

**MINUTES
of the Meeting of the
Carson City
LOCAL EMERGENCY PLANNING COMMITTEE
December 4, 2018**

The Carson City Local Emergency Planning Committee held a public meeting on December 4, 2018, 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 Rick Cooley, Ann Cyr, Ken Furlong, Phillip Harrison, Curtis Horton, Tom Raw, Matthew Shafer, Sean Slamon, and Sandy Wartgow, which constituted a quorum.

Voting members absent were Nicki Aaker, Mark Cyr, James Freed, Al Kramer, and Clay Wall. Non-voting members absent were Jerry Evans, Keith Forbes, and Chris Smallcomb.

Also present were Iris Yowell (Carson City District Attorney's Office), Chris Vaughn (Carson City Fire Department), Dave Yohey (Chromalloy), Alex Lanza (Nevada Division of Environmental Protection – Chemical Accident Prevention Program), Cari Rioux (Carson City Health and Human Services), and Craig Robinson (Western Nevada College).

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.

5. For Possible Action: Approval of September 18, 2018 Meeting Minutes

It was moved by Tom Raw, seconded by Ann Cyr, with all ayes in favor that the minutes of the September 18 meeting be approved as submitted.

6. For Possible Action: To appoint Tom Raw (Carson City Fire Department) as the Alternate Chairperson to the LEPC

Sean Slamon said that Tom Raw has assumed the Deputy Emergency Manager position with the Carson City Fire Department. It was moved by Ken Furlong, seconded by Sandy Wartgow, with all ayes in favor to appoint Tom Raw as the Alternate Chairperson to the LEPC.

7. For Possible Action: To appoint Chris Vaughn (Carson City Fire Department) as the Firefighting representative to the LEPC

It was moved by Tom Raw, seconded by Ken Furlong, with all ayes in favor to appoint Chris Vaughn as the Firefighting representative to the LEPC.

8. 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. Rick Cooley asked for his title to be updated and his cell phone number to be added.

It was moved by Phillip Harrison, seconded by Matthew Shafer, with all ayes in favor that the LEPC's membership list be accepted with the changes presented.

9. 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 Tom Raw, seconded by Ann Cyr, with all ayes in favor that the LEPC Bylaws be accepted as presented.

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

The Level of Response Questionnaire was distributed and Tom Raw explained its purpose. This questionnaire is attached to the Hazardous Materials Emergency Response Plan and is updated on an annual basis. Tom explained that the foundation of the form never changes, but sometimes the response personnel change. The LEPC's declared Level of Response is still at a Technician level with the number of responders being listed in section two of this form.

It was moved by Ann Cyr, seconded by Matthew Shafer, with all ayes in favor to approve the Level of Response Questionnaire as presented.

Phillip Harrison asked the need for the Level of Response Questionnaire. Tom Raw said every year the Hazardous Materials Emergency Response Plan is published for the purposes of LEPC and State Law, and this is one of the required forms within that plan. Sean Slamon added that the State Emergency Response Commission (SERC) looks at how many responders are in each county. This form is submitted to the SERC with other changes that have been made to the plan.

11. 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 2019
- Designation of Community Coordinator
- Emergency Notification contact information
- Haz-Mat skills and drill dates scheduled for 2019

Phillip Harrison asked if this plan included a section for agencies that could be called upon to help mitigate a disaster, such as a third party contact list. Tom Raw said that information would not be published in this plan, but would be published in the Emergency Operations Plan for Carson City.

It was moved by Phillip Harrison, seconded by Ken Furlong, with all ayes in favor to approve the annual revision of the Carson City Hazardous Materials Emergency Response Plan as presented.

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

Tom Raw reported that the Community Emergency Response Team (CERT) is still in the rebuilding phase with several people interested in becoming members who will start training with CERT. The CERT is in the process of putting together a new membership base with Ham (Amateur Radio Operators). In addition, there are several Ham Operators that would like to become CERT members. Washoe County has this same program in place.

Tom added that CERT members provided assistance at the Nevada Day Parade in the First Aid booth.

Cari Rioux reported on the following Public Health Preparedness (PHP) activity:

- Community Assessment Survey Public Emergency Response (CASPER) was conducted five days in September. The goal was 210 random surveys, 168 were

completed, 80% of goal. 45 volunteers assisted and 175 volunteer hours were contributed. Lessons learned included radio communications throughout the City; the Health Department will communicate traffic as Clinic rather than Health.

- Carson City Flu Point of Distribution (POD) was held on October 6th and 412 people were vaccinated. Partners for this included Carson City Public Works, Sheriff, Fire, Emergency Management, Capitol Police, CERT, MRC, Division of Public & Behavioral Health (DPBH), Sheriff reserves/explorers, and Carson High HOSA (Health Occupations Students of America). 78 staff and volunteers participated.
- Flu events – 48 events were completed to include Carson City Schools, Douglas County Schools, and private partners totaling 3,949 vaccinations.
- The MRC currently has 60 accepted members who contributed a total of 69 hours in the month of October with an economic impact of \$1,709.01.

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

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

Matthew Shafer reported that the Board of Regents for the Nevada System of Higher Education (NSHE) approved a new policy that will essentially place all of the public safety departments for colleges in northern Nevada under the University of Nevada Reno (UNR) Police Department. All of the public safety departments for colleges in southern Nevada will be under the University of Las Vegas (UNLV) Police Department. Starting July 1, 2019, Western Nevada College (WNC) will be under the UNR Police Department and will have police officers on campus.

Tom Raw reported on the following Emergency Management items:

- Carson City Emergency Management is up and running with the IPAWS (Integrated Public Alert and Warning System), Emergency Alerting System (EAS), and the Wireless Emergency Alert (WEA) System which are formally used out of Dispatch for emergency alerts. CodeRed is still being used for informational items; since CodeRed is a subscriber based system, information can only be sent out to those who have subscribed to the system. Emergency Management has moved to the EAS and WEA systems to make sure everyone in a selected region receives information. WEA sends information to cell phones; EAS is emergency broadcasting and is television based. Ann Cyr inquired if this notification had to do with the information she received that the Carson City Fire Department was conducting a controlled burn. Tom said the controlled burn notification was sent out on CodeRed because it was informational.
- Carson City's Continuity of Operations Plan (COOP) is up and running. Every division within the City of Carson has a COOP and a succession order with a contact list associated with it. Tom said the COOP fell by the wayside and most City departments were unsure if this was still being used, but information has been sent out and departments are in the process of updating this.
- Carson City's Emergency Management office is going to look to apply for a FEMA

(Federal Emergency Management Agency) grant in 2019. The Carson City Hazardous Mitigation Plan will expire in 2021. It was contracted at about \$140,000 to put this mitigation plan together several years ago. When this expires it will need to be renewed. The grant process and planning process to renew the plan will take about three and a half years to get through.

- A planning meeting has taken place for the inauguration of the Governor and an additional meeting will be held at a later date.

Alex Lanza with the Nevada Division of Environmental Protection – Chemical Accident Prevention Program introduced himself and offered his agencies assistance to the Committee if needed.

Sandy Wartgow reported that Carson City Fire Department's EMS (Emergency Medical Services) division received funding for mass casualty backpacks through a Preparedness Grant through Carson City Health Department; these were used for the Nevada Day Parade and will be placed on appropriate apparatus so they are accessible throughout the City to deploy.

Additionally, Sandy reported that the EMS division is updating protocols and moving towards a system that will be in a flowchart format.

Curtis Horton reported that the State of Nevada turned over to Carson City, Carson Street from Fairview Drive to Appion Way, and Snyder Avenue from Carson Street east to Bigelow Drive. Ken Furlong inquired about a map that Carson City Public Works published for who owned certain streets in Carson City; Curtis said this map is currently being updated and will be sent out to City departments when complete. Tom Raw asked who maintains the roads near Northern Nevada Correctional Center on Snyder Ave. Curtis responded that Carson City maintains these roadways and a section of this is located on Tribal land. Curtis said Carson City Public Works has an agreement with Tribal to maintain certain roadways in their jurisdiction.

Additionally, Curtis reported that a rough draft of the traffic control plan for the inauguration has been created. Alex Lanza asked if these events were well attended. Curtis responded that they usually are well attended.

Curtis reported that Carson City Public Works will be taking down hazard trees located in different areas of Carson City including trees on west Washington Street, Division Street, and Fleischmann Way.

Sean Slamon reported that this meeting would be Iris Yowell's last meeting as Attorney over the LEPC. He and the rest of the Committee thanked her for all of the work she has done for the LEPC; additionally he thanked her for all of the work she has done for the Carson City Fire Department, as she has been CCFD's Attorney.

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

Sean Slamon stated the meeting dates for next year would be March 5, June 4, September 10, and December 3. It was moved by Ann Cyr, seconded by Tom Raw, with all ayes in favor to accept the scheduled 2019 meeting dates.

15. Public Comment

There was no public comment.

16. For Possible Action: To adjourn

It was moved by Ken Furlong to adjourn the meeting at 2:00 p.m.

Recorder: Shelby Price