

**WASHINGTON  
STATE EMERGENCY RESPONSE COMMISSION  
(SERC)**

**MEETING MINUTES**

April 28, 2008

***MEMBERS PRESENT***

Mr. Rick Anderson – Alternate Washington State Emergency Management Association (WSEMA)  
Mr. John Butler – Department of Ecology (Ecology)  
Mr. John Geppert-Department of Labor and Industries  
Mr. Roger Hieb – Emergency Management Division (EMD)  
Mr. Sam Lorenz – Local Emergency Planning Committees (LEPCs-Eastside)  
Mr. Curt Russell – Tribal Representative  
Assistant Chief Brian Schaeffer – Chair  
Mr. Richard Schroedel – Washington State Emergency Management Association (WSEMA)  
Mr. Milo Straus – Department of Health

***STATE STAFF and GUESTS PRESENT***

Mr. Ron Bowen (WSP)  
Ms. Stefani Christensen (EMD)  
Mr. Don Davis – Bellingham Office of Emergency Management  
Mr. Andy Day - Bellingham Office of Emergency Management  
Mr. Tim Gablehouse – National Association of SARA Title III Program Officials (NASTTPO), President  
Ms. Rosanne Garrand (EMD)  
Ms. Deborah Henderson (EMD)  
Mr. Mark Howard (Arizona SERC)  
Ms. Jeanette Lomax (EMD)  
Mr. John Ridgway (Ecology)  
Ms. Sadie Whitener (Ecology)  
Mr. Ron Wilson (EMD)  
Ms. Polly Zehm (Ecology)

**CALL TO ORDER**

Chief Brian Schaeffer, SERC Chair, called the meeting to order at 10:00 and welcomed SERC members and guests.

**WORKGROUP REPORTS:**

***SERC Charter Review***

***Chief Brian Schaeffer, SERC Chair***

Deferred to next SERC meeting.

### **Public Outreach**

#### **Presented by Rosanne Garrand (EMD)**

- Rosanne Garrand announced the completion of a new Shelter-In-Place DVD with emphasis on schools, homes, and businesses. The cost to publish and distribute this DVD came from the Emergency Management Performance Grant (EMPG), and was a cooperative effort between the Emergency Management Division and Office of Superintendent of Public Instruction. Distribution of the DVD will be made when sufficient copies are made. OSPI is developing a training program that will be exported through the ESDs to all districts. This action is in compliance with the mandates of SB 5097, the Safe Schools Act.
- Existing outreach products that LEPC's can access and utilize are posted on Washington State EMD's web page which can be found at <http://www.emd.wa.gov/>

For further information, contact Ms. Rosanne Garrand at (253) 512-7419 or e-mail: [r.garrand@emd.wa.gov](mailto:r.garrand@emd.wa.gov)

### **EPCRA reporting compliance/ Industry Outreach**

#### **Presented by Sadie Whitener (Ecology)**

- Ms. Whitener shared that half of RY 2007 Tier Two data has been input into the EPCRA Tracking System.
- Since January, four EPCRA workshops were conducted to assist business representatives and first responders understand EPCRA reporting requirements. Snohomish, Grays Harbor, Grant, and Okanogan LEPCs hosted the workshops. Presentations are a joint effort of Ecology and EPA staff. The workgroup has encouraged industry representatives to attend and get involved in LEPC activities.

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

### **State Regional HazMat Teams Initiative**

#### **Presented by John Butler (Ecology)**

John Butler reported on the Statewide CBRNE/HazMat Capability study project. Representative Al O'Brien re-introduced HB 2790 during the current 2008 legislative session. The bill was amended to reflect the CBRNE Stakeholder's Group's recommendations and had a hearing. It did not pass this session as a supplemental

budget addition in an election year. It will remain to be a significant challenge for the 2009 legislative session.

The CBRNE Stakeholder Group will continue to meet to address budget efficiencies, gap analysis and program implementation support issues until successful legislation can be accomplished.

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

### ***Training Coordination***

***Presented by Ron Bowen (WSP) and Stefani Christensen (EMD)***

- Hazmat Incident Command System (ICS) next training scheduled in Colfax, WA
- May 20<sup>th</sup> -22<sup>nd</sup> National Association of Fire Chiefs, Wenatchee, WA
- Chemical class for responders is coming up in June 2008
- Recently held a Pipeline Symposium at Bellingham, WA
  - Pipeline Awareness Train-the-Trainer instructed by Mike Callan
  - **New** online training modules can be found at [www.pipelineemergencies.com](http://www.pipelineemergencies.com)
- No cost Hazardous materials related training (Enclosure )

For additional information, contact Mr. Ron Bowen at (360) 753-0357 or email: [ron.bowen@wsp.wa.gov](mailto:ron.bowen@wsp.wa.gov) and Ms. Stefani Christensen at (253) 512-7046 or email: [S.Christensen@emd.wa.gov](mailto:S.Christensen@emd.wa.gov)

### **FUNDING/GRANT INFORMATION**

**Presented by Ron Wilson (EMD)**

- The EMPG dollars are being used in several cases to provide direct support to fire agencies and hazmat organizations for the conduct of combined hazmat exercises. The hazmat teams in both the North Puget Sound and South Puget Sound regions are conducting hazmat exercises in May 08, and hazmat teams in the Spokane area are tentatively looking at the September timeframe to conduct a hazmat drill working the U. S. Postal Service branch in Airway Heights.
- The great news concerns the annual HMEP Grant from USDOT. WA State will receive a 71% increase in funds for FFY09. Ron indicated the grant selection process will be the same as in the past two years, will include a peer selection board, and the process will begin in June with the announcement of the grant application period.

### **UNFINISHED BUSINESS**

### **COMMUNITY RIGHT-TO-KNOW FUND (Fund 163)**

- John Butler began discussion by providing a short background about the fund and the intended use. He indicated that several years ago (1997), another Ecology program was allowed to use funds from the 163 Fund, and it was supposed to be a one-time draw. This draw continued through this biennium and has seriously depleted the fund.
- Polly Zehm, Deputy Director of Ecology, indicated she had resolved this issue within the department and, beginning with the next biennium, only the originally intended program within Ecology would be drawing funds from the Fund.
- ACTION REQUESTED: Having heard the comments from John Butler and Polly Zehm about future use of the 163 Funds within Ecology, Brian Schaeffer directed a retraction of the proposed SERC letter to the Emergency Management Council asking the EMC to take certain actions to bring this matter to the attention of both Ecology and Department of Labor and Industries, the fund grantor.
- ACTION TAKEN: Ron Wilson coordinated with Linda Crerar on May 13<sup>th</sup> to have discussion of the letter removed from the EMC agenda.

### **HAZMAT PLAN TEMPLATE**

Ron Wilson briefed ongoing efforts to finalize the developed hazmat template to assist the LEPCs to meet the mandates of SARA Title III. In order to determine the status of LEPC compliance, Ms. Jeanette Lomax, Hazmat Planner has compiled a list of LEPCs whose plans and/or annual certification letters have been reviewed. This list will serve as the basis for notification to LEPC's of their compliance or non-compliance with existing policies and regulations.

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

### **LEPC DELINQUENCY LETTER STATUS/DISCUSSION**

- A letter from the SERC Chair has been developed to advise selected elected officials of plan or certification non-compliance. Ron Wilson suggested the non-compliance letters not be used this year to give all LEPCs adequate time to comply with the template format. By waiting for another plan year, it cannot be said that adequate time was not provided and that the necessary tools were not made available.

- **ACTION REQUESTED:** SERC Chair requested the members vote to accept the hazmat plan template and to delay sending out delinquency letters until the end of plan year 2009.
- **ACTION TAKEN:** SERC voted unanimously to accept the hazmat plan template and to not send out delinquency letters until the end of the 2009 plan year.

### ***SERC POSITION VACANCIES***

There was discussion about the importance of both primary and alternate positions on the SERC. State agencies that do not yet have an alternate member appointed were asked to do so, and some discussion took place about industry representation other than or in place of Boeing. John Ridgway was identified as the Department of Ecology's alternate.

### ***SERC LOGO***

Stefani Christensen presented several graphic logo options for discussion. Several suggestions were made and Stefani was asked to change the location of certain items on one logo example and/or combine some of the features of two logo examples. She will rework a couple of options and they will be presented electronically to the SERC for approval not later than June.

### ***SERC MEMBER INFORMATION ON WEBSITE***

Ron Wilson indicated some progress on this issue, but a problem arose during a several day period when submission of site items was stopped within EMD. Once the problems are corrected, the member information will be submitted.

### ***NEW BUSINESS***

#### ***New LEPC Application Ron Wilson, EMD***

- Assistant Chief Andy Day, Bellingham fire Department, presented a formal request on behalf of the Mayor of Bellingham, Mr. Dan Pike, to formally recognize an LEPC in that city. Andy had met previously with Ron Wilson and acknowledged discussion on and agreement to the various requirements in the areas of Tier II reporting, plan development and submission, and training.
- **ACTION REQUESTED:** SERC Chair Brian Schaeffer acknowledged the positive comments from other board members and asked for a vote of formal acknowledgement and recognition that the City of Bellingham be recognized and formally approved as an LEPC.

- **ACTION TAKEN:** The SERC voted unanimously to recognize the City of Bellingham as an LEPC.

For further information, contact Ron Wilson at (253) 512-7069 or e-mail:  
[r.wilson@emd.wa.gov](mailto:r.wilson@emd.wa.gov)

### **ACTION ITEMS**

- 1) Coordinate the next SERC meeting. **(EMD)**
- 2) Working groups **(working group leads)**
- 3) Chief Elected Official notification letter **(Ron Wilson)**
- 4) SERC position vacancies letter request **(Ron Wilson)**

### **MEETING SCHEDULE**

The next meeting is scheduled for:

- o **September 17 or 18, 2008 at**

WSEMA 2008 Conference, Quinault Beach Resort, Ocean Shores, WA.

Conference Registration at [www.wsema.org](http://www.wsema.org)

Lodging Reservations: 1-888-461-2214

Conference room rates: \$99 or \$89, depending on the view.

### **ADJOURNMENT**

Chief Brian Schaeffer, SERC Chair, adjourned the meeting at 12:00 pm.

### **CONTACT INFORMATION**

Interested parties may contact the Washington SERC through:

Mr. Ron Wilson, SERC-LEPC Program Manager  
c/o Washington State Emergency Response Commission  
Building 20, MS: TA-20  
Camp Murray WA 98430-5122  
(253) 512-7069 voice  
(253) 512-7207 fax  
[r.wilson@emd.wa.gov](mailto:r.wilson@emd.wa.gov)

RW:dah

Enclosures ( )

DRAFT