

**MINUTES
of the Meeting of the
Carson City
LOCAL EMERGENCY PLANNING COMMITTEE
December 5, 2017**

The Carson City Local Emergency Planning Committee held a public meeting on December 5, 2017, 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, Sean Slamon.

2. Roll Call and Determination of a Quorum

Voting members present were Nicki Aaker, Stacey Belt, Mark Cyr, Timothy DeHaven, Phillip Harrison, Matthew Shafer, Dan Shirey, Sean Slamon, and Ann Wiswell, which constituted a quorum.

Voting members absent were David Bruketta, James Freed, Ken Furlong, Al Kramer, Jeff Melvin, and Darren Schulz. Non-voting members absent were Jerry Evans, Keith Forbes, and Chris Smallcomb.

Also present were Iris Yowell (Carson City District Attorney's Office), Curtis Horton (Carson City Public Works), and Dyan Wilson (Medical Reserve Corps Volunteer).

3. Public Comments and Discussion

There were no public comments.

4. For Possible Action: Approval of September 12, 2017 Meeting Minutes

It was moved by Timothy DeHaven, seconded by Mark Cyr, with all ayes in favor that the minutes of the September 12 meeting be approved as submitted.

5. For Possible Action: To review and approve the Mid-Cycle FY 2019 State Emergency Response Commission (SERC) Hazardous Materials Emergency Preparedness (HMEP) Grant Application – Planning and Training – *FireShowsWest*

Dan Shirey explained the Mid-Cycle State Emergency Response Commission (SERC) Hazardous Materials Grant Application. Grant funding would provide registration for classes being held at *FireShowsWest* in Reno. The funding would send four people to the class next year. Attendees have not yet been identified, but attendance is opened up to Carson City LEPC members and Carson City Fire Department personnel.

It was moved by Dan Shirey, seconded by Sean Slamon, with a motion carried unanimously, that the Committee approve the Mid-Cycle FY 2019 State Emergency Response Commission (SERC) Hazardous Materials Emergency Preparedness (HMEP) Grant Application – Planning and Training – *FireShowsWest*, as described, to the State Emergency Response Commission.

6. For Possible Action: To review and approve the FY 2019 Hazardous Materials Emergency Preparedness (HMEP) Grant Application – Planning and Training

Stacey Belt explained to the Committee the two funding streams from the State Emergency Response Commission, with one being Equipment and Operations, and one being Planning and Training. She explained in past years when applying for this grant, a consultant was hired to conduct training on topic specific items. This grant application is requesting training dollars in order that qualified trainers can be hired to assist with position specific Emergency Operations Center (EOC) training. The EOC may be activated in the event of a Hazardous Materials incident. She noted that the grant application is not due until January 21, but is due before the LEPC meets again, this being the reason it was an action agenda item to pursue and complete the grant application requesting no more than \$17,500 for four to five training courses that are position specific in the EOC. Phillip Harrison inquired if this training would work with other counties surrounding Carson City. Stacey explained that the Quad County Haz Mat Team consists of: Carson City, Lyon County, Storey County, and Douglas County; she added there is also a Quad County Emergency Coordination Team – which consists of those four counties. If grant funds were awarded, this training would be opened up to the Quad Counties as well as members of the LEPC. This would be an all hazards training with all Haz-Mat based scenarios.

Phillip asked what backup, if any, is provided by Nevada Department of Transportation in the case there is a Hazardous Materials incident on the roadways. Dan Shirey explained that the jurisdiction having authority depends on where the incident occurs, and there would be unified command with State representatives.

The State does not have a Hazardous Materials Response Team. The State has specialists in certain areas, but relies on the local resources. Sean Slamon added if an incident occurs at a private company, their insurance company can be billed for reimbursement of costs.

It was moved by Matthew Shafer, seconded by Timothy DeHaven, with all ayes in favor to approve Carson City Emergency Management to apply for State Emergency Response Commission (SERC) training grant funds, not to exceed \$17,500, to hire qualified trainers to conduct EOC position specific training in support of all hazard and hazardous materials responses.

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

The LEPC's current membership list was distributed to the Committee for their review and approval. Ann Wiswell requested her name be updated to Ann Cyr.

Nicki Aaker inquired whether Alternate Members should be added to the Membership List. It was decided that an Alternate Member List would be established with contact information for each Alternate Member.

Stacey Belt mentioned that the Committee has had conversations in the past and may want to look again at extending an invitation to new non-voting members who would be interested in participating in the LEPC. The non-voting members are not included for the Quorum.

It was moved by Mark Cyr, seconded by Nicki Aaker, with all ayes in favor that the LEPC's Membership List be accepted with the changes presented.

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

No new changes had been made to the Bylaws; the agenda item was being considered to ensure annual compliance requirements were being met. It was moved by Stacey Belt, seconded by Phillip Harrison, with all ayes in favor that the LEPC Bylaws be accepted as presented.

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

The Level of Response Questionnaire was distributed and Dan Shirey explained its purpose. This questionnaire is updated on an annual basis. Dan explained that the foundation of the questionnaire never changes; the LEPC's declared Level of Response is

still at a Technician level. The items that change are the amount of people at the Operations Level and Awareness Level.

It was moved by Timothy DeHaven, seconded by Dan Shirey, with all ayes in favor to approve the Level of Response Questionnaire as presented.

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

The Hazardous Materials Emergency Response 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 2018
- Designation of Community Coordinator
- Emergency Notification contact information
- Haz-Mat skills and drill dates scheduled for 2018

It was moved by Ann Cyr, seconded by Mark Cyr, with all ayes in favor to approve the annual revision of the Carson City Hazardous Materials Emergency Response Plan as presented.

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

Stacey Belt reported on the Community Emergency Response Team (CERT) who have met three times since the last LEPC meeting. The CERT is focusing all of their training on the three areas of support they would provide for in an emergency – Family Assistance Center, Emergency Operations Center (EOC), and assisting with the forward deployment of resources and personnel for evacuation centers/sheltering. The CERT meets on a monthly basis.

Stacey reported on the VIPs, who have been extremely busy in the last quarter assisting Deputies. The VIPs were involved in a couple of big initiatives – pedestrian initiatives, and school zone speeding initiatives. The VIPs were also active during the Nevada Day Parade.

Nicki Aaker reported on the following Medical Reserve Corps (MRC) activity:

- Public Health Preparedness (PHP) hired a new Communications Specialist, Katherine Dew. She will serve as the Western Medical Reserve Corps coordinator. She has cleaned up, contacted, and updated all MRC member information.

- Carson City Health and Human Services conducted more than 50 community flu clinics. The MRC members assisted with screening patients and administering vaccines.
- MRC are creating pediatric comfort kits to be used in shelters based upon best practices identified in other States for the types of items to include. Katherine has solicited collaboration with the Carson City Senior Center to assist with the creation of items to include in the comfort kits.

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

Dan Shirey informed the Committee that this would be his last LEPC meeting because he is retiring from the Carson City Fire Department on January 18.

Nicki Aaker reported that through funding received from a MRC Challenge Grant, Public Health Preparedness (PHP) staff taught an Access and Functional Needs Support Team Class at the Nevada Division of Emergency Management (NDEM). Approximately 15 people completed the course including State partners, CERT members from Douglas County, Nevada DEM, and American Red Cross. PHP will be teaching this course again in Las Vegas on January 11, and again in Carson City sometime in the spring. Nevada is only the second State to create this type of team – California is the model state. Once trained, these team members will be incorporated into exercises and can be requested to assist in shelters, PODs, Volunteer Reception Centers, etc. depending upon the disaster.

Nicki also reported that internally the Health Department is reviewing and updating their Safety Plan and Evacuation Plan, as well as the City EOP and how the Health Department fits into that.

Curtis Horton reported that Carson City Public Works is working on Training with Carson City Fire Department Training Division and Emergency Management.

Dyan Wilson, a Medical Reserve Corps volunteer, noted that the new MRC coordinator is wonderful and will do great things for the MRC.

Mark Cyr gave a report on the Salvation Army who responded to the fires in California in October. Mark acted as Incident Command for the Salvation Army there.

The Salvation Army Red Kettle donations are active at this time. Mark also reported after the first of the year the Salvation Army is looking to launch a Capitol Campaign to purchase a larger facility and expand their presence.

Ann Cyr reported that the Carson City School District has been very busy over the past month due to the tragedy of the motor vehicle accident involving seven of their students. Ann is working with Stacey Belt on the development of a bereavement loss annex for the School District's Emergency Operations Plan.

Ann noted that members from the School District will be attending digital threat assessment training in Reno in April 2018.

Matthew Shafer reported that inconsistencies were found in the siren system test at Western Nevada College. On December 17, a test will be conducted building to building to ensure everything is functioning properly. An issue was found with their Code Red launch also.

Matthew reported that Western Nevada College and other Nevada System of Higher Education (NSHE) institutions are looking to create one united Police Department for the entire State or separating these for the north and the south.

Stacey Belt reported that State of Nevada Division of Emergency Management is conducting a Full Scale Continuity of Operations Exercise with the relocation of all systems and communications to Western Nevada College.

Stacey reported that in the last quarter Carson City Emergency Management finalized all of the testing for the emergency and dedicated power supply of the generator at the Carson City MAC building. The MAC building has been designated as an evacuation center. Emergency Management has submitted and received reimbursement from the State for the dedicated MAC generator.

Carson City Emergency Management is working closely with the Fire Department, Sheriff's Office, Carson Tahoe Regional Medical Center, and the School District in Crisis Communication and Public Information and how better collaboration can be achieved. A table top discussion and exercise is scheduled on December 8 with members from each of these Departments.

Stacey added that Carson City Emergency Management is working on some updates from a communication standpoint in an electronic perspective to support Emergency Operation Center operations, mapping capabilities, etc. Stacey is on a work group with James Jacklett from Carson City Public Works to look at a new capability called FirstNet, which is a communication capability that was adopted by the Governor. The State of Nevada has opted into this system meaning there will be a dedicated, AT&T supported communication network for First Responders. This working group is looking at the benefits of this new capability and how the City can adopt and integrate these communication capabilities with consistency.

Lastly, Stacey Belt reported that Carson City Emergency Management was requested and responded to southern Nevada on October 2 to assist with establishing the Family Assistance Center and anti-mortem and post-mortem data that was needed by the Medical Examiner's Office.

Timothy DeHaven reported that the Carson City Fire Department put on a BLS ambulance which is a new level of service for the Department. The BLS ambulance pays for itself, relieves load on the Paramedics in service, and is working exceptionally well.

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

Sean Slamon stated the meeting dates for next year would be March 6, June 5, September 11, and December 4. It was moved by Timothy DeHaven, seconded by Mark Cyr, with all ayes in favor to accept the scheduled 2018 meeting dates.

14. Public Comment

There was no public comment.

15. For Possible Action: To adjourn

It was moved by Phillip Harrison with all ayes in favor to adjourn at 2:08 p.m.

Recorder: Shelby Price