

MINUTES
of the Meeting of the
Carson City
LOCAL EMERGENCY PLANNING COMMITTEE
December 7, 2021

The Carson City Local Emergency Planning Committee held a public meeting on December 7, 2021, 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, Ann Cyr, Jason Danen, Andy Hummel, Aaron Lowe (by phone), P.K. O’Neill, Taryn Peirce, Craig Robinson, Darren Schulz, and Sean Slamon which constituted a quorum.

Voting members absent were Ken Furlong, Mark Stearns, Jerome Tushbant, Sandy Wartgow, and Dave Yohey. Non-voting members absent were Jerry Evans, Keith Forbes, and Chris Smallcomb.

Also present were Lisa Schuette (Carson City Board of Supervisor) and Jon Bakkedahl (Nevada Division of Emergency Management).

3. Public Comment**

Jon Bakkedahl introduced himself to the Committee. He said their Division is changing the way they do things; they are looking to be more engaged and are helping support the locals more. They are undergoing a huge reorganization after the first of the year. Jon said he is a SERC Commissioner. Jon said Carson City was a big supporter of the Caldor Fire. DEM has submitted the paperwork to California for the EMAC (Emergency Management Assistance Compact) request. EOP (Emergency Operations Plan) updates are due by the end of the year; Jason Danen is aware of this.

4. For Possible Action: Approval of Minutes – September 14, 2021

It was moved by Ann Cyr, seconded by Andy Hummel, with all ayes in favor that the minutes of the September 14th meeting be approved as submitted.

(P.K. O’Neill arrived at the meeting.)

5. For Possible Action: Discussion and possible action regarding approval of a Hazardous Materials Emergency Preparedness grant application for \$39,765.00 to the State Emergency Response Commission (“SERC”) to fund planning and training to prevent, mitigate, and respond to hazardous materials incidents. (Aaron Lowe)

Aaron Lowe reported that the goal of this grant is to provide training to enhance the preparation of our LEPC and emergency responders to improve a regional command, control, mitigate and recovery aspects of HazMat incidents throughout the region. Aaron said the grant recommends having a standardized command and control process which will prepare frontline incident commanders to develop sound strategy, identify critical risk factors, establish incident priorities, and appropriate resource management. Aaron said he wanted to point out that this is not just Fire related, but would be available to Public Works, Public Health, and Law Enforcement since all those agencies participate either as cooperator or assisting agencies. This regional approach will have a safer and more effective HazMat mitigation process by having common operating language, control objectives, and communication to EOCs on larger scale incidents to protect communities. Aaron said this will utilize the train the trainer program which will provide a sustainable method of this command and control from here on out when personnel change or people move on. This process will be able to be maintained. This will be available for chief officers or company officers and those identified with those other jurisdictions or disciplines to meet this training.

Aaron said regionally there are some agencies that might be doing this same program so there will be consistency. The funding will be used to provide a two-part class. The first day will be orientation and the next three days are train the trainers. Aaron said Carson City will be responsible for making payment for the class through him as well as logistics for the class with other agencies.

It was moved by Ann Cyr, seconded by Nicki Aaker, with all eyes in favor to approve the grant application for \$39,765.00 to the State Emergency Response Commission (“SERC”) to fund planning and training to prevent, mitigate, and respond to hazardous materials incidents.

Darren Schulz asked when Aaron anticipated hearing a response on this. Aaron said depending on when the money becomes available it is a pretty quick turnaround time for scheduling and the instructor is willing to work with him on the scheduling timeline.

Jon Bakkedahl noted that both grants usually open up during the second federal fiscal quarter, January to March. The Fiscal Committee will then meet to review these for completeness and compliance. As long as agencies are compliant they should not get turned down.

Nicki Aaker added that Public Health Preparedness is very interested in participating.

6. For Discussion Only: Update on the Hazard Mitigation Plan. (Jason Danen)

Jason Danen provided an update on the Carson City Hazard Mitigation Plan. He said this has been submitted to FEMA (Federal Emergency Management Agency), approved by FEMA, and adopted by Carson City so it is in place. There are some updates on the GIS stuff that were not part of the initial plan but were part of what was paid for. The City is in compliance.

7. For Possible Action: Discussion and possible action regarding annual review and submission of LEPC's Membership List to SERC. (Sean Slamon)

Sean Slamon reported that this is an annual submission where the current active members list is reviewed and submitted to the SERC.

Craig Robinson and Taryn Peirce both asked for their phone numbers to be updated.

It was moved by Darren Schulz, seconded by Jason Danen, with all eyes in favor that the LEPC's Membership List be accepted with the changes presented.

8. For Possible Action: Discussion and possible action regarding annual review and submission of LEPC's Bylaws to SERC. (Sean Slamon)

No new changes had been made to the Bylaws; this item was considered to ensure annual compliance requirements were met.

P.K. O'Neill inquired about membership and unexcused absences. Sean said while this is not in the Bylaws, staff reaches out to members to see if there might be a better representative from their office. P.K. recommended having this added to the Bylaws. He recommended the language that a member can be removed after three unexcused absences in a calendar year.

Jon Bakkedahl recommended adding the verbiage "at the discretion of the chair" so the LEPC Chair has some authority to make that decision. P.K. did not think this should be at the discretion of the Chair.

Craig Robinson noted that this Committee only meets quarterly, so four times a year. P.K. changed his recommendation to two meetings per year for unexcused absences.

There was question if this needed to be voted on today or if this could be reviewed further and include determining absences, this way the Committee could vote on the written language. No call no show was referenced. Nicki Aaker noted that members have alternative members so that should be taken into consideration.

Jon said these are due annually so this might be the last meeting to make the decision so Carson City is compliant. Sean said this is the last meeting and that was what he was going to suggest. He recommended considering that the Bylaws be submitted as they are today with this coming out for a vote at the next quarterly meeting and then updating the Bylaws and sending them to SERC.

Lisa Schuette mentioned that this is important because there are missed appointments for legitimate reasons and there are missed meetings for other things.

P.K. asked if membership is reviewed and who can fill the specific positions. Sean read from Article III, Section I of the Bylaws.

Sean said the Committee has a motion to update the Bylaws which if approved will be voted on at the next quarterly meeting. The motion had been made by P.K. O'Neill, it was seconded by Nicki Aaker, with all ayes in favor to update the Bylaws to reflect a definitive attendance record at the next meeting.

It was moved by Jason Danen, seconded by Ann Cyr, with all ayes in favor that the LEPC Bylaws be submitted to the SERC as presented.

9. For Possible Action: Discussion and possible action regarding annual review and submission of the Level of Response Questionnaire form to SERC. (Jason Danen)

Jason Danen reported that this Level of Response form that will be submitted to SERC is static from last year with no updates or changes.

It was moved by Andy Hummel, seconded by P.K. O'Neill, with all ayes in favor that the Level of Response Questionnaire be submitted to the SERC as presented.

10. For Possible Action: Discussion and possible action regarding annual review and submission of the Carson City Hazardous Materials Emergency Response Plan. (Jason Danen)

Jason Danen reported that the Hazardous Materials Emergency Response Plan is still valid with no significant changes.

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

11. For Discussion Only: Report and discussion on activities associated with the Citizen Corps Council Initiatives. (Jason Danen, Jerome Tushbant, and Jeanne Freeman).

Jason Danen reported that CERT (Community Emergency Response Team) is starting to become active again with meetings and trainings. Members assisted with the Caldor Fire shelters and medical training support. Nicki Aaker asked how many members were in CERT. Jason said he has 16 on the roster but has only seen five.

Nicki Aaker reported that the MRC (Medical Reserve Corps) has folded into the NV Battle Born Corps which is at the State level.

12. For Discussion Only: Reports of Committee Members.

Craig Robinson reported that Covid is the big issue with the College. He said Public Health made all students get vaccinated and NSHE (Nevada System of Higher Education) made all employees get vaccinated. He said they have a lot of people leaving and have shortages now. The trades communities seem to be pushing back the most. Christopher Nero was promoted to Lieutenant; they are working to get the police academy open for students as early as August.

Taryn Peirce said that Carson Tahoe Regional Medical Center has a lot of turnover. They just got a new Emergency Department Director and are conducting interviews for a new EM Coordinator. Budget and staffing are the issues at the Hospital.

P.K. O'Neill reported that the Legislature is preparing to get back into session in a year. He said if LEPC sees a need for a BDR (Bill Draft Request) he would be more than willing to assist.

Lisa Schuette thanked the Committee for letting her sit in on the meeting and gave kudos to Public Works and Parks and Rec for their efforts on the Caldor Fire. She said she volunteered at Fuji Park for the week and something that was observed was that the incident command and leadership were not on site and quite far from Carson. She said in the process of managing these overall logistics, the real situations got lost. She said she would like to encourage in the planning of these situations, these real situations be considered and only move people once.

Lisa said another piece of this were the donations. People were so generous but there were piles of goods to move and store once the incident was over. She added that this is a wonderful opportunity to plan for the next chapter.

Jon Bakkedahl thanked everyone for their support as well. He said he lived every minute of this incident and a lot of this came from California having a plan that was never shared with Nevada. He said they learned a lot from this, and they have had one big after action with FEMA as the moderator and facilitator for this.

Jon noted that they had planned to do a big exercise with the Tahoe Basin, California, and Nevada with FEMA moderating it but fire season came earlier and as they were planning this they had to stop because they already started working on fire incidents. He added that they have multiple efforts in place to make this better and a lot of lessons were learned. Jon again thanked everyone for all they did.

Lisa thanked Jason Danen for all of his efforts on this.

Sean Slamon added that there was very little heads up that the Red Cross was going to be opening the Carson City Evacuation Center. He said considering the circumstances locally the City did very well on making things work with little to no notice. This was a unique event that highlighted some things that can be worked on locally and also identified several

things on how we can operate better regionally and statewide and the challenges with all of this.

Nicki Aaker added as planning moves forward, Nevada Humane Society needs to be involved because they are the City's contracted animal control and every situation we've had, animals have had to be dealt with. Nicki asked if the after action would be shared with the LEPC. Jon said this is still in development because they received a lot of feedback from California, Nevada, and all of the locals and it will include areas of improvement, etc.

Nicki reported on the following for the Health Department:

- There are a number of individuals completing the ICS 300 and 400 classes.
- They have ceased testing as of November 29th.
- They are still doing vaccination events in the Quad County.
- They are doing booster shots at the Health Department by appointment.

Ann Cyr reported that the School District hasn't seen the problems that the College is seeing with staff turnover. Ann said at the beginning of the school year they cross referenced their employee database with the Quad County vaccination database, and they were pleased to find out that about 74% of staff were vaccinated. They still see new cases every week and work in cooperation with the Health Department to report these.

Ann said they updated some of their Emergency Response Plan Classroom Enhancement Protocols based on updates in the Standard Response Protocol. She said they have been doing quite a bit of training with staff on this.

Darren Schulz reported that Public Works has just completed their Water Resource Management Plan which was required through the last Legislative Session.

Jason Danen reported that HazMat Skills and Drill dates have been set for 2022 for the Quad County. The 92nd Civil Support Team assisted with a training a few weeks back and Carson City got phenomenal reviews.

Jason mentioned regarding the Caldor Fire that Emergency Management has an Executive Summary that has been put together for Department Heads.

13. For Possible Action: Discussion and possible action regarding calendar year 2022 meeting dates of the Local Emergency Planning Committee.

The proposed meeting dates for 2022 are March 1, June 7, September 6, and December 6.

It was moved by Darren Schulz, seconded by Andy Hummel, with all eyes in favor to accept the meeting dates as stated in the agenda item.

14. Public Comment**

There was no public comment.

15. For Possible Action: To adjourn

It was moved by Darren Schulz to adjourn the meeting at 2:27 p.m.

Recorder: Shelby Price