



# Local Emergency Planning Committee (LEPC)

Executive Committee Meeting

Minutes

November 23, 2022, 10:00 A.M.

Regional Emergency Operations Center  
5195 Spectrum Boulevard, Reno, Nevada

## 1. CALL TO ORDER/ DETERMINATION OF QUORUM

Chair Andy Ancho called the meeting to order at 10:02 a.m. A quorum was established.

**PRESENT:** Chair Andy Ancho – RFD; Brian Taylor – REMSA; and Tracy Moore – WCSD.

### **ABSENT:**

Also Present: Kelly Echeverria – WCEM; Wade Carner - Legal; Francisco Ceballos - Secretary/Treasurer.

## 2. PUBLIC COMMENT –

There was no public comment.

## 3. APPROVAL OF July 21, 2022, EXECUTIVE COMMITTEE MEETING MINUTES – (FOR POSSIBLE ACTION) – Andy Ancho, Chair

*It was moved by Brian Taylor, seconded by Tracy Moore to approve the minutes as written.*

There was no public comment.

*The motion passed unanimously.*

## 4. REVIEW AND POSSIBLE APPROVAL OF ANNUAL LEPC PLAN UPDATE – FOR POSSIBLE

**ACTION** – Yearly review, update, and possible approval of the updated LEPC Plan with form NRT1A, contact information, equipment lists, letter of promulgation, and training/exercise schedules – Kelly Echeverria, Emergency Manager, Washoe County Emergency Management

Kelly Echeverria said there have been some suggestions from the Health District for the plan which include “HAZMAT Information Communication from the Scene” and “HAZMAT Decon Assistance to Hospitals”. Kelly was not sure where that should go within the plan. Brian Taylor asked Andy if RFD has their tox-medic program going yet. Andy said he was not sure. Kelly said A-210 might be the scene to hospital communications. Kelly suggested coming

back to the item when it is more clear where this information would be placed. Brian agreed that it might be best to wait to vote on this item until everyone has a clearer idea of their part. He said some of the items will be decided on site by HAZMAT teams and then it is unclear if that has to go through REMSA before the hospital. Andy agreed that he needs to consult with the TRIAD's existing plan. He also noted that under "HAZMAT Decon Assistance to Hospitals" it uses the word "could" which makes the procedure sound optional. Brian said it is a good idea to add these sections to the plan but it needs some more time. Andy suggested moving this to another meeting.

Kelly asked when TRIAD last updated their plan. Andy was not sure. Kelly said when LEPC was updating their plan in 2020, TRIAD was working on theirs as well, but it was taking years to complete. If it hasn't been updated recently, LEPC would have whatever is in the TRIAD plan because the LEPC vendor incorporated TRIAD's plan into it when it was being updated. Kelly then said there may be an opportunity for a workshop to work on this specific point to get it to a point that it can be added. Brian suggested also having Paul Potocka and Nick Klaich as part of the conversation. Andy agreed that was a good idea. Kelly asked if they could get together before the December meeting. Andy said he could at least speak with Paul before then. Kelly said it might be difficult to get Jessie Latchaw before the next meeting. Kelly said she would attempt to schedule a meeting with everyone and if it does not work out it can be pushed to next year's updates. Andy also suggested just meeting with Paul and Nick if that is more manageable. Brian added that if a meeting occurs without him or Jessie Latchaw, that he would need to know what REMSA is meant to relay to the hospitals. Andy said the preference is for everyone to meet.

Kelly said the NRT-1A has not changed from last year. It identifies where in the plan each of the items are. It will be updated in the plan.

Kelly said the equipment list also has not changed.

The letter of promulgation has not changed, with the exception of needing Andy's signature as the new Chair.

Kelly said the training and exercise schedules are the TEPW which will be put together after the December meeting and will be attached after. This is so that LEPC community members can have input. Kelly said so far there is an airport exercise, an Incline Village evacuation exercise, and an FBI-hosted exercise.

*It was moved by Tracy Moore, seconded by Brian Taylor to approve the updated LEPC Plan with form NRT1A, contact information, equipment lists, letter of promulgation, and training/exercise schedules.*

There was no public comment.

*The motion passed unanimously.*

**5. REVIEW OF THE ANNUAL LEPC LEVEL OF RESPONSE QUESTIONNAIRE – FOR POSSIBLE ACTION** - Yearly review, update, and possible approval of the Washoe County Level of Response – Kelly Echeverria, Emergency Manager, Washoe County Emergency Management

Kelly said this item also rarely changes and has not changed again. LEPC is still at a technician level of response and this level of response is designated in the plan. She also said LEPC responds at a higher level because of agreements with other entities. The number of responders changes based on OSHA standards. This is where changes would occur. Kelly said she is not aware of any changes to those numbers. Andy asked where the numbers came from in the past. Kelly said Eric Millette. Brian clarified that Eric would poll the different fire agencies to get those numbers. Brian said he has not done that himself. Tracy asked if the certification is issued by the state. Brian said there is not a certification for awareness level.

Kelly asked if Brian could get numbers from REMSA and report those back and staff can reach out to other fire agencies. She also asked for Andy to do the same. Kelly said she could reach out to Sparks, Truckee Meadows, North Lake Tahoe, and Pyramid Lake. Brian said he can get her the number likely today.

Kelly suggested waiting to take action on this item until the general membership meeting. Andy agreed.

**6. REVIEW OF THE ANNUAL LEPC EXERCISE REPORT – FOR POSSIBLE ACTION** – Yearly review, update, and approval of the Washoe County LEPC Exercise Report – Kelly Echeverria, Emergency Manager, Washoe County Emergency Management

Kelly presented the Exercise Reporting Form which is a check-list of everything that needs to be included to be compliant for the overall submission to SERC.

Kelly explained that LEPC is using the CBRNE exercise in March to meet the SERC requirement for an actual response. Rodney Wright is getting her the numbers on how many participated in the exercise. For the “Corrective Actions” section of the form, Kelly inquired with SERC about attaching the after-action form already completed rather than re-writing something for the sake of the form. She explained that it was a thorough report and should be sufficient. SERC accepted the after-action from last year. Brian Taylor said SERC will likely accept the after-action because it was produced by the Division of Emergency Management by the state. Andy Ancho attested to the thoroughness of the after-action report.

Kelly said, once she has the number of people involved in the CBURNI exercise, it will be ready for the December meeting for approval. Andy clarified that no action would be taken on the item until it is complete.

**7. REVIEW AND POSSIBLE APPROVAL OF THE ANNUAL LEPC BY-LAWS UPDATE – FOR POSSIBLE ACTION** – Yearly review, update, and approval of the Washoe County Updated By-Laws – Wade Carner, Assistant District Attorney, Washoe County

Wade reminded the members that SERC asked that amendments be made to bylaws across the state. The sections added in order to come up to SERC's requirements include: meetings, public availability, public comment, public requests for information, distribution of hazardous materials response plan, and dissolution.

Brian Taylor asked if SERC has looked at the changes yet. Wade was not sure if it had been sent to SERC yet. Wade clarified that SERC sent examples for the sections they wanted changed and all the changes have been modeled after their examples. Francisco said it would need to be approved before being shared with SERC, so it has not yet been shared with them. Kelly Echeverria said she also made a change to "Officers" under the "Chairperson Responsibilities" where it states "...submit program reports to LEPC, SERC, and the Nevada Homeland Security Committee..." Kelly explained that the committee does not exist and that LEPC is not required to report to the Resilience Commission regarding SERC items. She suggested removing that from the plan. She also suggested hyphenating "one-year" throughout. In article 8 she also suggested removing "Washoe County" from Washoe County LEPC as the beginning of the document states that the committee will be referred to as "LEPC". She also changed the zip code and added the correct address.

Andy clarified for E whether she was suggesting the removal of only "Nevada Homeland Security" from the document. Brian said the document sent out this morning by Francisco has all the suggested changes on it. He also asked how our LEPC is being differentiated from others within the state. Kelly said at the top of our bylaws it states, "The name of this organization shall be the 'Reno, Sparks and Washoe County Local Emergency Planning Committee,' and shall be referred to as 'LEPC.'"

*It was moved by Tracy Moore, seconded by Brian Taylor to approve the Washoe County updated by-laws.*

There was no public comment.

*The motion passed unanimously.*

**8. REVIEW AND POSSIBLE APPROVAL OF THE LEPC MEMBERSHIP LIST – FOR POSSIBLE ACTION** – Yearly approval of the Washoe County LEPC Membership List – Francisco Ceballos, Secretary/Treasurer

Francisco explained that he is presenting on the list of members to provide to SERC with all the categories and the members and agencies representative for them. The list begins with "State Official". This position is empty currently because they left office half way through

the year. He said he is working on finding a new official to take on that role. Kelly Echeverria clarified that that was Julia Ratti, but LEPC is allowed to have a state or local official to fill that role so we are currently covered by Chris Hicks but will be working to get a state official as well. Francisco read through the following:

<u>Category:</u>	<u>Agency/Member Name:</u>	<u>Attempted:</u>
1. Elected State Official		<input type="checkbox"/>
2. Elected Local Official	<a href="#">District Attorney - Chris Hicks</a>	<input type="checkbox"/>
3. Law Enforcement	<a href="#">RPD- Daniel Bond, SPD- Jason Woodard, WCSO- Marc Bello, UNR- Sierra Hooft, WCSSD- Seana Baker</a>	<input type="checkbox"/>
4. Civil Defense (Emergency Management)	<a href="#">Washoe County EM- Kelly Echeverria, WCTS- Gary Zaepfel, WCAS- Shyanne Schull</a>	<input type="checkbox"/>
5. Firefighting	<a href="#">RFD- Andy Ancho, SFD- Shawn McEvers, NLTFPD- Ryan Sommer, TMFPD- Joe Kammann, RTAA- Tracy Moore</a>	<input type="checkbox"/>
6. First Aid	<a href="#">REMSA Health- Brian Taylor</a>	<input type="checkbox"/>
7. Health	<a href="#">Washoe County Health District (WCHD)- Andrea Esp</a>	<input type="checkbox"/>
8. Local Environmental	<a href="#">WCHD- Francisco Vega</a>	<input type="checkbox"/>
9. Hospital	<a href="#">Inter-Hospital Coordinating Council- Zeb Nomura, VA- Brittany Nevin</a>	<input type="checkbox"/>
10. Transportation	<a href="#">RTC- Rob Reeder</a>	<input type="checkbox"/>
11. Broadcast/Print Media	<a href="#">KOLO-TV- Wade Barnett</a>	<input type="checkbox"/>
12. Community Groups	<a href="#">UNR- Matt Williams, TMCC- Scott Alquist, Reno Dispatch- Sara Skroch</a>	<input type="checkbox"/>
13. EPCRA Facility Owners/Operators	<a href="#">TMWA- Ian Dasmann, NV Energy- Liz Breeden</a>	<input type="checkbox"/>
14. Additional Members:	<a href="#">TRIAD- Nick Klaich</a> <a href="#">Reno-Sparks Indian Colony- Ceira Sampson</a> <a href="#">Pyramid Lake Paiute Tribe- Don Pelt</a>	

Kelly asked if the Pyramid Lake Paiute Tribe could be under “Firefighting” and the Reno-Sparks Indian Colony under “Civil Defense/Emergency Management”. She also asked if Tracy Moore is in the appropriate spot. Francisco thanked Kelly for bringing up those points because he wanted to discuss them as well. He explained that the list presented is the one from the last approval. Francisco agreed that Pyramid Lake Paiute Tribe should be under “Firefighting” and the Reno-Sparks Indian Colony under “Civil Defense/Emergency Management”, but said that Tracy Moore could be placed in a few different places.

Kelly asked Tracy Moore if RTAA is getting a fire chief and will the fire department be their backup on LEPC. Tracy Moore said firefighting is presently in the planning stage. He said he

believes that the airport is pushing to do contractual services with the City of Reno for fire protection at the airport. He said he could reach out to battalion chiefs to fill the firefighting role which is important due to the hazardous material quantities on hand. Andy Ancho said the airport has a unique set of hazards so a representative would be a good idea. Tracy said he feels there should be someone. Kelly said she feels Tracy has the opportunity to be under "Civil Defense", "Transportation" or "Firefighting". Tracy said he feels he should go under transportation. He said he would reach out to Mike Brown to see who the firefighting designee should be. He asked if other members feel there is a need to fill that role. Andy Ancho said because LEPC is focused on HAZMAT and the airport has some specific hazards that the rest of the region does not, RFD will respond to a large event, but it is the airport that is trained on how to properly respond. A representative from the airport would be a good idea for that reason. Brian agreed and said he felt Tracy should be under "Transportation" as well.

Andy Ancho added that under TRIAD in "Additional Members" LEPC should seek to add more members from the airport, Reno Fire, TMFPD, and anyone else involved in TRIAD. Brian added that there is also Joe Kamman. Andy explained that making the TRIAD section more robust would benefit LEPC. Brian suggested that Paul be involved. Andy said he is involved in SERC but not to a conflicted level. Francisco said Nick and Paul could discuss who they want as the primary and secondary. Kelly added that they can have up to three. Brian said Paul, Joe, and Nick are the major members of the TRIAD. Those members along with airport fire, seem to cover everyone.

Kelly said Ryan Sommers need an "s" added to his name.

Andy asked if this list is something that can be updated at any time. Kelly suggested there should be an action to approve the list with the stated changes. She said this is only the annual reporting form for SERC but LEPC has their own list which is updated regularly.

*It was moved by Brian Taylor, seconded by Tracy Moore to approve the Washoe County LEPC membership list with the recommended changes.*

There was no public comment.

*The motion passed unanimously.*

**9. REVIEW OF THE LEPC 2022 MEETING DATES** – Presentation of the 2022 LEPC Meeting Dates  
– Francisco Ceballos, Secretary/Treasurer

Francisco presented the meeting dates for 2023:

**Meeting Dates 2022:**

<b>Executive &amp; Grant/Finance</b>	<b>General</b>
<b>January 27, 2022</b>	<b>February 17, 2022</b>
<b>March 18, 2022</b>	<b>April 21, 2022</b>
<b>May 19, 2022</b>	<b>June 16, 2022</b>
<b>July 21, 2022</b>	<b>August 18, 2022</b>
<b>September- Cancelled</b>	<b>October 20, 2022</b>
<b>November 23, 2022 (Ex only)</b>	<b>December 15, 2022</b>

**Meeting Dates 2023:**

<b>Executive &amp; Grant/Finance</b>	<b>General</b>
<b>January 19, 2023</b>	<b>February 16, 2023</b>
<b>March 16, 2023</b>	<b>April 20, 2023</b>
<b>May 18, 2023</b>	<b>June 15, 2023</b>
<b>July 20, 2023</b>	<b>August 17, 2023</b>

He explained that executive and grants and finance meetings are on odd months and general membership meeting on even months. For 2022, only the September executive and grants and finance meeting was canceled and the November executive meeting canceled. The final meeting for the year will be December 15<sup>th</sup>.

He said he also selected meeting dates for 2023 for discussion. Kelly added that the December meeting for 2023 was bumped up because the original date was the Thursday before a Monday Christmas and likely there will be attendance issues.

Brian asked if the dates were checked against holidays for next year. Kelly affirmed that they had been.

- 10. LEPC GENERAL MEMBERSHIP AGENDA REVIEW – (FOR POSSIBLE ACTION)** – A review and approval of the agenda for the next General Membership Meeting. – Francisco Ceballos, Secretary/Treasurer

Francisco presented the agenda for next month's meeting. Kelly said the meeting location is listed as the address for the REOC. She forgot to take out the phone-in conference ID but

that needs to be removed. This meeting will be in person only. She explained that it is their holiday meeting and precedes the IPPW to make a training list.

Francisco explained that the web address on page two has been changes because it is no longer “.us” but “.gov”.

He read through the following agenda:

- 1. Call to Order/ Determination of Quorum**
- 2. Public Comment** – Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the agenda. The Committee will also hear public comment during individual action items, with comment limited to three minutes per person. Comments are to be made to the Committee as a whole.
- 3. Approval of October 20, 2022, General Membership Minutes – FOR POSSIBLE ACTION** – Andy Ancho, Chair
- 4. Big Brother Big Sisters of Northern Nevada-** A presentation on Bigs with Badges, the mentoring-based program where the volunteer is a first responder - Aleesah Campbell, Community Development Director Big Brother Big Sisters of Northern Nevada
- 5. Review and Approval of Annual LEPC Updates – FOR POSSIBLE ACTION** – Yearly approval of the updated LEPC Plan including form NRT1A, membership list, equipment lists, letter of promulgation, training/exercise schedules, Level of Response Questionnaire, Exercise Report, and By-Laws – Kelly Echeverria, Washoe County Emergency Manager
- 6. Secretary/Treasurers Report** – Information on existing FY 22 Operations, Planning, Training, and Equipment (OPTE), FY 23 Operations, Planning, Training, and Equipment (OPTE), FY 23 United We Stand (UWS), and FY 22 Hazardous Materials Emergency Preparedness (HMEP) Mid-Cycle Grants. Information and upcoming grants, member information, and trainings. – Francisco Ceballos, LEPC Secretary/Treasurer
- 7. Grant Application Review and Approval- FOR POSSIBLE ACTION** – Presentation and approval of the Hazardous Material Emergency Preparedness (HMEP) Mid-cycle Reno Tahoe Airport Authority– Francisco Ceballos, LEPC Secretary\Treasurer
- 8. Update on Regional Emergency Management Events** – A briefing of regional meetings, events, trainings, and exercises. – Kelly Echeverria, Washoe County Emergency Manager I
- 9. Update on the Radiological Task Force** – A briefing on current radiological issues within the region –Scott Alquist, Truckee Meadows Community College (TMCC)
- 10. Update of Washoe County Citizen Corps** – A briefing on events and activities supported by the Washoe County Citizen Corps including, but not limited to, Community Emergency Response Teams (CERT) – Joe Oleciregui, Washoe County Sheriff's Office (WCSO) or Designee
- 11. Update from the State Emergency Response Commission** – A briefing on grants status and State Emergency Response Commission (SERC) happenings – Tami Beauregard or designee
- 12. Training Review** – Briefing on trainings that have occurred in the past 2 months and requests for future trainings. Upcoming Trainings. – Andy Ancho, LEPC Chair
- 13. LEPC chairman/board member announcements/items and selection of topics for future meetings** – No discussion among committee members will take place on this item. The next regular meeting is scheduled on February 16, 2023, at 10:00 a.m.



Francisco said he will also be changing the word “chairman” to “chairperson” in number 13 for consistency.

*It was moved by Tracy Moore, seconded by Brian Taylor to approve the agenda for the next General Membership meeting with the recommended changes.*

There was no public comment.

*The motion passed unanimously.*

**11. LEPC CHAIRMAN/BOARD MEMBER ANNOUNCEMENTS/ITEMS AND SELECTION OF TOPICS FOR FUTURE MEETINGS** - No discussion among committee members will take place on this item.

There was no comment on this item.

**12. PUBLIC COMMENT –**

There was no public comment.

**13. Andy adjourned meeting at 10:58am.**