

**STATE EMERGENCY RESPONSE COMMISSION  
SERC Advisory Committee**

**MEETING MINUTES**  
Utah Department of Environmental Quality  
Multiagency Office Building  
Four Corners Conference Room  
Salt Lake City, Utah  
February 16, 2012 @ 1:00 p.m.

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**In ATTENDANCE:**

**Urban LEPC**

Harry Shinton ..... Tooele County Sheriff's Office

**Rural LEPC**

Rick Bailey ..... San Juan County

**Hazardous Materials Advisory Council**

Andy Byrnes ..... UVU EM Services

**Hazardous Chemical Transportation Industry**

Dale Ipson ..... DATS Trucking

**Federal and State Agency Representatives**

Bailey, Ty ..... Utah Department of Public Safety/DEM  
Don Cobb ..... Utah Department of Public Safety/DEM  
Brent Halladay ..... Utah Department of Public Safety/SFMO  
Michael Riley ..... Utah Department of Public Safety/SFMO  
Neil Taylor ..... Utah Department of Environmental Quality/DERR  
Mike Zucker ..... Utah Department of Environmental Quality/DERR  
Bernadette Rose ..... EPA Region 8  
Ray Figueron ..... EPA Region 8

**Fixed Site Regulated Industries (2)**

Don Rigtrup ..... IM Flash Technologies  
Kent Bradford ..... Westinghouse

**National Guard**

Joaquin Mixco ..... Utah National Guard  
Lt. Col. Ihor Balaban ..... Utah National Guard

**Local Health Departments**

Teresa Gray ..... Salt Lake Valley Health Department

**Environmental Interest Groups**

Kathy Van Dame ..... Utah Moms for Clean Air

**Environmental Cleanup Contractors**

**General Public (2)**

Reed Scharman ..... West Jordan Fire Department

**Other**

**Agenda Items discussed:**

**Welcome / Introductions .....Harry Shinton**

Harry Shinton welcomed everyone and opened the meeting at 2:00 p.m. Introductions were made around the room.

**Elections .....Harry Shinton/Reed Scharman**

Harry reminded the committee that in accordance with Utah regulation R698 – 5 – 3.4 and in accordance with committee bylaws, the vice chair automatically becomes the chair of the committee at the first meeting of the calendar year. Teresa Gray made the motion to have Reed Scharman (vice chair) become the new chair. Mike Riley seconded the motion and the motion passed unanimous in the affirmative. Reed Scharman initiated elections for the new vice chair. Kent Bradford and Don Rigtrup were nominated. Ballots were cast and Don Rigtrup won the position of vice chair by one vote.

**Distribution of New Regulations to LEPCs? .....Ty Bailey**

Regulations have not been distributed to LEPCs. This could be done by e-mail. Changes to the regulations were distributed during the recent LEPC workshop. Neil Taylor recommended distributing new regulations to all LEPCs. Reed recommended that the changes in regulations be distributed to the LEPCs through the DEM liaisons. Liaisons can provide some context and rationale for the changes. Ty suggested that the new regulations could also be made part of the LEPC handbook currently under development. Reed recommended that the minutes from the advisory board and the SERC be distributed to DEM liaisons for distribution to the LEPCs. Rick suggested that this information also go to the county emergency managers who may not be an LEPC chair. Reed clarified that the information should go to the county liaisons that would then provide the information to the appropriate personnel within the counties. Don Rigtrup made a motion to make a recommendation to the SERC that records of SERC action be routed through the DEM E zones to the appropriate emergency management personnel and LEPCs. Harry seconded the motion. Neil Taylor had a question about how to contact the liaisons. Ty indicated that all the liaisons have one e-mail address so providing information to liaisons would be easy. Ty suggested that the MOU between DEM and DEQ could be modified to clarify which agency was responsible for distributing information about SERC actions to county emergency officials and LEPCs. The motion to make a recommendation to the SERC that records of SERC action be routed through the DEM E zones to the appropriate emergency management personnel and LEPCs was accepted unanimously.

**LEPC Hazmat Response Plan Review Template ..... Ty Bailey, Don Cobb**

DEM has responsibility to review the LEPC plans on an annual basis. Liaisons are responsible for coordinating this effort, but criteria for plan review have not been developed. Ron Gloschen, the prior planner, retired last year. Don Cobb now has this responsibility. Don distributed a plan review template developed by Washington State. Don suggested that this template might be modified to be used by Utah. Don also reminded that the advisory board of the decision by the SERC to review the ESF 10 hazardous materials response plan. Don distributed copies of the Utah ESF 10 plan. Tom suggested that the advisory board review the ESF 10 plan prior to the Utah ShakeOut exercise in April. Mike Riley has already reviewed the plan and made some initial recommendations. Mike Riley discussed the issues he had identified.

- **State personnel responding to an incident.** The plan indicates that state personnel will respond to hazardous materials incident. However, state personnel do not have the equipment, personal protective clothing, OSHA required medical monitoring etc. to respond to a hazmat event except helping with the IC.
- **The state is responsible to provide personnel when the local jurisdictions are unable.** Regional hazmat response teams should provide this assistance, not state personnel.
- **State On-scene Coordinators (OSCs).** In various places the plan discusses the responsibility of state OSCs. As previously mentioned, the state does not have personal trained to direct a hazmat response. State OSCs do not exist

Ty and Andy recommended the formation of a workgroup to review the ESF 10 plan. Reed asked for volunteers to serve with Don Cobb in this plan review workgroup. The following individuals volunteered: Andy Byrnes, Teresa gray, Harry Shinton, Rick Bailey, Michael Riley, Neil Taylor. Neil Taylor will approach EPA about the possibility of having a representative on the ESF 10 plan review workgroup. Mike Reilly made a motion to form a working group with Don Cobb as the lead. The working group will review the ESF 10 plan and distribute the plan for individual comments by March 14. Andy Byrnes seconded the motion and the motion passed unanimously. Reed asked that review of an updated version of the plan be placed as an action item on the next advisory committee agenda. Don will distribute the ESF 10 hazardous materials response plan and the Washington state plan review template to members of the advisory board for their review and comment.

**Utah Open Meeting Regulations.....Ty Bailey**

Todd reported that there are rules associated with open meetings that the advisory board needs to be following. One is to prepare and distribute draft minutes within 72 hours of the meeting. All meetings should be recorded and the recording made available to the public. Protocols for electronic participation also need to be clarified. Lana Taylor in the DEM office can train the advisory board on all components of the Utah open meetings act. This training is required by state law to be conducted annually.

Note: it was later determined in the SERC meeting that the SERC advisory committee is not subject to the Utah open meetings law.

**Tier II information release regulations .....Ty Bailey, Michael Zucker**

The issue under discussion is in certain situations individuals rejected access to EPCRA information at the LEPC level may be able to obtain that information at the state level. The issue has not yet been resolved. This issue will be continued to the next advisory board meeting.

**Utah ShakeOut 2012 Exercise Update** ..... Don Cobb  
This is a multi-agency earthquake exercise. Agencies from local, state and federal levels are participating in the exercise. Don distributed a brochure that describes the exercise. The exercise will last 2 1/2 days.

**TERC Agreement Status**..... Mike Zucker  
Discussion on this topic was postponed to the next meeting because of time constraints.

**National Guard Tabletop Exercise** ..... Joaquin Mixco  
The National Guard is conducting a tabletop exercise of a biological event in Utah and what role the National Guard would play in the response. Joaquin asked for agency representatives to participate in the tabletop exercise. February 28 is the exercise date. It will be held at the National Guard headquarters in Draper.

**Proposed DEQ Incident Notification Process Changes** ..... Neil Taylor  
Discussion on this topic was postponed to the next meeting because of time constraints.

**Flow Study Update** ..... Brent Halladay, Michael Riley  
A flow study is scheduled for May 5 in Wendover. Further discussion of this topic was postponed to the next meeting because of time constraints.

**Next Meeting Date and Time**  
The next meeting will be scheduled based upon when the SERC decides to meet. The next SERC Advisory Committee meeting was scheduled for May 16 at 10 AM. The SERC will meet at 1 P.M.. Both meetings will be held at the Utah National Guard headquarters in Draper.

**ADJOURN**..... **Reed Scharman**  
Meeting adjourned approximately 2:00 p.m.