who had sustained various injuries) to the hospital within 20 minutes. James mentioned that many lessons had been learned as a result of the drill.
- Mark Cyr reported on the Salvation Army’s presence at the RAM event which was held in October. The Salvation Army was on site, providing snacks and drinks to patients.

Robert Schreihans asked those involved with the RAM event if patients were seen on a “first come, first served” basis. Nicki Aaker had answered that this was the case, and some people had probably not been seen. She also explained that some medical providers had not shown up (that had already committed to attend) and some had left the event altogether. Many committee members agreed that some providers may have not have experience in the difficult level of care which some patients were in need of.

- Ann Wiswell reported on updating and evaluating the School District’s Emergency Response Plan, with the help of a consultant.

- Lisa Christensen described the method by which the Washoe Tribe keeps their Elders/disabled members warm during the wintertime. Over 125 cords of firewood is gathered, split and delivered by hired tribal members.

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

Robert Schreihans stated that the meeting dates for next year would be March 1, June 7, September 13, and December 6. It was moved by Stacey Belt, seconded by James Freed to accept the scheduled 2016 meeting dates.

**15. Public Comment**

There was no public comment.

**16. For Possible Action: To adjourn**

It was moved by Robert Schreihans, seconded by Phillip Harrison, with motion carried unanimously, that the meeting be adjourned at 2:28 p.m.

Recorder: Kristen Pradere