



Washington State Emergency Response Commission Meeting (SERC)

Meeting Minutes

February 3, 2021

10:00 am – 12:00 pm

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

MEMBERS PRESENT

Chief Mike Harris, SERC Co-Chair
Melissa Gannie, Washington State Patrol, Primary
Laura Hayes, Department of Ecology, Primary
Eli Levitt, Department of Ecology, Alternate
Kimberly Moore, Department of Health, Primary
Troy Newman, Military Department, Primary
Erin Coyle, Department of Agriculture, Primary
John Himmel, State Department of Transportation
Chandra Fox, Local Emergency Manager, Primary
John Geppert, Department of Labor and Industries, Primary
Sean Davis, Local Emergency Planning Committee (LEPC)-Eastside, Primary
Sandi Duffey, Local Emergency Planning Committee (LEPC)-Eastside, Alternate
J Havner, Local Emergency Planning Committee (LEPC)-Westside, Alternate

GUESTS PRESENT

Joe Root, Puget Sound Fire
Cherie Nevin, Thurston County LEPC
Dan Cromwell, King County LEPC
Patrick Reid, City of Yakima Fire
Tom Sharp, King County LEPC
Cindy Stanley, Clark County LEPC
Tammi Wright, Mason County LEPC
Hans Kahl, Skagit County LEPC
Tina Meier, Garfield County LEPC
Cindy Stanley, Clark County LEPC
Erin Williams, EPA
Sharon Wallace, State EMD

SUPPORT STAFF PRESENT

Susan Forsythe, State Emergency Management Division (EMD)
Scott Lancaster, State Fire Marshal's Office
Kim Mask, State EMD
Diane Fowler, Department of Ecology
Annie Merritt, State EMD
Pete Hartmann, State EMD
Patrick Wicklund, State EMD
Stephanie Haertling, State EMD

CALL TO ORDER and INTRODUCTIONS

Chief Mike Harris called the meeting to order at 10:01 am. The attendee list was recorded in MS Teams. Laura Hayes, Washington State Department of Ecology and Kimberly Moore, Washington State Department of Health (DOE) were introduced as new members.

REVIEW AND APPROVAL OF SEPTEMBER 16, 2020 MEETING MINUTES

Chandra Fox motioned to approve the November 18, 2020 meeting minutes as presented. The minutes were approved as written.

WORKGROUPS AND STANDING REPORTS

Training Coordination (HazMat Training) – Scott Lancaster

- COVID-19 has impacted Hazmat training. Limited ability for personnel travel and social distancing protocols have presented issues with class sizes and class cancelations.
- The WSP training program has trained close to 1,800 multi-disciplined emergency responders
- Provided critical information to the LEPC committees and other responders via email distribution process.
- Upcoming Classes:
 - Chemistry Class in March
 - Technician Class in April
- Virtual LEPC-Tribal Conference and HazMat Workshop: The Hazmat Workshop and LEPC-Tribal Conference resources are being pooled to provide a “Whole Community” approach to the trainings. The combined month-long event will take place from April 6th to May 6th with classes being held every Tuesday and Thursday during that time frame. Registration will be announced shortly. Here is the [Save the date](#) Flyer for the joint conference/workshop.
- Training funding is running low. Funding was lower than it has been in the past and training has been given as it has been requested by different agencies.
- Currently scheduling classes for Fall 2021.
- This information covers 2021 LEPC/Tribal Conference Planning update as well.

Training Funding

- Our current training funding is running low due to a downturn in funding and increased training costs. We will be analyzing our budgets to change certain line items and continue to fund training for the balance of the current grant cycle (September 30, 2021).

EPCRA Compliance and Outreach – Diane Fowler

- Flipped reporting year over on January 1st; those reports are due March 1st, 2021. Tier 2 reports are coming in.
 - 1,300 reports have been submitted, with a historical high of approximately 5,000. Meaning, assuming we get 5,000 reports, we are currently at approximately 25% of reports in. There have been many exemptions for not meeting the reporting threshold.
 - Reminder: data collected includes the Expanded Hazard category.

SERC Budget Report – Kim Mask

No change in the budget. No spending has occurred since the last meeting. As a clarification, this budget item is used for sending SERC members to conferences and meetings. Will be looking to use some of the

funds to pay travel expenses for members to meet for Strategic Planning. The funds are available until June 30, 2021.

HMEP Grant Update – Tirzah Kincheloe

- Discussed three-year allocation ([See slides here](#)).
 - Received year 3 allocation from PHEMSA back in December. It was \$20,000 more than anticipated.
 - The State application is due to PHMSA March 11th. Award to be received toward the end of September. Subrecipient agreements will be sent out after it is received.
 - Meals and light refreshments are no longer conditionally allowable expenses. Funding only covers travel costs for attendees.
 - Allocated \$18,000 to purchase additional Emergency Response Guides.
 - Discussed allocation percentages.
 - Currently only \$21,000 left for competitive projects.
- Timeline for LEPC applications (See email from early January)
 - Friday, 2/5 application due date.
 - **Request: Volunteers for a workgroup to review and recommend applications for funding.**
 - **Patrick Reid, Chandra Fox, Tom Sharp**
 - The Workgroup will meet mid/end of February to recommend applications for funding.
 - Beginning of March, Tirzah will email the finalized state application for SERC to review per the HMEP requirement.
- Discussion regarding proposal for reallocation of Year 3 funding of \$34,312 to different projects due to budget surplus.
 - Two proposals offered during meeting:
 - Scott Lancaster gave proposal to reallocate surplus funding to shortfall in training program.
 - J Havner proposed to have it set aside for other LEPCs that apply in the event more apply than funding would cover.
 - Discussion
 - Chandra asked about the process if there were not enough quality applications and the flexibility for moving funds with PHMSA application. Tirzah explained there was not much flexibility outside of an activity request.
 - **Chandra Fox motioned to reallocate the Year 3 funding of \$34,312 to the Hazmat Training Program (WSP). Sean Davis seconded the motion. Motion was approved.**

LEPC Planning Update – Susan Forsythe

- Benton County turned in their plan for SERC Review. It is with partnering state agencies (WSP and ECY) for review. Expecting feedback with a deadline of Friday, February 5th. If state agencies need more time, please let Susan Forsythe know. Thank you to Scott Lancaster for reviewing the plan early. SERC has 90 days to review. Will give feedback by Saturday, March 20th.

OLD BUSINESS

Strategic Planning and Charter Update – Chandra Fox

- Chandra Fox provided context for discussion.
- New language in the EMC Charter provides a little bit more autonomy for membership and Chair.
- EMD is not supporting rewriting RCW.
- Sharon Wallace clarified that while EMC will be reviewing the EMC charter, the review may not be completed for a vote at the Feb. 4, 2021 meeting.

Emergency Response Guides - Patrick Wicklund

- 11,880 Emergency Response Guides have been sent out so far. According to the DES system everything in the queue has been shipped. WSP Commercial Enforcement is still waiting on books. Kim Mask is in process of ordering more after reallocation of \$18,000 for additional books.

SERC Chair Appointment- Chief Harris, Co-Chair

- **Chief Mike Harris motioned to appoint Pat Reid, Deputy Fire Chief of Pasco to SERC Chair Position. Chandra Fox Seconded the motion. Motion was approved.**
- Deputy Chief Patrick Reid gave a brief introduction.

NEW BUSINESS

Update on the progress of the LEPC Survey- Annie Merritt

- Presented slide ([See presentation here](#))
 - Discussed LEPC survey.
 - Of 43 known LEPCs, 25 completed survey for completion rate of 58%
 - Each LEPC has a Coordinator from their own jurisdiction.
 - 4 regional coordinators: Pete Hartmann, Patrick Wicklund, Annie Merritt, and Kent Catlin.

Susan Forsythe mentioned the final report from the survey is not completed yet.

Western Sates Virtual SERC Meeting – Susan Forsythe

- Meeting was shorter than usual.
- Started with SERC report out, addressing
 - COVID-19,
 - LEPC – Tribal Conference/ HazMat Workshop, and -
 - The upcoming SERC Meeting.
- Federal agency report outs
 - EPA virtual training
 - Creating an electronic LEPC 101 manual.
- Presentations were recorded and will be sent out to attendees.

CLOSING REMARKS

Chief Harris will work with Chief Whealan to attend the next meeting for a presentation of a plaque in recognition of his services to the SERC.

Eli Levitt requesting a call to discuss more with a fire-fighting organization. He would like to learn more about how fire departments go about purchasing gear. Chief Harris will follow up with him.

NEXT MEETING

The next meeting is scheduled for April 6th, 2021. This meeting will be held virtually and will kick off the beginning of the LEPC-Tribal Conference.

ADJOURN

The meeting was adjourned at 11:08 AM.