

The attached document was submitted to the
Washoe County Board of Commissioners during
the meeting held on May 22, 2018.
by Community Services Division
for Agenda Item No. 12
and included here pursuant to NRS 241.020(8).

STATUS OF PRE-EVENT CONDITIONS
THE LANTERN FEST

MAY 21, 2018

The proposed pre-event conditions for The Lantern Fest are shown below. The status of each pre-event condition is based on correspondence from reviewing agencies and the applicant. The status is classified as one of the following:

- **Completed;**
- **Pending** (i.e., no response indicating condition has been met);
- **Not required** (i.e., applicant indicates that the services will not be part of the event); or,
- **Cannot be completed** (i.e., based on a recommendation to not approve the event from the agency).

The event promoter also completed one during event condition, and that condition is provided as part of this summary.

This information will be supplemented with any pre-event condition status received after May 16th by staff to the Board during the Board's meeting on May 22, 2018.

1. PRE-EVENT CONDITIONS

All pre-event conditions must be completed prior to the public hearing scheduled before the Washoe County Board of County Commissioners (Board) on May 22, 2018. Failure to complete all pre-event conditions prior to the Board hearing may cause a recommendation of denial for the outdoor festival business license application before the Board (WCC Section 25.289).

The applicant shall provide Washoe County Business License with proof of compliance with all pre-event conditions pursuant to WCC section 25.283(1) by May 18, 2018.

Washoe County Business License shall subsequently notify the Board during the public hearing on May 22, 2018 if all pre-event conditions have been completed.

a. Police Protection (Sheriff's Office):

(Staff contact: Sergeant Phil Jones, 325-6950, pjones@washoecounty.us)

- (1) Provide a signed and executed contract with the Nevada Highway Patrol (NHP) to provide traffic control at Exit 23 from Interstate 80 onto the road leading to the event site. Traffic control is to assist with traffic flows exiting Interstate 80 onto the access road prior to the event starting and for an appropriate time frame after the event starts; and, for traffic flows onto Interstate 80 from the access road starting at an appropriate time prior to the event conclusion and extending until spectator

traffic has departed the event area.

Pending (no contract provided)

- (2) Provide a signed and executed contract with the Washoe County Sheriff's Office for uniformed sheriff personnel (minimum of six deputies and one sergeant) for security at the event location. Sheriff's Office personnel will supplement the private security guards hired for the event, as set forth in the event application.

Pending (no contract provided)

b. Food Concessions and Attendant Sanitary Facilities (Washoe County Health District):

(Staff contact: Nicholas Florey, 328-2648, nflorey@washoecounty.us)

- (1) A complete food vendor list shall be provided to the Washoe County Health District Environmental Health Services (EHS) Division no later than May 1, 2018.

Not required (Applicant wrote on May 18, 2018 that there will be no food sold at the event, nor any food vendors)

- (2) All food vendors serving the general public must obtain a Temporary Food Permit through the EHS Division no later than May 11, 2018. All food sold or offered to event ticket holders must be covered under a Temporary Food Permit. Individual vendors must contact the EHS Division regarding individual permits and permit requirements.

Not required (Applicant wrote on May 18, 2018 that there will be no food sold at the event, nor any food vendors)

- (3) The applicant shall provide the EHS Division with a vehicle pass for staff to carry out on-site inspections during the event.

Pending (no vehicle passes have been provided)

c. Access, Traffic and Parking (Community Services, Engineering & Capital Projects):

(Staff contact: Clara Lawson, 328-3603, clawson@washoecounty.us)

- (1) Provide a plan and/or calculation showing the parking layout including 24' wide drive aisle width, 20'x12' parking spaces and pedestrian access. The plan and/or calculation should clarify the number of parking spaces available on the 15 acres.

Completed (site plan provided)

- (2) The number of participants will be limited to the number of parking spaces available. Provide a plan to stop access near the freeway on/off access should the lot become full.

Completed (parking spaces is limited to 1,701; no additional parking once lot is full)

- (3) Provide an emergency access plan that does not depend on the main access road.

Completed (event will use established emergency access road)

- d. Buildings and Utilities (Community Services, Building & Safety):
(Staff contact: Steven LeCam, 328-2035, slecam@washoecounty.us)
- (1) Provide an updated site plan containing the following, at a minimum:
 - (a) Location of each tent, size of tent, and function of the tented area.
Completed (Only one 20 x 20 tent will be used, does not require permit, see attached site plans)
 - (b) Food preparation and food service areas.
Completed (see attached site plans)
 - (c) Lantern and flammable material storage areas.
Completed (see attached site plans)
 - (d) Exit and emergency response plans for assembly areas (e.g., in and around tents, areas where lanterns are deployed from, etc.).
Completed (see attached site plans)
 - (e) Detailed plans and specifications, to include engineering certificates, for the stage.
Pending (applicant to provide information on the stage using the building handout/guide provided by building staff; initial review by building staff of stage/platform drawing provided by applicant is that the stage requires a building permit and agency review)
 - (f) Location of assembly area for preparing and launching lanterns.
Completed (see attached site plans)
 - (2) Provide updated application information to include:
 - (a) The anticipated number of lanterns to be deployed (flown).
Pending (missing information from application)
 - (b) The type of fire extinguishers used for repetitive extinguishing of any flames (e.g., from lanterns, lantern lighting areas, etc.).
Pending (missing information from application)
 - (c) Location and type of wind speed measuring devices at the event location, and parameters of wind speed which will cause curtailment or cancellation of the event.
Pending (missing information from application)
 - (d) Detailed information on the plans for volunteers to chase lanterns to include number of volunteers (application states 40), assembly and deployment area for the volunteers, communication with the volunteers particularly in an emergency situation, how the volunteers will deploy (By foot? By vehicle? By aerial platform for hill areas inaccessible by foot or vehicle?)
Pending (missing information from application)
 - (e) Contingency plans for flight of lanterns across Interstate 80 and/or into neighboring Storey County.
Pending (missing information from application)
 - (3) Revised engineering review for the six cubic foot lanterns and their associated flight, including:
 - (a) Review must be completed by Nevada registered design professionals.
Pending (missing information from application)

- (b) Calculations with the review submitted as part of the application were for an elevation of 600 feet, must be done for the elevation of the event location (4,774 feet) and for the normal humidity of the event location (analysis on how the event location's elevation and humidity affect travel distance of lanterns).
Pending (missing information from application)
- (c) Include wind speed calculations based on measured and observed wind speeds for the event location.
Pending (missing information from application)
- e. Fire Protection (Truckee Meadows Fire Protection District):
(Staff contact: Deputy Fire Chief Lisa Beaver, 326-6005, lbeaver@tmfpd.us)
Condition if event proposes to use open flame devices:
- (1) Obtain an event permit and open flame permit (2012 IFC 105.6.30).
Cannot be completed (see attached e-mail from Deputy Fire Chief Lisa Beaver dated April 30, 2018)
- Conditions if event proposes to use non-open flame devices:*
- (2) Obtain an event permit (2012 IFC 105.6.30).
Pending (applicant has not provided information to switch the lanterns to non-flame devices)
- (3) Approval of a public safety plan prepared following 2012 IFC 403.3. Contents of the public safety plan are found in 2012 IFC 403.2.1.
Pending (applicant has not provided information to switch the lanterns to non-flame devices)
- (4) Approval of an emergency services personnel plan following the requirements of 2012 IFC 403.2.1.
Pending (applicant has not provided information to switch the lanterns to non-flame devices)
- f. Licensing and Inspections (Community Services, Planning & Development):
(Staff contact: Bob Webb, 328-3623, bwebb@washoecounty.us)
- (1) Provide an updated supplement to the application (Appendix A through K) containing the information and event requirements outlined as pre-event conditions in this document.
Pending (see other pre-event conditions for missing information)
- (2) The applicant (Spencer Humiston) shall complete a successful criminal history inquiry through the Washoe County Sheriff's Office pursuant to WCC Section 25.276 with a conclusion that no cause for denial exists based on disqualifying convictions as set forth in WCC Section 25.281(4).
Completed (Criminal history inquiry results returned from Sheriff's Office on April 25, 2018)

(3) The applicant shall provide a completed *Release of Claims and Authorization to Release Information* form and a current Washoe County fictitious firm name certificate to Washoe County Business License.

Pending (*applicant provided an updated fictitious name certificate, but has not provided the two forms requested*)

(5) The applicant shall provide a list of any vendors selling products, to include food and intoxicating liquors, to Washoe County Business License. All identified vendors shall obtain appropriate Washoe County business (special event) and temporary intoxicating liquor licenses. The temporary intoxicating liquor license application shall specify the areas from which intoxicating liquor will be served during the event.

Pending (*applicant has not provided vendor list, no special event and temporary intoxicating liquor licenses have been applied for*)

(6) The applicant shall provide Washoe County Code Enforcement with a vehicle pass to gain access to the event site, to include all parking areas, for inspections to verify compliance with these conditions and issued business/liquor licenses.

Pending (*vehicle passes not provided*)

(7) The applicant shall pay the required daily business license fee of \$350 to Washoe County Business License on May 23, 2018, prior to the Director of the Planning and Building Division issuing the Outdoor Festival business license.

Pending (*not required until May 23, 2018 if the Board approves the Outdoor Festival business license*)

(8) The applicant shall pay any required booth fees (based on the vendor list provided as part of pre-event condition f(5)) to Washoe County Business License on May 23, 2018, prior to the Director of the Planning and Building Division issuing the Outdoor Festival business license.

Pending (*not required until May 23, 2018 if the Board approves the Outdoor Festival business license*)

g. Indemnification and Insurance (Risk Management):

(Staff contact: Doreen Ertell, 328-2660, dertell@washoecounty.us)

(1) The applicant shall provide a certificate of insurance for the event.

Completed (*applicant will provide an executed insurance certificate if the Board approves the outdoor festival business license*)

h. Performance Security (Community Services, Planning & Development):

(Staff contact: Bob Webb, 328-3623, bwebb@washoecounty.us)

(1) Since the event is being conducted entirely on private property on which the property owner has given permission for the event, the requirement for the applicant to post the performance security as required by WCC Section 25.305 is waived.

Completed (*no performance security is required*)

2. DURING-EVENT CONDITIONS

All during-event conditions are for the event held on May 26, 2018 as approved in the Outdoor Festival business license application approved by the Washoe County Board of County Commissioners on May 22, 2018.

a. Food Concessions and Attendant Sanitary Facilities (Washoe County Health District):

(Staff contact: Nicholas Florey, 328-2648, nflorey@washoecounty.us)

- (1) All Food Operations must supply their own fresh water, liquid soap and paper towels for hand washing, a grey water collection container and a minimum of 2 garbage containers within 25 feet with minimum capacity of 55 gallons, lined with bags and amenable to covers if necessary. Garbage must be transported on a continuous basis from cans to dumpsters for collection and grey water must be disposed of in an approved location. A fresh water source is not available at this location. Vendors must supply their own bottled water or water from another approved source.

Not required (Applicant wrote on May 18, 2018 that there will be no food sold at the event, nor any food vendors)

- (2) There must be sufficient restroom and hand-wash facilities for patrons at various locations. Number of portable toilets shall comply with the number set forth in regulations of the District Board of Health if permanent facilities are not adequate. With the understanding of anticipated venue size 2,000 people at an individual event would require a minimum of 2 banks of 6 toilets each with a hand-wash station per bank and 5,000 people a minimum of 4 banks with 6 toilets each with hand-wash per bank.

Pending (Applicant provided a contract for 40 "normal" toilets, 4 ADA compliant toilets, and 4 hand washing stations; will be evaluated during the event if event is approved)

- (3) There must be sufficient waste containers located throughout the entire venue available to contain waste generated by ticket holders. The containers must be monitored and replaced as necessary throughout the duration of the event.

Pending (Applicant provided a contract for 80 trash cans; will be evaluated during the event if event is approved)

- (4) The Health District Inspectors must readily have access to food venues as needed to conduct inspections.

Not required (Applicant wrote on May 18, 2018 that there will be no food sold at the event, nor any food vendors)

b. Medical Services (Washoe County Health District):

(Staff contact: Brittany Dayton, 326-6043, bdayton@washoecounty.us)

(1) Applicant shall provide at least one first-aid station at the event, which must be continuously staffed during the event's approved hours of operation. First aid station staff cannot be on call. The first aid station shall have staffing as follows:

- (a) At least one licensed attendant who is an emergency medical technician, advanced emergency medical technician or paramedic; or
- (b) A person with a higher level of skill who is capable of providing emergency medical care within his or her scope of practice and is licensed pursuant to this chapter or exempt from licensure pursuant to subsection 6 of NRS 450B.160.

Pending (not required until after outdoor festival license application is approved)

(2) The applicant shall provide at least one dedicated advanced life support ambulance on-site during the approved hours of operation for the event.

Completed (contract provided for REMSA EMS services)

Webb, Bob

From: Beaver, Lisa
Sent: Monday, April 30, 2018 7:36 AM
To: Spencer Humiston
Cc: bchambers@dps.state.nv.us; Webb, Bob; Moore, Charles; Gorgon, Scott
Subject: Lantern Festival

Importance: High

Good morning Spencer,

As you know I have been evaluating the proposed Lantern Festival at the Wild West Motor Sports site. As originally proposed, the event is planned to have approximately 5,000 to 9,000 participants. On March 29th I issued a letter indicating that I am unable to approve the event. Since that letter we have met at the site with operations staff and the event staff, reviewed documentation of other festivals and toured the adjoining site.

As a result of this further review and a review of the IFC again along with discussions with other jurisdictions and the State Fire Marshal, I wish to inform you that the original letter stands, the event as proposed will not be approved. Truckee Meadows Fire Protection District (TMFPD) issued a notice that ceased open burning effective Sunday April 22 at 1500 hours due to the increased risk of fire.

In support of this decision a review of the 2012 International Fire Code Section 308.1.2, "No person shall throw or place or cause to be thrown or placed, a lighted match ... or other flaming or glowing substance or object on any surface or article where it can cause an unwanted fire.". With this being said, TMFPD would support an event that would not introduce an open flame or a release of fire.

Should you have any further questions please don't hesitate to contact me.

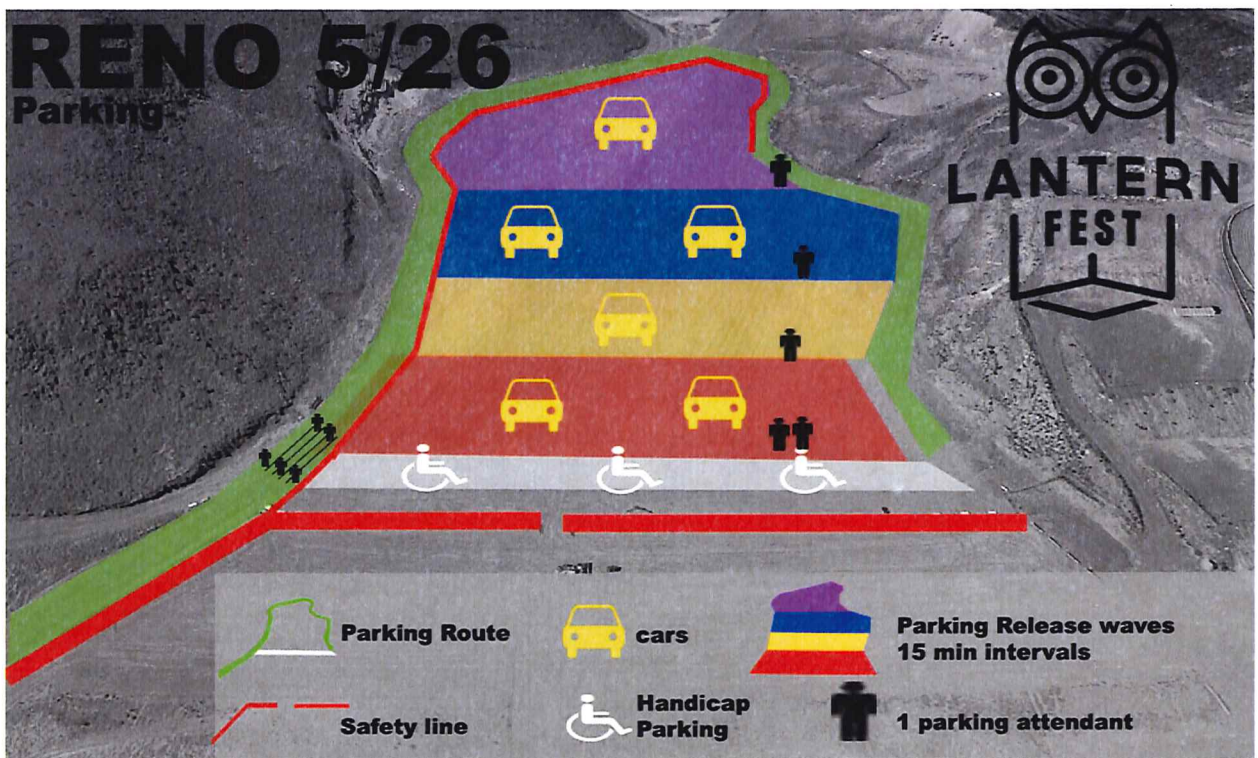
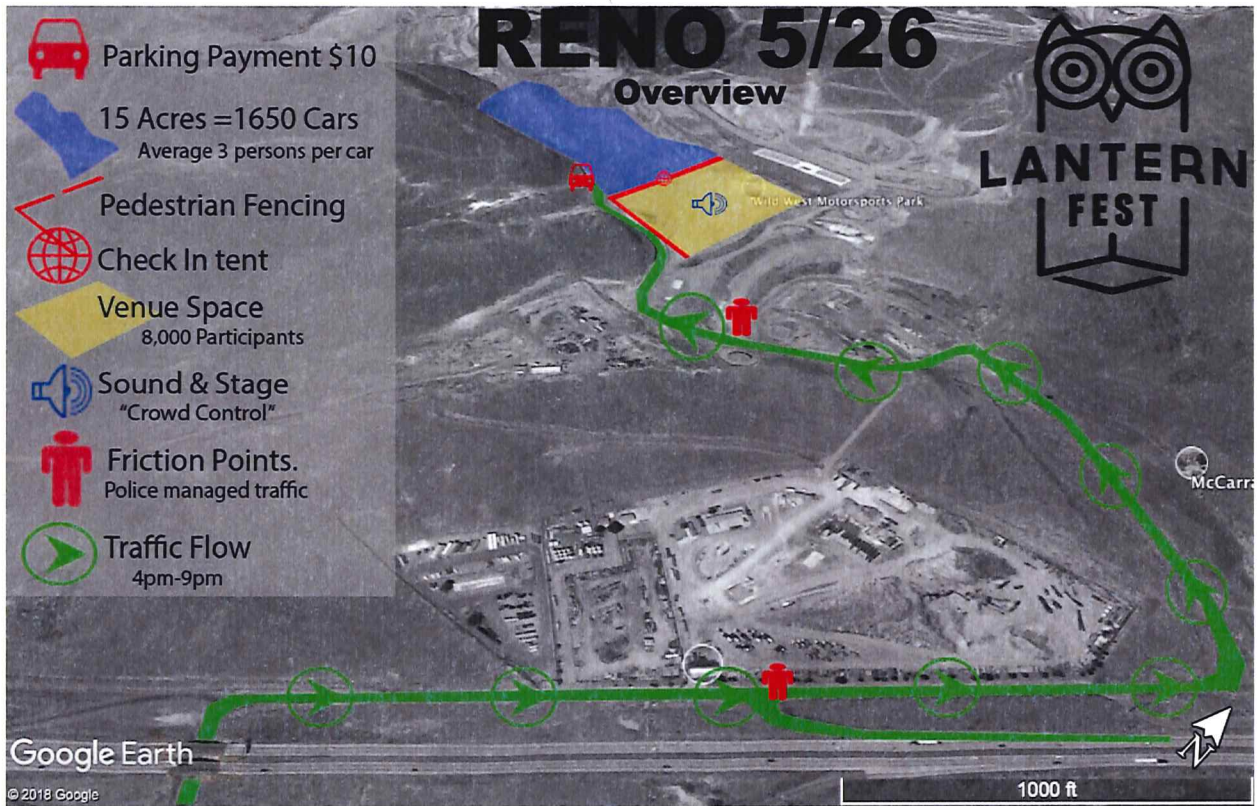
Lisa M. Beaver, PE, CFM, CBO

Deputy Fire Chief | Truckee Meadows Fire Protection District

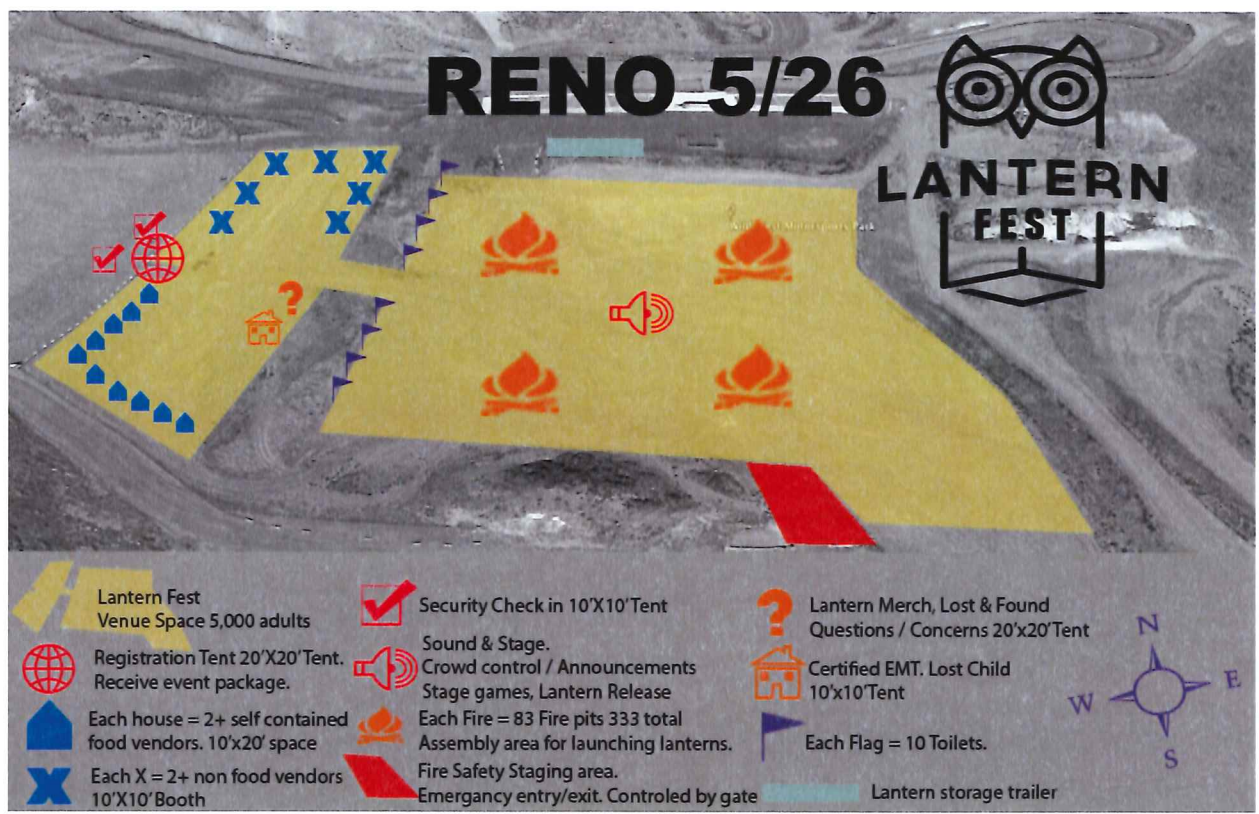
lbeaver@tmfpd.us | direct (775) 326-6006 cell (775)313-1592 | 1001 E. Ninth St., Bldg. D, Reno, NV 89512



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RENO 5/26



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|--|---|--|---|--|---|
| | Lantern Fest
Venue Space 5,000 adults | | Security Check in 10'X10'Tent | | Lantern Merch, Lost & Found
Questions / Concerns 20'x20'Tent |
| | Registration Tent 20'X20' Tent.
Receive event package. | | Sound & Stage.
Crowd control / Announcements
Stage games, Lantern Release | | Certified EMT. Lost Child
10'x10'Tent |
| | Each house = 2+ self contained
food vendors. 10'x20' space | | Each Fire = 83 Fire pits 333 total
Assembly area for launching lanterns. | | Each Flag = 10 Toilets. |
| | Each X = 2+ non food vendors
10'X10' Booth | | Fire Safety Staging area.
Emergency entry/exit. Controlled by gate | | Lantern storage trailer |

