

**MINUTES**  
**of the meeting of the**  
**CARSON CITY**  
**LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**  
**December 6, 2016**

The Carson City LEPC held a public meeting on December 6, 2016, 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, Robert Schreihans.

**2. Roll Call and Determination of a Quorum**

Voting members present were Stacey Belt, James Freed, Jeff Melvin, Bob Schreihans, Matthew Shafer, Dan Shirey, and Ann Wiswell, which constituted a quorum.

Voting members absent were Nicki Aaker, Mark Cyr, Phillip Harrison, Ben Johnson and Jim Shirk. Non-voting members absent were Jerry Evans, Keith Forbes and Chris Smallcomb.

Also present were Craig Robinson (Western Nevada College), Iris Yowell (Carson City District Attorney's Office), Stephanie Parker (State Emergency Response Commission), Darren Schulz (Carson City Public Works), Curtis Horton (Carson City Public Works) and David Bruketta (Carson City Public Works).

**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.

**5. For Possible Action: Approval of September 13, 2016 Meeting Minutes**

It was moved by James Freed, seconded by Ann Wiswell, with all ayes in favor of the minutes of the September 13 meeting be approved as submitted.

**6. For Possible Action: To appoint Stacey Belt (Carson City Deputy Emergency Manager) as the Alternate Chairperson to the LEPC**

It was moved by James Freed, seconded by Dan Shirey, with all ayes in favor to appoint Stacey Belt as the Alternate Chairperson to the LEPC.

**7. For Possible Action: To appoint Darren Schulz (Carson City Public Works Director) as the Transportation representative to the LEPC**

Darren was not in attendance at this time. Bob Schreihans questioned if Darren could be appointed without being present. Iris Yowell noted this could be done as long as Darren was alright with it. It was moved by Stacey Belt, seconded by Jeff Melvin, with all ayes in favor to appoint Darren Schulz as the Transportation representative to the LEPC.

**8. For Possible Action: To appoint David Bruketta (Carson City Public Works Utility Manager) as the Local Environmental representative to the LEPC**

It was moved by Stacey Belt, seconded by Ann Wiswell, with all ayes in favor to appoint David Bruketta as the Local Environmental representative to the LEPC.

**9. For Possible Action: To review and approve the Mid-Cycle FY 2018 State Emergency Response Commission (SERC) Hazardous Materials Emergency Preparedness (HMEP) Grant Application – Planning and Training – *FireShowsWest***

Dan Shirey explained the Mid-Cycle State Emergency Response Commission (SERC) Hazardous Materials Grant Application. Dan also noted the reason for this Grant being submitted earlier than in the past. This Grant funding would provide registration for classes pertaining to Hazardous Materials, being held at *FireShowsWest*. This funding would send four people to the class next year. Attendees have not yet been identified. Attendance is typically opened up to LEPC for members who may choose to attend. In addition, it is opened up to Carson City Fire Department Hazardous Materials Response Team to allow some of their employees to attend if they choose.

Bob Schreihans noted that the Grant submission has already been signed by himself as well as the City Manager Nick Marano. This Grant application would be submitted earlier than typical, because of a change in SERC timelines.

It was moved by Dan Shirey, seconded by James Freed, with motion carried unanimously, that the Committee approve the Mid-Cycle FY 2018 State Emergency Response Commission (SERC) Hazardous Materials Emergency Preparedness (HMEP) Grant Application – Planning and Training – *FireShowsWest*, as described, to the State Emergency Response Commission.

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

The LEPC's current membership list was distributed to the committee for their review and approval. Bob Schreihans listed the current members of the LEPC. Bob noted that Jim Shirk would no longer be on the LEPC as the Elected Local Official and that this position would

need to be filled. Bob listed the non-voting members as well.

*(Darren Schulz arrived at the meeting).*

Stacey Belt explained that the LEPC may want to look at some of the members on the list who do not attend LEPC meetings on a regular basis. There are specific SERC areas of responsibility (representatives) that are needed. These positions may need to be filled with members who are able to attend regularly to create a robust, active and performing LEPC. Stacey mentioned that Iris Yowell can decide if we need to look at these changes in Bylaws or in the Membership List. Iris stated that we have to use what is on the list today, but this concern can be looked at in the future.

James Freed requested his office phone number be changed.

It was moved by Jeff Melvin, seconded by James Freed, with a motion carried unanimously, that the LEPC's Membership List be accepted with the addition of the new members appointed at this meeting – Stacey Belt, Darren Schulz and David Bruketta.

#### **11. For Possible Action: To review and approve the LEPC's Bylaws**

Bob Schreihans explained in Article VI – Meetings, Section 3 – Quorums, that a quorum will consist of a majority of regular members. Bob also noted Section 4 – Rules of Order; that LEPC is covered under the Rules of Order or the District Attorney, whoever steps in first.

Stacey Belt noted Article II – Purposes, Item 7 – To function as the Carson City Community Health Care Coalition. She explained that the Health Department had started an independent Health Care Coalition. Stacey was unsure if the LEPC would still have the sub-committee of Health Care Coalition or if it would be duplicative; James Freed was in agreement. There were no Health Representatives present at the meeting leaving this concern unanswered. Iris stated that the committee can table this concern and look at amending Bylaws. She added that revisions need to be made a priority by the next official revision. Iris also mentioned that revisions do not need to wait until year-end review. She stated that the LEPC needed to review the Bylaws for the annual requirements at this time with future changes being added to the agenda.

Stacey Belt explained the items to be reviewed: Article II – Purposes, Item 7, Article III – Membership, – opening up to suggestions for membership, Section 3 – Defining an Alternate Chairperson for each of the major departments and having them be a voting member. Bob explained that this is a designated delegate or substitute. Iris noted this may present an issue, but it can be looked into it.

It was moved by Jeff Melvin, seconded by Matthew Shafer with all eyes in favor that the LEPC's Bylaws be accepted as presented. Iris noted that changes can be made and then brought to the next meeting.

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

The Level of Response Questionnaire was distributed to the committee, with Dan Shirey explaining its purpose. This questionnaire identifies how many response personnel are trained to the various levels of Hazardous Materials Response. The Carson City LEPC's HazMat Team established Level of Response is Technician. This is reviewed on an annual basis because numbers can fluctuate depending on what type of turnover there is throughout the city. The numbers reflect how many people have been trained to the various levels.

It was moved by Ann Wiswell, seconded by Jeff Melvin with all eyes in favor to approve the Level of Response Questionnaire as presented.

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

Bob Schreihans explained the Hazardous Materials Emergency Response Plan. This plan includes inter-local agreements for Quad-County, response procedures and Tier II facilities in Carson City.

The plan contained the following changes:

- Date change of the plan and the letter to the citizens of Carson City
- List of Tier II facilities has been updated for 2017
- Haz-Mat skills and drill dates scheduled for 2017

Dan Shirey explained the difference between Tier I & Tier II facilities. He stated that Tier II facilities contain the Hazardous Materials that are going to be the most problematic when responding to facilities due to the concentration of/quantity of chemicals. This copy of Tier II facilities comes from the State. All Tier II facilities are updated in the Haz-Mat plan on an annual basis because this is a changing document. This is in place so responders know ahead of time in the case that they respond to a facility. A lot of grant funding comes from these Tier II fees. A question was asked as to why only some gas stations in Carson City are on this Tier II facility list. Dan gave further explanation that it is based off the quantity of/concentration of products the facility may have. If it falls within the parameters on Tier II, companies are supposed to report it.

Bob Schreihans explained that each one of the Quad-County participants have to conduct a drill every year. Dan Shirey added that any time a member of the LEPC would like to attend a drill to see the process of Hazardous Materials Response, they are more than welcome. Dan is the organizer of the Carson City Hazardous Materials drill.

It was moved by Stacey Belt, seconded by Dan Shirey with all eyes in favor to approve the annual revision of the Carson City Hazardous Materials Emergency Response Plan as presented.

**14. Report on activities associated with the Citizen Corps Council Initiatives (Discussion Only – No Action)**

Stacey Belt explained that the Carson City Community Emergency Response Team (CERT) and the Carson City Medical Reserve Corps have hired a coordinator. The coordinator is organizing training as well as giving volunteer motivation and recruitment. Stacey has a robust copy of the 2017 training calendar, which will be scaled back. These two volunteer groups are working together as well as coordinating with the VIPs at the Sheriff's Office. Stacey noted that a Personal Preparedness Training was held for community members. Training will be held again in January.

Jeff Melvin reported on Volunteers in Police Service (VIP). He stated there were 440 actions in the last three months including radar (hand radar & mobile radar unit). VIP also assist with tows, traffic control and tagging abandoned vehicles.

**15. Report on activities associated with the Community Health Care Coalition (Discussion Only – No Action)**

No report was given for Community Health Care Coalition.

**16. Reports of Committee Members (Discussion Only – No Action)**

Darren Schulz reported that Public Works is gearing up for the winter.

Ann Wiswell reported on the School District's Emergency Operations Plan. She said the districts goal is to get Principals and Vice Principals more involved in tabletop exercises. The district is looking at developing a Mercury type-based event for training. There is also interest in forming school CERTs to train staff at each site. Bob Schreihans mentioned in working with the Sheriff's Department, it would be a good idea to complete an Active Shooter Drill at Carson High School. Alerts would need to go out informing everyone that it was only a drill. Ann noted crowd control, and the ability to instantly barricade off neighborhoods if an emergency occurred at a school would be beneficial.

Bob explained how this becomes a city wide drill, with Public Works helping barricade, Sheriff's Office and Fire Department responding. Ann would like to bring a Public Awareness Video to the next LEPC meeting. Ann attended Emergency Operations Planning for Schools at the FEMA Institute and gave further explanation on the conference. Bob asked Ann to let him know when the next school district meeting is held so he or Stacey Belt could attend and present training information. Ann noted that Carson City School District wants to conduct a functional parent reunification exercise at the Community Center.

Bob asked Ann if the school district has a call down system in place to contact parents. She replied the district uses School Messenger which specifically comes from the district office. Ann noted that there is a list of sources to spread information to parents. Ann explained the process of call down systems for the schools. She also stated there are multiple layers at each

school site including the Principal, Vice Principal, and Dean. The school district is hoping to hold a drill on usage of radios if VoIP goes down. Bob explained that there are issues with incorrect information getting to the press when incidents occur at schools.

Stephanie Parker described how the State Emergency Response Commission (SERC) is looking at the NAC to update for Haz-Mat. This affects funding and how funding is processed. Stephanie said one item in 459, the Statute that creates the SERC, having to do with contingency account, allows local governments to pursue reimbursement when they have exhausted all other resources. Stephanie noted there is no policy on this; however the committee is continuing work on this process. Stephanie encouraged those who receive these emails to attend the Policy Committee Meeting. SERC has received a request for this reimbursement from two members of Quad-County. This request is held up because SERC has to create a policy for reimbursement. Stephanie explained that the EPA does have a fund that agencies who respond to a Haz-Mat incident can apply for, within one year, for up to \$25,000 towards the response. Stephanie noted the SERC will be sending more information out. Policy Committees hold public meetings, so input and feedback from Fire Departments is important.

Stephanie asked if Carson City Fire Department uses Cameo. Bob Schreihans replied yes. Stephanie noted that the SERC Haz-Mat system does not work well with Cameo. Training is going to be put on for this. Stephanie was not sure how much Carson City Fire Department uses the SERC database, but she stated if this database is going to be used by LEPCs it needs to help them in some way. Stephanie noted SERC is looking at renewing the Cameo contract, so all next year SERC will be going into negotiations.

Stephanie told Ann that another LEPC asked for HMEP funds for Mercury training. This is an eligible expense to put in for training & equipment in HMEP FY18. Carson City LEPC can still put in another mid-cycle application for other items as well. Stephanie said the December deadline is not final because funding cycles are changing.

Stephanie noted SERC does as much as they can to make sure facilities input Haz-Mat information, but SERC does not have inspectors for Haz-Mat. Stephanie said the database will be looked at and when locations are non-compliant, SERC will contact local fire departments to request an inspection.

David Bruketta gave information on the Water Resource Recovery Facility. He stated that work is being done on the large solids tanks – digesters which contain a lot of methane gas. He noted there is always a risk when taking the tanks down to clean them. This process will be happening within the next couple of months.

Matthew Shafer explained within the next couple of weeks Western Nevada College (WNC) will be working on their Central Alert Siren System, updating and checking it. He noted that towards the end of January, WNC will be using the CodeRED System to complete an emergency test to make sure text messages are sent out properly.

Matthew introduced Craig Robinson, the new safety and environmental officer at WNC

(Brian Crowe's replacement). Craig introduced himself and told the committee that he is a certified hazardous materials manager. He further explained his background in hazardous materials. Bob Schreihans mentioned the possibility of a hazardous materials drill being set up at WNC in one of the labs.

James Freed explained a Decontamination Team Training that will be held at Carson Tahoe Hospital on December 8th.

Dan Shirey noted that Carson City Fire Department will be holding two drills in 2017 for Hazardous Materials Response.

**17. For Possible Action: To schedule next year's meeting dates**

Bob Schreihans stated that the meeting dates for next year would be March 7, June 6, September 12 and December 5. It was moved by Stacey Belt, seconded by James Freed with all ayes in favor to accept the scheduled 2017 meeting dates.

**18. Public Comment**

There was no public comment.

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

It was moved by James Freed with all ayes in favor to adjourn at 2:29 p.m.

Recorder: Shelby Price