

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

December 4, 2012

The Carson City LEPC held a public meeting on December 4, 2012, 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 Brian Crowe, Kevin Curnes, Stacey Giomi, Joni Maestretti, Lee Radtke, Ray Saylo, and Dan Shirey, which constituted a quorum. Also present were Stacey Belt (Carson City Fire Department), Mary Ellen Radtke (Carson City Community Emergency Response Team), Tina Russom (Carson City District Attorney's Office), Chris Smallcomb (National Weather Service-Reno), and Colleen Zepeda (American Buildings Co.).

Voting members absent were Dave Dawley, Phillip Harrison, Tom Tarulli, and Marena Works. Non-voting members absent were Jerry Evans and Keith Forbes.

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 11, 2012, Meeting Minutes

It was moved by Kevin Curnes, seconded by Dan Shirey, with motion carried unanimously, that the minutes of the September 11 meeting be approved as submitted.

6. For Possible Action: To appoint Robert Columbro (Washoe Tribe of Nevada and California) as a Local Environmental Representative to the LEPC in replacement of William Bergquist

Stacey Giomi stated that although Robert Columbro was not present for this meeting, he had attended the last one, and Stacey felt that it was important for community cohesiveness to have

this representative on the LEPC. It was then moved by Joni Maestretti, seconded by Lee Radtke, with motion carried unanimously, that Robert Columbro be appointed as a local environmental representative to the LEPC.

7. For Possible Action: To appoint Jim Freed (Carson Tahoe Health) as a Hospital Representative to the LEPC in replacement of Hank Lucas

Jim Freed was unable to attend this meeting as he was out of town. Joni Maestretti informed the committee that Jim has been with the hospital for many years—starting out as an ER nurse and was now an administrative coordinator in charge of disaster management at the hospital.

It was then moved by Dan Shirey, seconded by Kevin Curnes, with motion carried unanimously, that Jim Freed be appointed as a hospital representative to the LEPC.

8. For Possible Action: To appoint Chris Smallcomb (National Weather Service–Reno) as a NWS Representative to the LEPC in replacement of Rhett Milne

Stacey Giomi said that Chris Smallcomb has taken over for Rhett Milne at the National Weather Service as the Warning Coordination Meteorologist. Chris said that he started at the NWS in 2007 as a science officer—left for Washington DC for a couple of years—and was now back in Reno. He is in charge of all outreach for the office and works with the weather service’s partners, especially during big weather events such as they had the past weekend. Stacey mentioned that coordination had been great with Chris through this past storm.

It was then moved by Brian Crowe, seconded by Ray Saylo, with motion carried unanimously, that Chris Smallcomb be appointed as the National Weather Service representative to the LEPC.

9. For Possible Action: To review and approve the LEPC’s Membership List

The committee membership list was distributed, with Stacey Giomi mentioning that the new members who were just voted in were not yet included in this list and that the committee was still missing a state elected official representative. Since having Assemblywoman Bonnie Parnell as a member, Stacey said that he has had no luck in recruiting a replacement for her but that he would keep trying to recruit for this position.

It was then moved by Dan Shirey, seconded by Brian Crowe, with motion carried unanimously, that the committee approve the membership list with the addition of the new members.

10. Review of Policies and Procedures relating to Carson City’s Boards, Committees, and Commissions

The Policies and Procedures were distributed to the committee for their review, with Stacey Giomi mentioning that the Board of Supervisors had approved these policies and procedures for boards, committees, and commissions last September. The Board did this in order to

categorize the many dissimilar boards, committees, and commissions on a citywide basis to make sure all were being treated the same way. He stated, however, that since the LEPC was a bit different from others as it had bylaws which were approved by the State Emergency Response Commission that dictated the way it operated, they were exempt from some of the components contained in this document. One such component would be that members needed to be Carson City residents—and he would check with the City Manager regarding this.

11. For Possible Action: To review and approve the U.S. Department of Transportation FFY 2013 Mid-Cycle Hazardous Materials Emergency Preparedness (HMEP) Grant Application

Stacey Giomi stated that this item had been placed on the agenda in the event they wanted to submit a grant application for planning or training, but as they had no submission requests, no discussion or action needed to be taken on this item.

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

These bylaws had been distributed to the committee prior to the meeting for their review, and Stacey Giomi asked if anyone saw any issues with them that would require changes. It was mentioned that the only change would be to replace the membership list attached as Appendix A with the newly approved one. Stacey mentioned to Chris Smallcomb that the NWS representative was designated as a non-voting member in these bylaws, and Chris indicated that it would be best for this to remain that way.

It was moved by Dan Shirey, seconded by Kevin Curnes, with motion carried unanimously, that the committee approve the bylaws with the revised membership list attached.

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

The annual Level of Response Questionnaire was distributed, with Stacey Giomi stating that this was a questionnaire designating the LEPC's declared level of response and how many responders it had in compliance with OSHA standards. Stacey mentioned that the number of trained responders listed were basically focused on Carson City employees and not on agencies within the community because there would be no way to keep track of how many of these outside people were being trained. He stated that Carson City's response team was at a technician level.

It was then moved by Brian Crowe, seconded by Ray Saylo, with motion carried unanimously, that the committee approve the level of response questionnaire as submitted.

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

Stacey Giomi stated that they were required to have a haz-mat response plan under state regulations and presented the following proposed changes to the current plan:

- Update the Letter of Promulgation to reflect the current date.

- Under Section I, add a new listing of Tier II chemical facilities. Stacey said that Tier II under federal law are agencies that have a given quantity of a hazardous material. Agencies that have hazardous materials in the community are required to report whatever hazardous chemicals they have on site and, then, as they input that information into the state database for their permits, that database will categorize whether those chemicals were classified as Tier I or Tier II based on the quantity and chemical names entered.
- Under Section II, add the revised HazMat SOP HM O21 (as part of Attachment B).
- Under Section IV, update phone numbers.
- Under Section VI, change the fire station numbers.
- Under Section IX, list the new 2013 schedule for haz-mat drills.

It was then moved by Kevin Curnes, seconded by Dan Shirey, with motion carried unanimously, that the committee approve the review of and the changes to the Hazardous Materials Emergency Response Plan.

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

Stacey Giomi said that he had not been in attendance at this meeting so had no report on this item.

16. Reports of Committee Members

- Kevin Curnes said that in anticipation of the recent weather event, they had dammed up some of their schools and then “undammed” them when the event wasn’t as large as forecast.
- Brian Crowe mentioned that they just had some minor damage at the college from the recent wind and rain.
- Joni Maestretti stated that Carson Tahoe will conduct a disaster drill prior to the end of the year and then have a more major one after the first of the year. The scenario will consist of a small plane crashing into Sierra Surgery—and the drill will also include the Minden Medical Center. This drill is held because their Joint Commission requires a community-wide escalating small-scale disaster exercise, and Joni stated that their larger drill next year will be even more community-wide. Stacey Belt mentioned that she would like to offer their services as evaluators or for any after-action type needs to meet the requirements of the Joint Commission. Upon Stacey Giomi asking Joni to let them know the next time they planned on having an event so they could perhaps do something together, she replied that their plan was to include more of Carson Fire in their future drills.
- Chris Smallcomb said that the recent threat of a flood, although the flood itself did not materialize, did raise the awareness of the community and, as a result, people were taking such a threat more seriously.
- Ray Saylo said that the recent State active shooter exercise held at the Capitol Complex

went off very well. Stacey Giomi mentioned that they also did a small exercise at City Hall in conjunction with this exercise and found some deficiencies there that would need to be addressed.

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

The 2013 meeting dates were scheduled for March 5, June 4, September 10, and December 3 (all meetings will be held in the meeting room of Fire Station #51 beginning at 1:30 p.m.).

18. Public Comment

There was no public comment.

19. For Possible Action: To adjourn

The meeting was adjourned at 1:58 p.m.

Recorder: Judy Dietrich