

DRAFT
SERC Meeting Minutes
November 12, 2008

Members:

Tom Ellerhoff, Co-Chair, DEQ
Tom Butler, MT Highway Patrol
Bill Rhoads, NorthWestern Energy
Sally Buckles, EMS Association
Mary Simmons, Dept. of Public Health & Human Services
Joe Lamson, Dept. of Natural Resources and Conservation
Dave Mason, Fire Services Training School
Jim Johnson, Montana Railroad
Ron Zellar, Dept. of Agriculture
Jolene Jacobson, CSKT – conference call
Joe Brenneman, Flathead County Commissioner – conference call
Ron Jendro, Fish, Wildlife & Parks
Michael Mercer, National Weather Service
Major Don Emerson, National Guard
Bandi Hamilton for Cheryl Richman, Dept. of Transportation
Scott Willis, Petroleum Industry
Cindy McIlveen, Butte-Silver Bow – conference call
Kelly Jones for Joe Marcotte, Billings Clinic – conference call
Jim Lewis, Motor Carriers Association – conference call
Sheri Lanz, Staff Person, MT DES

Members not present:

Royce Shipley, Malmstrom Air Force Base
Mike Vogel, University Systems
Jim DeTienne, DPHHS, EMS
Tom Kuntz, Fire Chiefs Association
Cliff Brophy, MT Sheriff's and Peace Officers Association
Charles Mazurek, Insurance Industry
Sheena Wilson, Governor's Office
Stephanie Nelson, Gallatin County Public Health
Kerry O'Connell, MT DES Association

Others in attendance:

John Pisk, Prairie Co DES and Chair of Interstate Mutual Aid Sub-Committee – conference call
Butch Weedon, FSTS
Monique Lay, MT DES
Dave Peck, EPA Region 8
Ben Schott, National Weather Service
Linda Williams, Chouteau Co Emergency Management
Dan Strausbaugh, ATSDR
Mike Lamer, Toole Co Sheriff's Office

Tim Soule, Kalispell HazMat Team
Dan Diehl, Kalispell HazMat Team
Mike Bainer, Kalispell HazMat Team
Steve Knecht, MT DES

Amendments to Agenda – Mary Simmons under new business, Livingston water supply incident. Dusty Rhoads under new business, infrastructure improvements. Joe Lamson under new business, Hebgren Lake Dam incident.

Tom Ellerhoff opened the meeting and introductions were made. Minutes from the June 26, 2008 meeting were approved.

Duty Officer Report – Steve Knecht presented the Duty Officer Report summary of July 1– October 31, 2008.

Reports of Committees

HazMat Committee – Jim Johnson reported on the committee actions by referring to last meeting minutes, attached. Jim Johnson asked the SERC to approve the HazMat Committee to develop specific activities for the HMEP grant. Butch Weedon suggested that each LEPC and TERC receive equal amounts of funding for planning and training. The HazMat committee has a working group to develop activities and they will review Butch’s suggestion.

Mary Simmons moved and Bill Rhoads seconded a motion to approve Chouteau County and CSKT FY09 HMEP grant applications. Unanimously approved.

Intrastate Mutual Aid Committee – John Pisk reported on the committee actions by referring to last meeting minutes, attached.

Administrative Details

Defining Emergency Planning Districts – Tom Ellerhoff reported on the history of the SERC within federal EPCRA statute. The SERC in 1986 established each county as the emergency planning district with a LEPC in each county. Sally Buckles moved and Bill Rhoads seconded that SERC is re-confirming that one planning district per county but if County/LEPC want to combine, need to provide SERC a proposal for approval.

Approval of LEPC and TERC memberships – Jim Johnson moved and Bill Rhoads seconded to approve current LEPC and TERC memberships. Unanimously approved.

Unfinished Business:

Review of goals and objectives by working group – Ron Jendro presented the outcome of the Steering Committee recommendations for the Vision, Mission, Goals, and Objectives. The objectives are the only change. Tom Butler moved and Mary seconded that the Vision, Mission, goals and Objectives be approved. Unanimously approved.

State HazMat Plan Review – Steve Knecht presented that the State HazMat plan is now 5 years old and needs a review. The update of the plan was discussed in the HazMat Committee.

Suggestion that the Plan be reviewed and have an appropriate working group for the update.

New Business:

FY08 HMEP Recipients Report

Linda Williams reported on Chouteau LEPC grant activities to include an exercise and several updates to EOP annexes.

Mike Lamer reported on Toole LEPC grant activities to participate in the Sweetgrass Border exercise. Have difficulty with getting the volunteer response agencies to participate in an exercise.

Butch Weedon reported on Fire Training School grant activities on the hazmat training provided to local fire departments.

Tim Soule reported on the Kalispell HazMat Technician training with 20 participants with representatives from four of the hazmat teams.

It is recommended to incorporate the National Weather Service in the planning stage of exercises.

HazMat Teams legislative funding – Steve Knecht reported on the update of the funding for the HazMat teams. Appears that the funding will carry on for the next legislative session but a quarterly report is required to be presented to the legislature committee. The teams need to keep close watch on documenting activities and funding. If anything does come up during the legislative session then the hazmat teams will be called.

Mary Simmons reported on the Livingston public water supply incident where the water tank lock and cover had been compromised. DPHHS involvement was through the lab in testing the water. The response was from EPA in Denver. This response did take one day. Difficulty in the coordination of where and who the response was from. DPHHS and DEQ have quarterly meetings to discuss potential issues. Mary is asking for direction for the coordination for the response and detection/lab testing to a potential public works incident. Future coordination with DPHHS, DEQ and DES.

Dusty Rhoads reported on proposed NorthWestern Energy infrastructure improvements of the Mill Creek generating station near Anaconda. The generating plant will balance NWE's need for regulation services due to historical variations in electric supply and load, and wind generation. NWE is currently in the process of acquiring an air quality permit and approval from Public Service Commission.

Joe Lamson reported on the Hebgen Lake Dam incident with the miscommunication with entities within Madison County. Steve Knecht facilitated an after action review in which communications did come up as a need for improvement and has been addressed. All emergency repairs have been completed on the Dam.

HazMat conference is in Polson March 16-18, 2009.

Audience Questions

Next SERC meeting – The next meeting will be held May/June 2009. Additional meetings may be called upon request.

SERC Steering Committee meeting October 22, 2008

Attendees:

Tom Ellerhoff, DEQ
Ron Jendro, FWP
Steve Knecht, DES
Sheri Lanz, Staff

The topic for this meeting is to review the SERC vision, mission, goals and objectives.

Sheri explained the history of the current vision, mission, goals and objectives. Tom explained the history of the SERC.

Discussed updating the HazMat plan and also establishing procedures for team reimbursements and cost recovery. Discussed advisory role to Disaster and Emergency Services.

The following items were recommended:

1. Changed verbiage from sub-committee to committee.
2. Updated objectives to include Develop the SERC reimbursement and cost recovery procedures for the HazMat teams' response and Review the State Hazardous Materials Response Plan.
3. Operating policy remain the same.
4. Vision, Mission and Goals remain the same.
5. Update flow chart.

State Emergency Response Commission

Approved November 12, 2008

Vision Statement

Establish a representative forum to effectively address all-hazard emergency management related issues toward creating a secure and disaster resistant Montana.

Mission Statement

Develop and maintain an organizational structure that facilitates the execution of MCA Title 10, Chapter 3, Part 12 and the implementation of all-hazard emergency management to:

- Provide for the common defense
- Protect the public peace, health, and safety
- Preserve the lives and property of the people of Montana

Goals

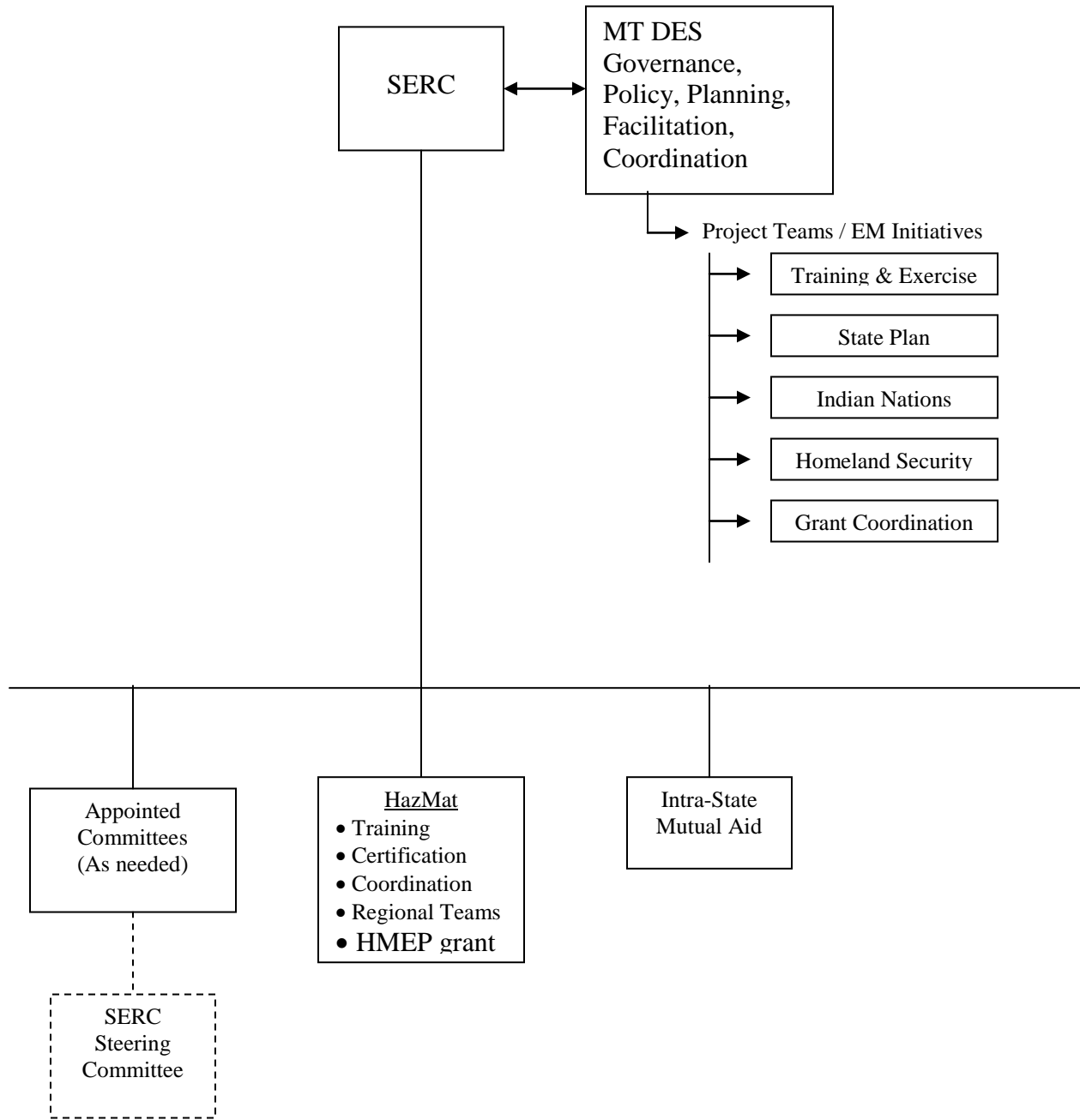
1. Implement the identified roles and responsibilities for hazardous materials issues.
2. Provide all-hazard guidance to Montana Disaster & Emergency Services (DES).
3. Identify pertinent all-hazard emergency management issues and establish the necessary committees.

Objectives

1. Develop the SERC reimbursement and cost recovery procedures for the HazMat teams' response.
2. Review the State Hazardous Materials Response Plan.
3. Develop the partnerships, coalitions and initiatives to ensure coordination of all-hazards emergency management issues.

Operating Policy

1. Robert's Rules of Order will govern the meetings.
2. A majority of appointed members of the SERC shall constitute a quorum.
If an appointed member cannot attend a meeting:
 - a. The member may send a written proxy to one of the co-chairs; or
 - b. The member may send a representative in their place provided that a co-chair has been notified prior to the meeting.
3. The SERC will meet a minimum of two times a year. The co-chairs may call additional meetings as necessary or upon request from DES, SERC members or the Governor.
4. The following is the order of business for each meeting:
 - Roll call
 - Agenda amendments by SERC
 - Approval of minutes
 - Correspondence
 - Report of committees
 - Unfinished business
 - New business
 - Public comments
 - Schedule next meeting(s)
 - Adjournment
5. The following are guidelines for the conduct of business:
 - a. Agenda items during the meeting can generate public comment.
 - b. At the point where a motion is made and seconded by SERC members, discussion is limited to SERC members.
 - c. SERC members, relative to the motion, may query subject matter experts.
 - d. Agenda items will be notated as to scope of action; whether decision making or advisory.
6. Appointment of Committees is based on the intent and the purpose of the SERC.



October 8, 2008

Minutes for Intrastate Mutual Aid Sub-Committee (Conference Call)

The meeting was called to order at 9:05 AM with the following present:

Cliff Brophy	MSPOA
Jim DeTienne	DPHHS
Tina Frisch-Eblen	Public Hospitals
Joe Brennemen	MACO
Steve Knecht	MT DES
John Pisk	MT DES Association

A brief history of IMAS was given by John Pisk; along with the current list of members and whom they are representing.

Cliff Brophy indicated that his jurisdiction has agreements in place. Cliff also asked how people have been made aware of this mutual aid system. John explained that the local DES Coordinators and DES District Reps were supposed to make their jurisdictions aware. Steve also explained that it was presented at the Governor's Summit and DES Spring Symposium and it is also located on the State DES Web Site.

Steve also noted that MCA Title 10 requires an annual meeting and it can be in person or by conference call.

Steve also explained that certain portions of the Stafford Act would not provide assistance if a mutual aid agreement is not in place prior to an incident occurring. The State of Montana recognized that there were a lot of holes in mutual aid coverage throughout the state and this agreement provides blanket coverage for those jurisdictions.

Steve also explained that some of the existing mutual aid agreements do not include all of the possible agencies that may be impacted such as public works.

Steve noted that do date, this agreement has not been utilized or exercised other than at tabletops at the SECC Level. It is framed after EMAC and the New Mexico Plan, which New Mexico has utilizes successfully.

With no other questions or comments from the group, the meeting was adjourned at 9:15 AM.

DRAFT Minutes
MONTANA SERC – HazMat Committee
October 28, 2008

Members:

Jim Johnson – Co-Chair, MT Rail Link
Jason Caughey, Fire Services Training School
Joel Felix, Public Health Lab, Chemical Terrorism Coordinator
Dan Kenney, DEQ
Tillman McAdams, EPA
Sheri Lanz, Staff Person, MT DES

Others in attendance:

Steve Knecht, Disaster & Emergency Services
Brett Lloyd, Spartan Consulting
Lee Kohlman, MT Rail Link

Jim Johnson opened the meeting and introductions were made. The minutes of the October 31, 2007 meeting were approved.

HazMat teams and legislation update – Steve Knecht reported that the teams meet monthly. Steve has met regularly with the teams to provide activities and budget so that Steve can provide the information to the legislative committee. Outreach is scheduled for this fall and winter. On October 9, 2008 Steve Knecht and Bill Colwell met with the legislative committee to provide the team activity and budget update. The legislative committee wants to regularly receive updates on the teams’ activities and budget. Need to continue the legislative intent of the funding to ensure that the program will continue to be supported. A report is required to be submitted to the legislative committee every quarter. The legislative committee has determined that the teams are in compliance with the legislative intent. The Technical Advisory Group (TAG) has developed a budget for each of the teams.

FY08 HMEP LEPC/TERC planning and training grant applications

Sheri presented the budget for FY08 HMEP planning and training. Anticipate that \$30,000 will be returned under planning.

Training Survey Update – Brett Lloyd

Over 900 mailings have been sent to fire services, law enforcement agencies, private industry, and EMS providers. Have received only 28 responses. Following up with phone calls and getting the answer of not enough time for training, already trained, just a wildfire department, and just doing the basics. Do not want to take the time to complete survey. The people that are active in the community are completing the responses.

FY09 HMEP sub-grant applications

Discussion on the planning and training sub-grantee applications. Discussed public health (environmental) and lab needs for hazmat planning and training.

Need to promote HMEP through LEPCs and TERCs and also the basic planning, procedures, etc. Look at new customers. Bridge gap between hazmat teams and local responders. Can go two directions, extend deadlines or decide a statewide direction such as outreach and training.

Anticipate request for funding for the Fire Training school for traditional hazmat training, about the same as last year, approximately \$20,000.

Dan Kenney moved and Steve Knecht seconded to extend training and planning application deadline until November 15, 2008.

Jason Caughey moved and Dan Kenney seconded that the remaining funds used to develop a state-wide LEPC/TERC seminar and training to incorporate statutory requirements, hazmat team interaction, incident management and jurisdictional coordination. The funds will be managed by DES on behalf of the LEPCs and TERCs. The HazMat Committee will develop the seminar and training agenda and determine the appropriate implementation mechanism.

Working Group: Meet Monday, December 8, 2008 from 9:00am to 4:00pm.

Jason Caughey

Bill Colwell

Joel Felix

Ed Coleman and Dan Kenney

Steve Knecht

EPA is offering 105 Emergency Incident Response Training Course (24-40 hours). Need up to 30 participants. Contact Tillman McAdams.

Dan Kenney moved and Joel Felix seconded to approve Confederated Salish and Kootenai Tribe and Chouteau applications and send back Richland County to revisit the personnel salary.

Steve Knecht reported that the State HazMat Plan is four years old and needs to be reviewed. Recommend to the SERC that the HazMat teams or TAG review and update, if necessary, the plan. Steve also discussed the statute requirement of re-payment to the Environmental Contingency Fund. Both of these issues will be presented to the SERC at the next meeting.

Steve Knecht also discussed the statute on transportation of radioactive material across the State. At some point the State agencies responsible for this statute need to meet to discuss each agency's responsibility.

Next meeting – Scheduled upon need.