

**MINUTES  
of the Meeting of the  
Carson City  
LOCAL EMERGENCY PLANNING COMMITTEE  
December 5, 2023**

The Carson City Local Emergency Planning Committee held a public meeting on December 5, 2023, beginning at 1:30 p.m. in the meeting room of Fire Station 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 Jason Aceves, Jon Bakkedahl, Rick Cooley, Ann Cyr, Jeanne Freeman, Steve Funk, Andy Hummel, Kevin Nyberg, P.K. O'Neill, Sean Slamon, Jerome Tushbant, and Sandy Wartgow which constituted a quorum.

Voting members absent were Immanuel Beeson, Ken Furlong, Craig Robinson, and Dave Yohey. Non-voting members absent were Keith Forbes and Dawn Johnson.

Also present were Adam Tully (Carson City District Attorney's Office), Hal O'Brien (Nevada Division of Emergency Management), Robert Simpson (Carson City School District), Byron Corletto, and Mr. Deni French.

**3. Public Comment\*\***

Hal O'Brien reported that the grant cycle for FMA and BRIC are open. He said the Division of Emergency Management will be supporting the Super Bowl, the NEPA Conference, and New Years Eve.

**4. For Possible Action: Approval of Minutes – September 5, 2023**

It was moved by Sandy Wartgow, seconded by Jeanne Freeman, with all ayes in favor that the minutes of the September 5<sup>th</sup> meeting be approved as submitted.

**5. For Possible Action:** Discussion and possible action regarding annual review and submission of the LEPC's Membership List to the Nevada State Emergency Response Commission ("SERC"). (Sean Slamon)

Sean Slamon reported that this is the annual update that reflects the current members and alternates within the LEPC. He asked if there were any changes that needed to be made. Andy Hummel requested that Mark Irwin's title and phone number be updated.

Ann Cyr then introduced Robert Simpson, her alternate, to the Committee.

It was moved by Jeanne Freeman, seconded by Andy Hummel, with all ayes in that the LEPC's Membership List be accepted with the changes presented.

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

No major changes were made to the Bylaws, a date change was added as the Membership List, which is a continuation of the Bylaws, had been updated.

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

**7. For Possible Action:** Discussion and possible action regarding annual review and submission of the LEPC's Level of Response Questionnaire form to the SERC. (Kevin Nyberg)

Kevin Nyberg reported that this Questionnaire is the same as last year just with an accurate reflection of response level numbers for this year.

It was moved by Andy Hummel, seconded by Jerome Tushbant, with all ayes in favor that the Level of Response Questionnaire be submitted to the SERC as presented.

**8. For Possible Action:** Discussion and possible action regarding review and submission of the Carson City Hazardous Materials Emergency Response Plan to the SERC. (Kevin Nyberg)

Kevin Nyberg reported that the Carson City Hazardous Materials Emergency Response Plan had been reviewed and necessary changes made to names and dates to make this easier to update annually.

It was moved by Jeanne Freeman, seconded by Ann Cyr, with all ayes in favor to submit the Carson City Hazardous Materials Emergency Response Plan to the SERC.

**9. For Discussion Only:** Discussion and presentation on activities associated with the Citizen Corps Council Initiatives. (Jon Bakkedahl, Jerome Tushbant, and Jeanne Freeman)

Jon Bakkedahl noted that Serge Duarte, who manages the Community Emergency Response Team (CERT), was unable to attend this meeting, but that he would be providing these updates in the future. Jon gave the following updates for CERT:

- CERT is a nationwide program of community volunteers who help prepare their local communities for critical events and support first responders in the event of a real-world incident.
- CERT has conducted three “Until Help Arrives” training sessions for the Carson City community which is a two-hour block of instruction on hands-only CPR and stop the bleed. CERT intends to continue offering these free courses throughout next year.
- The CERT shed at Carson City Fire Station 52 now has power to it and has been rekeyed. The Team will be relocating their equipment to this shed.
- CERT will conduct a CERT Basic Training Academy in mid-January. 20 seats will be available for this, 11 people have already signed up for this Academy.

Sean Slamon added that Serge has revitalized this and has a lot of passion for this, and they are advertising well.

Jerome Tushbant reported on Volunteers in Police Service (VIPS) activity for the quarter which included a total of 2,012 hours in October for their volunteers including Nevada Day and a total of 19,037 volunteer hours for the year. Jerome said they also had their volunteer banquet this last quarter and recognized and awarded a number of members.

Jeanne Freeman reported on the western Nevada Medical Reserve Corps (MRC) which has been rather stagnant and there was not a lot of growth during covid. There is a nationwide decrease in Medical Reserve Corps signups because people are volunteering for CERT, and many times these members are the same. They will be having conversations with Quad County Emergency Managers to see whether the MRC should be an asset that continues on. Volunteer management is extremely important.

## **10. For Discussion Only: Reports of Committee Members.**

Sean Slamon reported for Carson City Fire Department (CCFD) that multi-agency training is being held this week with East Fork Fire, Central Lyon Fire, and Truckee Meadows Fire. This training is structural fire-based scenarios, and the goals are interagency cooperation, using common terminology, etc. This a great effort.

The current Fire Academy graduates the third week of this month, and CCFD is adding two members. This is a Regional Academy with six fire agencies and 20+ recruits.

The new Fire Station goes to the Board of Supervisors in January to award the Contractor and then groundbreaking should occur sometime in spring.

Kevin Nyberg reported that the Quad County HazMat Team is now under new leadership by Bob Riser. The goals will be Operations Level Training for all members and bringing in a trainer for that as well as equipment updates.

Sandy Wartgow reported that CCFD held their Annual Skills Sessions which went very well, and she had the vendors that are the experts for the equipment used run drills with

crews. This went well with a positive response. She noted that CCFD will probably peak at 11,400 calls which is about 2,000 calls greater than the last two years.

Ann Cyr reported that Carson City School District (CCSD) is planning a day of Training with School Administrators in January and they are also planning a functional exercise in June. CCSD is in the process of replacing all AEDs.

Jon Bakkedahl reported on the following for Carson City Emergency Management:

- The Preparedness schedule which is the planning, training, and exercise for 2024-2025 is ready and available.
- Working on submitting and have submitted several grants including a SHGP Grant from de-obligated funds; application will include some items that were taken out of the budget for the new Fire Station and EOC. Submitted a SLCGP Grant for cyber security and were awarded this which will go towards the new Fire Station. Submitting a Hazard Mitigation Grant for a generator for the new Fire Station.
- Participated in and supported the Nevada Day Parade and the Silver and Snowflake Tree Lighting providing support to Carson City Sheriff's Office (CCSO).
- Requesting assistance from the District Attorney's Office to review the mutual aid agreements between the Quad Counties beyond Fire and Law Enforcement as well as mass notification auto signup. This would be using Public Works database from everyone who has a water bill and automatically putting them into the system for mass notification. These are both under legal review.
- Received a concern from the Carson City Clerk in regard to mail opening and fentanyl laced threat letters. A working group got together which included the City Manager, Fire, Law Enforcement, Public Health and the Clerk's Office. A short plan with posters and information were created for everyone in the City who opens mail. This is currently in review by the City Manager's Office.
- The Hazard Mitigation Working Group which he started when he came to the CCFD meets next week. This is to support City mitigation efforts.
- Attended the IAEM Conference in November which included a great deal of information. The NEPA Conference is scheduled in February.

Sean Slamon added regarding the Silver and Snowflakes Tree Lighting, that there is a lot of planning and preparation that goes on behind the scenes for different events to make sure the community is safe. Jon added that the effort by CCSO has been great and allowing Emergency Management to integrate.

Jeanne Freeman reported on the following for Carson City Health and Human Services (CCHHS):

- CCHHS has hired a variety of positions but have nine open positions with a few of these being new through grant funding.
- In 2022, the Quad County Community Health Needs Assessment was completed which was led by Carson Tahoe Hospital. The Health Department is going to be

leading the effort to get the Community Health Improvement Plan completed. NACCHO will be doing a presentation at the Board of Health this month.

- It is respiratory illness season and CCHHS has activated their Department Operations Center on a level one and are meeting regularly.
- 14 members from the Quad County, including Jeanne, attended a conference last week in Las Vegas, this was a great presence for the Quad County region.

Steve Funk reported that Carson City Community Radio has been working to build up the redundancy and stability of their emergency alert systems and they have submitted a grant through Nevada Energy to provide a backup power system for the station. He said by the end of January they will know what is going on with those and hopefully putting these systems in place. They are looking to expand their coverage in the region expanding into the Nevada side of Lake Tahoe Basin. Civics Radio is a program they are developing which will roll out in January.

Jason Aceves reported that he is setting up an exercise and drill schedule for next year for Carson Tahoe Health.

Andy Hummel reported on the Training front that a few people from the Carson City Utility side will be participating in the NvWARN Statewide Functional Exercise on December 19<sup>th</sup>.

Jerome Tushbant reported that Comm 51 is the motorhome used as a forward operating base and was bought with 9/11 funds in about 2002 and it is coming to the end of its life. It is not getting the use that it should because it is not the right vehicle for what it is being used for. He said he met with Kevin Nyberg and Jon Bakkedahl to see how this should be replaced. This is extremely important for the City and regionally.

Tiburon is the name of Carson City Sheriff's Office Records Management System (RMS) which includes the Jail and CAD. This is about 20 years old, and they are looking at replacing it. They have put out a Request for Proposal (RFP) and had first meeting with prospective vendors on December 4<sup>th</sup>. This closes on January 9<sup>th</sup> and in February they will be looking at a scripted demonstration from two or three of the top vendors. They are looking at several different sources to pay for this.

Rick Cooley reported on the Transportation side that they are working on getting caught up on things they don't get to do in the summer.

**11. For Possible Action:** Discussion and possible action regarding calendar year 2024 meeting dates of the LEPC.

The proposed meeting dates for 2024 are March 5, June 4, September 3, and December 3.

It was moved by Andy Hummel, seconded by Sandy Wartgow, with all ayes in favor to approve the 2024 meetings dates.

**12. Public Comment\*\***

Deni French told the Committee he appreciated them and that he hadn't heard any discussion on electromagnetic pulse responses and explained his concerns and ideas with this.

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

It was moved by Andy Hummel to adjourn the meeting at 2:09 p.m.

Recorder: Shelby Ternes