

DRAFT MINUTES
of the meeting of the
CARSON CITY
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
December 5, 2006

The Carson City LEPC held a public meeting on December 5, 2006, beginning at 1:30 p.m. in the meeting room of Fire Station No. 1, 777 S. Stewart Street, Carson City.

1. Call to Order and Roll Call

The meeting was called to order by Chairperson Stacey Giomi. Members present were Ken Arnold, Jonathan Crawford, Brian Crowe, Kevin Curnes, Dave Dawley, Stacey Giomi, Phillip Harrison, Linda Hurst, Hank Lucas, Lee Radtke, Cliff Sorenson, and Daren Winkelman (which constituted a quorum).

Absent were Steve Albertsen, Jerry Evans, Keith Forbes, Rhett Milne, Ray Saylo, and Yvon Weaver.

Also present were Andy Burnham (Carson City Public Works), Robert Charles (Carson City Fire Department), Mary Ellen Radtke (Community Emergency Response Team), Dennis Roberts (Campagni Automotive Resources), and Tom Tarulli (Carson City Fire Department).

2. Approval of September 12, 2006, Meeting Minutes

It was moved by Phillip Harrison, seconded by Cliff Sorenson, with motion carried, that the minutes of the September 12 meeting be accepted as presented.

3. Public Comments and Discussion

None

4. Discussion/Action to Appoint Tom Tarulli (Representing First Aid Category) and Robert Charles (Representing Firefighting Category) as Members of the LEPC

As background, Stacey informed the committee that he had attended a presentation in Las Vegas on the Open Meeting Law. And in order to ensure that the committee's bylaws were consistent with this law and that the committee would be able to maintain a quorum, he was proposing to add Tom and Bob as members as they would be able to participate on a regular basis (as opposed to certain members who seldom attended). Stacey mentioned that federal guidelines set forth certain categories for representation on the LEPCs which the State

Emergency Response Commission wanted LEPCs to follow. Therefore, even though some members seldom attended committee meetings, they needed to remain as representative members from given categories. Stacey mentioned that as a quorum consisted of 50 percent plus one of the voting members, if someone could not physically attend a meeting, that person could be teleconferenced into the meeting in order to attain a quorum. Stacey further stated that the LEPC could have members to satisfy the federal guidelines but that they would not all need to be voting members.

It was moved by Daren Winkelman, seconded by Lee Radtke, with motion carried, that Tom Tarulli and Bob Charles be added as committee members.

5. Discussion/Action Regarding Annual Review/Revision of the LEPC's Membership List

Stacey distributed the 2007 membership roster for review, stating that this membership list will be included in the committee's bylaws (which were to be reviewed later in the meeting). Included in this list were the representative categories contained within the federal guidelines for each member along with whether or not they would be voting or non-voting members (which was also being proposed in the bylaws). Stacey said that proposing members to be non-voting was based largely on whether or not those members attended committee meetings—and that the bylaws could be changed at any point to make a non-voting member of anyone who did not regularly attend. He also mentioned that as proxy votes were not allowed under the Open Meeting Law, any member who no longer wished to attend meetings should submit another name for committee membership.

It was moved by Dave Dawley, seconded by Brian Crowe, with motion carried, that the membership roster be accepted as presented.

6. Discussion/Action Regarding Annual Review/Revision of the Carson City Hazardous Materials Emergency Response Plan

Stacey distributed and discussed a summary of the changes being proposed to the Carson City Hazardous Materials Emergency Response Plan (summary attached).

It was moved by Hank Lucas, seconded by Phillip Harrison, with motion carried, that the changes to the Carson City Hazardous Materials Emergency Response Plan be accepted as designated.

7. Discussion/Action Regarding Annual Review/Amendment of the LEPC's Bylaws

Stacey distributed proposed changes to the LEPC's bylaws, asking for input on these changes as well as suggestions for any further changes from committee members. He mentioned that many of these changes had been proposed to ensure that the committee's bylaws were in compliance with the Nevada Open Meeting Law (as discussed at the meeting he had attended in Las Vegas). Following is a summary of the changes discussed:

- Under Article III, Section 1, language was changed to reflect the representative categories for LEPC membership which were specifically mentioned in the Emergency Planning and Community Right to Know Act (EPCRA). Language was also added to reflect that all members of the LEPC would be regular (voting) members, with the exception of representatives from the broadcast media, state health, transportation (aviation), and national weather service categories—who would be designated as non-voting members. Also in this section was a title change from the Carson City Emergency Manager to the Carson City Emergency Management Director, as well as the addition of language “at any regular or special meeting” following the sentence of “New persons shall be accepted as LEPC members by a majority vote.” Also changed was the language regarding the membership list, now stating that the list indicated the members’ associated EPCRA categories and could be found in Appendix A.
- Under Article III, Section 2, language was changed that instead of electing the LEPC chairperson, the chairperson would be the Emergency Management Director of Carson City as appointed by the City Manager. Stacey mentioned that this change reflected a suggestion made at the Las Vegas meeting because of control of staff issues, and he also felt that it made sense in terms of managing the day-to-day business of the LEPC (with the committee concurring). Then, the language regarding the alternate chairperson formerly under Section 2 was placed under Section 3, adding the language “at any regular or special meeting” at the end of the sentence; the term of appointment for the alternate chair formerly under Section 3 was placed under Section 4; and the former Section 4 was renumbered as Section 5.
- Under Article V, Section 4, language was added that subcommittee action must comply with the Nevada Open Meeting Law.
- Under Article VI, Section 3, language was changed to reflect that a quorum consisted of a majority of regular members, and the language regarding designees was eliminated. Also added under this article was a new Section 5 which addressed the setting of meeting agendas.
- Under Articles VII and VIII, the language regarding LEPC member designees was eliminated.

Stacey stated that although these were not sweeping changes, he believed they placed the committee squarely in compliance with the Nevada Revised Statutes. Upon a question by Phillip as to whether the committee needed an elected state representative, Stacey replied that it did and that every year he writes a letter to the SERC documenting that he has attempted to get such a representative but has received no reply. He stated that he will try again this year, as he does every year the legislature is in session.

It was moved by Cliff Sorenson, seconded by Hank Lucas, with motion carried, that the committee accept the bylaw changes as presented.

8. Discussion/Action to Elect New LEPC Chair and Alternate Chair for 2007/2008

As the newly amended bylaws eliminated the need to elect the LEPC chair, only the alternate chair needed to be elected. It was moved by Ken Arnold, seconded by Dave Dawley, with motion carried, that Daren Winkelman be reelected to serve as the alternate chair for 2007 and 2008.

9. Discussion/Action to Accept the FFY 2007 Hazardous Materials Emergency Preparedness (HMEP) Grant Award from the State Emergency Response Commission (SERC)

Stacey said that this grant had been awarded in the amount of \$6,494 to send ten members to the HazMat Expo in Las Vegas last month—and that city employees and LEPC members had attended.

It was moved by Lee Radtke, seconded by Kevin Curnes, with motion carried, that the committee accept the grant.

10. Discussion/Action to Approve the FY 2008 SERC Planning, Training, and Equipment Grant Application

Stacey said that approval was needed from this committee to submit the FY 2008 SERC Planning, Training, and Equipment Grant application which will open in January and close prior to the committee's next regularly scheduled meeting. So, instead of holding a special meeting, Stacey thought there could be discussion at this meeting to approve the purchase of equipment to help specifically with hazardous materials response and training (not to exceed \$25,000 - which is the maximum amount that can be requested through this grant). He stated that he would be seeking input from Bob Charles, the fire department's training chief, as well as sending out an e-mail to the committee when the grant application is received—however, the funds will have to be spent by a public agency.

Upon a question by Phillip, Stacey said that this was the same grant application the LEPC pursued each year and that usually the items purchased were for keeping the haz-mat team up and running, such as suits, boots, and gloves. He also mentioned that outside of this grant funding, the city spends about \$100,000 yearly for the haz-mat team in Carson City, which is the key component of the Quad-County Hazardous Materials Response Team.

It was moved by Phillip Harrison, seconded by Daren Winkelman, with motion carried, that the committee approve the FY 2008 SERC Planning, Training, and Equipment Grant application.

11. Discussion/Action Regarding Report of the October 12 Quarterly SERC Meeting

Stacey stated that in the interest of time since no action was needed on this item, anyone who was interested in what happened at this meeting could contact him afterwards for that information.

12. Discussion/Action to Formally Use the LEPC as Oversight for the Carson City Health Department's Pandemic Flu Planning

This item had been discussed at the last meeting when Daren suggested that the LEPC be formally used as the oversight for the Carson City Health Department's pandemic flu planning (as the federal government was requiring the department to create an oversight committee as a condition of its grant funding). There was some discussion about forming a subcommittee to handle this matter, but when Daren mentioned that basically all that was needed would be to look over the plan, making any suggestions and comments, with not that much time being involved, it was decided that this oversight could be handled at the committee level instead.

It was moved by Daren Winkelman, seconded by Hank Lucas, with motion carried, that the LEPC be formally used as oversight for the pandemic flu planning by the Health Department.

13. Reports from LEPC Members

Brian Crowe mentioned that the Board of Regents has mandated the college to have pandemic flu planning, and that a contagious disease plan has been created by the college modeled after the UNR plan (where the university is depending on the county health department for direction). He said that he would be e-mailing that plan out soon to Daren for comments.

14. Next Year's Meeting Dates

Based on the same schedule as previous years, the meeting dates for next year were determined to be March 6, June 5, September 11 (second Tuesday of the month), and December 4 at 1:30 p.m. in the meeting room of Fire Station No. 1.

It was moved by Hank Lucas, seconded by Phillip Harrison, with motion carried, that the LEPC meeting dates for 2008 be approved.

15. Adjournment

It was moved, seconded, and carried to adjourn the meeting at 2:10 p.m.

Recorder: Judy Dietrich

HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN 2006 UPDATE

Following is a summary of the proposed updates to the 2005 HazMat Plan:

Section I - Identification of Facilities Subject to Requirements:

- List of facilities updated

Section II - Response Procedures:

- *Development Services* Department changed to *Public Works* Department
- Former Attachment C under Section VI (Exhibit B of the Quad-County Hazardous Materials Response Team Interlocal Agreement) moved to this section following Exhibit A of the agreement
- Entire Standard Operating Procedures of the Hazardous Materials Response Team (AttachmentB) replaced by new SOPs

Section III - Designation of Emergency Management Coordinator:

- Emergency Management *Coordinator* changed to Emergency Management *Director*

Section IV - Notification Procedures:

- In addition to some phone number changes/deletions and the above-mentioned department and title changes, Carson-Tahoe *Hospital* changed to Carson-Tahoe *Regional Medical Center*

Section V - Methods for Determining Release and Possible Affected Areas: (No changes)

Section VI - Description of Emergency Equipment Facilities:

- Change in number of equipment (along with Attachment C being eliminated as was moved to Section II)
- January 2004 Carson City Hazardous Emergency Resource Directory replaced with June 2006 version (and changed from Attachment D to Attachment C)

Section VII - Evacuation Plans:

- Evacuation information changed to reflect the language contained in the new Carson City Emergency Operations Plan

Section VIII - Training Programs

- Department (PW) name change, and sentence relating to number of drills changed to "...there are *a minimum of* five Quad-County Hazardous Materials Response Team drills conducted each year...."

Section IX - Drills and Exercises - Types and Schedules:

- Title (EM Director) change

Section X - Remarks/Comments: (No changes)