



WASHINGTON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, WASHINGTON NATIONAL GUARD
CAMP MURRAY, TACOMA, WA 98430-5000

NGWA-COS

15 December 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Washington Military Department (WMD) Environmental Quality Control Committee (EQCC) Charter 2022

1. References

- a. Army Regulation (AR) 200-1, Environmental Protection and Enhancement, section 15-2, dated 13 December 2007.
- b. Unified Washington Military Department and National Guard Policy No. 10-3, Environmental Policy Statement, dated 30 September 2020.
- c. International Organization for Standardization (ISO) 14001:2004(e), International Standards-EMS Guidance
- d. International Organization for Standardization (ISO) 14001:2004(e), International Standards-EMS Guidance

2. Purpose. The intent of the charter is to establish the operational guidelines of the WMD-EQCC.

3. General Responsibilities

- a. The WMD-EQCC, a requirement of AR 200-1, is a group designed to share environmental management responsibility, coordinate activities, and provide commanders advice on environmental priorities, strategies, and programs.
- b. The WMD-EQCC will help to plan, execute, and monitor actions and programs with environmental implications. The committee will identify issues, make recommendations, and advise the WMD-EQCC chairperson and The Adjutant General of environmental conditions and performance.
- c. Activities may include but are not limited to, developing policies and strategies to sustain environmental, health, and safety (EHS) excellence, assistance in resolution of environmental compliance issues, coordination of environmental education and training programs for WMD personnel, and supporting actions for continuous improvement of environmental management systems.

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4. Membership

a. Board members should consist of vital agency personnel representing the operational, logistics, engineering, planning, resource management, legal, medical, environmental, Moral, Welfare and Recreation (MWR), and safety interests of the command, including military installation tenant activities.

b. Through approval of this charter, the staff sections designated in Appendix 1 are appointed as members of the WMD-EQCC. Designated personnel are required to perform their duties and responsibilities, outlined in Appendix 2, by serving as members of this committee until they have been officially released.

c. WMD-EQCC reserves the right to invite guests and other key personnel to quarterly meetings. Official notices of invite will be distributed to participants and noted in official meeting transcripts. When necessary, WMD-EQCC may elect to establish sub-committees or working groups to assist WMD personnel in addressing environmental concerns.

5. Conduct of Business and Expectations

a. Schedule. In accordance with AR 200-1, meetings occur quarterly with a minimum of four meetings annually.

b. Meeting times may be changed to ensure that there are no conflicts which would impact or delay WMD operations or missions. To facilitate schedule adjustments, the expectations are the following:

(1) When the WMD can anticipate or expect delays or impacts to their scheduled meetings all efforts will be made to reschedule, or if necessary, postpone the meeting until such time as the WMD-EQCC chairperson determines appropriate.

(2) Additional meetings may be needed and scheduled to complete or address environmental concerns. Special WMD-EQCC meetings will be coordinated through the WMD-EQCC chairperson or scheduled under the directives of TAG. Announcements of these special WMD-EQCC meetings will be made and sent out to all WMD-EQCC members.

(3) The WMD-EQCC members will receive any read-ahead materials that are determined important to the next scheduled meeting. This will include any documents that require reviews, tentative agenda(s), or is part of the responsibilities of the board members.

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(4) Cancellations of the scheduled WMD-EQCC meetings will be announced in advance and a Memorandum of Record (MFR) will be completed and entered into the WMD-EQCC records.

6. Meeting Activities

a. The WMD-EQCC facilitator is to document and record all WMD-EQCC meeting activities, in accordance with WMD-EMS guidelines and as part of EMS records management. This documentation includes all sign-in sheets, agendas, slides, and notes.

b. The WMD-EQCC will comply with AR 200-1. This includes recommended board membership, agendas, record management, and administrative functions. Other references may be used to supplement the WMD-EQCC's meeting requirements.

c. All comments, recommendations, and suggestions proposed by WMD-EQCC members for meeting topics will be collected, reviewed by the board, and are to be presented during the WMD-EQCC meeting, as time allows. If information is relevant to the WMD-EQCC and is not presented during the meeting, it will be disseminated to board members through email and SharePoint posting. Members are to have the opportunity to respond to all postings in a timely manner and to address concerns.

d. To ensure consistency in program, attendance by WMD-EQCC members at all scheduled meetings is mandatory. Only the WMD-EQCC chairperson or TAG may excuse board members.

(1) If a board member is not able to attend, they may elect to send a delegated representative in their place.

(2) The meeting's designated administrator is to ensure all WMD-EQCC members, or their designated representatives, are present and/or accounted for. This is confirmed by the meeting's sign-in roster or virtual meeting record.

(3) The WMD-EQCC chairperson, or delegated representative for the meeting, will determine to see if enough board members are in attendance to make a quorum and if the meeting can continue. Under the directions of the WMD-EQCC chairperson, or their designated representative, the meeting cannot be conducted without the WMD-EQCC chairperson, or delegated representative's approval to proceed. Although scheduled, the meeting may be determined as being non-official (no approvals or votes taken) but count toward the minimum meeting standards.

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(4) Under the directions of the WMD-EQCC chairperson, or delegated representative, the meeting will begin on time and will follow the prescribed agenda that was forwarded to all board members as part of the read-ahead materials. Last minute changes to the agenda must have the approval of the WMD-EQCC chairperson or delegated representative. These last-minute changes will be entered into the WMD-EQCC records.

(5) The meeting will be conducted following the WMD-EQCC chairperson's, or delegated representative's, directions. Unless otherwise directed, the meeting will begin with the announcement of WMD-EQCC administrative notes. It will be followed by opening comments made by the WMD-EQCC chairperson or designee.

(6) All attempts will be made to follow the agenda as close as possible. Board members may make additional comments that are relevant to the topics being presented and with approval of the WMD-EQCC chairperson or acting chairperson.

(7) Meetings will conclude with a summary of the information previously presented and by addressing any new information. Tasks that were discussed during the meeting along with any additional information will be addressed at this point in the meeting.

(8) An outstanding tasks or action items will be reconfirmed by the board members and assigned to the appropriate individual(s) or sections. If necessary, progress reports will be presented in future WMD-EQCC meetings.

(9) The WMD-EQCC chairperson, or designee, after making any last-minute notes, will close the meeting, approve the slides and notes as official, and confirm the next WMD-EQCC meeting.

(10) Upon conclusion of the meeting, the WMD-EQCC EMS coordinator is responsible for collecting all WMD-EQCC information from the meeting and disseminating the information to all WMD-EQCC board members. In addition, the WMD-EQCC EMS coordinator is responsible for fielding questions or comments and processing them for the WMD-EQCC chairperson's review and feedback.

7. Communications

a. Dates and times for WMD-EQCC meetings are to be posted via MS-Outlook email using the meeting calendar feature. For this reason, it is important that the email notification list or WMD-EQCC distribution list remains current.

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b. WMD-EQCC board members are responsible for notifying the WMD-EMS coordinator of any changes made to their email address or if the WMD-EQCC board member is no longer serving as a board member.

c. Information on WMD-EQCC activities is to be disseminated to all members through appropriate media. This includes email, SharePoint postings, phone conversations, or one-on-one meetings.

d. Information collected is to be posted on appropriate WMD-EQCC SharePoint sites. This includes meeting slides, agendas, notes, and any other information deemed essential to the WMD-EQCC members.

8. Reviews and Management

a. As a condition of being on the WMD-EQCC, members are to schedule for and conduct annual EMS reviews. This is part of an inspections item and as such must be documented and recorded. Due to the extensive nature of the management reviews, the review process is conducted throughout the year.

b. Members of the WMD-EQCC are to review, at a minimum, certain significant environmental documents. A portion of these documents are:

- (1) WMD-TAG Environmental Policy Statement
- (2) WMD-EQCC charter (review and update annually)
- (3) Installation Corrective Action Plans (ICAP) (review and update as needed)
- (4) WMD Aspects and Significant Impacts (review and update annually)
- (5) WMD Targets and Objectives (review and update annually)
- (6) WMD-EMS guidance (review and update annually)

9. WMD-EQCC Charter Controls

a. The WMD-EQCC charter is to be posted on the appropriate agency SharePoint sites.

b. The WMD-EQCC charter is to be reviewed and updated annually by all WMD-EQCC members.

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c. The WMD-EQCC charter must be approved and accepted by current board members.

d. The WMD-EQCC chairperson or WMD TAG may approve without board approval.

10. **Administrative.** Point of contact for this document is the Environmental Management System Coordinator or the Environmental Program Manager at 253-242-0486 or env@mil.wa.gov. Any changes, recommendations, or suggestions relevant to this charter are to be forwarded to this office for further review and approval.

11. This directive is rescinded on publication of the revised regulations.

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Encls

DANIEL N. BREWER
COL, WAARNG
Chief of Staff

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EQCC members

Appendix 1 Board Member Roster

Department	Name	Title	Phone	Email
Chair	COL Daniel Brewer	Chief of Staff	(253) 912-3434	Daniel.n.brewer.mil@army.mil
G3	COL Tim Ozmer	G3 Operations	(253) 512-8048	timothy.l.ozmer.mil@army.mil
G4	LTC Rene Mendoza	Deputy G4	(509) 225-2200	rene.a.mendoza.mil@army.mil
G5	LTC Joshua Daily	Army Strategic Plans Officer	(253) 512-8844	joshua.j.daily.mil@army.mil
CFMO	COL Adam Iwaszuk	CFMO Director	(253) 512-8702	adam.m.iwaszuk.mil@army.mil
USP&FO	Robert Wilkinson	Supply Management Officer	(253) 512-8446	robert.d.wilkinson.civ@army.mil
Legal	Brett Rubio	Judge Advocate	(253) 512-8262	brett.o.rubio.civ@army.mil
Medical	MAJ Elliott Collins	Deputy State Surgeon	(253) 512-8993	elliott.c.collins.mil@army.mil
Environmental	George Reed- Harmon	Environmental Branch Chief	(253) 242-0486	george.reed-harmon@mil.wa.gov
Safety (Federal)	Richard Kraft	Safety Officer (JMTG-U)	(253) 912-3829	richard.e.kraft.mil@army.mil
Safety (State)	Yvonne Moore	Safety Officer	(253) 512-7376	yvonne.moore@mil.wa.gov
Emergency Management Division	Robert Ezelle	EMD Director	(253) 512-7003	robert.ezelle@mil.wa.gov
Washington Youth Academy	Amy Steinhilber	WYA Director	(360) 473-2612	amy.steinhilber@mil.wa.gov
Air National Guard	Cheryl Settle	Environmental Engineer	(253) 512-3218	cheryl.settle.1@us.af.mil
CFMO	Adriana Bunker	Planning & Programming Branch Chief	(253) 512-8263	adriana.f.bunker.civ@army.mil
Public Affairs	Joseph Siemandel	Public Affairs Officer	(253) 512-3464	joseph.f.siemandel.mil@army.mil
State Army Aviation Office	TBA	State Army Aviation Office		
Occupational Health	Michelle Pletcher	Occupational Health Nurse	(253) 912-3793	michelle.l.pletcher.civ@army.mil
Industrial Hygiene	Paris Purnhagen	Industrial Hygiene Tech	(253) 912-3181	paris.n.purnhagen.civ@army.mil

Appendix 2

WMD - EQCC Duties, Responsibilities, and Authorities

I. Purpose: to identify the duties, responsibilities, and authorities of the Environmental Quality Control Committee (EQCC).

II. Position and responsibilities

A. The Adjutant General (TAG)

1. Establishes and organizes the agency's environmental advisory board (EQCC).
2. Appoints in writing a representative to serve as EQCC Chairperson.
3. Appoints in writing a representative to serve as State representative.
4. Appoints in writing WMD-EQCC members through approval of this Charter

B. Joint Chief of Staff (JCoS)

1. Appointed by TAG, serves as the WMD-EQCC chairperson.
2. Coordinates with WMD-EMS Manager to schedule and facilitate WMD-EQCC meetings.
3. Recommends a WMD-EQCC state representative.
4. Collects, reviews, and submits environmental reports to TAG, as needed.
5. Delegated by TAG, maintains signature authority for WMD-EQCC specific documents.

C. Army Chief of Staff (COS)

1. Appointed by TAG, serves as the WMD EQCC co-chairperson.
2. In the absence of the WMD-EQCC Chairperson, conducts WMD-EQCC meetings.
3. Responsible for ensuring all environmental information is provided to WA-guard units.

Appendix 2

WMD - EQCC Duties, Responsibilities, and Authorities

D. State Representative

1. Serves as state liaison for non-federal WMD-EQCC members and state activities.
2. Assists WMD-EMS Manager with conducting scheduled meetings.

E. Environmental Management Systems (EMS) Manager

1. Maintains official documents and records in accordance with document retention protocol.
2. Posts information on appropriate federal and state SharePoint sites.
3. Prepares and provides information on the following topics: Installation Corrective Action Plan (ICAP) updates, Environmental Aspects, Impacts, Targets, and Objectives for committee review, and annual EMS reviews.
4. Serves as facilitator for all meetings and conferences.
5. Maintains up to date WMD-EQCC members' email and contact information.
6. Prepares meeting agenda, slides, notes, and other WMD- EQCC information.
7. Coordinates with WMD-EQCC chairperson for dates, times, and room reservation details for WMD-EQCC meetings.

F. Major Subordinate Command (MSC)

1. Designates and appoints a representative to the EQCC.
2. Provides feedback and recommendations to WMD-EQCC for environmental improvements.
3. Conducts necessary reviews of WMD-EQCC and environmental documents.
4. Ensures WMD-EQCC information is communicated to all agency personnel.

Appendix 2

WMD - EQCC Duties, Responsibilities, and Authorities

5. Attends scheduled and special WMD-EQCC meetings.

G. Board members

1. Provides feedback and recommendations to WMD-EQCC for environmental considerations.

2. Prepares for and attends all scheduled meetings and conferences. If unable to attend, designates a representative to attend and provides notice to the EMS Manager.

3. Conducts necessary reviews of WMD-EQCC and environmental documents.

4. Ensures WMD-EQCC information is communicated to all agency personnel.

5. Reviews and recommends corrective actions resulting from ICAP audits and assessments.

H. Public Affairs Officer

1. Establishes a public affairs program supporting the ARNG's environmental protection and enhancement activities.

2. Coordinates with EPM to prepare and disseminate media releases involving public relations, environmental emergencies, regulatory compliance issues, and penalties.

I. State Army Aviation Office

1. Ensures that Army Aviation Support facility activities are conducted IAW the WAARNG Environmental Management System

2. Evaluates, prescribes, and provides personal protective equipment (PPE) to meet the WAARNG EMS requirements for all federal personnel.

J. Occupational Health Nurse. Administers the state industrial hygiene and occupational health program, radiation safety program, and the state respiratory protection program.