



Washington State Emergency Response Commission Meeting

Meeting Minutes

September 18th, 2023

3:00PM – 5:00PM

Northern Quest Casino and Resort, Airway Heights, WA

MEMBERS PRESENT

Chief Patrick Reid, Chair

Chief Mike Harris, Vice Chair

Laura Hayes, Department of Ecology, Primary

Casey Broom, Washington Military Department, Primary

Kevin Wickersham, Washington Military Department, Alternate

Melissa Gannie, Washington State Patrol, Primary

Cindy Dickinson, Local Emergency Manager, Primary

Sean Davis, Local Emergency Planning Committee, Eastside Primary Representative

Sandi Duffey, Local Emergency Planning Committee, Eastside Alternate Representative

GUESTS PRESENT

Eric Brooks, Island County DEM

Deanna Davis, Benton County EM

Alex Straub, AGO

Arianna Topbjerg, City of Tacoma EM

Julie Winkler, City of Tacoma EM

Hannah Cleverly, Gray's Harbor EM

Leonard Johnson, McLane Black Lake FD

Angel Cortez, Tulalip Tribes

Tieka Adeogun, City of Tacoma EM

Mitch Lowry, Kalispel Tribes FD

Larry Hembree, Cowlitz County

Mike McMullen, Yakima EM

Jan Glarum, Kitsap County

Lisa Brandl, City of Vancouver

Geraldine Moyle, City of Vancouver

Sharon Wallace, EMD

Stacey McClain, EMD

John Nowack, EMD

Beau Renfro, Wahkiakum County

SUPPORT STAFF PRESENT

Susan Forsythe, EMD

Danielle Plenge, EMD

Sierra Wardell, EMD

Patrick Niles, EMD

Alex Joyce, EMD

David Kelley, EMD

Pete Hartmann, EMD

Christopher Burd, EMD

Diane Fowler, ECY

Scott Lancaster, WSP

CALL TO ORDER

Chief Patrick Reid opened the meeting with welcoming members and guests at 3:02 PM

REVIEW AND APPROVAL OF PREVIOUS MEETING DATE MEETING MINUTES

Melissa Gannie motioned to approve the April 25th meeting minutes as presented; Mike Harris seconded the motion. All attending members approved of the minutes as written.

PRESENTATION

Michele Martinez from the Arizona State Emergency Response Commission (AZSERC) gave a presentation on the revitalization of the Arizona SERC and how it supports Local Emergency Planning Committees (LEPCs).

WORKGROUPS AND STANDING REPORTS

Training Coordination

HazMat Training - Scott Lancaster, WSP

Washington State Patrol (WSP) provided training across all disciplines including radiation awareness and operations, technical classes in Walla Walla, and energy focused classes. The Westside HazMat Workshop will be held in February 2024 under the name Energy and Lithium Battery Symposium. This workshop will focus on everything electric, looking to capture everything Washington has worked on from Spokane's Home Depot fire of 2022 to current updates. Several planned speakers will be Hunter Clare on Surprise Arizona's Energy Storage Incident, Chris Greene retired from Seattle Fire Department will be speaking on Electric Vehicles and Energy Storage Systems, and more.

There are three planning groups focused on workshops and energy information; the Hazmat Workshop/LEPC/Tribal Conference group working on planning the State Emergency Response Commission's (SERC) workshops and conference, a HazMat Committee from WSP representing different organizations that span a variety of venues with a stake in energy and hazmat, and an Energy Committee focused on Energy and Lithium-ion response issues that meets periodically. Computer-Aided Management of Emergency Operations (CAMEO) Training can be provided to LEPCs but will require specific class numbers to be able to provide funding.

DOT Rail Training – Scott Lancaster, WSP

Five Department of Transportation (DOT) Rail Training classes will be conducted, starting in Skagit then moving to Tacoma, Gray's Harbor, Thurston, and Vancouver. It is an 8-hour class conducted by Glen Rudner, flyers with more information will be provided soon. For more information contact Scott Lancaster at scott.lancaster@wsp.wa.gov.

FEMA and National Domestic Preparedness Consortium Training – Patrick Niles & Alex Joyce, EMD

The Emergency Management Division (EMD) will continue to provide National Domestic Preparedness Consortium training and other Federal Emergency Management Agency (FEMA) courses to responders, LEPC and SERC members. Information can be found on the [State Training Calendar](#) that is updated often with classes upon request by LEPCs. The primary contact for EMD training is emd.training@mil.wa.gov.

EMD is currently working with consortium partner U.S. Department of Homeland Security (DHS) Security and Emergency Response Training Center (SERTC). One highlighted course is PER-331 Surface Transportation Emergency Preparedness Security is currently being offered. More information on this course will be made available through published weekly training opportunity emails and through EMD monthly training coordination calls. If you would like to receive either the emails or be on the coordination calls, please reach out to emd.training@mil.wa.gov.

EPCRA Compliance – Diane Fowler, ECY

Diane Fowler, with the Department of Ecology (ECY), is continuing to reach out to businesses that haven't provided the required Tier Two reporting this year. There are currently 4,991 reporting facilities, an increase of approximately 30 facilities since April's SERC meeting report. For the upcoming reporting season, there will be no significant changes to reporting criteria or forms. Users of the online reporting system, Tier Two Online, will see a few small improvements to the help menu and user guide. There has been recent work to identify businesses located on Tribal land (more than 150 businesses in 14 counties). Users of the EPCRA mobile app should be aware that a business located on Tribal Land will have their LEPC listed as Tribal Land rather than by city or county. LEPCs should review the list of businesses on Tribal land that may also be in their county or city. Tier Two data can be requested and/or access to the mobile app can be granted by contacting Diane Fowler at dfow461@ECY.WA.GOV.

HMEP – Sierra Wardell, EMD

The Hazardous Materials Emergency Preparedness Grant (HMEP) is based off a three-year period of performance. Washington State is currently spending year one and expecting year two in October. After the vote in April 2023 to reallocate unspent funds, how the funds are used will need to be provided to the HMEP grant manager to report back regarding the changes. Christopher Burd from EMD was introduced as the new grant manager for the HMEP grant. Previously allocated funds from April 2023's meeting remain unspent until EMD representatives can work with LEPCs to determine best use of funds within Pipeline and Hazardous Materials Safety Administration's (PHMSA) rules.

Budget Report – Susan Forsythe, EMD

The SERC has an allocated budget of \$5,000. SERC members need to decide what they would like to allocate those funds to prior to November 1st, 2023, meeting. Possible uses could be travel for SERC members to LEPC events or National conferences, add the funds to the HMEP budget for use by LEPCs, or a potential training opportunity provided virtually by the HazMat Guys on energy storage response.

LEPC Planning Status – Susan Forsythe, EMD

David Kelley was introduced as EMD's Northwest Field Representative. The LEPC planning checklist is available to LEPCs after revision to ensure it matches more closely with the Environmental Protection Agency (EPA) Checklist for LEPC planning to comply with the Emergency Planning and Community Right-to-Know Act (EPCRA). Explosive's Training will be offered in conjunction with Department of Labor and Industries, more information will be provided when details are available. The LEPC 101 and 102 presentations have been prepared and virtual meeting invitations will be sent out. LEPC 101 will be offered November 17th, 2023 and will focus more on a general overview of LEPCs. LEPC 102 will be offered December 1st, 2023, and will be geared more towards LEPC members with more responsibilities. Both LEPC 101 and 102 will be recorded and made available within the LEPC online toolkit. CAMEO Training for two LEPC representatives is available and will be provided later in the year. The Northwest Area Committee will have their next meeting in Portland, Oregon on September 26th, 2023.

Strategic Plan Review – Susan Forsythe, EMD

Current goals are listed within the linked slideshow. SERC members are requested to start reviewing the SERC Handbook to better understand the SERC and their role as a SERC member. The Handbook will be provided to SERC members via email for review prior to the November 1, 2023, SERC Meeting.

Tribal Outreach – Susan Forsythe, EMD

There is a Tribal Task Force with the Northwest Area Committee that has been working on the ability to outline oil spills to better know which Tribes or Nations have been impacted. This project can also aid in Emergency Operations/Coordination Centers during other disasters to better engage with Tribal or Nations partners. This information will be posted on the Northwest Area Committee website and will require approval by the committee to access the information.

HazMat Capabilities – Mike Harris, Vice Chair

Mike Harris gave an update on the work is currently being done with the Washington Fire Chiefs Association to help define in all of Washington State, there are only ten active HazMat teams, and one is a federal team that has limitations focused on naval stations. Several teams are also limited to travel outside jurisdictional boundaries without state mobilization. After the outreach project was completed, the capabilities of all noted hazmat teams were assessed the roles and responsibilities. This work is being done with different local and state organizations to help in an all-hazards approach including all aspects of hazmat: planning, response, and training. Action item: following completion of old business, a request will be made to the SERC to create an RFQ for a contractor/consultant to review and update hazmat capabilities within Washington State. The last assessment was in 2016 that also came with new legislation. A new assessment might offer a route to funding for more training and tools for the state through possible legislation to fund hazmat teams statewide.

OLD BUSINESS

Local Emergency Planning Districts – Patrick Reid, Chair

The SERC may redefine Local Emergency Planning Districts and will consider requests from counties to combine multiple counties into one planning district. Benton and Franklin are two of the counties considering combining their LEPCs due to having very similar resources and risk for both LEPCs among other factors.

LEPC Records Retention Workgroup – Danielle Plenge, EMD

The workgroup has met four times to date. The current project product will be a short one or two item retention schedules specifically addressing how Tier Twos and spill reports are handled within the LEPC Core Retention schedule. The current schedule states Tier Twos should be kept for 50 years before being destroyed. The workgroup consists of LEPCs representatives and several state agencies.

NEW BUSINESS

Legislative Inquiry – Susan Forsythe, EMD

Representative Joe Fitzgibbon submitted an information request regarding the SERC in July 2023. The request was for information on how the SERC chair and vice chair were elected, on vacancies within SERC membership and attendance at SERC meetings, the Attorney General's attendance at SERC Meetings, and LEPCs' membership requirements. In response, changes have been made to the SERC charter/by laws to better reflect the Washington Administrative Code (WAC), information on SERC membership and participation was provided, and while the AG is recommended to attend, it is not a requirement. The LEPCs were extremely helpful in providing information to comply with the request by providing a list of LEPC members as well as meeting information. The representative has indicated that he does not need anything else on this issue besides the information that was provided.

SERC By Laws – Mike Harris, Vice Chair & Danielle Plenge, EMD

The proposed changes to the By Laws have been provided to the SERC members with changes outlined in red. Changes were made in regards the phrasing in how the Chair and Vice Chair were nominated to the SERC, the changes better reflect the WAC. Additionally, a change was made to clarify when re-election should occur from changes made to the By Laws in 2021. The Chair and Vice Chair elections will now be held in February, Chair elections on odd years and Vice Chair on even years. Mike Harris motioned to approve the SERC By Laws as presented; Cindy Dickinson seconded the motion. All attending members approved of the minutes as written.

Election of SERC Chair – Mike Harris, Vice Chair

EMC has recommended Deputy Fire Chief Patrick Reid to SERC Chair. Deputy Chief Patrick Reid accepted the nomination. Mike Harris motioned to elect Deputy Chief Patrick Reid to SERC Chair; Cindy Dickinson seconded the motion. All attending members approved.

FOR THE GOOD OF THE ORDER

Susan Forsythe introduced Casey Broom as the new EMD SERC Representative. Casey Broom is the new Preparedness Section Supervisor within EMD. Kevin Wickersham will remain as EMD's Alternate Representative. Sue Smith will be joining the SERC for November's meeting as the Department of Health SERC Representative.

Laura Hayes advised that the Equipment Grant is now open and information on workshops for the grant will be provided to Susan to distribute to any interested parties.

ADJOURN

Chief Mike Harris motioned to adjourn. Sean Davis seconded. Meeting adjourned at 5:22 PM.

SCHEDULE MEETINGS

The next scheduled meeting will be November 1st, 2023, on [MS Teams](#)