



Washington State Emergency Response Commission Meeting

Meeting Minutes

Monday, September 18, 2017

3:00 pm – 5:00 pm

Clearwater Resort

Suquamish, WA

MEMBERS PRESENT

Chief William (Bill) Whealan, Co-Chair, EMC & Washington State Fire Chiefs Association (P)

Chief Mike Harris, Co-Chair, EMC & Washington State Fire Chiefs Association (A)

Melissa Gannie, Washington State Patrol (P)

Bill Slosson, Washington State Patrol (A)

John Butler, Department of Ecology (P)

Dan Banks, Military Department (A)

Kim Zabel, Department of Health (P)

Richard Schroedel, Local Emergency Managers (P)

Sandi Duffey, Local Emergency Planning Committee-Eastside (A)

J.M. Havner, Local Emergency Planning Committee-Westside (P)

Joe Root, Local Emergency Planning Committee-Westside (A)

MEMBERS PRESENT (via Conference Phone)

John Geppert, Department of Labor and Industries (P)

Sean Davis, Local Emergency Planning Committee-Eastside (P)

GUESTS PRESENT

Jim Sheline, Joint Base Lewis-McCord (by conference phone)

Lit Dudley, Washington State EMD

Wanda Tsosie, Washington State EMD

Sierra Wardell, Washington State EMD

Jennifer Schaal, Washington State EMD

Debbie Bostwick, Washington State EMD

Herb Jewell, Kitsap County DEM

Lorraine Churchill, Cowlitz County DEM

Chandra Fox, Greater Spokane EM

Jay Weise, Adams County EM

Cindy Stanley, CRESA

Chuck Wallace, WSEMA

Debbie Newman, City of Redmond

Adrienne Chambers, Whatcom County DEM

Patrick Purcell, Walla Walla County EMD

SUPPORT STAFF PRESENT

TJ Rajcevic, Washington State EMD

Susan Forsythe, Washington State EMD

Kim Mask, Washington State EMD

Catherine Dutton, Washington State EMD

Pete Hartmann, Washington State EMD

CALL TO ORDER and INTRODUCTIONS

Chief Whealan called the meeting to order at 3:03 pm. Chief Whealan welcomed Melissa Gannie and Kim Zabel as the newest members of the SERC. At the request of the SERC chair, those in attendance introduced themselves.

REVIEW AND APPROVAL OF MAY 17, 2016 MEETING MINUTES

Motion: John Butler made a motion to approve the May 16, 2017 minutes with the minor corrected changes. Richard Schroedel seconded the motion. The motion passed unanimously and the meeting minutes were approved with the minor corrections.

WORKGROUPS AND STANDING REPORTS

Training Coordination (Hazmat Training) – Bill Slosson for Scott Lancaster/ Lit Dudley for Stephanie Hakala

- Seven Hazmat classes are currently planned for 2018. There is an ICS class being scheduled in Shelton. Scott continues to try to answer phone calls and is responding to email. His work with the Hazmat Conference is continuing. He is working with the State Fire Chief to create a Hazmat Committee.
- Stephanie is working with Scott on the Hazmat Conference. Since the last SERC meeting, there have been 26 attendees to the Hazmat courses. Upcoming courses available for Crude by Rail training are October 23-25, October 25-27, and November 14-16.

EPCRA Compliance- John Butler for Sadie Whitener

- Nothing to report

Budget Report– TJ Rajceovich

- The Office of Financial Management is in the process of finalizing WMD's state fiscal year (SFY) 18 allotments.
- Once the SFY18 are finalized, EMD will be able to officially announce the SERC's operating budget.
- The SERC's projected SFY18 operating budget is \$22,092.
- Action Item: SERC members expressed interest in identifying priorities and developing a SFY18 spending plan. John Butler suggested the spend plan be addressed at the next SERC Strategic Planning subcommittee meeting.

HMEP Grant Update – TJ Rajceovich

- The 15 HMEP grant closes September 30, 2017. Two local jurisdictions have expressed concern regarding their ability to fully expend their contracted allotment.
- The 16 HMEP consists of a three-year performance period beginning October 1, 2016, and ending September 30, 2019. Funding for the 16HMEP grant will be awarded in three increments: October 2016, October 2017, and October 2018
- Of the HMEP funding awarded in 2016, approximately \$40,000 has been preserved to pass-through to LEPCs and Tribes through a competitive grant application. The HMEP SERC Review Panel will need to be re-established to build application guidelines and review funding requests. Kim will research past meeting minutes to see who was on the previous review panel and confirm if Scott, Sadie, Lee Shipman, and Sandi Duffey were the previous members. Volunteers for the current panel are Scott, Kim Zabel, Chandra Fox, Sandi Duffey and an EMD Representative.

- EMD would like to see the funding used for projects, not to hire contractors to do planning. There are state staff available assist with planning.
- The year two funding (to be released in October 2017) was allocated for the following activities: Statewide Hazardous Materials Training (WSP, \$236,863); the Washington State Annual Hazardous Materials Workshop (\$30,672); the Washington State LEPC-Tribal Conference (\$30,672); and Management and Administration (\$16,289).
- Funding for the LEPC Conference is available until 2018. Bill Slosson suggested the planning group meet to give suggestions for what to fund in 2019.
- Discussions will need to take place to identify the year three allotments across five needs (WSP Training, Annual Hazmat Workshop, LEPC-Tribal Conference, local pass-through, and M&A).
 - This needs to be completed by June 2018 application. A brief can be provided at the LEPC-Tribal Conference in May.
 - The HMEP workgroup and review panel can discuss, coordinate, and recommend how to use the funds; presenting the results at the Spring meeting in March.

LEPC Planning Status – Susan Forsythe

- Those reviewing LEPC plans are expecting to receive eight additional plans by the end of the year. Six plans currently meet all nine requirements.
- Some counties are submitting the ESF 10 CEMP plan as their LEPC plan. It is acceptable depending on which plan the LEPC decides to use, per 118-40 WAC, Emergency Plan Review. There are two boilerplates on the EMD website, one is for ESF10 and the other is titled LEPC.

Strategic Plan Review – Chief Whealan

- Susan will send out a poll to set up a meeting with the Strategic Planning workgroup once it is decided who should be on the workgroup.
 - It was discovered that the workgroup assignments were outdated. Many who were assigned tasks have moved on or retired. The tasks need to be reassigned to the position, not the person. It will help with continuity to keep the task moving forward.

Update from EMC

- The EMC last met in July. Due to fires, Mike was not able to report on the SERC. The message coming from the federal level on the budget was to expect a decrease in funding by 25% on EMPG and HMEP. States are encouraged to be self-sufficient and not rely on federal funding. A lot of the funding will go towards communication equipment and EOCs.
- It was recommended to make the SAC a subcommittee of the EMC.

OLD BUSINESS (DUE OUTS)

SERC Membership

- Bill Slosson will reach out to Washington Association of School Administrators (WASA) for membership. This group are the superintendents of public school districts from around the state. Bill will research for contacts and send information on the next meeting.

Ecology Equipment Grants Update

- This should not be under New Business. Moved it up under Old Business.
- The first round of equipment grants awarded totaled \$777,000. The next round is expected to be 2-3 times more upon legislative allocation. The application period opens October 2, 2017 and will close November 30, 2017. Chief Whealan recommended anyone applying for the grant to attend a workshop. A copy of the flyer was sent out to all members and it attached to the end of the minutes.

NEW BUSINESS

SERC Website

- The Military Department's website for the SERC has been updated and additional information has been added. If anyone would like to make suggestions on the content or specific links, send the request to Susan Forsythe at susan.forsythe@mil.wa.gov.

2018 LEPC Conference

- The LEPC Conference will not be held at Campbell's Resort this year. Due to a conflict in the dates, the resort will not have the rooms needed available. Suggestions are being taken on where to hold the 2018 conference. There is still a strong intent to hold in conjunction with the Training and Exercise Planning Workshop to assist with travel needs.
- Susan is looking for more members for the planning committee. Would like to see local representation. Cindy Stanley volunteered to assist with the planning. Last year Franklin and Benton counties volunteered to help.

Presentation Discussion

- What kind of presentations would the SERC like to see?
 - Presentation on the Hazmat Incident Report. Need to develop framework for what is included in the report. May need to have continued discussion on the minimum baseline of quality of reports.
 - Would like to invite Laura Hayes from Department of Ecology to do presentation on Equipment Grants.
 - Would like to see a presentation from anyone (Chair) who would be attending the Western Regions SERC/TERC Conference. This will be held January 29-31, in Seattle, WA.

ROUNDTABLE

Susan Forsythe – Would like a recommendation from the SERC about redacting facility information from LEPC Plans. The information is available to responders through an application on hand held devices. For the sake of security, counties are not wanting to include it in publicly facing plans. The SERC's recommendation is that this makes sense and supports it if responders have access to the needed information.

Chief Mike Harris - Conducted training using ballistic vest and helmets for active shooter. He used HLS money for the training.

J.M. Havner – This will be his last meeting representing Seattle Fire. He is moving to San Juan County as the Fire Chief for Lopez Island, but will continue to be the Westside LEPC representative.

Sean Davis – Acknowledged that he needs to become more actively involved with the planning of the LEPC Conference.

Richard Schroedel – Will be retiring from service. His last meeting will be the November meeting.

John Butler – Wanted to comment on the recent draft changes to the bylaws by noting that historically the chair was identified by the Washington State Fire Chiefs Association. John requested that it remain this way and removing the term limits

Bill Slosson - Attended a conference that included grant guidance to training to what happens on the road. There was an excellent presentation from the Louisiana State Police on Commodity Flow Studies.

ADJOURN

The meeting adjourned at 5:20 pm

SCHEDULED MEETINGS

The next scheduled meeting will be November 1, 2017 at Camp Murray.

****ACTION ITEMS HAVE BEEN HIGHLIGHTED.**



EMERGENCY
MANAGEMENT
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SERC SFY18 Budget Report

- OFM is in the process of finalizing WMD SFY18 allotments
- Once allotments are finalized – SERC Budget will be distributed
- Projected SFY18 SERC Operating Budget = **\$22,092**
- **Action Item:** SERC to develop priorities and spending plan



EMERGENCY
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State Emergency Response Commission HMEP Grant Update

As of 09/15/2017

15HMEP

Period of Performance: 9/30/15-9/30/17

Federal Award Amount: \$322,079

Expended: \$274,967

Balance: \$47,112

Recipient/Subrecipient	Total Award	Expended	Balance
Local Pass Through	\$69,950	\$17,838	\$52,112
WSP	\$242,234	\$242,234	\$0
EMD	\$14,895	\$14,895	\$0



State Emergency Response Commission HMEP Grant Update

As of 09/15/2017

16HMEP YEAR 2 (PENDING)

Period of Performance: 9/30/17-9/30/19

Federal Award Amount: \$314,496.00

Expended: \$0.00

Balance: \$314,496.00

Recipient/Subrecipient	Total Award	Expended	Balance
Available for Pass Through	\$0	\$0	\$0
WSP	\$236,863	\$0	\$236,863
M&A	\$16,289	\$0	\$16,289
WA Hazmat Workshop	\$30,672	\$0	\$30,672
LEPC-Tribal Conference	\$30,672	\$0	\$30,672



State Emergency Response Commission HMEP Grant Update

As of 09/15/2017

16HMEP

Period of Performance: 9/30/16-9/30/19

Federal Award Amount: \$325,379.00

Expended: \$236,824.22

Balance: \$88,554.78

Recipient/Subrecipient	Total Award	Expended	Balance
Available for Pass Through	\$51,796	\$0	\$51,796
WSP	\$241,559	\$208,482	\$33,077
EMD	\$80,138	\$28,342	\$51,796

EMD Balance is available for local pass through agreements



DEPARTMENT OF
ECOLOGY
State of Washington

Grant Workshops

Oil Spill & Hazardous Materials Response and Firefighting Equipment Grant

Beginning October 2, 2017, the Washington Department of Ecology is soliciting grant applications from emergency response organizations for oil spill and hazardous materials response and firefighting equipment, resources, and training. Applications are due by November 30, 2017.

Equipment, resources, and training provided under this grant program will improve the ability of emergency response agencies to respond to oil spills and hazardous materials incidents.

Entities eligible for response equipment funding include:

- State agencies
- Counties, cities, and towns
- Clean air agencies
- Local health jurisdictions
- Port districts
- Public utility districts
- Irrigation districts
- Other special purpose districts
- Tribal governments

Funding Priority

Funding will be prioritized for applicants from areas where the need for firefighting and oil spill and hazardous materials response equipment is the greatest. When prioritizing, Ecology consults with a workgroup of representatives from the emergency response community and industry.

Grant Workshops

Ecology's Spills Program will host grant workshops to help applicants with the grant application process. All applicants are encouraged to attend a workshop. The grant funding guidelines are available at <https://fortress.wa.gov/ecy/publications/SummaryPages/1708016.html>.

Please see the workshop dates and locations below.

Additional Resources

For more information about this grant program, please visit
<http://www.ecy.wa.gov/programs/spills/OilMovement/EquipCacheGrant.html>

For information about oil transport in Washington State, visit
<http://www.ecy.wa.gov/programs/spills/OilMovement/index.html>

Workshops Dates and Locations

Date	City	Place	Time
September 26, 2017	Vancouver, WA	Firstenburg Community Center 700 NE 136 th Ave Vancouver, WA 98684 360-487-7001	9:30 a.m. – Noon
September 28, 2017	Mount Vernon, WA	Skagit Valley Inn and Convention Center 2300 Market Street Mount Vernon, WA 98273 360-428-5678	1 - 3:30 p.m.
October 6, 2017*	Lacey, WA	Department of Ecology Headquarters Room R0A-32/34 300 Desmond Dr. SE Lacey, WA 98503 360-407-7455	9:30 a.m. – Noon
October 10, 2017	Spokane, WA	Ramada Spokane Airport Washington Room 8909 Airport Dr. Spokane, WA 99219 509-838-5211	9:30 a.m. - Noon
October 11, 2017	Burbank, WA	Walla Walla Fire District #5, Station #51 Training Room 460 Humorist Rd. Burbank, WA 99323 509-547-8341	9:30 a.m. - Noon

*A webinar will be available in addition to the workshop on October 6, 2017.

To RSVP for a workshop or the webinar, please email Laura Hayes with the location and number of people attending. RSVPs will accepted until all seats are filled.

Laura Hayes
Equipment Grant Funding Coordinator
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