

Minutes

Nevada State Emergency Response Commission (SERC)

Planning & Training Subcommittee Meeting

Professional Engineers & Land Surveyor's State Board, Suite 130
1755 E. Plumb Lane
Reno, NV

February 29, 2008

Members Present

Richard Brenner, Ex-Officio
Gary Corona
Marge Gunn - Teleconferenced
Aaron Kenneston
Steve Tognoli

Members Absent

Carolyn Levering

Staff

Karen Pabón
Bruce Ferrel
Suzanne Adam
Michael Greene

I. Call to Order

Richard Brenner called the meeting to order at 9:03 a.m.

II. Introductions

Members and staff introduced themselves. A quorum was present.

III. *Approval of the October 4, 2007 Meeting Minutes

Aaron Kenneston made a motion to approve the minutes of the October 4, 2007 meeting. Steve Tognoli seconded the motion which was approved unanimously.

IV. New Business

A. *Discussion/Review updates to hazardous materials emergency response plans submitted by Local Emergency Planning Committees (LEPCs)

Bruce Ferrel, SERC staff, advised Pershing LEPC did not submit an updated hazardous materials emergency response plan. Lander and Churchill LEPCs are in the process of having plans revised by consultants.

Mr. Ferrel asked the Committee who should sign the Letter of Promulgation. Submissions have been signed by county commissions, emergency managers and/or LEPC Chairs.

Mr. Kenneston stated the Washoe County District Attorney advised the hazardous materials emergency response plans are confidential and cannot be shared with the public according to Nevada Revised Statutes and, consequently, the Letter could not be signed by the county commission which would make the plan a public record. A discussion ensued. Karen Pabón responded under EPCRA (Emergency Planning and Community Right-to-Know Act), it is federal law to make hazardous materials emergency response plans available to the public and to advise the public of its availability.

It was agreed the Letter could be signed by a county commissioner, emergency manager or LEPC Chair.

Carson City LEPC – Carson LEPC submitted all required documents. Mr. Tognoli made a motion Carson City LEPC is noncompliant pending receipt of a dated Letter of Promulgation and requested staff send notification allowing 45 days to correct the deficiency. Mr. Corona seconded the motion which was approved unanimously.

Churchill LEPC – Churchill LEPC's hazardous materials emergency response plan is currently being revised by a consultant through a SERC grant. The last review and approval of the plan was in September 2007, making the LEPC compliant with the requirement to update the plan annually. The Committee asked staff to inquire as to when the updated plan is expected to be completed and, if possible, agenda review of this plan for the Subcommittee's meeting on March 26, 2008

Clark LEPC – Mr. Tognoli made a motion Clark LEPC is compliant and to approve the plan. Mr. Kenneston seconded the motion which was approved unanimously.

Douglas LEPC – Douglas LEPC has not submitted a Letter of Promulgation. Marge Gunn made a motion Douglas LEPC is noncompliant pending submission of the signed Letter of Promulgation and requested staff send notification allowing 45 days to correct the deficiency. Mr. Corona seconded the motion which was approved unanimously.

Elko LEPC – Elko LEPC has not submitted a Letter of Promulgation. Mr. Kenneston will review Elko LEPC's emergency response plan. Mr. Tognoli made a motion Elko LEPC is noncompliant pending submission of the signed Letter of Promulgation and requested staff send notification allowing 45 days to correct the deficiency. Ms. Gunn seconded the motion which was approved unanimously.

Esmeralda LEPC – Esmeralda LEPC submitted all required documents.

Mr. Ferrel advised Harriet Ealy accepted another position with the County and resigned as Emergency Manager. Mr. Corona made a motion Esmeralda LEPC is compliant and to approve the plan. Mr. Tognoli seconded the motion which was approved unanimously.

Eureka LEPC – Eureka LEPC submitted all required documents; however, the Letter of Promulgation was unsigned. Mr. Tognoli made a motion Eureka LEPC is noncompliant pending submission of a signed Letter of Promulgation and requested staff send notification allowing 45 days to correct the deficiency. Mr. Corona seconded the motion which was approved unanimously.

Humboldt LEPC – Humboldt LEPC's emergency plan will be reviewed after the first call of all LEPC plans. Signatures and dates are needed for the Letter of Promulgation and the LEPC meeting minutes approving Humboldt's plan have not been submitted.

Lander LEPC – Lander LEPC's hazardous materials emergency response plan is currently being revised by a consultant. Mr. Tognoli made a motion Lander LEPC is noncompliant and requested staff send notification allowing 45 days to correct the deficiency. Ms. Gunn seconded the motion which was approved unanimously.

Lincoln LEPC – Lincoln LEPC's emergency response plan will be reviewed after the first call of all LEPC plans. Items missing include LEPC meeting minutes approving the plan and submission of a signed Letter of Promulgation.

Lyon LEPC – Lyon LEPC's emergency response plan will be reviewed after the first call of all LEPC plans. Items missing include Letter of Promulgation and an updated NRT-1.

Mineral LEPC – Mineral LEPC submitted an updated hazardous materials emergency response plan. Mr. Brenner previously reviewed the plan and reported on the updates. Mr. Tognoli made a motion Mineral LEPC is noncompliant pending submission of a signed Letter of Promulgation and requested staff send notification allowing 45 days to correct the deficiency. Mr. Corona seconded the motion which was approved unanimously.

Nye LEPC – Nye LEPC's emergency response plan will be reviewed after the first call of all LEPC plans.

Pershing LEPC – Pershing LEPC did not submit required documents. Mr. Tognoli made a motion to have staff send notification allowing 45 days to correct the deficiencies. Ms. Gunn seconded the motion which was approved unanimously.

Storey LEPC – Storey LEPC submitted all required documentation. Ms. Gunn made a motion Storey LEPC is compliant and to approve the plan. Mr. Kenneston seconded the motion which was approved unanimously.

Washoe LEPC – Washoe LEPC’s emergency response plan will be reviewed after the first call of all LEPC plans. Items missing include a dated Letter of Promulgation.

White Pine LEPC – White Pine LEPC’s emergency response plan was last reviewed and approved June 25, 2007. White Pine submitted a Letter of Promulgation and updates to the plan. However, the LEPC has not approved any of the updates. Mr. Tognoli made a motion to have staff send notification allowing 45 days to correct the deficiency. Mr. Kenneston seconded the motion which was approved unanimously.

B. *Discussion/Review exercise/incident reports submitted by LEPCs

The Committee took a few minutes to review the exercise/incident reports submitted by Carson City, Esmeralda, Eureka, Lyon, Mineral and Storey LEPCs.

Mr. Corona made a motion to accept the submitted exercise/incident reports with the exception Eureka LEPC. Eureka LEPC must submit a signed exercise/incident report. Mr. Tognoli seconded the motion which was approved unanimously.

C. *Discussion/Review LEPC questionnaires to identify declared levels of response and training required

Mr. Ferrel advised staff received Level of Response Questionnaires from every LEPC except Elko, Humboldt and Pershing. Staff will send notification allowing 45 days to correct this deficiency to those LEPCs.

V. Public Comment

Mr. Brenner stated as directed by the Committee, he is working on standard requirements for reviewing hazardous materials emergency response plans pursuant to NRT-1. He submitted a draft to Carolyn Levering, Subcommittee Chair, for her review.

The Committee took a break to review hazardous materials emergency response plans for Elko, Humboldt, Lincoln, Lyon, Pershing, and Washoe LEPCs at 10:25 a.m.

The Committee reconvened at 11:43 a.m.

Revisited New Business – Item A

Elko LEPC – Mr. Kenneston made a motion Elko LEPC is noncompliant and requested staff send notification allowing 45 days to correct the deficiencies noting updates to phone numbers and contacts are required. Mr. Tognoli seconded the motion which was approved unanimously.

Humboldt LEPC – Mr. Kenneston advised the plan should include “tighter training and equipment schedules” and made a motion Humboldt LEPC is compliant and to approve the plan after submission of the signed Letter of Promulgation and LEPC meeting minutes accepting the plan. Mr. Corona seconded the motion which was approved unanimously.

Lincoln LEPC – Mr. Tognoli made a motion Lincoln LEPC is noncompliant and requested staff send notification allowing 45 days to correct deficiencies. The Subcommittee noted the plan lacks a training schedule, definitions and phone number updates. Also required are the signed and dated Letter of Promulgation and LEPC meeting minutes accepting the plan. Mr. Kenneston seconded the motion which was approved unanimously.

Lyon LEPC – Mr. Corona made a motion Lyon LEPC is noncompliant and requested staff send notification allowing 45 days to correct deficiencies. The Subcommittee noted the submitted updates are not included in the table of contents, response and notification procedures should be in one section rather than separated, and the plan lacks a list of equipment and training schedules. Also required are the updated NRT-1 form and the signed and dated Letter of Promulgation. Mr. Kenneston seconded the motion which was approved unanimously.

Nye LEPC – Mr. Corona noted some page number errors on the NRT-1 form and made a motion Nye LEPC is compliant and to approve the plan. Mr. Tognoli seconded the motion which was approved unanimously.

Washoe LEPC – Mr. Tognoli made a motion Washoe LEPC is noncompliant and requested staff send notification allowing 45 days to correct the deficiencies. The Subcommittee noted equipment in the community and an exercise schedule are not included and the evacuation plan needs more detail. Also required is a dated Letter of Promulgation. Mr. Corona seconded the motion which was approved unanimously.

VI. *Adjournment

Mr. Tognoli made a motion to adjourn the meeting at 11:55 a.m.