



Washington State Emergency Response Commission Meeting (SERC)

Meeting Minutes

June 17, 2020

1:00 pm – 3:00 pm

Virtual via Microsoft (MS) Teams due to COVID-19

MEMBERS PRESENT

Chief William “Bill” Whealan, SERC Chair
Chief Mike Harris, SERC Co-Chair
Melissa Gannie, Washington State Patrol, Primary
Eli Levitt, Department of Ecology, Primary
Chris Utzinger, Military Department, Alternate
Erin Coyle, Department of Agriculture, Primary
Randy Treadwell, Department of Agriculture, Alternate
John Himmel, State Department of Transportation
Chandra Fox, Local Emergency Manager, Primary
Sandi Duffey, Local Emergency Planning Committee (LEPC)-Eastside, Alternate
Cody Sriver, Local Emergency Planning Committee (LEPC)-Westside, Primary

GUESTS PRESENT

Sierra Wardell, State Emergency Management Division (EMD)
Todd Kilpatrick, Pierce County LEPC
Justin Fordice, Federal Emergency Management Agency (FEMA)
Scott Melton, Ammonia Safety Training Institute (ASTI)
Lorraine Churchill, ASTI
Joe Root, Puget Sound Fire
Brian Schaeffer, Spokane Fire
Steve Bonner, Ferry County LEPC
Ashley Strickland, Columbia County LEPC
Cherie Nevin, Thurston County LEPC
Dan Cromwell, King County LEPC
Patrick Reid, City of Yakima Fire
Jason Clapp, Yakima County LEPC
Sharon Wallace, State Emergency Management Division (EMD)

SUPPORT STAFF PRESENT

Susan Forsythe, State Emergency Management Division (EMD)
Scott Lancaster, State Fire Marshal’s Office
Kim Mask, State Emergency Management Division (EMD)
Carmen Trummert, State Emergency Management Division (EMD)
Tirzah Kincheloe, State Emergency Management Division (EMD)
Diane Fowler, Department of Ecology
Annie Merritt, State Emergency Management Division (EMD)
Pete Hartmann, State Emergency Management Division (EMD)
Patrick Wicklund, State Emergency Management Division (EMD)

CALL TO ORDER and INTRODUCTIONS

Chief Whealan, Chair of the SERC, called the meeting to order 10:00 AM by welcoming everyone to the virtual meeting. Everyone present was asked to add their name and agency to the chat feature to document attendance and representation.

NEW SERC MEMBERS

New members were asked to introduce themselves and provide a short background history. New representatives are Erin Coyle (Primary) and Randy Treadwell (Alternate) representing the Department of Agriculture and Chris Utzinger (Alternate), representing the Military Department. Jason Hetherington (Primary) is new representative for Department of Health but unable to attend due to COVID-19 Response duties.

REVIEW AND APPROVAL OF NOVEMBER 12, 2019, MEETING MINUTES

Mike Harris motioned for the November 12th meeting minutes to be approved as written. Chandra Fox seconded the motion. Chief Whealan asked if there were any who disagreed (none). Minutes were finalized as written.

WORKGROUPS AND STANDING REPORTS

Training Coordination (HazMat Training) – Scott Lancaster

Scott Lancaster reported that all trainings have been cancelled or delayed due to COVID-19. Currently, he is looking of other options and working with EMD on alternate delivery methods. Tentatively scheduling classes for Fall time period and sending weekly status updates.

EPCRA Compliance and Outreach – Diane Fowler

Diane reported that 4,819 businesses have submitted their 2019 Tier II reports. The numbers are comparable to last year. There are 275 late reporters. She has sent out reminder emails. The 2019 data is available now via the mobile app and by request, and Ecology will send the data set to E-Plan in July. New change to EPCRA reports: Facility location information (latitude/longitude) will change from degrees, minutes, seconds (DMS) to decimal degrees (DD). Additional chemical hazard categories will be added to the Tier Two form and online reporting system. Once the online system is upgraded, the new hazard categories will be added to the EPCRA mobile App.

SERC Budget Report – Susan Forsythe

Balance of funds remain as \$9,490 due to conferences and SERC Chair's travel being cancelled.

HMEP Grant Update – Tirzah Kincheloe

- [Click here for presentation](#)
- 16HMEP – Performance period ends June 30, 2020. One agreement is still open with WSP Fire Protection Bureau.
- 19HMEP – Still spending down Year 1 funds and awaiting receipt of Year 2 funds
 - Accruing cost-savings due to cancellation of 2020 HazMat Workshop and LEPC/Tribal Conference. Looking for ideas from the SERC for how to reallocate those funds. Will request a vote at the September meeting
 - See [Attachment 1](#). SERC Members may send ideas to tirzah.kincheloe@mil.wa.gov to compile before September meeting.

LEPC/Tribal Conference

The LEPC/Tribal scheduled in conjunction with the WSEMA Conference has been cancelled due to COVID-19. The next conference will be held in the spring of 2021 as a stand-alone conference. Members agreed that the SERC should move forward with planning for March, April or early May timeframe for an

in-person conference. EMD will look at possible dates and locations and possibly have update at September meeting.

LEPC Planning Update – Susan Forsythe

Due to COVID-19, no plans have been reviewed.

Susan reported that she will receive 24,240 Emergency Response Guide (ERG) books (an additional 2,000 were purchased with the Hazardous Materials Emergency Preparedness {HMEP} excess funds.). The books will be stored at Department of Enterprise Services (DES) until she can get them shipped out. Susan and team will try to work with LEPCs to assist with distribution.

OLD BUSINESS

CBRNE Study Update – Kim Mask

Final editing being done. Chandra, Eli, Kim and Susan worked to move to completion prior to COVID-19. Wanted to have ready for February meeting but was unable due to current COVID-19 environment. Kim will send out as soon as possible before the September meeting for members to review and approve during next meeting.

Strategic Planning and Charter Update – Chandra Fox

Reviewing charter which needs to agree with Emergency Management Council (EMC). Draft language was sent to EMD leadership prior to COVID-19. Chandra is unsure where this is due to COVID-19. Sharon Wallace will follow up with Robert Ezelle on his opinion.

The charter needs to have language with EMC and SERC consistent.

The charter update is a priority and Chandra and Kim will get his finalized and sent out to members as soon as possible. This will give members a chance to read the updates and vote for approval at the next SERC meeting in September.

City of Yakima LEPC – Patrick Reid

When the Emergency Management function of the city of Yakima was transferred to the County, the LEPC (HazMat Response) function was not meant to move to county. This was not clarified in the letter sent to the SERC. The city is now requesting the SERC to approve their LEPC status and looking for a vote from the SERC to approve at the next meeting.

The Tri-county HazMat team reviewing plans. This is an 8-step process.

Patrick Reid will provide more information on Tier II Facility fees at the next meeting.

PRESENTATIONS

Aqueous Film Forming Foam (AFFF) Safe Disposal Program – Eli Levitt

[\(Click here for presentation\)](#)

Eli will get more information from Sean Smith (Bellevue) regarding the AFFF (foam). There are some discrepancies between the State and Federal rules. Eli will follow up

NEW BUSINESS

Advanced Notice of Public Rulemaking to add Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS) to Toxic Release Inventory (TRI)

PFAS chemicals have been added to inventory.

Train Crew Size Support Letter

A thank you was sent, and bill passed that mandates the size of crews on trains.

SERC Vacancies

Department of Ecology - Alternate

Washington State Department of Transportation WSDOT - Alternate

Local Emergency Manager (previously appointed by Washington State Emergency Management Association {WSEMA}) - Alternate

West Side LEPC Representative - Alternate

Private Industry – Primary and Alternate

- Scott Melton will reach out to some of his contacts for interest

Transportation Industry – Primary and Alternate

COVID-19 Impact to LEPCs Discussion

Susan asked if any support was needed for the LEPCs. The state would be willing to assist with virtual meetings if needed.

Hans Kahl – members came together to donate Personal Protective Equipment (PPE) to locals before the state could provide some.

Sandi Duffey– some businesses provided N-95 masks

Cowlitz LEPC used GoToMeetings – no assistance needed for them at this time

Susan noted that the attendance for this online meeting was better than in person (50 people) any feedback for online meeting are encouraged and please send those to Susan/Kim.

GOOD OF THE ORDER

2020 Meeting Dates

September 16, 2020	Virtual via MS Teams	10:00 am – 12:00 pm
November 4, 2020	Camp Murray (TBD)	10:00 am – 12:00 pm

CLOSING REMARKS

Chief Whealan thanked everyone again for participating in this meeting. He asked Kim to send an updated list of vacancies out to the members.

NEXT MEETING

The next meeting is scheduled for September 16, 2020. Most likely, the meeting will be done virtually using MS Teams, unless there is significant improvement on the controlling the spread of COVID-19.

ADJOURN

Meeting was adjourned at 11:55 AM.