

**STATE EMERGENCY RESPONSE COMMISSION**

**MEETING MINUTES**  
March 20, 2014 1:00 p.m.  
Multi Agency State Office Building  
195 North 1950 West  
Salt Lake City, Utah 84107

**Attendance List:**

Bailey, Ty..... Utah Department of Public Safety/DEM  
Everett, Brent ..... Utah Department of Environmental Quality/DERR

**Also Attending:**

Barton, Cody ..... Sevier County Emergency Management  
Bolander, Kevin ..... Utah Department of Public Safety  
Gray, Teresa ..... Salt Lake Valley Health Department  
Martin, Chris ..... Utah Department of Environmental Quality/DERR  
Morken, Dan ..... Utah National Guard  
Mortensen, Duane ..... Utah Department of Environmental Quality/DERR  
Porter, Coy ..... Utah Department of Public Safety/FMO  
Reid, Patrick..... Utah Department of Public Safety/DEM  
Riley, Mike ..... Utah Department of Public Safety/FMO  
Scharman, Reed ..... West Jordan Fire Department  
Sievers, Phil ..... Utah National Guard  
Smith, Elisa ..... Utah Department of Environmental Quality/DERR  
Taylor, Neil ..... Utah Department of Environmental Quality/DERR  
Urban, Dale ..... Utah Department of Environmental Quality/DERR

**Attending Telephonically:**

Rose, Bernadette ..... U.S. Environmental Protection Agency/Region 8

**WELCOME AND INTRODUCTIONS**

**Brent Everett**

Brent Everett welcomed attendees to the State Emergency Response Commission (SERC) meeting and thanked them for their participation. He explained the commission is made up of two individuals, the Commissioner of the Department of Public Safety (DPS) and the Director of the Department of Environmental Quality (DEQ). Mr. Everett and Mr. Bailey were asked by their Directors to attend the SERC. Mr. Everett asked that introductions be made.

## **ACTION ITEMS**

### **Approval of the December 19, 2013 Meeting Minutes**

**Brent Everett**

Minutes from the December 19, 2013 SERC Meeting have been reviewed by the SERC and the SERC Advisory Committee. A motion was made by Ty Bailey to approve the minutes as written. The motion was seconded by Brent Everett. The meeting minutes were unanimously approved.

## **INFORMATIONAL ITEMS**

### **SERC Advisory Committee Membership Modification**

#### **Term Limit Review and Recommendations for Member Replacement**

**Neil Taylor**

Neil Taylor explained that per Rule R698-5-3.2, members of the SERC Advisory Committee (Advisory Committee) are appointed by the SERC, serve four-year terms, and consist of specific members as outlined by the rule. This rule was made in 2009. The current Advisory Committee members were assigned in 2009. R698-5-3.9 says that one-half of the members of the Advisory Committee shall be reappointed or replaced by the SERC every two years. While there have been changes to the Advisory Committee, this format has not been followed. Mr. Taylor provided a handout listing SERC Advisory Committee members, which sector they represent and when their term expires. Four members had terms that expired in October 2013.

Dale Ipson, Kent Bradford, and Reed Scharman have expressed interest in serving another term. Kathy Van Dame, representing the Environmental Interest Groups, is available to serve another term but is not able to regularly attend.

The Advisory Committee recommendation is that the SERC reappoint Dale Ipson, Kent Bradford and Reed Scharman and to look for someone to replace Kathy Van Dame on the SERC.

Two applications have been received for individuals to serve as the rural Local Emergency Planning Committee (LEPC) representative on the Advisory Committee. The applicants are Jason Llewellyn, who is the Carbon County LEPC Chair and Emergency Manager, and Cody Barton, who is the LEPC Chair and Emergency Manager from Sevier County. Both are well-qualified. Cody Barton is the individual being recommended to the SERC. Applications will be provided to the SERC for their review.

A formal proposal will be presented at the next SERC meeting for appointments and recommendations.

#### **Advisory Committee Vice-Chair Election**

**Neil Taylor**

During the first SERC Advisory Committee meeting of each year, the Advisory Committee is to elect a new vice-chair. The previous vice-chair then becomes the chair for the current year. Mark Illum was elected vice-chair of the Advisory Committee for 2014. Having served as the vice-chair for 2013, Teresa Gray will become the new Advisory Committee chair.

## **2014 HMEP Grant Review**

**Ty Bailey**

Ty Bailey informed the SERC that applications from LEPCs for the current grant were due by March 7, 2014. Thirty of the thirty-two LEPCs in Utah applied for the grant. Last year there were seven LEPCs that submitted applications but did not submit for reimbursement.

## **Advisory Board Report**

### **LEPC Survey and Guidance Project Update**

**Teresa Gray**

A survey is being developed to determine the needs of LEPCs. A draft of the survey was sent for review and received a lot of constructive feedback. These changes will be applied to the survey before it is sent out officially. The purposes of this survey are to determine how LEPCs prefer to receive information, the best format of that information, how interaction with state agencies works, and to allow LEPCs to conduct self-evaluations of their strengths. An introduction letter has also been drafted to assist LEPCs in understanding what the SERC is and does.

The Advisory Committee has also been working to find information in a handbook format. There is an existing LEPC guidebook that could be restructured for the State of Utah. Discussion was held on benefits and cost of developing web-based information verses published guidance.

The Advisory Committee recommendation is to move forward with a web-based application that can be made available to LEPCs while the Advisory Committee applies for grant monies to develop training documents and other handbook materials.

The SERC recommended continued research into what is needed by the LEPCs. Once that information is obtained, it can be determined which direction or format will be best.

### **Discussion Items**

**Teresa Gray**

Through legislation, the SERC is now able to pursue cost recovery.

## **Green River ACP Update**

**Bernadette Rose**

An area planning committee meeting was held with approximately 40 people in attendance. A rough draft has been submitted for U.S. Environmental Protection Agency (EPA) internal review. Additional field work will be done in May.

In August 2014, EPA On Scene Coordinators (OSCs) from Region 8 will be conducting an oil spill training. The training will be directly related to the Green River. As more information becomes available it will be provided to Neil Taylor & Ty Bailey. This will be a free training and will be limited to 30 people.

## **Reactive Chemical Facility Regulatory Update**

**Neil Taylor**

Neil Taylor gave a PowerPoint presentation regarding Executive Order 13650. As a result of the West Texas ammonium nitrate plant explosion that left seventeen dead including eleven firefighters, President Obama issued Executive Order 13650 – Improving Chemical Facility

Safety and Security. The Executive Order directed the Department of Homeland Security, Environmental Protection Agency, Department of Labor, Department of Agriculture, and Department of Transportation to form a working group to improve chemical facility security and safety. In 2013, eleven listening sessions were held to collect information. In 2014, the workgroup will begin working on guidance. An update was issued in February 2014. The following items addressed in the presentation may affect LEPCs and SERCs.

- Develop facility inspection guidance for LEPCs. Through the Emergency Planning and Community Right-to-Know Act (EPCRA), LEPCs have the authority to inspect but may not know what to look for.
- Include LEPCs in Federal Safety inspections.
- Share Inspections Results with LEPCs (for secure facilities).
- Compile SERC and LEPC organizational and staffing best practices.
- Improve Federal Planning and Review Guides.
- Develop Process to send Event Lessons Learned to LEPCs.
- Develop Public Outreach Materials for LEPC use.
- Develop a web-based version of the EPCRA Tier II Submit software.
- Expand Computer-Aided Management of Emergency Operations to include Occupational Safety and Health Administration safety data in a mobile application.
- Prepare LEPC operational and exercise funding guidance.

### **Ensuring Notification of Local Response Agencies**

**Reed Scharman**

Reed Scharman reported that the new incident notification system is working better than the previous system in getting information to local entities. He feels that first responders are still not always getting the notifications they need. Reed wants to have first responders notified on each incident. He suggested that if a call is placed to Public Safety's dispatch, the information can be sent to responders to make the decision about if response is needed.

Due to the large variety of incidents received, the DEQ protocol is to notify the local health department. It is then up to the local health department to make a decision about which resources to send. Discussion was held about the variety of calls received and who should make the decision regarding when a first responder is needed.

Keeping in mind the limitations of the system and the fact that duty officers are not always notified of incidents, it was recommended that all agencies review existing protocols. It was noted that it is good to have conversations about incidents that did work or did not work to find improvements to the system.

### **Round Table**

#### **Spring Emergency Response Conference**

**Neil Taylor**

The DERR will be hosting a Spring Emergency Response Conference on April 30, 2014. The DERR holds this conference annually to bring local health departments and other interested agencies together to talk about incidents, outcomes, and how to improve processes.

In conjunction with the DERR Spring Emergency Response Conference, on May 1, 2014, the EPA is offering two three-hour sessions to discuss oil spill response.

**Regional Response Team Designee Update**

**Ty Bailey**

Mike Zucker is the primary representative for the SERC on the Regional Response Team. Ty Bailey is the alternate. The next meeting will be held April 29-30, 2014, in Denver, Colorado.

**Other Items**

There were no additional items for discussion.

**Next Meeting Date and Time**

**Brent Everett**

The next SERC meeting will be held on June 19, 2014, at 1:00 p.m. in the Bonneville Room of the Multi-Agency State Office Building.

*The SERC Advisory Committee meeting will be held the same day at 10:00 a.m. Location will be the same as the SERC meeting.*

**Adjourn**

**Brent Everett**

The meeting adjourned at approximately 3:25 p.m.