



# 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

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## **Draft Minutes**

### **Local Emergency Planning Committee**

**Date and Time:** May 31, 2023 (9:00 AM)

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

**Attendees:** Tod Carlini, EFFPD-Member  
Amy Ray, EFFPD-Member  
Cari Rioux, Quad County Public Health Preparedness-Member  
Jessica Brenner, Quad County Public Health Preparedness-Alternate Member  
Carrie Nolting, Tahoe Douglas Fire Protection District-Alternate Member  
Chris Lucas, Tahoe Douglas Fire Protection District-Member  
Kurt Hildebrand, The Record Courier-Member  
Bob Colescott, Harrah's/Harvey's-Member  
Joe Anderson, Harrah's/Harvey's-Alternate Member  
Brent Finster, Emergency Communications-Member  
Kara Easton, Douglas County Emergency Manager  
Holly Megee, EFFPD Clerk  
Greg Reed, GRGID-Member  
Alicia Main, Carson Valley Chamber of Commerce-Member  
Shawnyne Garren, Douglas County Recorder-Member  
Elaine Pace, EFFPD-Alternate Member  
Rand Perry, Aervoe Industries-Member  
Jamie Gower, Carson Valley Health-Member  
Bren McClean, Division of Emergency Management

### **Initial Meeting Business**

### **Call meeting to order**

The meeting was called to order at 9:00 AM.

### **Pledge of Allegiance**

Bob Colescott 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.

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

## Approval of Previous Minutes

**2. For Possible Action. Approval of the March 1, 2023 minutes. (Tod F. Carlini, Committee Chair) 5 minutes.**

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

Shawnyne Garren stated she emailed Holly Megee right before the meeting in regards to a couple typos to correct on the minutes.

MOTION to approve the March 1, 2023 minutes as amended.

<b>RESULT:</b>	<b>APPROVED (UNANIMOUS)</b>
<b>MOTION BY:</b>	Shawnyne Garren
<b>SECOND BY:</b>	Bob Colescott
<b>AYES:</b>	All
<b>NAYS:</b>	None
<b>ABSENT:</b>	<b>Motion carried unanimously</b>

**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 the main focus of today’s meeting. There will be several changes made today to the membership roster. The elected state official voting member needs to be filled. Due to the Legislature being in session, it has not been filled. Committee Chair Carlini suggested Senator Dr. Robin Titus or Assemblyman Ken Gray. He suggested contacting Dr. Robin Titus.

Committee Chair Tod Carlini stated there are a couple of changes that need to be made. Below are the suggested changes:

- Contact Senator Dr. Robin Titus or Assemblyman Ken Gray to see if they are interested in joining LEPC as a voting or alternate member representing Elected State Official.
- Remove Amy Ray as the voting Member and replace with Elaine Pace representing Firefighting Agency. An alternate member will need to be decided at a later date.
- Bob Colescott representing Local Industry needs to be removed due to his retirement. Joe Anderson will replace Bob Colescott. Add Mark McDonald as the alternate member.
- Remove Tod Carlini representing Civil Defense and add Kara Easton as the voting member.
- Remove Holly Megee as the associate member representing Secretary.
- Brent Finster the new Emergency Communications Manager will replace Ron Sagen.

Committee Chair Carlini stated the above are the recommended changes for the membership list that would become effective July 1, 2023.

Kurt Hildebrand would like to know what the process is after July 1, 2023 for electing members for LEPC. Would it be the responsibility of the Commissioners, Emergency Manager, LEPC members. etc.

Committee Chair Carlini stated it should be decided by the LEPC membership. LEPC has never been a Board established by the County Commissioners. It’s vested in federal law in terms of the discipline on who represents the Local Emergency Planning Committee. The only action the County Commissioner took was to designate this LEPC as an all hazard. The true membership makeup is vested within LEPC.

Kurt Hildebrand stated after 15 years of East Fork Fire managing LEPC, change is difficult.

Jamie Gower requested Carson Valley Medical Center be changed to Carson Valley Health.

Shawnyne Garren asked if Dr. Titus has been contacted and is willing to accept the position.

Committee Chair Carlini stated Dr. Titus has not been contacted, he is just recommending her.

Shawnyne Garren stated she would like clarification between the recommendation versus the filling of the Elected State Official position.

Committee Chair Carlini stated the position will remain open until an individual is contacted and then the position will be filled at a later date.

Brent Finster requested as of July 1, 2023 it will no longer be Douglas County 911 Emergency Services, it will be Emergency Communications.

MOTION to update and modify the Douglas County LEPC membership effective July 1, 2023 with the following changes, under Firefighting Agency remove Deputy Chief Amy Ray and replace with Elaine Pace representing East Fork Fire, with no recommendation of an alternate at this time, under Local Industry, remove Bob Colescott as the voting member and replace with Joe Anderson, add Mark McDonald as the alternate, under Civil Defense, remove Tod Carlini and replace with Kara Easton, with no recommendation for an alternate, and under Secretary remove Holly Megee with no recommendation of a replacement.

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

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

Bren McClean gave an update:

- Spring thaw is dynamic. The MVOC is partially activated at this time but prepared to fully activate depending on the needs from the local jurisdictions. The State has declared a State of Emergency and if there are needs please contact the 24-hour duty officer at 775.687.0498.

Committee Chair Carlini asked how far the State is away from the 4 to 5-million-dollar threshold.

Bren McClean stated she does not know but will find out.

Kurt Hildebrand gave an update:

- Thanked East Fork Fire for the years of service given to LEPC
- It will be an interesting transition

Chris Lucas gave an update:

- Has been with LEPC for the last 18 years and appreciates the level of organization and leadership demonstrated over the last 18 years, especially the last 10 years

Cari Rioux gave an update:

- Family Assistance Center Training (FACT) training performed in Douglas County with many departments involved. Hopefully the plan can get updated and exercised in the future
- Recently had a training at Gardnerville Health and Rehab
- Hope to continue a partnership with East Fork Fire with trainings
- Recently set up the mobile medical shelter tent. The tent can be requested by counties if needed
- Thanked Committee Chair Carlini for all his hard work over the years

Kara Easton gave an update:

- Thanked everyone for the warm welcome and looking forward to continuing to serve the community and follow in Committee Chair Carlini's footsteps

Tod Carlini gave an update:

- With respect to the Spring Thaw, much effort was put forth and benefited around various areas
- The Family Assistance Plan was added to the EOP
- Grants looked at in March have been submitted and are going through the process
- Our LEPC has always done their best to spread the wealth regarding grants
- LEPC has a big responsibility to make sure the committee is in compliance with the requirements of SERC
- Thanked Holly Megee for her hard work on the annual compliance submitted at the beginning of each year
- Thanked Elaine Pace for her work put into the NRT-1
- Thanked everyone for their time and participation

**Closing Public Comment (No Action)**

Cari Rioux stated she serves on four different LEPC’s and many of the committees are making changes. Change is everywhere.

Committee Chair Carlini thanked Cari Rioux for all her hard work with the Quad Counties.

**5. 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.

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

**Adjournment**

There being no further business to come before the Committee, the meeting adjourned at 9:38 AM.

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