

**MINUTES
of the Meeting of the
Carson City
LOCAL EMERGENCY PLANNING COMMITTEE
December 10, 2019**

The Carson City Local Emergency Planning Committee held a public meeting on December 10, 2019, 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, Rick Cooley, Mark Cyr, Tom Raw, Matthew Shafer, Sean Slamon, Jerome Tushbant, and Sandy Wartgow which constituted a quorum.

Voting members absent were Ann Cyr, James Freed, Ken Furlong, Al Kramer, Darren Schulz, Chris Vaughn, and Dave Yohey. Non-voting members absent were Jerry Evans, Keith Forbes, and Chris Smallcomb.

Also present were Lanita Magee (Nevada Division of Emergency Management), Jamie Borino (Nevada Division of Emergency Management), Chris Nero (University Police Services), Todd Reese (Carson City District Attorney's Office), Alex Lanza (Nevada Division of Environmental Protection), and Mihaela Neagos (Carson City District Attorney's Office).

3. Public Comment:

Jamie Borino introduced himself to the Committee; he is the Exercise Officer for the Nevada Division of Emergency Management (NDEM). Jamie then introduced NDEM's Operations Chief, Lanita Magee, to the Committee and said they plan to attend more LEPC meetings.

4. For Possible Action: Approval of Minutes – September 10, 2019

It was moved by Tom Raw, seconded by Jerome Tushbant, with all ayes in favor (*with the exception of Nicki Aaker and Mark Cyr who abstained because they were not in attendance*

at the September meeting) that the minutes of the September 10th meeting be approved as submitted.

5. Introduction of the Hazard Mitigation Plan Update (Discussion Only – No Action)
(Tom Raw)

Tom Raw reported that the current Hazard Mitigation Plan will expire in August of 2021 and members have begun the process of reviewing and revising this plan as needed. A grant application was submitted to the Federal Emergency Management Agency (FEMA) for \$115,000 to help fund a contractor to put together a plan for this revision. LEPC members will be involved with the Hazard Mitigation Plan updates over the next few months and input from them will be submitted to the contractor. Tom noted that this is a valuable process for this group as the LEPC. He added that this meeting and the four meetings that will be scheduled for LEPC in 2020 will provide an opportunity for public comment to the plan.

6. For Possible Action: Discussion and possible action regarding the LEPC's Membership List

The LEPC's current membership list was distributed to the Committee for their review and approval. Matthew Shafer asked for his title to be updated and Mark Cyr asked for the address for Salvation Army to be updated.

It was moved by Jerome Tushbant, seconded by Mark Cyr, with all ayes in favor that the LEPC's membership list be accepted with the changes presented.

7. For Possible Action: Discussion and possible action regarding 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 Rick Cooley, seconded by Matthew Shafer, with all ayes in favor that the LEPC Bylaws be accepted as presented.

8. For Possible Action: Discussion and possible action regarding the annual Level of Response Questionnaire

The Level of Response Questionnaire was distributed and Tom Raw explained its purpose. This questionnaire is updated on an annual basis and submitted to the State Emergency Response Commission (SERC). Tom explained that this is what the LEPC declares as their Level of Response for Hazardous Materials type incidents. Carson City is at the Technician Level and has a Hazardous Materials Emergency Response Plan as well. Also included on this questionnaire is the number of trained responders. Tom added that there is a good base of Hazardous Materials responders here in Carson City.

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

9. For Possible Action: Discussion and possible action regarding the annual revision of the Carson City Hazardous Materials Emergency Response Plan

Copies of the Carson City Hazardous Materials Emergency Response Plan (HMERP) were distributed and Tom Raw reported that this plan is updated on a yearly basis with the changes listed in red text. He added that the biggest change was the List of Tier II Facilities located on pages I-2 through I-7 of the plan. The highlighted facilities are the Tier II facilities in Carson City; these are the facilities that have recordable and reportable amounts in Carson City per law. Sean Slamon added that this provides the Hazardous Materials Team information as they respond and there should be plans on site for specific chemicals and locations.

It was moved by Matthew Shafer, seconded by Rick Cooley, with all ayes in favor to approve the annual revision of the Carson City Hazardous Materials Emergency Response Plan as presented.

10. Report and discussion on activities associated with the Citizen Corps Council Initiatives – CERT, VIPS, and MRC (Discussion Only – No Action) (Tom Raw, Jerome Tushbant, and Jeanne Freeman).

Tom Raw reported that the Carson City Community Emergency Response Team (CERT) had been fairly active in the last quarter. The CERT participated in the Statewide Silver Crucible Drill and did great; they were very helpful.

Tom reported that the CERT held a new member academy in November and were able to train nine individuals. CERT will hold another academy in February 2020.

Jerome Tushbant said he reports at these LEPC meetings some of the traffic education that is being done by the VIPS (Volunteers in Police Service). They were given a loaner of a LIDAR gun and with that the number of actions they complete have doubled. An application for a mid-season grant is going to be submitted to the Office of Traffic Safety which, if awarded, would provide the VIPS with a LIDAR gun of their own with a camera attached to it; this will assist them in their duties.

The VIPS completed 22 days of radar and 27 days of mobile radar using the radar trailer which resulted in 206 letters sent to violators. A question was asked if these letters included fines or if these violators were stopped by the VIPS and Jerome responded that these are citizen volunteers and this is completely educational.

Jerome reported that the Office of Traffic Safety has a program called Joining Forces with a large amount of money they give and multi-jurisdictional concentrations of areas. Jerome gave an example for Carson City who will have UNR (University of Nevada, Reno), CCSO

(Carson City Sheriff's Office), possibly some people from Washoe County, NHP (Nevada Highway Patrol, and Lyon County and all will target the same area on the same day. This may alternate between the VIPS and Enforcement on differing days. The effort will be to keep accidents and fatalities related to those down.

No updates were given for Medical Reserve Corps (MRC).

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

Nicki Aaker reported on the following Public Health Preparedness (PHP) activity:

- PHP conducted a successful CASPER (Community Assessment Survey Public Emergency Response) in Storey County. Douglas County and Carson City have both conducted CASPER as well. Lyon County's CASPER has been put off until the census is complete.
- The bleeding control kits for schools in Douglas County, Carson City, Lyon County, and Storey County that Jeanne Freeman reported on at the September meeting have been placed in the schools and school staff in each county is being trained on these kits.
- Quad County Preparedness and Clinic Services – about 5,000 people have been vaccinated against the flu in Carson City, Douglas, and Lyon County. This program goes into the schools to vaccinate children as well as going into organizations who request them to vaccinate their employees and family members. Some of these opportunities are used to do a Point of Distribution (POD) exercise.

Nicki reported that Carson City Health and Human Services participated in the Silver Crucible Drill; she said this was a very good exercise and commended Tom Raw on that.

Nicki recommended that all get their flu shot as Health and Human Services have seen a higher number of flu being reported

Jerome Tushbant also commended Tom Raw on the Silver Crucible Drill. He said one of the takeaways for the Sheriff's Office was the need for improvement in dispatch training particularly in areas including tactical dispatcher training and ICS (Incident Command Systems) for dispatchers. Improving ICS particularly for dispatchers is going to take City involvement. Jerome said there are ICS classes specific for dispatch type organizations, but for the economy of this he thinks the City is going to get together and form their own ICS overview specific to what that would look like here in Carson City.

Jerome reported that the American Red Cross has reached out to CCSO for assistance with two different projects – the first is American Red Cross is going to be setting up a portable medical drill. The second item they reached out about was in April 2020 the American Red Cross with assistance from the Fire Department and Sheriff's Office are going to do a campaign to get education out about smoke detectors and a service to install smoke detectors if needed. The plan was to inform the public by putting up door hangers, but Jerome recommended including this in resident's water bills. They are working with

Carson City Public Works on this.

A Sheltering Exercise with the American Red Cross is scheduled in March 2020 at Fuji Park.

Mark Cyr reported that the Salvation Army will be conducting a toy drive at Capital Ford in Carson City on Tuesday, December 17th.

12. For Possible Action: Discussion and possible action regarding calendar year 2020 meeting dates of the Local Emergency Planning Committee. Per the LEPC bylaws, the Committee shall meet at least once quarterly at a date and time to be determined by the LEPC members. The first quarterly meeting of a calendar year shall be held by March 31. The proposed meeting dates for 2020 are March 3, June 2, September 1, and December 1.

It was moved by Mark Cyr, seconded by Nicki Aaker, with all ayes in favor to accept the meeting dates as stated in the agenda item.

13. Public Comment:

Jamie Borino reported that NDEM will be holding a Training Exercise Planning and Workshop (TEPW) on December 17th at the State Emergency Operations Center (EOC) from 1:00 p.m.–4:00 p.m.

Lanita Magee said NDEM is adding a lot of position specific training. She said per the State Legislature they have a statutory requirement to start standing up IMTs (Incident Management Teams); a lot of the focus will be on this. There will be two components; the south will mirror the north. These will not be the exact same classes and encouraged if divisions have position specific training they would like to see to let them know.

Lanita added when agencies plan, train, and exercise together they respond better together. Tom Raw asked if classes will be held in the north now. Lanita said to request or share preferences with them. Their training information is sent out through ListServ. Lanita added that the goal is to create teams that are deployable nationwide. This will be a multi-organizational effort.

Alex Lanza with NDEP asked if Carson City participated in the recent Silver Crucible Drill. Carson City did participate. Alex said he received a call on his emergency phone for the Drill needing translators.

14. For Possible Action: To adjourn

Sean Slamon called the meeting adjourned at 2:05 p.m.

Recorder: Shelby Price