



Douglas County Emergency Management

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

1694 County Road
Minden, Nevada 89423
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Draft Minutes

Local Emergency Planning Committee

Date and Time: December 11, 2020 (10:32 AM)

Location: GoToMeeting

Attendees: Tod Carlini, EFFPD/DCEM-Chair
Amy Ray, EFFPD-Alternate Member
Kurt Hildebrand, The Record Courier-Member
Chris Lucas, Tahoe Douglas Fire Protection District- Member
Byrce Cranch, Tahoe Douglas Fire Protection District
Cameron McKay, Kingsbury GID
Karen Ellison-Douglas County Recorder-Member
Jamie Gower, Carson Valley Medical Center-Member
Jeanne Freeman, Quad County Public Health Preparedness-Member
Ron Michitarian, Douglas County Sheriff's Office-Alternate Member
Holly Megee, EFFPD-Associate Member
Rand Perry, Aervoe Industries-Member
Linda Skaggs, DART Supervisor-Member
Elaine Pace, EFFPD-Alternate Member
Paula Peterson, South Lake Tahoe Now-Alternate Member

INITIAL MEETING BUSINESS

Call meeting to order

The meeting was called to order at 10:32 AM.

PLEDGE OF ALLEGIANCE

Amy Ray led the Pledge of Allegiance.

Introduction of Members and Guests

Introductions occurred of all individuals present.

Confirmation of Quorum

A quorum of members was present.

PUBLIC COMMENT (No Action)

Public comments submitted prior to the Douglas County Local Emergency Planning Committee meeting have been compiled and made a part of the supporting materials that have been provided to the Douglas County Local Emergency Planning Committee members and public for review.

There was no public comment.

ADMINISTRATIVE AGENDA

The Administrative Calendar will be handled as follows:

1. The Committee Chair will read the agenda title into the public record.
2. Staff 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.
5. The Committee will then ask any follow-up questions and take action.

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:	Cameron McKay
SECOND BY:	Kurt Hildebrand
DISCUSSION:	None
OPPOSED:	None
ACTION:	Motion carried unanimously

Approval of Previous Minutes

2. For Possible Action. Approval of the September 25, 2020 minutes. (Tod F. Carlini, Chair) 5 Minutes.

MOTION to approve the September 25, 2020 minutes as written.

RESULT:	APPROVED (UNANIMOUS)
MOTION BY:	Kurt Hildebrand
SECOND BY:	Chris Lucas
AYES:	None
NAYS:	None
ABSENT:	Motion carried unanimously

3. For Possible Action. Discussion and possible action to review and update the membership roster. Possible action to approve appointment to positions and make recommendations for the unfilled positions. (Tod Carlini, Chair) 20 Minutes.

Tod Carlini reviewed the membership list with all present. He stated Secretary Holly Megee would go over the vacancies and suggest any changes that need to be made.

Holly Megee stated there is a voting member vacancy representing the Firefighting Agency.

Tod Carlini stated the voting member for the Firefighting Agency position was previously held by David Fogerson and suggested Amy Ray move into that position.

Holly Megee stated Amy Ray is currently an alternate member representing Civil Defense.

Kurt Hildebrand suggesting moving Amy Ray from Civil Defense to Firefighting Agency.

Tod Carlini stated having Amy Ray as a voting member representing Firefighting Agency was his intention and would like to make that change.

Tod Carlini stated LEPC would revisit the membership list at the next LEPC meeting and fill the alternate member representing Civil Defense.

Tod Carlini stated LEPC is still in need of a voting member representing Tribal Government.

Holly Megee stated Scott Sneddon from Bently called and requested the alternate member Zoe Spindelman representing SARA III Facilities be removed.

Tod Carlini stated Local Environment is in need of an alternate member and asked LEPC to inform him if someone has a person in mind to fill that position.

Ron Michitarian stated he would like to remove Jeff Schemenauer as a voting member representing Law Enforcement and add Will Lynch as a voting member representing Law Enforcement.

Below are the requested changes:

- Remove Zoe Spindelman as an alternate representing SARA III Facilities
- Move Amy Ray as an alternate representing Civil Defense to a voting member representing Firefighting Agency
- Remove Jeff Schemenauer as a voting member representing Law Enforcement
- Add Will Lynch as a voting member representing Law Enforcement

MOTION to approve replacing Jeff Schemenauer with Will Lynch representing Law Enforcement, move Amy Ray from Civil Defense to Firefighting Agency voting member and remove Zoe Spindelman from SARA III Facilities.

RESULT:	APPROVED (UNANIMOUS)
MOTION BY:	Kurt Hildebrand
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 Hazardous Materials Response Plan specific to NRT-1 requirements. (Tod F. Carlini, Committee Chair) 20 Minutes.

Tod Carlini explained one of the requirements for LEPC is an annual review of the Douglas County Hazardous Materials Response Plan specific to the NRT-1 requirements. He explained the State Emergency Response Commission requires certain elements within the emergency response plan that are specific to

hazardous material response. Tod Carlini stated the NRT-1 checklist was provided and reviewed. He explained there were no notable changes. He explained a few years ago there were some changes. Holly Megee stated there are a few grammatical changes but other than that, no major changes. Tod Carlini explained in the past LEPC has gone through the checklist but due to no major changes, it is not necessary.

MOTION to adopt the Douglas County Hazardous Materials Response Plan specific to NRT-1 requirements.

RESULT:	APPROVED (UNANIMOUS)
MOTION BY:	Cameron McKay
SECOND BY:	Kurt Hildebrand
AYES:	None
NAYS:	None
ABSENT:	Motion carried unanimously

5. 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 explained this item is an annual requirement. He stated in prior years there have been some modifications but this year the LEPC By-laws have not changed.

Tod Carlini opened it up for discussion and or any changes LEPC would like to make to the By-laws. There were no suggested changes.

MOTION to adopt the LEPC By-laws as presented.

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

6. For Possible Action. Discussion and possible action to form a 2021 LEPC Sub-Committee on grant needs. (Tod F. Carlini, Committee Chair) 20 Minutes.

Tod Carlini explained forming a 2021 LEPC Sub-Committee is an annual requirement. He stated the grants would start becoming available in early 2021. A LEPC Sub-Committee needs to be appointed today to represent the grant interests. He explained Sub-Committee recommendations will then come back to LEPC for discussion and possible action. He stated it is important that everyone have an opportunity for the grant funds and the Sub-Committee consist of a well-represented group from LEPC including firefighting, gaming, public health, medical and law enforcement. Tod Carlini recommended having a similar group representing a combination of agencies. He explained LEPC is committed to making the grant funds available with diversity within the group.

The following individuals served on the 2020 LEPC Sub-Committee:

- Chris Lucas
- Bob Colescott
- Jeanne Freeman
- Jamie Gower
- Ron Michitarian
- David Fogerson

The following individuals would like to serve on the 2021 LEPC Sub-Committee:

- Chris Lucas
- Jeanne Freeman
- Jamie Gower
- Will Lynch
- Amy Ray
- Cameron McKay

Ron Michatrain suggested Will Lynch be on the committee.

Tod Carlini suggested Amy Ray be on the committee and explained she will do the ordering of the items when the time comes for the grant purchasing.

Tod Carlini stated the committee is still in need of an individual to represent industry or GID. He stated he does not feel comfortable volunteering Bob Colescott without his permission.

Jeanne Freeman explained in the past if people can't be on the committee, they could still submit their requests. She explained more people on the committee presented scheduling challenges. In the past, the Sub-Committee reached out to the GIDs or other agencies that requested grant needs.

Cameron McKay stated he would like to be on the committee.

Tod Carlini stated Amy Ray would be the coordinator of the committee.

Tod Carlini asked LEPC members to gather their grant requests and present them to the Sub-Committee coordinator when solicited.

MOTION to approve the above 2021 LEPC Sub-Committee as presented.

RESULT:	APPROVED (UNANIMOUS)
MOTION BY:	Kurt Hildebrand
SECOND BY:	Chris Lucas
AYES:	None
NAYS:	None
ABSENT:	Motion carried unanimously

7. For Presentation Only. Staff Reports and Updates. (Tod F. Carlini, Committee Chair) 10 Minutes.

Tod Carlini stated he believes everyone is dealing with or has a part in COVID response. He stated COVID has been occupying a lot of time for Douglas County Emergency Management and is keeping everyone busy.

Tod Carlini explained revisions for the Emergency Response Plan would be sent to the Division of Emergency Management. He stated this is an annual requirement. He explained most of the changes would be updates of people and their contact numbers.

Kurt Hildebrand thanked Carson City Health and Human Services for providing updated numbers of deaths related to COVID. He understands this is not easy but appreciates the updates.

Elaine Pace reminded everyone about the food drive, taking place at Carson Valley Inn until 6:00 PM. She encouraged everyone to donate food, money and or time.

Jeanne Freeman stated Carson City Health and Human Services is working with the State on the COVID-19 vaccine availability. She explained the different tiers and time lines. Carson City Health and Human Services would continue to work through the State orders and is ready to support the vaccinations in Douglas County

and the rest of the Quad County region. They will be reaching out to groups as vaccinations in their tiers become available. She explained this would not be a mandatory vaccine from Public Health but it is up to the employers if they want to make it mandatory. She stated information would be released as it is made available. She explained things change every day so please be patient. She encouraged everyone to call if you have any questions.

Tod Carlini thanked Jeanne Freeman and her staff for an amazing job under difficult circumstances.

Tod Carlini introduced Jeff Veliquette, Deputy Chief of Operations who has replaced David Fogerson. Starting Monday, December 14, 2020 Larry Goss will be the new Deputy Chief of Training and Safety.

Tod Carlini thanked all LEPC members for the participation. He wished everyone a Merry Christmas and a better 2021.

CLOSING PUBLIC COMMENT (No Action)

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

MOTION to adjourn the LEPC meeting.

RESULT:	APPROVED (UNANIMOUS)
MOTION BY:	Kurt Hildebrand
SECOND BY:	Cameron McKay
AYES:	None
NAYS:	None
ABSENT:	Motion carried unanimously

ADJOURNMENT

There being no further business to come before the Committee, the meeting adjourned at 11:07 AM.

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