

**WASHINGTON
STATE EMERGENCY RESPONSE COMMISSION
(SERC)
STRATEGIC PLANNING WORKSHOP
MEETING MINUTES**

January 10, 2006

MEMBERS PRESENT

Mr. Don Bivins – Chair
Mr. John Butler – Department of Ecology (Ecology)
Mr. John Geppert – Dept of Labor and Industries
Mr. Gary Gordon – The Boeing Company (Private Sector)
Mr. Mike McCallister – Local Emergency Management Directors (LEMD)
Mr. Sam Lorenz – Local Emergency Planning Committees (LEPCs-Eastside)
Mr. Milo Straus – Department of Health (DOH)
Mr. John Wheeler – Local Emergency Planning Committees (LEPCs-Westside)
Mr. Mark Arras – Washington State Patrol (WSP)
Mr. Curt Russell – Northwest Tribal Emergency Management Council
Ms. Maillian Uphaus – Emergency Management Division (EMD)

EMD STAFF and SERC REPRESENTATIVES PRESENT

Mr. Mark Ligman (EMD)
Ms. Jeanette Lomax (EMD)
Mr. Scott Jackson (EMD)
Ms. Lu An Johnson (EMD)
Ms. Sadie Whitener (Ecology)
Ms. Idell Hansen (Ecology)
Ms. Suzanne Powers (EPA)
Mr. Ron Bowen (WSP)
Mr. Ron Britton (FEMA)

CALL TO ORDER

Mr. Don Bivins, SERC Chair, called the meeting to order at 10:00 and welcomed SERC members and guests.

SERC CHAIR COMMENTS

Mr. Don Bivins outlined the purpose of the meeting as an opportunity to review last year's accomplishments. This meeting was also intended as an opportunity for the SERC members to have an open discussion about the focus of activity for the upcoming year. Don also noted there have been recent changes to the SERC membership with the loss of Mike McCallister as the Local Emergency Management Directors representative. The SERC will be coordinating with the Washington State Emergency Managers Association (WSEMA) for a new representative and alternate.

NEW BUSINESS

WORKGROUP REPORTS:

SERC Charter Review

Presented by Mr. Don Bivins (SERC chair)

This workgroup has not met as yet but will be meeting in February. The current charter was distributed for review; however, no comments have been received. The workgroup will review, incorporate changes, and distribute revised copy before the next SERC meeting.

For further information, contact Mr. Don Bivins at (360) 892-432 or email:

don.bivins@ci.vancouver.wa.us

Public Outreach

Presented by Mr. Mark Ligman (EMD)

This workgroup has met twice to discuss issues associated with developing an effective public outreach program. The working group determined the best way to proceed with developing the outreach effort, and the following summarizes the ideas discussed:

- Develop a web page to post existing outreach products that LEPC's can access and utilize. EMD's website needs to be brought current and made more user friendly. The customers must be able to download products and provide links to other state agencies for additional resources.
- Involve LEPC's in identifying and developing additional outreach products.
- Combine LEPC efforts with other programs with similar missions (CERT, Fire, public educators, HLS regional reps) to develop an all hazards program that will include Hazmat.
- Work with EMD public outreach coordinator to implement an all hazards program.
- Involve public officials in program (port commissioners, county commissioners).

The new public outreach coordinator for EMD, Lu An Johnson, participated in the work group and this discussion. She stated that it is important to change behavior rather than focus on awareness. The goal should be to prepare people to act, and she will be developing a statewide public education strategic plan. To effectively develop and coordinate an outreach program, it will be necessary to develop or participate in a multi agency working group. This working group should include:

- LEPC representatives
- SERC representative
- Fire Educator
- CERT representative
- Tribal representative
- Industry representative
- Other state agencies representatives

The working group would be provided with a budget to support program efforts. The basic program framework discussed would provide a starting point from which the work group could build. Future program issues would be identified and briefed to the SERC for additional support. This working group would also be tasked to educate LEPC's on existing hazmat data bases and other resources. The group would synchronize with other agency efforts to increase public awareness of hazardous materials and weapons of convenience.

For further information, contact Ron Wilson at (253) 512-706 or e-mail: r.wilson@emd.wa.gov

***LEPC Support
Presented by Mr. Gary Gordon (Boeing Co.)***

The initial efforts centered on resources currently available for use by the LEPC. These resources included:

- LEPC/Tribal Workshop
- Grant funding
- Training
- Technical assist visits

In addition, there are ongoing projects that will be made available to LEPC's. These projects include a business outreach package being developed by Snohomish County and NIMS/ICS training to be conducted for public school Educational Support Districts (ESD).

The workgroup reviewed all plans and identified LEPC's that are not in compliance with the EPCRA mandate. A letter has been sent to all LEPC chairs and Emergency Managers that provided them with the date of the current hazmat plan on file at EMD. The letter requested that if a more current plan is available it should be provided to EMD by December 1st. During the month of December, EMD contacted LEPC's that were still out of compliance and attempted to work with the LEPC to meet this deadline. During January 2006, a letter will be sent to all the Chief Elected Officials informing them of the status of their LEPC and Hazmat plan. A similar letter will be sent to points of contact within the Tribal community. Curt Russell will also forward this letter to all his contacts to ensure they are aware of the mandate and resources available.

This working group will also use this updated list to identify those LEPC's that require assistance. All members agreed that a face to face visit with the jurisdictions not in compliance will yield the best results. This working group will develop a travel plan to meet with these LEPC's to determine what support is needed. Gary Gordon noted that when meeting with local jurisdictions it is important to let the county identify what their needs are to meet the EPCRA mandate. All members agreed with this plan of action and will participate with the meetings. The outreach to the LEPC's will be conducted in early spring to allow enough time for their participation in the LEPC/TERC workshop.

The LEPC/TERC workshop will be a follow on tool to continue support to all LEPC/TERC's. This will also be an opportunity for this working group to determine what additional support can be developed.

For further information, contact Mr. Gary Gordon at gary.d.gordon@boeing.com

***EPCRA reporting compliance/ industry outreach
Presented by Sadie Whitener (Ecology)***

Ongoing efforts:

- Encouraging LEPCs to host EPCRA workshops to assist new reporters in understanding EPCRA reporting requirements and existing reporters in understanding new changes. Presentations are a joint effort of Ecology and EPA staff. The workgroup has encouraged industry representatives to attend and get involved in LEPC activities.
- Department of Ecology and EPA representatives have completed eight workshops. A special presentation was given at a recent Amerigas conference with attendees from several Washington sites as well as from other states. Future presentations are scheduled for the Cities of Kent and Yakima, and Skamania County.
- Ms. Whitener will be contacting remaining LEPCs to schedule additional workshops.
- In addition this workgroup has worked with Mr. Mike McCallister, of Snohomish County, on developing an outreach project. This project developed EPCRA materials and contact information in an information packet for fire department personnel to distribute when visiting or inspecting business sites.

- Future efforts will be to provide outreach to the propane industry, then other industry associations. Another effort will be to identify RMP/EPCRA reporting facilities near schools and encourage them to spearhead outreach to school districts regarding notifications, shelter in place, and evacuation plans and procedures. This information, reporting forms, and LEPC contact information are available at Ecology's web site at www.ecy.wa.gov/epcra.

In addition to ongoing efforts it was also noted there is an ongoing effort at the national level to limit the reporting requirements. With current draft legislation, a significant portion of the Tier II database would be eliminated. Efforts to counter this trend have been initiated by NASTTPO and other chemical preparedness associations. Ms. Whitener has also drafted a letter of concern for the public comment period of this effort. Additional legislation is also being considered to require Chemical plants to conduct vulnerability assessments on a site by site basis and develop plans to meet security standards being set by DHS. This legislation could have a significant impact on the hazmat program within Washington State. A copy of this bill was provided to SERC members. A complete copy of the bill will be provided by Ron Bowen for SERC review.

For further information, contact Ms. Sadie Whitener at (360) 407-6729 or email: swhi461@ecy.wa.gov.

***State Regional HazMat Teams Initiative
Presented by Mr. John Butler (Ecology)***

Mr. John Butler reported on the Statewide CBRNE/HazMat Capability study project. The contractor, DMJM technology, Inc., briefed the report at the December EMC meeting. The EMC asked for a month to review the report and vote on recommendations at the January 5th meeting.

For further information contact Mr. John Butler (360) 407-6970 or e-mail: jbut461@ecy.wa.gov

***Training Coordination
Presented by Mr. Ron Bowen (WSP)***

For additional information, contact Mr. Ron Bowen at (360) 753-0357 or email: ron.bowen@wsp.wa.gov

HAZMAT PLAN TEMPLATE

List of LEPC plans and Boilerplate Presented by Ms. Jeanette Lomax, (EMD)

Ms. Lomax briefed ongoing efforts to develop a boilerplate hazmat plan and to ensure LEPCs are complying with SARA Title III direction. In order to determine the status of LEPC compliance, she compiled a list of effective plans and annual LEPC certification letters. This list has been used to notify LEPC's of their compliance/non-compliance standing. Due to deployment to New Orleans in response to hurricane Katrina, she has not begun action on development of this template. Ms. Lomax asked for assistance in developing this boilerplate. She particularly wanted LEPC planners to incorporate their experience into a useful product. Don Bivins volunteered, as did Mr. John Wheeler and Ms. Deborah Needham from Clark Co., and Mr. Sam Lorenz from Grant County.

For further information, contact Ms. Jeanette Lomax at (253) 512-7055 or e-mail: j.lomax@emd.wa.gov

ACTION ITEMS

- 1) Coordinate the SERC meeting. **(EMD)**
- 2) Working groups. **(working group leads)**
- 3) Chief Elected Official notification letter. **(Mark Ligman)**

MEETING SCHEDULE

The next meetings are scheduled for:

- o March 15, 2006 – 10am Camp Murray
- o May 10, 2006 LEPC/Tribal workshop, The Coast Wenatchee Center Hotel, Wenatchee WA.

ADJOURNMENT

Mr. Don Bivins, SERC Chair, adjourned the meeting at noon.

CONTACT INFORMATION

Interested parties may contact the Washington SERC through:

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