



LYON COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
27 S. MAIN STREET, YERINGTON, NEVADA 89447
(775) 463-6592 (775) 463-5305 FAX

Jeff Page, Co-Chair
Kelli Cartwright, Co-Chair

LYON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE MEETING

Monday, April 4, 2022, @ 10:00 AM
LYON COUNTY ADMINISTRATIVE COMPLEX
27 S. MAIN STREET
YERINGTON, NV 89447

Join Zoom Meeting:

<https://us02web.zoom.us/j/88989700091?pwd=NINBY0gyNC9LYkhSb1I0ekpBYlc5Zz09>

Meeting ID: 889 8970 0091 / Passcode: 953200

One tap mobile: 1-346-248-7799 / Dial by your location: 1-408-638-0968

Meetings are open to the public and members of the public may attend in person and the meetings are also virtual and the public may attend via Virtual Zoom.

Public Comment: Lyon County allows the following alternatives for public comment. If you are attending the virtual Zoom meeting, public comment may be provided by raising your hand and requesting to provide public comment. This can occur in several ways, including by dialing *9 from your phone to raise your hand and request to speak for public comment. To unmute yourself, dial *6. You can also provide public comment or supporting material for this meeting by sending us an email to Erin Lopez at elopez@lyon-county.org, the day prior to the posted meeting date. Be sure to type, PUBLIC COMMENT, in the subject line.

Written public comments may also be mailed to the Lyon County Manager's Office at 27 S. Main Street, Yerington, Nevada 89447, but all public comments must be received prior to the date of the meeting if the comments are to be included in the supplemental materials. Any written public comment received the day of the Board meeting will be compiled and added as supplemental materials to the County's website and distributed to the Board of Commissioners within 24 hours after the meeting. Members of the Public may attend the meeting in person.

(Action will be taken on all items unless otherwise noted)
(No action will be taken on any item until it is properly agendized).

The Board reserves the right to take items in a different order to accomplish business in the most efficient manner. Items may be combined for consideration and items may be pulled or removed from the agenda at anytime.

Restrictions on comments by the general public: Any such restrictions must be reasonable and may restrict the time, place and manner of the comments, but may not restrict comments based upon viewpoint.

1. Roll Call

- 2. Public Participation (no action will be taken on any item until it is properly agendized)** - *It is anticipated that public participation will be held at this time, though it may be returned to at any time during the agenda. Citizens wishing to speak during public participation are asked to state their name for the record and will be limited to 3 minutes. The Board will conduct public comment after discussion of each agenda action item, but before the Board takes any action. Afterwards, please print your name at the Clerk's desk.*

3. **For Possible Action:** Review and adoption of agenda
4. **For Possible Action:** Approval of January 13, 2022 LEPC minutes
5. **For Possible Action:** Review and approve the amended Lyon County LEPC Bylaws
6. **Report from Lyon County Emergency Management. (No action)**
7. **LEPC member reports. (No action)**
8. **Agenda Requests**
9. **Public Participation (no action will be taken on any item until it is properly agendized) - *It is anticipated that public participation will be held at this time, though it may be returned to at any time during the agenda. Citizens wishing to speak during public participation are asked to state their name for the record and will be limited to 3 minutes. The Board will conduct public comment after discussion of each agenda action item, but before the Board takes any action.***

10. Adjourn

Agenda and Backup Material is Available at www.lyon-county.org

This agenda has been posted in accordance with the open meeting law at the Lyon County Administrative Complex.

Members of the public requesting Lyon County Local Emergency Planning Committee meeting support materials may contact Erin Lopez at (775) 463-6531 or via email elopez@lyon-county.org. A complete packet of supporting materials is available for public inspection at 27 S. Main Street, Yerington, NV 89447.

Lyon County recognizes the needs and civil rights of all persons regardless of age, race, color, religion, sex, handicap, family status, or national origin. In accordance with federal law and the U.S. Department of Agriculture policy, Lyon County prohibits discrimination on the basis of race, color, national origin, sex, religion, age, disability (not all prohibited bases apply to all programs). To file a complaint of discrimination, write to: USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410 or call toll free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay).

T.D.D. services available through 463-2301 or 463-6620 or 911 (emergency services) notice to persons with disabilities: members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Lyon County Commissioners'/Manager's office in writing at 27 S. Main Street, Yerington, NV 89447, or by calling (775) 463-6531 at least 24 hours in advance. Lyon County is an equal opportunity provider and employer.

1. Roll Call at 10:00 A.M.

Present: Jeff Page CM, Kelly Cartwright NLFPD, Andrew Haskin CDD, Darren Wagner YPD, Scott Draper MVFPD

Phoned/Video: Ryan McIntosh CLCFPD, Dave Hockaday BOCC, Frank Hunewill Sheriff, Patty Polish Search & Rescue, Lacy Parrott MVFPD, Rob Loveberg SVFPD, Cari Rioux

2. Public Participation

There were none.

3. For Possible Action: Review and adoption of agenda

Scott Draper moved to approve the adoption of the agenda, Andrew Haskin seconded, and the vote carried unanimously.

4. For Possible Action: Election of Co-Chair for the Lyon County Local Emergency Planning Committee.

Jeff Page nominated Kelly Cartwright as the co-chair, Scott Draper seconded, and the vote carried unanimously.

5. For Possible Action: Approval of October 20, 2021 LEPC minutes

Patty Polish moved to approve the October 20, 2021 LEPC minutes and Jeff Page seconded.

6. For Possible Action: Approve the LEPC meeting schedule for 2022

The LEPC meeting schedule for 2022 was carried unanimously.

7. For Possible Action: Review and approve the Lyon County LEPC Bylaws

Scott Draper moved to approve the Lyon County LEPC Bylaws, Andrew Haskin seconded, and the vote carried unanimously.

8. For Possible Action: Review, amend and approve the Lyon County LEPC membership

Jeff Page moved to amend the Lyon County LEPC membership, for Kelly Cartwright to be the Primary for North Lyon County Fire Protection District and Chief Nicholl as the secondary. Andrew Haskin seconded, and the vote carried unanimously.

9. For Possible Action: Review and approve annual Lyon County Hazardous Materials Emergency Response Plan for submittal to the State Emergency Response Commission

Andrew Haskin moved to approve the annual Lyon County Hazardous Materials Emergency Response Plan for submittal to the State Emergency Response Commission. Scott Draper seconded, and the vote carried unanimously.

10. Report from Lyon County Emergency Management. (No action)

Jeff Page requested for the loss of cell service to be reported, and to note the date and time. There is a shortage of staffing throughout the hospital region. Sand bags are in place as needed. He will send out a schedule to meet regarding the Emergency Response Plan.

11. LEPC member reports. (No action)

Lyon County Human Services Director Shayla Homes requested volunteers with the homeless count.

Cari Rioux gave an update for the vaccine events and there is not an update for the testing at this time. She has burn supplies to be divided as requested.

Jeff Page gave an overview of testing and vaccines. Home testing kits will be dispersed in the future.

Ryan McIntosh gave a staffing update.

Rob Loveberg stated they have 3 new apparatus in service.

Patty Polish gave an update of the review and update of the Evacuation Plan.

Darren Wagner reported there is a delay in acquiring vehicles, and the updated Motor Data Terminals.

Scott Draper gave a report of the trucks hauling methane.

12. Agenda Requests

There were none.

13. Public Participation

There were none.

14. Adjourn

Jeff Page adjourned the meeting.

BY-LAWS OF LYON COUNTY

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

Article I – Name

This organization shall be known as the Lyon County Local Emergency Planning Committee

Article II – Purposes

The purposes of the Local Emergency Planning Committee are:

1. The management and oversight of all appropriate provisions of Title III of the Superfund Amendments and Re-authorization Act of 1986 (SARA), NRS Chapter 459.
2. The delegation of duties and responsibilities to staff and members for the purpose of carrying out the provisions of those laws.
3. Other such duties may be assigned to the LEPC by acts of the United States Congress, the Nevada State Legislature, the Governor of the State of Nevada through the Nevada State Emergency Response Commission (SERC), and the Lyon County Board of Commissioners.
4. Facilitate the development of a community chemical emergency preparedness and planning program for hazardous materials, other technological emergencies/disasters, and natural disasters; emergencies such as earthquakes and floods.
5. Make available upon request the identification, quantity, location and properties of hazardous materials, as well as data on the annual release of certain hazardous materials.
6. Pursuant to Lyon County Code 3.03.07 perform the functions of the Emergency Management Advisory Board.

Article III – Membership

Section 1 – Members

The LEPC may consist of, but is not limited to, representatives from the following categories suggested by SARA Title III: elected state/local officials, fire, law enforcement, emergency management, public health, environment, emergency medical, transportation, media, community service organizations, manufacturers, retail businesses, public utilities and education.

One person may represent more than one category. Representatives may be designated by job title/position rather than individual name to ensure continuity of membership of the LEPC and to make the appointment of replacement members easier.

LEPC membership shall consist of voting and associate members. Voting members are those who participate by attending or sending their designees to LEPC meetings. Associate members are individuals who wish to contribute and participate on a limited basis. Voting members will be designated by position to be:

- 1 Lyon County Commissioner or designee (Elected Official)*
- 1 Yerington City Councilman or designee (Elected Official)*
- 1 Fernley City Councilman or designee (Elected Official)*
- 1 Law Enforcement Agency Representative*
- 2 Fire Department Representatives (Firefighting)*
- 1 Emergency Management Representative*
- 1 Fire Department Representative (Emergency Medical Services)*
- 1 Public Health Representative*
- 1 Planning and Zoning Representative*
- 1 Transportation Representative*
- 1 Local Environmental Representative*
- 1 Hospital Representative*
- 1 Community Group Representative*
- 2 Facility Owner/Operator Representatives*
- 1 Local Industry Representative*
- 1 Tribal Representative*
- 1 Agricultural Representative*

A change in status of voting or associate membership may be made by a member, and will be approved by the majority vote of members.

New members should be accepted as members in the LEPC by a majority vote of the active members present. The membership list shall be submitted to SERC through the Lyon County Board of Commissioners or their designee for approval and appointment.

A current membership list shall be kept by the Administrative Office of LEPC.

A representative to LEPC by Lyon County shall be designated by the Lyon County Board of Commissioners.

Upon majority vote of eligible LEPC members present at a meeting, a member may be recommended to the Board of Commissioners for removal from membership.

Section 2 – Co-Chairpersons

The Emergency Management Coordinator shall be a permanent co-chairperson. One shall be elected by the voting membership annually with elections to be held each year in January.

Section 3 – Terms of Membership

Members may serve until they give notice to the LEPC that they no longer wish to be part of the membership, their representation changes, or they are replaced by the Board of Commissioners.

Article IV – Staff

Section 1 – Establishment of Subcommittees

The LEPC may establish subcommittees as necessary to assist with the completion of its work and objectives.

Section 2 – Appointments

Subcommittee appointments may be made by the LEPC or a Co-Chairperson. Appointments are to be distributed as equally as possible among Committee members.

Section 3 – Subcommittee Chairpersons

Subcommittee Chairperson shall be appointed by a LEPC Co-Chairperson.

Section 4 – Subcommittee Action

All subcommittee action is subject to approval by the LEPC.

Article V – Meetings

Section 1 – Regular Meetings

The LEPC shall meet at least once quarterly. The Nevada Open Meeting Law shall be observed.

Section 2 – Special Meetings and Subcommittee Meetings

The LEPC and its subcommittees may call additional meetings beyond the regular schedule as necessary for the conduct of its business. The Nevada Open Meeting Law rules shall be observed.

Section 3 – Quorums

A quorum for the purpose of the LEPC to conduct business shall consist of a simple majority of members eligible to vote or their official designee approved in writing.

Section 4 – Rules of Order

The deliberation of all meetings of the LEPC, or their designees, shall be governed by Robert’s Rules of Order, Newly Revised.

Article VI – Voting

Only voting members or their official designee may vote on matters of the LEPC or subcommittee deliberation. Each member may have one vote. Action may be determined by a majority of the voting membership.

Article VII – Amendments

These by-laws may be amended or replaced upon the affirmative vote of a majority of the LEPC membership, or their official designee at any regular or special meeting of the LEPC provided that any proposed changes have even distributed to all members at least 30 days prior to such action.

Article VIII – Address

The official address for all correspondence shall be 27 S. Main Street, Yerington, Nevada 89447

Article IX - Public Request for Information

Any person may submit a written request for information under Section 311, 312, and 324 of EPCRA. Requests shall be addressed to the Lyon County LEPC , 27 South Main Street, Yerington, NV 89447. The LEPC shall respond to requests for information no later than 45 days from the receipt of request. The LEPC Chairman shall serve as the Coordinator of Information.

Article X Distribution of the Hazardous Materials Response Plan

Routine distribution of the Response Plan will be in accordance with operational needs. Copies of the most recent published plan will be available for public review in the County Managers Office during normal office hours.

Article XI Dissolution of LEPC

In the event that the Lyon County LEPC is dissolved or becomes inactive as determined by the Lyon County Board of Commissioners; all equipment and LEPC responsibilities shall revert to the Lyon County Board of Commissioners.

APPROVED/REVIEWED: January 10, 2019
January 09, 2020
January 14, 2021