**Washoe County**

**Local Emergency Planning Committee (LEPC)**

 **Minutes**

Eric Millette – Chair

Tracy Moore – Vice-chair

Brian Taylor – At-Large

December 20, 2018, 10:00 A.M.

Regional Emergency Operations Center

5195 Spectrum Boulevard, Reno, Nevada

**1. CALL TO ORDER/DETERMINATION OF QUORUM** [Non-action item]

Chair Millette called the meeting to order at 10:06 a.m. A quorum was established.

**PRESENT:** Scott Alquist – TMCC; Dena Avansino – RPSD; Marc Bello – WCSO; Elizabeth Breeden – NV Energy; Jack Byrom – TMWA; Mark Covington – WCDA; Andrea Esp – IHCC; Nathan Henderson – WCEM; Sam Hicks – TMFPD; Dave Hunkup – RSIC; Aaron Kenneston – WCEM; Quinn Korbulic – WCTS; Elizabeth Kunz – RPD; Rob Larson – RPD; Bob Leighton – RFD; Shawn McEvers – SFD; Kelly McGlynn – TMWA; Eric Millette – TRIAD; Tom Nelson – RTAA; Brian Passow – VA; Debbie Penrod – UNR; James Pitsnogle – RPD; Chris Rowe – SPD; Stanton Tang – KOLO-TV; and Amanda Windes – UNR.

**ABSENT:** Roy Anderson – WCSD; Sean Applegate – NMMC; Paul Burton – REMSA; Bryan Calder – NLTFPD; Ben Davis – TMCC; Jason Elorza – SFD; James English – WCHD; John Hamilton – WCSO; Tammy Harding – IHCC; Nida Harjo – RSIC; Bruce Hicks – NLTFPD; Chris Hicks – WCDA; Erin Holland – TMFPD; Elaina Hooper = RPSD; Eric James – UNR; Todd Kerfoot – REMSA; Pete Krall – SPD; Dominique LeBlanc – WCSO; Steve Leighton – Triad; Spencer Lewis – UNR; Chris Long – WCTS; Teresa Long – WCHD; Dave Luscavage; Casey Micone – RTAA; Charles Moore – TMFPD; Tracy Moore – WCSD; Dick Nachtsheim – RFD; Ed Pearce – KOLO-TV; Don Pelt – PLPT; David Paulon – PLPT; Jonathan Prichard – PLPT; Rob Reeder – RTC; Angela Reich – RTC; Jim Reid – SFD; Shyanne Schull – WCRAS; Ryan Sommers – NLTFPD; Rene Tyler – NV Energy; Daniel Thayer – RSIC; Jason Trevino – WCSD; Rocky Triplett – SPD; Chad Weston – WCHD; and Dominica Yturbide – RPSD.

David Watts-Vial – Deputy District Attorney, was also present.

**2. PUBLIC COMMENT** [Non-action item]

There were no public comments.

**3. APPROVAL OF OCTOBER 18, 2018 GENERAL MEMBERSHIP MINUTES** (For Possible Action)

Chair Millette opened the agenda item.

Kelly Echeverria recommended a change to the motion electing the At-Large by changing it to read that it was moved by Brian Passow to elect Brian Taylor as the At-Large rather than “Brian Passow”.

***It was moved by Brian Passow, seconded by Liz Breeden, to approve the October 18, 2018, minutes as amended.***

There were no public comments.

***The motion carried unanimously.***

**4. TREASURERS REPORT** [Non-action item] - Information on existing LEPC grants.

Kelly Echeverria – LEPC Secretary Treasurer, provided an overview of the following report:

**Grant Award Balance Expiration**

**State Emergency Response Commission (SERC)**

**11497 FY 19 SERC – OPTE $29,000 $9,981.50 6/30/2019**

* Gas and Radiation Detection Equipment $5,403 Reno Police Department
* 2017 Continuing Challenge $19,597 LEPC
* Operations $4,000 LEPC

**19085 FY 19 United We Stand (UWS) $25,000.00 $15,073 6/30/2019**

* 6 Helix Lock Bollards & Storage Rack $5,355 Reno Police Department
* 4 Ballistic Blankets $9,927 REMSA
* 2 Active Assailant Response Kits $9,718 Washoe County School District

 **FY 19 Hazardous Materials Preparedness (HMEP) $30,000.00 $0 6/30/2019**

* River Rescue Course $30,000.00 LEPC

 **FY 19 Hazardous Materials Preparedness (HMEP) $7,215.00 $2,925 12/31/2018**

* Fire Shows West – 22 Attendees $4,290 LEPC
* **Reno Fire – 16/15 Attendees**
* RTAA – 0/4 Attendees
* TMFPD – 0/5 Attendees
* RPD/WCSO – 0/4 Attendees
* **Sparks Fire – 4/5 Attendees**
* **WCHD – 2/2 Attendees**
* WCEM – 0/2 Attendees

**Homeland Security Grant Program (HSGP)**

**11462 FY 17 State Homeland Security Grant – COOP $115,000.00 $8,459.69 8/31/2019**

**11527 FY 18 SHSG – COOP Enhancement $75,000.00 8/31/2020**

**11528 FY 18 SHSG – COOP Sustainment $150,000.00 8/31/2020**

**Upcoming Grant Program Application Dates**

**FY 19 SERC OPTE January 4, 2019 – February 15, 2019**

**FY 20 Hazardous Materials Preparedness (HMEP) December 1, 2018 – January 18, 2019**

**FY 20 Hazardous Materials Preparedness (HMEP) December 1, 2018 – January 18, 2019**

**FY 20 United We Stand (UWS) March 8, 2019 – May 10, 2019**

Ms. Echeverria commented that the deadline for submission of applications for the next Grant Cycle had been extended to December 31, 2018. Ms. Echeverria stated that she will assist as needed to assure that grants are fully expended

**5. REVIEW OF UPCOMING GRANT OPPORTUNITIES** [Non-action item] – Information on upcoming grants.

Kelly Echeverria – LEPC Secretary Treasurer, no additional report.

Chair Millette noted that the Grants and Finance Subcommittee would meet in January 2019.

**6. REVIEW OF THE ANNUAL LEPC PLAN UPDATE** (For Possible Action) – Yearly approval of the updated LEPC Plan with form NRT1A, contact information, equipment lists, letter of promulgation, and training/exercise schedules.

Aaron Kenneston, Emergency Manager – Washoe County Emergency Management, outlined the updates required to remain eligible as a LEPC and grant eligibility. The equipment list was updated with all agencies with Chair Millette signing the plan. Additionally training and exercises has been updated as has the ReadyWashoe site. Mr. Kenneston asked for a motion to accept and approve the LEPC plan for submittal to SERC.

***It was moved by Bob Leighton, seconded by Scott Alquist, to accept and approve the updated LEPC Plan as presented.***

There were no public comments or discussion.

***The motion carried unanimously.***

Chair Millette noted that the plan will be submitted with appropriate redactions on critical facilities and asset locations.

**7. REVIEW OF THE ANNUAL LEPC LEVEL OF RESPONSE QUESTIONNAIRE** (For Possible Action) – Yearly approval of the Washoe County Level of Response.

Aaron Kenneston, Emergency Manager – Washoe County Emergency Management, outlined the requirement for the annual approval of the Washoe County Level of Response.

***It was moved by Bob Leighton, seconded by Andrea Esp, to approve the annual Washoe County Level of Response as technician.***

There were no public comments or discussion.

***The motion carried unanimously.***

**8. REVIEW OF THE ANNUAL LEPC EXERCISE REPORT** (For Possible Action) - Yearly approval of the Washoe County LEPC Exercise.

Aaron Kenneston, Emergency Manager – Washoe County Emergency Management, drew attention to the Hazardous Material Exercise, and the tabletop exercise that is referenced noting that the annual exercise report also need to be approved and submitted to SERC.

***It was moved by Shawn McEvers, seconded by Brian Passow, to approve the Annual LEPC Exercise Report as written.***

There were no public comments or discussion.

***The motion carried unanimously.***

**9. REVIEW OF THE ANNUAL LEPC BY-LAWS UPDATE** (For Possible Action) – Yearly approval of the Washoe County Updated By-Laws.

Chair Millette noted that the Executive Committee had reviewed the bylaws noting that there were only minor modifications made.

Aaron Kenneston drew attention to the meeting minutes of the Executive Committee that recommended approval as written.

***It was moved by Brian Passow, seconded by Scott Alquist, to approve the updated LEPC 2019 Bylaws as presented.***

There were no public comments or discussion.

***The motion carried unanimously.***

**10. REVIEW OF THE LEPC MEMBERSHIP LIST –** (For Possible Action) – Yearly approval of the Washoe County LEPC Membership List.

Chair Millette noted that there were additional updates to the previously approved Membership list.

Kelly Echeverria – LEPC Secretary Treasurer, pointed out that the roll call for today’s meeting was the most current list.

David Watts-Vial – Deputy District Attorney, commented that the overall goal is the approval of the member agencies rather than individual names.

Chair Millette asked that Jim Bolton be removed and replaced with Steve Leighton.

***It was moved by Bob Covington, seconded by Liz Breeden, to approve the LEPC Membership List as submitted.***

There were no public or Board comments.

***The motion carried unanimously.***

**11. REVIEW OF THE LEPC 2019 MEETING DATES** [Non-action item] – Presentation of the 2019 LEPC Meeting Dates.

Kelly Echeverria – LEPC Secretary Treasurer, noted that the 2019 calendar was available and that the meeting schedule would remain the same third Thursday of every other month starting in February 2019. The Executive and Grants and Finance Committees meetings will be noticed.

Chair Millette encouraged member agencies and public partners to submit items for meeting calendars and contact Aaron Kenneston, Kelly Echeverria or the LEPC Chair to have items added to future agendas.

**12. UPDATE ON REGIONAL EMERGENCY MANAGEMENT EVENTS** [Non-action item] - A briefing of regional meetings, events, trainings and exercises.

Aaron Kenneston, Emergency Manager – Washoe County Emergency Management, appreciate the action taken to approve the components necessary to maintain SERC compliance. Mr. Kenneston noted that the 2019 calendar still has some TBA dates which need to be set. It is Mr. Kenneston’s belief that the “big exercise” for 2019 will be a complex terrorist attack that will be a statewide exercise. Mr. Kenneston noted that he will provide copies of the Hazardous Materials Plan to anyone who makes the request.

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| **January** |  |  |  |  |  |  |  |  |  |  |
| 9-12 | Safari Club International  |  |  | City-wide |  |  |
| 8 | CMS Data Submission (home health, hospice, & dialysis) | REOC |  |  |  |
| 10 | VOAD |  |  |  |  |  | REOC | 10:00a |  |  |
| 15 | Hazard Mitigation & PDA Plan Kick-Off | REOC |  |  |
| 16 | Infraguard |  |  |  |  |  | REOC | 1:30-4p |  |
| 17 | E-911 |  |  |  |  |  |  | REOC | 1:30p |  |  |
| 18 | 800 MHz JOC |  |  |  |  | County Complex | 10:00a |  |  |
| 21 - 25 | WebEOC Basics |  |  |  |  | REOC |  |  |  |
| 23 | Volunteer & Donations Plan Planning Meeting | REOC | 1-4p |  |  |
| 24 | Emergency Preparedness Council (EPC) | County Complex | 1:30p |  |  |
| 31 | LEPC Exec & GF |  |  |  |  | REOC | 10a - Noon |  |
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| **February** |  |  |  |  |  |  |  |  |  |  |
| 2 - 11 | RPD Police Survey |  |  |  | REOC | 3-7p |  |  |
| 5-7 | WebEOC Bootcamp |  |  |  | REOC |  |  |  |
| 6 | Complex Coordinated Terrorist Attack (CCTA) Mtg |  |  |  |
| 11 | PDA Planning Meeting |  |  |  | REOC |  |  |  |
| 12-14 | NV Preparedness Summit |  |  | El Dorado Hotel |  |  |
| 19 | Statewide COOP Project Kick-Off Webinar | online | 1:30p |  |
| 21 | LEPC - GM |  |  |  |  |  | REOC | 10:00a |  |  |
| 25-28 | ICS 300 & 400 |  |  |  |  | REOC |  |  |  |
| 28 | Emergency Preparedness Council (EPC) | County Complex | 1:30p |  |  |
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| **March** |  |  |  |  |  |  |  |  |  |  |  |
| 4, 5, 7 | MGT- 457 |  |  |  |  |  | City of Reno |  |  |
| 6 | MGT- 458  |  |  |  |  |  | REOC |  |  |  |
| 12-14  | CASPER Exercise |  |  |  |  | Health District |  |  |
| 16-17 | CASPER Exercise |  |  |  |  | Health District |  |  |
| 20 | Hazard Mitigation Plan Meeting - Risk Assessment | REOC |  |  |  |
| 20 | CCTA Initial Planning Meeting |  | Carson City |  |  |
| 21 | 800 MHz Users Committee |  |  | REOC | 10:00a |  |  |
| 21 | PDA Plan Final Draft |  |  |  | REOC |  |  |  |
| 21 | E911 |  |  |  |  |  |  | REOC | 1:30p |  |  |
| 28 | LEPC Exec & GF |  |  |  |  | REOC |  |  |  |
| 28 | Emergency Preparedness Council (EPC) | County Complex | 1:30p |  |  |
| 24- Feb 10 | No Notice Coalition Surge |  |  |  |  |  |  |
| TBA | No Notice Hospital Evacuation Exercise | TBA |  |  |  |
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| **April** |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Downtown River Run Marathon |  | Reno |  |  |  |
| 5 | Heath District |  |  |  |  | REOC | 8a-3p |  |  |
| 9 | UNR Sprint TTX - Cyber/Civil Unrest  | UNR | 10a - Noon |  |
| 11 | COOP IS-545 Reconstitution Workshop | REOC |  |  |  |
| 17 | Infraguard |  |  |  |  |  | REOC | 1:30-4p |  |
| 18 | LEPC - GM |  |  |  |  |  | REOC | 10:00a |  |  |
| 20 | 800 MHz JOC |  |  |  |  | County Complex | 10:00a |  |  |
| 28 | Emergency Preparedness Council (EPC) | County Complex | 1:30p |  |  |
| TBA | WCHD Multi-day Table Top Exercise | Washoe |  |  |  |
| TBA | Alternate Care Site Exercise |  |  | Washoe |  |  |  |
| TBA | G-191 ICP/EOC Interface |  |  | REOC |  |  |  |
| TBA | ICS 100/200/700/800 |  |  |  | REOC |  |  |  |
| 30 | Crisis Standard of Care Workshop |  | State Health |  |  |
| 29- May 3 | All Hazard IMT Course |  |  |  | REOC |  |  |  |
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| **May** |  |  |  |  |  |  |  |  |  |  |  |
| 15 | Hazard Mitigation - Citizen Meeting | TBA |  |  |  |
| 15 | Hazard Mitigation Planning - Mitigation Strategies | REOC |  |  |  |
| 8 | CCTA Mid-Term Planning Meeting |  | Carson City |  |  |
| 16 | E911 |  |  |  |  |  |  | REOC | 1:30p |  |  |
| 23 | Emergency Preparedness Council (EPC) | County Complex | 1:30p |  |  |
| TBA | Airport TTX |  |  |  |  | RTAA |  |  |  |
| 29 | COOP UNLV Kick-Off |  |  |  | Las Vegas |  |  |  |
| 30 | LEPC Exec & GF |  |  |  |  | REOC |  |  |  |
| TBA | PDA Exercise - Wildfire based, reports from field using PDA tool |  |
| TBA | CCTA - 335 |  |  |  |  |  |  |  |  |  |
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| **June** |  |  |  |  |  |  |  |  |  |  |  |
| 7-9 | Spring Street Vibrations |  |  | Reno |  |  |  |
| 14-15 | The Great El Dorado BBQ, Brews, and Blues Festival | Reno |  |  |  |
| 20-29 | Reno Rodeo (100th Anniversary) |  | Livestock EC |  |  |
| 13 | COOP Elko Kick-Off |  |  |  | Great Basin  |  |  |
| 19 | COOP Webinar (UNLV centered) |  | online |  |  |  |
| 20 | LEPC - GM |  |  |  |  |  | REOC | 10:00a |  |  |
| 20 | 800 MHz Users Committee |  |  | REOC | 10:00a |  |  |
| 27 | Emergency Preparedness Council (EPC) | County Complex | 1:30p |  |  |
| TBD | DEM COOP Full-Scale (Setup Only) |  |  |  |  |
| TBD | ICS 2200/2300 |  |  |  |  | REOC |  |  |  |
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| **July** |  |  |  |  |  |  |  |  |  |  |  |
| 1-31  | Artown |  |  |  |  |  | Reno |  |  |  |
| 4 | Star Spangled Sparks |  |  |  | Victorian Square |  |  |
| 5-6 | Biggest Little City Wing Fest |  |  | Reno |  |  |  |
| 11 | Hazard Mitigation Planning - Review Initial Draft | REOC |  |  |  |
| 17 | Infraguard |  |  |  |  |  | REOC | 1:30-4p |  |
| 18 | CCTA MSEL Meeting |  |  |  | Carson City |  |  |
| 18 | E911 |  |  |  |  |  |  | REOC | 1:30p |  |  |
| 19 | 800 MHz JOC |  |  |  |  | County Complex | 10:00a |  |  |
| 19-21 | NV Amateur Radio Convention |  | Boomtown |  |  |
| 23 | COOP IS-545 Reconstitution Workshop | UNLV |  |  |  |
| 24 | UNLV COOP Wrap-Up |  |  |  | Las Vegas |  |  |  |
| 25 | Emergency Preparedness Council (EPC) | County Complex | 1:30p |  |  |
| 25 | LEPC Exec & GF |  |  |  |  | REOC | 10a - Noon |  |
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| **August** |  |  |  |  |  |  |  |  |  |  |  |
| 6-11 | Hot August Nights |  |  |  | Reno/Sparks |  |  |
| 25-9/2 | Burning Man |  |  |  |  | Black Rock Desert |  |  |
| 28-9/2 | Best in the West Nugget Rib Cook-off | Victorian Square |  |  |
| 14 | COOP Webinar (Elko-centric) |  | online |  |  |  |
| 15 | LEPC - GM |  |  |  |  |  | REOC |  |  |  |
| 22 | Emergency Preparedness Council (EPC) | County Complex | 1:30p |  |  |
| TBA | CCTA TTX |  |  |  |  |  | REOC |  |  |  |
| TBA | CST Drill |  |  |  |  |  |  |  |  |  |
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| **September** |  |  |  |  |  |  |  |  |  |  |
| 6-8 | Great Reno Balloon Race |  |  | Rancho |  |  |  |
| 11-15 | National Championsip Air Races |  | Stead |  |  |  |
| 25-29 | Street Vibrations |  |  |  |  | Reno |  |  |  |
| 18 | COOP IS-545 Reconstitution Workshop | Elko |  |  |  |
| 19 | Hazard Mitigation Planning - Final Draft Plan | REOC |  |  |  |
| 19 | 800 MHz Users Committee |  |  | REOC | 10:00a |  |  |
| 19 | E911 |  |  |  |  |  |  | REOC | 1:30p |  |  |
| 26 | Emergency Preparedness Council (EPC) | County Complex | 1:30p |  |  |
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| **October** |  |  |  |  |  |  |  |  |  |  |
| 12-13 | The El Dorado Great Italian Festival | Reno |  |  |  |
| 14-17 | ICS 300 & 400 |  |  |  |  | REOC |  |  |  |
| 17 | LEPC - GM |  |  |  |  |  | REOC | 10:00a |  |  |
| 18 | 800 MHz JOC |  |  |  |  | County Complex | 10:00a |  |  |
| 23-24 | CCTA Control Staff Training |  |  | Carson City |  |  |
| 24 | Emergency Preparedness Council (EPC) | County Complex | 1:30p |  |  |
| 30  | UNR Fall TTX (Possibly with UNLV) | TBD |  |  |  |
| TBA | POD Exercise Throughout the Year | TBD |  |  |  |
| TBA | Airport Security Exercise |  |  | TBD |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **November** |  |  |  |  |  |  |  |  |  |  |
| 5-7 | CCTA 3-Day Full Scale Exercise |  | Nevada |  |  |  |
| 14 | COOP Wrap-Up Webinar |  |  | online |  |  |  |
| 16-21 | IAEM Annual Conference |  |  | Savanna, GA |  |  |
| 21 | E911 |  |  |  |  |  |  | REOC | 1:30p |  |  |
| 27 | Special Emergency Preparedness Council (EPC) | County Complex | 1:30p |  |  |
| TBD | LEPC Exec & GF |  |  |  |  | REOC | 10a - Noon |  |
| TBA | Gridex V - Cyber-security & Physical Security Event (Impacts the Grid) | NV Energy |  |  |  |
| TBA | Airport Only ICS 300 |  |  |  | RTAA |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **December** |  |  |  |  |  |  |  |  |  |  |
| 19 | LEPC - GM |  |  |  |  |  | REOC | 10:00a |  |  |
| 19 | 800 MHz Users Committee |  |  | REOC | 10:00a |  |  |
| 26 | Emergency Preparedness Council (EPC) | County Complex | 1:30p |  |  |
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**13. UPDATE FROM THE RADIOLOGICAL TASK FORCE** [Non-action item] - A briefing on current radiological issues within the region.

Scott Alquist noted that the DOE may be attempting to ship upwards of 34 metric tons of weapons grade plutonium to the NNSS. Of significant concern is that one metric ton has already been shipped to the site according to Robert Halstead with the Nevada Agency for Nuclear Projects. Currently the State of Nevada is suing DOE to stop the shipment of this type of material from the Savannah River site. No information has been given as to whether any of this material has been shipped citing security reasons. Nevada is concerned that allowing one ton of waste would set a bad precedent, especially as the U.S. has a standing agreement with Russia to destroy 34 metric tons of its surplus, weapons-grade plutonium, which could then also find its way to Nevada. SRS was supposed to build a facility to repurpose the plutonium for reactor fuels and did not meet that deadline. While this will not impact Washoe County at this time, some fear this could set yet another precedent and possible recharge efforts to complete and open Yucca Mountain, which could see shipments from the north West which potentially could pass through our area should Yucca Mountain come to fruition.

**14. UPDATE OF WASHOE COUNTY CITIZEN CORPS** [Non-action item] - A briefing on events and activities supported by the Washoe County Citizen Corps including, but not limited to, Community Emergency Response Teams (CERT).

Michael Perry noted that Citizens Corps had not been activated for an emergency response during 2018 and that 13,000 hours of non-emergency hours were completed. The most recent academy had a total of 24 community members graduating and 12 becoming active volunteers. In partnership with the Washoe County Health District, 54 volunteers participated in radiation training for up and coming hospital exercises. Currently, Citizen Corps has roving patrols at the Amtrak Station.

**15. TRAINING UPDATE FOR THE REGIONAL PUBLIC SAFETY TRAINING CENTER (RPSTC)** [Non-action item]

Brian deMunnik, RPSTC Director, noted that the RPSTC had not had a director for some time and that after he assumed the Director’s position upgrades to classrooms had started including additional state of the art equipment, a skills training area and more props for fire and other training exercises. Mr. deMunnik commented that the 37,000 square foot building has a variety of classrooms available including single level and 2-tiered classrooms.

**16. LEPC CHAIRMAN/BOARD MEMBER ANNOUNCEMENTS/ITEMS AND SELECTION OF TOPICS FOR FUTURE MEETINGS** [Non-action item] - No discussion among committee members will take place on this item. The next regular meeting is scheduled at 10:00 a.m. February 21, 2018.

Chair Millette asked Scott Alquist to come forward and presented him with a plaque for his service as LEPC Chair.

Aaron Kenneston commented that Mark Covington will be retiring in the near future and moving on to a new venture.

**17. PUBLIC COMMENT** [Non-action item]

David Hunkup commented that RSIC (Reno Sparks Indian Colony) had hired a new Chief who started last Saturday. Mr. Hunkup noted that the new Chief has 30 years in law enforcement and would be attending meetings in the future.

**18. ADJOURNMENT** [Non-action item]

Chair Millette adjourned the meeting at 10:41 a.m.