

**MINUTES
of the meeting of the
CARSON CITY
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**

December 6, 2011

The Carson City LEPC held a public meeting on December 6, 2011, 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 Stacey Giomi.

2. Roll Call and Determination of a Quorum

Voting members present were John Arneson, Brian Crowe, Stacey Giomi, Hank Lucas, Lee Radtke, Ray Saylo, and Marena Works (which constituted a quorum). Also present were Mary Ellen Radtke (community member), Sandy Wartgow (Carson Tahoe Emergency Services), and Maurice White (community member).

Voting members absent were William Bergquist, Kevin Curnes, Dave Dawley, Phillip Harrison, and Tom Tarulli. Non-voting members absent were Jerry Evans, Keith Forbes, and Rhett Milne.

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 or discussion.

5. For Possible Action: Approval of September 13, 2011, Meeting Minutes

It was moved by Hank Lucas, seconded by Lee Radtke, with motion carried, that the minutes of the September 13 meeting be approved as submitted.

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

The committee reviewed the membership list for 2012. Stacey Giomi said that Linda Hurst was no longer on the committee as she has left the hospital but would be replaced with whomever the hospital hires for that manager's position. (The committee, however, still retained a hospital representative in Hank Lucas.)

It was then moved by Brian Crowe, seconded by Hank Lucas, with motion carried, that the membership list for 2012 be approved.

7. For Possible Action: To elect LEPC Alternate Chair for 2012 and 2013

Stacey Giomi stated that the alternate chair for the past two years has been Tom Tarulli and that the committee now needed to elect an alternate chair for the next two-year term. It was then moved by Marena Works, seconded by Hank Lucas, with motion carried, that Tom Tarulli be elected as the alternate chair for 2012 and 2013.

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

Stacey Giomi stated that he was not proposing any changes to the bylaws other than attaching the current membership list. These bylaws had been sent out prior to the meeting for review, and as the committee had no suggested changes, it was moved by John Arneson, seconded by Ray Saylo, with motion carried, that the bylaws be approved.

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

Stacey Giomi said that the plan was available to view on the city's website and that the only changes he was suggesting were to update the Tier II facilities and chemical listings in Section I, update some of the HazMat Team's SOPs (under Attachment B in Section II), and revise the number and schedule of the Team's haz-mat drills. He mentioned that they were required to exercise the plan once a year, which they did as part of their HazMat Team exercises—with the most recent one being a river response with the Nevada Department of Environmental Protection and the EPA.

It was then moved by Brian Crowe, seconded by Lee Radtke, with motion carried, that the Hazardous Materials Emergency Response Plan be approved with the mentioned changes.

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

The committee reviewed the Level of Response Questionnaire, with Stacey Giomi saying that they were required to submit to the state the LEPC's level of response and the number of responders they had in each of the defined categories. He stated that they have a Level I HazMat Team at the Technician level, and the total number of haz-mat responders listed were for all the responders across the city (including law enforcement, health, public works, etc.).

After Marena Works mentioned that they didn't have anybody listed under Question #3, Stacey replied that this question dealt with any special training not required under the OSHA 1910.120 Standard and that basically all their training was conducted in accordance with that standard. In response to a question regarding the 22 responders trained at the specialist level, Stacey replied that all the technicians at the fire department were trained at this level (such as in tank and railcar, fuel tender, and weapons of mass destruction response).

It was then moved by Lee Radtke, seconded by Hank Lucas, with motion carried, that the Level of Response Questionnaire be approved.

11. Report on the October 13 Quarterly Nevada State Emergency Response Commission (SERC) Meeting

Stacey Giomi reported that some grants had been denied at this meeting because the applicants had not submitted their applications correctly due to their not following the specific step-by-step instructions supplied by the SERC.

12. Report on Activities Relating to Carson Tahoe Regional Healthcare (CTRH)

Hank Lucas distributed a handout and reported on the following activities:

- Statewide Medical Surge Plan—Hank stated that this was the first such plan they have had in place. The plan is broken down into tiers and activation levels—beginning at Tier 6 (which would involve an emergency declared inside the hospital) up to a Tier 1 (which would involve a presidential declared disaster). The plan lays a lot of responsibility at the local levels on both hospitals and health departments, and Hank mentioned that their current plan for a 96-hour operating process might have to be extended to 120 or 140 hours of independent operation depending on how quickly the plan develops. There is nothing in the plan that will involve a significant operational change for the hospital—only an impact on its planning process. And this planning will involve the hospital and the health department, with a lot of interaction with the city's plan. He then mentioned that the one major hurdle they needed to address was the institution of electronic medical records—as these records needed to be read at the other end.
- Mutual Aid Evacuation Annex Revision—Hank said that this was listed as an annex because Washoe County adopts this plan as an annex to its emergency plan. He stated that the Inter-Hospital Coordinating Council has signed onto this plan and that he would bring it to the committee once it was finished. However, the only impact of this plan upon Carson City would be if CTRH had to evacuate.
- Nevada Hospital Association Healthcare Emergency Management Plan Gap Analysis Tool—Hank said that one of the two grant-funded emergency planners for the Nevada Hospital Association went through every single legislative requirement for hospitals and identified each requirement that needed to have an element in a hospital's plan. He also mentioned that this was the only document in the U.S. that did a gap analysis of all the various federal, state, and county requirements. Hank will bring this issue back to the committee when the hospital's plan is finished.
- HamLink Workshops—Hank said that through a grant process, the Nevada Hospital Association provided the hospital with ham radios in addition to the computers that connect into the HamLinks. A training course on how to use this equipment will be held on January 13, and they will now be able to send data over these ham radio links.

13. Reports of Committee Members

Ray Saylo reported that they were preparing for a tabletop ICS coordination exercise in the latter part of February/beginning of March.

14. For Possible Action: Next Year's Meeting Dates

In following the current schedule of meeting dates, it was moved by Hank Lucas, seconded by Brian Crowe, with motion carried, that next year's meeting dates be scheduled for March 6, June 5, September 11, and December 4.

15. Public Comment

There was no public comment.

16. For Possible Action: To Adjourn

It was moved by Marena Works, seconded by Ray Saylo, with motion carried, to adjourn at 2:02 p.m.

Recorder: Judy Dietrich