

**STATE EMERGENCY RESPONSE COMMISSION**

**MEETING MINUTES**

Multi-Agency State Office Building, Bonneville Conference Room #4138  
195 North 1950 West  
Salt Lake City, Utah  
May 16, 2012 @ 1:00 p.m.

**Attendance List:**

Davenport, Lance ..... Utah Department of Public Safety/CO  
Mortensen, Duane ..... Utah Department of Environmental Quality/DERR

**Also Attending:**

Bailey, Ty ..... Utah Department of Public Safety/DEM  
Bekkemellom, Shane ..... Utah Department of Environmental Quality/DERR  
Hamlet, Kris ..... Utah Department of Public Safety/DEM  
McCormick, Tom ..... Plains Pipeline, L.P.  
Miller, Mechelle ..... Utah Department of Public Safety/DEM  
Mixco, Joaquin ..... Utah National Guard  
Porter, Coy ..... Utah Department of Public Safety/SFMO  
Riley, Mike ..... Utah Department of Public Safety/SFMO  
Scharman, Reed ..... West Jordan Fire Department  
Shinton, Harry ..... Tooele County Sheriff’s Office  
Taylor, Neil ..... Utah Department of Environmental Quality/DERR  
Tholl, Cliff ..... Plains Pipeline, L.P.  
Zucker, Mike ..... Utah Department of Environmental Quality/DERR

**Attending Telephonically:**

Figuroa, Ray ..... U.S. Environmental Protection Agency/Region VIII  
Peck, Dave ..... U.S. Environmental Protection Agency/Region VIII  
Rose, Bernadette ..... U.S. Environmental Protection Agency/Region VIII

■ **WELCOME AND INTRODUCTIONS..... Duane Mortensen**

On Wednesday, May 16, 2012, at 1:00 p.m., a State Emergency Response Commission (SERC or Commission) meeting was held at the Multi-Agency State Office Building in the Bonneville Conference Room #4138. Duane Mortensen, sitting in for Brent Everett, welcomed the attendees to the meeting and expressed appreciation for their willingness to participate in the SERC. As a number of individuals were attending the meeting telephonically, introductions of the meeting attendees were conducted.

■ **APPROVAL OF FEBRUARY 15, 2012, MEETING MINUTES.....Duane Mortensen**

Minutes from the February 15, 2012, SERC meeting were distributed and reviewed by the Commission. With no changes needing to be made, the SERC unanimously approved the meeting minutes.

■ **UTAH PIPELINE ASSOCIATION INTRODUCTION ..... Clifton Tholl**

Clifton Tholl, Chairman of the Utah Pipeline Association (UPA), attended the SERC meeting in order to provide the Commission with a brief introduction of their mission and history, and an explanation of their role in hazardous materials. Prior to 2010, approximately 25 pipeline operators were located throughout the State of Utah. As other western states had already formed pipeline associations, the UPA was established to pool pipeline resources, develop materials, and to increase the interaction with local fire departments. The UPA is also dedicated to promoting pipeline safety by providing information for excavators, emergency responders, and public officials, and to open the lines of communication with all entities associated with pipeline activity. In view of the fact that the federal government mandates that the UPA provide outreach to the public and other related agencies, the UPA has met with nearly 1,300 emergency responders since 2011. In addition, the UPA is also scheduled to attend the Utah Governor's Public Safety Summit in 2013. However, the UPA has come before the SERC in order to elicit feedback on how the association can provide further outreach to the appropriate individuals in the State of Utah. After discussing various ideas on how the UPA could offer additional outreach efforts, such as attending regional liaison meetings, law enforcement annual trainings, and the State Fireman Association training held every June, the Commission committed to providing the UPA with the contact information regarding these various types of trainings and/or conferences.

■ **ESF #10 PLAN MODIFICATION PROGRESS REPORT ..... Reed Scharman**

Reed Scharman explained to the SERC that Don Cobb with the Utah Department of Public Safety (UDPS) is continuing to work on the modifications to the Emergency Support Function (ESF) #10 document. Mr. Cobb has received some input on the report, but is also seeking any additional input from various other stakeholders. It is anticipated that a "draft" version of the ESF #10 Progress Report will be made available the first week of June 2012.

■ **LEPC HAZMAT RESPONSE PLAN REVIEW TEMPLATE..... Reed Scharman**

Mr. Scharman also stated that in working with the creation of the ESF #10 document, the SERC Advisory Committee (Advisory Committee) will be able to create a base outline for a template that will be utilized by Local Emergency Planning Commissions (LEPCs) in developing regional and local Hazmat Response Plans. This template will detail what should be included in a Hazmat Response Plan and will assist in facilitating the review of the regional and local plans in the future by the Advisory Committee.

■ **TIER II INFORMATION RELEASE REGULATIONS..... Reed Scharman  
Mike Zucker**

Mr. Scharman informed the Commission that the Advisory Committee is also progressing towards developing a guidance document for individuals looking for Tier II data submitted by the regulated community on an annual basis. This guidance document would specify what information would need to be submitted in order to request this type of data and exactly which agency should be contacted for assistance. This guidance document would also detail further information about the website associated with the SERC, which is maintained by the Utah Department of Environmental Quality (UDEQ).

Mike Zucker added that in order to request Tier II information, an individual could make the request to several different entities. However, it was found that in the past, a number of LEPCs were denying these requests under the premise that the information was restricted due to Homeland Security regulations and laws. It has now been established that this is not the case and that these regulations and laws cannot inhibit or trump the Emergency Planning and Community Right-to-Know Act (EPCRA). Nevertheless, the guidance document associated with the EPCRA information would streamline the process of how Tier II information is requested and also coordinate how that information is provided to the public when requested.

■ **TERC AGREEMENT STATUS..... Mike Zucker**

Mr. Zucker stated that it is anticipated that information regarding the SERC's offer to accept and receive Tier II information for Tribal Emergency Response Commissions (TERCs), which are not very active or do not have the resources available to manage the Tier II information, will be available at the next SERC meeting.

■ **POSTING MEETING MINUTES ON THE INTERNET ..... Neil Taylor**

Neil Taylor explained that the website associated with the SERC has been established under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) page of the Division of Environmental Response and Remediation's website under the UDEQ. A "CERCLA Branch: Utah State Emergency Response Commission (SERC)" handout was distributed to the Commission. (A copy of this handout is available upon request.) The Advisory Committee has recommended that this website not only have a history of the SERC, but also include a link to find the minutes from previous SERC meetings. The Advisory Committee has also recommended that another link be created that would detail exactly what the Advisory Committee is responsible for, its membership, and include the minutes from the Advisory Committee meetings. In addition to this information, the website would also allow individuals the opportunity to send comments about any issue to the Advisory Committee for consideration and review.

■ **PROPOSED DEQ INCIDENT ..... Neil Taylor**  
**NOTIFICATION PROCESS CHANGES**

Mr. Taylor informed the Commission that recently, the UDEQ reviewed its environmental incidents notification system through a Lean Six Sigma or Kaizen process. One of the improvements that was proposed during the Kaizen process was to have the after-hours incident calls go directly to a duty officer that was on call rather to an answering service. If the incoming call was missed by the duty officer, the call would then be transferred to an answering service, who would call additional duty officers for assistance. Currently, once a duty officer receives a call, the duty officer would call the appropriate Division within the UDEQ and other agencies that are necessary in order to coordinate a response to the incident. The duty officer would then send out an e-mail describing what was done to coordinate this effort. However, the problem associated with this process is the lack of feedback coming back to the duty officer. With this scenario, the UDEQ is not aware of how the issue is finally resolved and the only record that the UDEQ has of the reported incident is that it was passed on to the appropriate responding agency. It is now being proposed that not only would the duty officer continue with this notification process, but would also include entering the information in a web-based database. The responding agency would also make entries to the web-based database on what was done in response to the incident. In addition, this database would also be available to the public in order to see what finally happened to a situation once a notification was made. At this time, this option is merely a proposal and is contingent on approval of funding for the development of this database.

■ **FLOW STUDY UPDATE ..... Mike Riley**

Mike Riley explained that in May 2012, a Commodity Flow Study was conducted at the point of entry in Wendover, Utah. A “Transportation Survey for Tooele County – May 3-4, 2012” handout was distributed to the SERC. (A copy of this handout is available upon request.) The purpose of the flow study was to stop vehicles coming into the State to determine what types of commodities were being transported through that particular community and to give the local responders the opportunity to receive hands-on training. During this time period, approximately 1,500 trucks passed through this area within a 24-hour period. Of those 1,500 trucks, roughly 140 of them contained hazardous materials. It was also determined that 60% of the trucks that contained hazardous materials carried bulk fuel, while the other 40% carried other classes of hazardous materials. It is expected that another flow study will be conducted in the Price, Utah area before the end of September 2012. It is also anticipated that two more additional flow studies will be conducted in the new Federal fiscal year.

■ **OTHER DISCUSSION..... Duane Mortensen**

Harry Shinton informed the SERC that for the last few months, Hill Air Force Base (HAFB) has agreed to remediate public lands in the west desert used for the detonation of unexploded ordinances. In spite of this, it has been discovered that HAFB does not have a permit in order to

be authorized to detonate the unexploded ordinances. At this time, HAFB does have a functioning restoration advisory board that is involved with this issue. However, the issue is being brought before the Commission as there is no protection for the public in the handling of this situation. Mr. Mortensen stated that the UDEQ is aware of HAFB working on unexploded ordinances out at the Utah Testing and Training Range site. However, Mr. Mortensen stated that he would relay these concerns to the UDEQ and Environmental Protection Agency (EPA) Project Managers in charge of overseeing HAFB.

Ty Bailey then stated that due to the recent Shakeout Exercise that was held in April 2012, the State of Utah obtained a lot of useful information in regards to what went well and what could be improved upon in the future. It would also be advantageous to have a formal review of the exercise with the UDEQ, the UDPS, and the EPA.

Mr. Bailey also informed the SERC that the Utah Regional Coordination Council started a project team for hazmat sustainability. With the Homeland Security grant having been cut recently, this project team is being organized to look at all of the facets of sustaining hazmat at the local level, cost recovery ordinances, potential fees, and State generated ways of sustaining hazmat operations.

Joaquin Mixco then explained that it is anticipated that the Homeland Response Force will be receiving its external evaluation from Northcom in July 2012. In addition, the SERC is invited to attend the distinguished visitor day portion of the Utah National Guard's Homeland Response Force Training and Exercise Evaluation, which is scheduled for July 18, 2012.

■ **NEXT MEETING DATE AND TIME.....Duane Mortensen**

The next SERC meeting is scheduled for 1:00 p.m. on Thursday, August 30, 2012. The meeting will be held in the Bonneville Conference Room #4138 at the Multi-Agency State Office Building.

■ **ADJOURN .....Duane Mortensen**

The meeting adjourned at approximately 2:46 p.m.