



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 1, 2022 (9:07 AM)

Location: GoToMeeting & In Person-1694 County Road, Minden, NV 89423

Attendees: Tod Carlini, EFFPD-Member
Amy Ray, EFFPD-Member
Jessica Brenner, Quad County Public Health Preparedness-Alternate Member
Chris Lucas, Tahoe Douglas Fire Protection District- Member
Carrie Nolting, Tahoe Douglas Fire Protection District, Alternate Member
Mike Courouleau, Bently/Baker Hughes
Tom Martz, Bently/Baker Hughes
Kurt Hildebrand, The Record Courier-Member
Paula Peterson, South Tahoe Now-Alternate Member
Ron Michitarian, DCSO-Alternate Member
Linda Skaggs, DART-Member
Bob Colescott, Local Industry-Member
Shari Grennan, Nevada Division of Emergency Management
Holly Megee, EFFPD Clerk
Greg Reed, GRGID, Member
Lisa Christensen, Washoe Tribe, Alternate Member
Shawnyne Garren, Douglas County Recorder

Initial Meeting Business

Call meeting to order

The meeting was called to order at 9:07 AM.

Pledge of Allegiance

Greg Reed 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)

At this time, public comment will be taken on those matters that are within the jurisdiction and control of the Local Emergency Planning Committee but are not on the agenda for this meeting or those agenda items where public comment will not be taken as a public hearing is not legally required when an item is for presentation only.

Public comment may be limited to three minutes per speaker, which will be decided by the Committee Chair or other presiding officer in his/her absence. If you are going to comment on a specific agenda item that the 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 Committee Chair or designee.

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, Committee Chair) 5 minutes.

MOTION to approve the agenda.

RESULT:	APPROVED (UNANIMOUS)
MOTION BY:	Kurt Hildebrand
SECOND BY:	Ron Michitarian
AYES:	All
NAYS:	None
ABSENT:	Motion carried unanimously

Approval of Previous Minutes

2. For Possible Action. Approval of the September 22, 2022 minutes. (Tod F. Carlini, Committee Chair) 5 minutes.

Committee Chair Tod Carlini stated the draft minutes were sent via email for all to review.

MOTION to approve the September 22, 2022 minutes as written.

RESULT:	APPROVED (UNANIMOUS)
MOTION BY:	Kurt Hildebrand
SECOND BY:	Bob Colescott
AYES:	All
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 F. Carlini, Committee Chair) 15 minutes.

Committee Chair Tod Carlini stated this is a standing item. It is important to maintain an accurate list of representatives on the Local Emergency Planning Committee to report quarterly to the State Emergency Response Commission (SERC). He stated he believes the only change is a name change and it is the only change he is aware of at this time. Jessica Rapp is now Jessica Brenner. He congratulated Jessica. There will be changes next year with the elected officials. Clerk Holly Megee asked if the two individuals attending the meeting from Baker Hughes will be replacing the current members representing SARA III facilities. Committee Chair Carlini stated the current members are Julie Roth and Cody Brocksmith. Mike Courouleau stated he and Tom Martz will be replacing the current members, he will be the primary and Tom will be the alternate. Committee Chair Carlini stated the above are the three changes recommended for the membership list.

MOTION to approve the membership list with the recommended changes as presented.

RESULT:	APPROVED (UNANIMOUS)
MOTION BY:	Kurt Hildebrand
SECOND BY:	Greg Reed
AYES:	All
NAYS:	None
ABSENT:	Motion carried unanimously

Committee Chair Carlini welcomed Mike and Tom to the group and their contacts will be added so they both will start receiving all LEPC information.

He stated it is important the list is updated for SERC as they have a very dedicated Director who confirms LEPC is following the rules.

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.

Committee Chair Tod Carlini explained one of the requirements for LEPC to participate in grants is an annual review of the Douglas County Hazardous Materials Response Plan specific to the NRT-1A checklist. He turned the discussion over to Clerk Holly Megee to go over the changes.

Holly went over the suggested changes on the NRT-1A checklist.

Below are the recommended changes:

1. Replace Annex Q, Appendix 6 with the most current list of the HazMat locations. (The most current list was obtained on 11-29-2022)
2. Annex 1, Appendix 1-updated the media contact roster

3. Annex E, Appendix 1.4, 3.1 and 3.2 -updated the evacuation resources, special facilities inventory and the home health agency facility name
4. Annex M, Appendix 3-Updated the resource contact information
5. Annex Q, Appendix 5-A-Insert the 2023 schedule when it is received (The meeting to determine the schedule is on December 19, 2022)

Holly stated she will send out all the redlines and updated changes to LEPC by the end of the day.

Committee Chair Carlini stated the training schedule is coming from an outside source, the Quad County Hazardous Materials team.

Committee Chair Carlini stated in the sixteen years he has been the committee chair of LEPC, he has never missed the compliance deadline date. The NRT-1A must be current to be eligible for grants and by federal law.

Shawnyne Garren asked what NRT stands for.

Committee Chair Carlini stated he has not thought of it as other than a federal code.

Note: Changes to the NRT-1A that are adapted at this meeting will be emailed to all LEPC members by the end of business today.

MOTION to approve the NRT-1A Checklist as presented with the recommended changes.

RESULT:	APPROVED (UNANIMOUS)
MOTION BY:	Kurt Hildebrand
SECOND BY:	Bob Colescott
AYES:	All
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) 15 minutes.

Committee Chair Carlini explained this item is an annual requirement. He stated this LEPC is an all-hazard LEPC. The only change is the correction of a link. He turned the discussion over to Clerk Holly Megee to go over the change.

Holly went over the suggested change to the By-Laws.

Below is the recommended change:

1. Article 5 – Update the website link from <http://ag.state.nv.us/oml/oml.htm> to https://ag.nv.gov/About/Governmental_Affairs/OML/

Committee Chair Carlini opened it up for discussion or questions.

Kurt Hildebrand asked with the impending transfer of Emergency Management to the County, is there anything that will affect LEPC.

Committee Chair Carlini explained from his perspective no, but for whoever assumes that responsibility, there may be. It would be their responsibility to bring that forward.

MOTION to adopt the LEPC By-Laws with the one recommended change.

RESULT: **APPROVED (UNANIMOUS)**
MOTION BY: Kurt Hildebrand
SECOND BY: Bob Colescott
AYES: All
NAYS: None
ABSENT: **Motion carried unanimously**

6. For Possible Action. Discussion and possible action to form a 2023 LEPC Sub-Committee on grant needs. (Tod F. Carlini, Committee Chair) 20 minutes.

Committee Chair Carlini explained forming a 2023 LEPC Sub-Committee is an annual requirement. A LEPC Sub-Committee needs to be appointed today to represent the grant interests. He stated LEPC attempts to diversify the group.

The following individuals served on the 2022 LEPC Sub-Committee:

- Chris Lucas
- Jeanne Freeman
- Jamie Gower
- Ron Michitarian
- Amy Ray
- Cody Brocksmith
- Brandon Garden

Committee Chair Carlini stated Deputy Chief Amy Ray will serve as the Sub-Committee Chair. The group is a small group representing a variety of agencies.

Carrie Nolting stated Chris Lucas would like to be on the Sub-Committee.

The following individuals would like to serve on the 2023 LEPC Sub-Committee:

- Chris Lucas
- Jamie Gower
- Ron Michitarian
- Amy Ray
- Mike Courouleau
- Bob Colescott

Committee Chair Carlini stated the sub-committee generally meets a couple of times. He asked Clerk Holly Megee to go over the names of the individuals who would like to serve on the 2023 LEPC Sub-Committee.

Clerk Megee stated the following individuals that would like to serve on the 2023 LEPC Sub-Committee are the names mentioned above.

MOTION to approve the 2023 LEPC Sub-Committee.

RESULT: **APPROVED (UNANIMOUS)**
MOTION BY: Tod Carlini
SECOND BY: Kurt Hildebrand
AYES: All
NAYS: None
ABSENT: **Motion carried unanimously**

Closing Public Comment (No Action)

Kurt Hildebrand gave an update:

- The Record Courier in Gardnerville has closed. There is a potential home but not until January 2023.

Jessica Brenner gave an update:

- Respiratory illnesses are on the rise in the Quad-County region. Seeing a higher number of RSV cases than normal. The pediatric beds in Reno are all full and they are working to transfer patients and open more pediatric beds. Take steps to prevent respiratory illnesses this season.
- Working on the COVID After Action Report. Some may receive a request for feedback. This report will help get a better response to future public health emergencies.
- Working on other plans such as a respiratory illness response plan and the mobile medical facility.
- The mobile medical facility has been purchased and there will be an exercise in April or May to train staff on the set up of the MMF.

Shari Grennan gave an update:

- Thanked Douglas County for their participation in Department of Emergency Management (DEM) Fall Preparedness Workshops and thanked District Fire Chief Tod Carlini for his discussion regarding the Caldor Fire - beneficial model for new emergency managers on how an entire community can come together.
- Thanked Melissa Elges/Douglas County's Chief of Staff and Jessica Brenner/Quad County PHP for their participation as instructors for Public Information courses held here at DEM. It's appreciated how Douglas County and Quad Counties values educating those around our State and bringing knowledge and expertise to others in the area of Emergency Management.
- Go to nvntqs.net to see list of courses.
- Mission Support will be reaching out for participation in their Tactical Field Operations Guide for Communication.
- Grant section advised that EMPG & HSGP grants have been released in Zoom Grants. If you have any, please sign in to Zoom Grants.
- Hazard Mitigation would like Douglas County to know that the update for the Hazard Mitigation Plan is in 2025. This can take several years to properly update and secure funding for, so it is not too soon to start thinking about it.
- Upcoming Meetings: Cyber Security - Friday, December 2, 2022 at 10:00 am, Nevada Commission of Homeland Security - Monday, December 5, 2022 at 1:00 pm and IMAC - Wednesday, December 7, 2022 at 9:00 am.

Committee Chair Carlini thanked Shari for the update and compliments given. He stated the update given provided a lot of information and is a perfect example why we are an all-hazard LEPC.

There was no further public comment.

7. For Presentation Only. Presentations and LEPC member updates. No action may be taken on this item. (Tod F. Carlini, Committee Chair) 20 minutes.

Tod Carlini gave an update:

- Moving forward on submitting grants and will soon be receiving the EMPG grant.
- Will be submitting to DEM the annual requirement of the Emergency Operations Plan. This year we will be adding an annex with respect to Family Assistance Center.
- There will be a transition in the future with Emergency Management. After 16 years of East Fork Fire managing Emergency Management through a contract with the County, the County has decided not to renew the contract. As far as the District knows, the contract ends June 30, 2023. East Fork Fire will continue management until notified not to. He thanked everyone for their participation and input for the last 16 years. When the District inherited Emergency Management there were only 4 members. LEPC has come a long way and has grown to where we are today.

8. 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:	Kurt Hildebrand
SECOND BY:	Greg Reed
AYES:	All
NAYS:	None
ABSENT:	Motion carried unanimously

Adjournment

There being no further business to come before the Committee, the meeting adjourned at 9:44 AM.

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