



Douglas County Emergency Management

*Administered Under Inter-Local Agreement By The
East Fork Fire Protection District*

1694 County Road
Minden, Nevada 89423
(775) 782-9040 FAX (775) 782-9043

Approved Minutes

Local Emergency Planning Committee

Date and Time: December 14, 2018 (9:03 AM)

Location: East Fork Fire Protection District
1694 County Rd
Minden, NV 89423

Attendees: Tod Carlini, EFFPD/DCEM-Chair
David Fogerson, EFFPD/DCEM-Vice-Chair
Bob Colescott, Harrah's/Harvey's Lake Tahoe-Member
Doug Sonnemann, Douglas County Assessor-Alternate Member
Randall Perry, Aervoe Industries-Member
Brandon Swain, Douglas County School District-Alternate Member
Jamie Gower, Carson Valley Medical Center
Scott Sneddon, General Electrics-Alternate Member
Elaine Pace, East Fork Fire Protection District
Jim Caughron, Public Restroom Company
Carrie Nolting, Tahoe Douglas Fire Protection District- Alternate Member
Jim Antti, Tahoe Douglas Fire Protection District- Alternate Member
Sheryl Christian, Douglas County Community Services
Bayan Lewis, Douglas County Sheriff Office-Associate Member
Jeanne Freeman, Quad County Public Health Preparedness-Member
Jessica Rapp, Quad County Public Health Preparedness
Brain Hubkey, Douglas County Sheriff Office
Holly Megee, EFFPD-Associate Member
Jose Vargas, Starbucks

INITIAL MEETING BUSINESS

Call meeting to order

The meeting was called to order at 9:03 AM.

Introduction of Members and Guests

Introductions occurred of all individuals present.

Confirmation of Quorum

A quorum of members was present.

PUBLIC COMMENT (No Action)

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Local Emergency Planning Committee or those agenda items where public comment will not be taken as a public hearing is not legally required.

Public Comment may be limited to three minutes per speaker, which will be decided by the Chair or other presiding officer in his/her absence. If you are going to comment on a specific agenda item that the Local Emergency Planning Committee will take action on, please make your comments when the item is considered and is opened for public comment.

For members of the public not able to be present when an item on the agenda is heard, Speaker/Comment Cards are available in the Lobby at the entrance to the meeting room. These cards should be completed and given to the Chair or designee.

There was no public comment.

ADMINISTRATIVE AGENDA

The Administrative Calendar will be handled as follows:

1. The Chair will read the agenda title into the public record.
2. Local Emergency Planning Committee will introduce the item and provide a report, if any.
3. The applicant, if any, will have an opportunity to address the Committee.
4. The Committee will then discuss the item. Once the Committee has concluded their discussion, public comment will be allowed.
5. Public comment will be allowed and is limited to three minutes per speaker.
6. Once public comment is completed, the Committee will then ask any follow-up questions and take action.

Agenda items that are listed as a “presentation” with no action listed, public comment is not legally required, and must be made at the beginning of the meeting.

Approval of Agenda

1. For Possible Action. Approval of proposed agenda. Local Emergency Planning Committee reserves the right to take items in a different order to accomplish business in the most efficient manner, to combine two or more agenda items for consideration, and to remove items from the agenda or delay discussion relating to items on the agenda. (Tod F. Carlini, Chair) 5 Minutes.

MOTION to approve the agenda.

RESULT:	APPROVED (UNANIMOUS)
MOTION BY:	Doug Sonnemann
SECOND BY:	Bob Colescott
DISCUSSION:	None
OPPOSED:	None
ACTION:	Motion carried unanimously

Approval of Previous Minutes

2. For Possible Action. Approval of the June 22, 2018 minutes. (Tod F. Carlini, Chair) 5 Minutes.

MOTION to approve the June 22, 2018 minutes as written.

RESULT:	APPROVED (UNANIMOUS)
MOTION BY:	Jeanne Freeman
SECOND BY:	David Fogerson
AYES:	None
NAYS:	None
ABSENT:	Motion carried unanimously

3. For Possible Action. Approval of the September 19, 2018 minutes. (Tod F. Carlini, Chair) 5 Minutes.

MOTION to approve the September 19, 2018 minutes.

RESULT:	APPROVED (UNANIMOUS)
MOTION BY:	David Fogerson
SECOND BY:	Jeanne Freeman
AYES:	None
NAYS:	None
ABSENT:	Motion carried unanimously

4. For Possible Action. Discussion and possible action to review, update and adopt the Douglas County Local Emergency Planning Committee (LEPC) membership list including the appointment of members to positions and the removal of members from the LEPC membership list. (Tod F. Carlini, Chair) 15 Minutes.

Tod Carlini reviewed the membership list with all present.

The vacancies are listed below:

- Alternate for elected state official (No suggestions at this time)
- Alternate for county elected official (Doug Sonnemann suggested Trent Tholen replace him after he retires)
- Voting member and alternate for law enforcement (Brian Hubkey for voting member and Ron Elges for alternate member)
- Voting member for hospital (Jamie Gower for voting member)
- Alternate for media (Paula Peterson for alternate member)
- Voting member for tribal government (No suggestions at this time)
- Alternate for planning/public works (No suggestions at this time)
- Voting member for transportation (Sheryl Christian for voting member)
- Alternate for 911/communications (Matt Richardson for alternate member)

MOTION to approve the Local Emergency Planning Committee (LEPC) membership list as revised by Chief Carlini.

RESULT: **APPROVED (UNANIMOUS)**
MOTION BY: Brandon Swain
SECOND BY: Bob Colescott
AYES: None
NAYS: None
ABSENT: **Motion carried unanimously**

5. For Possible Action. Discussion and possible action to review, update and adopt the Douglas County Hazardous Materials Response Plan specific to NRT-1 requirements. (Tod F. Carlini, Committee Chair) 20 Minutes.

Tod Carlini explained this item is very important to obtain grants. In the past LEPC has gone through each section.

David Fogerson stated there have been no updates or revisions in the plan since last year.

Due to no changes LEPC has decided not to go through each section.

Tod Carlini explained the State Emergency Response Commission goes through and checks the plan. Any concerns or questions are brought forward to LEPC to address.

Jeanne Freeman stated due to plan revisions that are happening in regards to health, LEPC may want to revisit and update the Douglas County Hazardous Materials Response Plan in 2019.

Tod Carlini agreed that there are things in the plan that are due to be revised in 2019.

MOTION to approve the NRT-1 checklist items for the Douglas County Hazardous Materials Response Plan as written.

RESULT: **APPROVED (UNANIMOUS)**
MOTION BY: Jeanne Freeman
SECOND BY: Doug Sonnemann
AYES: None
NAYS: None
ABSENT: **Motion carried unanimously**

6. For Possible Action. Discussion and possible action to review, update and adopt the LEPC By-laws. (Tod F. Carlini, Committee Chair) 20 Minutes.

Tod Carlini pointed out the proposed changes.

Section 5- The word “duties” was changed to “position” and the words “Office of” were removed.

Section 6- The wording in section 6 was replaced to read: The position of the Vice-Chair shall be appointed by the Chairperson of the Douglas County Emergency Management.

Article 6- MSDS changed to SDS and the word “Material” was removed.

Article 7- Minden, NV 89423 was added.

MOTION to approve the changes to the LEPC By-laws.

RESULT:	APPROVED (UNANIMOUS)
MOTION BY:	Elaine Pace
SECOND BY:	Jim Antti
AYES:	None
NAYS:	None
ABSENT:	Motion carried unanimously

7. For Possible Action. Discussion and possible action to form a 2019 LEPC Sub-Committee on grant needs. (Tod F. Carlini, Committee Chair) 20 Minutes.

Tod Carlini explained the Sub-Committee for the grants is an important committee. The committee recommends how to spend the grant funding. It is important that everyone has an opportunity for the grant funds.

David Fogerson stated there are grants that LEPC is responsible in distributing. David explained the committee meets once a year to go over the needs.

The following individuals would like to be on the LEPC Sub-Committee:

- Jim Antti
- Scott Sneddon
- Bob Colescott
- Jeanne Freeman
- Jamie Gower
- Brian Hubkey
- Elaine Pace
- David Fogerson

MOTION to approve the training and equipment Sub-Committee for 2019 is David Fogerson, Brian Hubkey, Elaine Pace, Jamie Gower, Jim Antti, Scott Sneddon, Jeanne Freeman, and Bob Colescott.

RESULT:	APPROVED (UNANIMOUS)
MOTION BY:	David Fogerson
SECOND BY:	Bob Colescott
AYES:	None
NAYS:	None
ABSENT:	Motion carried unanimously

8. For Possible Action. Discussion and possible action on the development of an inclusive, countywide active shooter/hostile event response plan including the formation of a workgroup with a champion to explore and develop a response plan. (David Wm. Fogerson, Vice-Chair) 20 Minutes.

David Fogerson explained at the last LEPC meeting he went through how people would react in a hostile event. There needs to plan in place in the case of a hostile event. This workgroup will additionally help to revise the emergency operation plan. The workgroup would be a casual meeting.

Scott Sneddon thinks putting a workgroup together is an excellent idea and it will help to get more people/businesses prepared.

Jeanne Freeman expressed her interest in being part of the workgroup.

Bob Colescott explained the casinos are moving towards improving security and obtaining dogs on the properties for security.

Jose Vargas from Starbucks would like the opportunity to be involved in the workgroup.

Brandon Swain from the School District would like to be involved with the workgroup.

There was additional conversation regarding the benefits of the workgroup.

David Fogerson will be sending an email to the individuals that are interested in being on the workgroup containing details of the next meeting.

Jeanne Freeman thinks the group should reach out to subject matter experts.

MOTION to development an inclusive, countywide active shooter/hostile event response plan workgroup with Scott Sneddon as the champion including multiple members from LEPC and the community.

RESULT:	APPROVED (UNANIMOUS)
MOTION BY:	Jeanne Freeman
SECOND BY:	Jim Antti
AYES:	None
NAYS:	None
ABSENT:	Motion carried unanimously

9. For Presentation Only. Presentation on the Hazardous Mitigation Plan Update. (Tod F. Carlini, Committee Chair) 20 Minutes.

Tod Carlini stated the updating of the plan is moving along. Public hearings will need to be held. FEMA needs an updated plan by March of 2019. The plan will need to be brought to the County Commission for approval. Once the plan is approved by the County, it is good for 5 years. The focus of the updated plan was narrowed down to epidemic, vector control (mosquito issues), floods and fire.

The Hazardous Mitigation Plan is needed to obtain grants.

Non-natural disasters are not addressed in the plan.

Jeanne Freeman asked if non-natural disasters will be added to the plan in the future.

Tod stated it is possible but not required.

10. For Presentation Only. Presentation on the Community Assessment for Public Health Emergency Response (CASPER) that will be performed by Quad County Public Health Preparedness and Douglas County Emergency Management. (Jessica Rapp, Quad Public Health Preparedness) 30 Minutes.

Jessica Rapp from Quad County Public Health Preparedness presented a CASPER PowerPoint presentation that explained what it is, how the survey works and the plan for Douglas County.

There was much discussion amongst the group in regards to CASPER.

CLOSING PUBLIC COMMENT (No Action)

Jeanne Freeman explained Quad County Public Health Preparedness has been meeting with Douglas County to put bleed control kits in public locations. Training will be provided when the kits are placed.

David Fogerson stated if an industry partner would like to buy the kits the hope is they will be the same kit as in a public access building. This will help everyone to do the same training.

Tod Carlini asked the LEPC group what day of the week is best for the LEPC meetings.

Jeanne Freeman stated Wednesdays can cause a conflict due to other meetings.

Tod Carlini stated there are 4 meetings a year and LEPC will try to accommodate as best we can.

Tod would like to continue to do presentations at each LEPC meeting. The presentations are very informative.

Tod thanked LEPC for a great 2018. LEPC is an important group.

David Fogerson explained narcotic overdoses are being monitored, as there is an increase in narcotic overdoses at the lake.

Bob Colescott asked if there is a place to take unwanted or unused prescriptions.

David stated the Sheriff's Office and hospital are places to dispose of prescriptions.

10. For Possible Action. Discussion and possible action to approve the adjournment of the Local Emergency Planning Committee (LEPC) Meeting. (Tod F. Carlini, Committee Chair) 5 Minutes.

MOTION to adjourn the LEPC meeting.

RESULT:	APPROVED (UNANIMOUS)
MOTION BY:	Jim Antti
SECOND BY:	Bob Colescott
AYES:	None
NAYS:	None
ABSENT:	Motion carried unanimously

ADJOURNMENT

There being no further business to come before the Committee, the meeting adjourned at 10:52 a.m.

Respectfully submitted by:
Holly Megee
East Fork Fire Protection District
Douglas County Emergency Management