

# Pierce County LEPC Meeting Minutes

## January 10, 2017

### ATTENDANCE:

|                |                               |                   |                   |
|----------------|-------------------------------|-------------------|-------------------|
| Rictor Overlie | LEPC Chair/BNSF               | Bob Ayers         | Phillips 66       |
| Ron Holcomb    | Department of Ecology         | Jeff Talkington   | Phillips 66       |
| Brady Winder   | U.S. Oil and Refining Company | Richard Schroedel | Pierce County DEM |
| Ty Gaub        | U.S. Oil and Refining Company | Kelly Kiyohara    | Pierce County DEM |
| Jay Sumerlin   | West Pierce Fire & Rescue     | Debbie Bailey     | Pierce County DEM |
| Marty Kapsh    | Port of Tacoma                | Donna Vitale      | Pierce County DEM |
| Clare Petrich  | Port of Tacoma                |                   |                   |

### MEETING INFORMATION:

Date: January 10, 2017

Start time: 13:37

Location: Fabulich Center, 3600 Port of Tacoma Road, Tacoma, WA 98424

Scribe: Donna Vitale, Pierce County DEM

**HANDOUTS:** Agenda, Meeting Minutes from 10/11/2016, Local Match Document Certificate Form.

**INTRODUCTIONS AND REVIEW OF MINUTES:** Introductions were made of all members present. Meeting minutes from 10/11/2016 were reviewed. A change was noted on the third page. The pipeline mapping is going to be specific to hazardous sites. Marty Kapsh made a motion to accept the meeting notes with the change. The motion was seconded. All voted to approve the notes, none opposed. Motion carried. Peggy LovellFord will post the minutes with the changes to the website.

**RCC LIAISON:** Marty Kapsh agreed to be the LEPC Liaison to the RCC. Marty usually attends the RCC meetings, however, Louis Cooper is the primary and Marty is the alternate for the RCC.

**WPF&R REPORT:** West Pierce Fire & Rescue made a presentation to Steilacoom on train derailments and how WPF&R would respond. Good discussion was had with the citizens in attendance. After the meeting, WPF&R received an email requesting a copy of the PowerPoint used. There is currently nothing happening with hazmat in WPF&R jurisdiction. Jay agreed to send the presentation to the members of the LEPC as well.

### FORMS:

- A form was supposed to be sent out after the last meeting to provide an idea of what Debbie is looking for with regards to mapping of pipelines. Richard mentioned that he hasn't heard anything about this and Chelsey is not in attendance to this meeting. He will look into it.
- The form included in today's handouts is something that is needing to be filled out by everyone to match for a grant that Debbie is working on. The items on this form are things the federal government will be looking at with regards this grant.

**MAPPING:** Debbie followed up on the mapping discussion from the last meeting. She was wanting to know what people want on the maps. We can use the information on the Tier II reports for chemical inventories and quantities. We can create fields to categorize them. These maps will be used in the mitigation plan and as an addendum to ESF 10 to make it a more robust and useful document. There are

lots of ways to map things out or symbolize in the database. Hazmat sites can be color coded. Columns and categories can be added. It can be done in a layer or tier approach. Adding placards would make it easy for the non-compliant to quickly understand the maps. It would be good to have as much as possible listed in case of an incident. It would be nice to have everything that could be a concern around hazardous sites listed and also the information on how to protect everyone including the evacuation routes. Debbie mentioned that we could explore adding these maps to the South Sound 911 database so all of law enforcement has access to it. It would be good to make sure Tacoma Fire is integrated in this too. This is a work in progress and we will see where it will go. Please send any mapping ideas to Debbie Bailey at [dbailey@co.pierce.wa.us](mailto:dbailey@co.pierce.wa.us).

**OVERVIEW OF THE U.S. OIL 12/07/16 DRILL:** The drill lasted all day and was a worst case scenario of 30,000 barrels crude oil spill. It turned out better than expected. 140 people showed up including outside stakeholders. There was a huge command staff and had unified meetings to include command and general staff. The final write up is not completed yet, but the drill was successful.

Lessons learned includes:

- The Emerald Queen Conference Room was used. The space was great, it was a large room and it was easy to interact, however, it was noisy.
- They elected not to compromise the computer systems although there wasn't a lot of interaction with the computer system.
- Land lines were not used, only cell phones. This made communication a challenge. Social media was used through Twitter feeds. They simulated things to come up which meant you need lots of staff to monitor the Twitter feeds.
- They found they need to break division assignments down into smaller pieces.
- Electronic check in would have been nice.
- They could have used more call takers.
- Fish and Wildlife came to assist and were understaffed.
- Site safety planning was a challenge. They want to come up with more common ground to work from in the future.
- The equipment order form was via paper not computer and was a challenge. Their PO system is electronic and they had to learn the antiquated system. The forms were hard to read, folks need to better identify their needs and print more clearly.
- More computers and printers are needed.
- The team synergy was great. The location was an outstanding place to plug folks in. They used colored vests for each section which made it easy to see the ICS structure and interactions.
- They want to have their exercises on a 3 year cycle. The first year they want to do a full exercise then do 2 years of tabletop exercises to work on the issues found in the exercise.

**MEMBERSHIP REQUIREMENTS:** Richard introduced Kelly Kiyohara, the new planner for DEM and Donna Vitale who will be coming to take the minutes. The membership list is being revised by Richard who will be contacting agencies to try to get more folks to attend the quarterly meetings. Eventually, he will want the list to be further broken down to include primary and alternate members as well as having the membership requirements listed, but the first step is to get folks attending the meetings. There are 11 areas where we need people from which includes: Elected officials, DEM, Fire Dept., Press, First Aid, Law Enforcement, Hospitals, Civil Defense, Transportation, facility reps and media. They also want to include neighborhood community groups like Shining Ocean or Friends of Pierce County. We just need to make sure we have at least one person for each. A letter from the executive would need to be sent out saying they have been chosen to be a member of this committee. Richard would like everyone's input. The list will be sent out prior to the next meeting. Rictor Overly mentioned that Jason Rickman from Graham is wanting to be a part of this committee. Rictor will send Jason's contact information to Richard. Send input or questions to Richard at [rschroe@co.pierce.wa.us](mailto:rschroe@co.pierce.wa.us).

**ESF 10 UPDATE:** We are coming up to where we will be updating ESF 10. We would like your help in pointing out things that are lacking and updating the training and exercise plan. What direction you would like to go. What is scheduled and how do you want the training and exercise to look in the future. Training and exercise is required by ESF 10. It should fall under the same 3 year cycle as the RCC. The contingency plan is ever 3 years also. Drills have to be done every year. There are 3 regular drills each year. Seldom do we get grant money but it would be nice. We will be looking for other pots of money to help cover the costs. Drills and exercises are mostly coordinated through DOE who puts out a document that lists the upcoming drills. Everyone was encouraged to review the plan and the different parts that pertain to them then let Kelly know of any updates. Please send ideas and updates to Kelly Kiyohara at [kkiyoha@co.pierce.wa.us](mailto:kkiyoha@co.pierce.wa.us).

**TIER II REPORTING:** There are 10–12 reports turned in so far. They will pour in quickly as the month goes on. The reports have been moved over to the Fire Prevention Bureau (FPB) office since it is more closely related to FPB activities, however, we do have access to the records. Last year, DOE contacted us about 20 agencies did not turn in reports. We contacted them to find out why and found varied reasons from management change to business closing.

**NEW BUSINESS:**

The Chair/Co-Chair for the LEPC usually changes at the beginning of each year. Rictor asked if Jay has time to take the chair this year. Jay said he is unable to because he is the chair for another committee he is involved with. Next year would probably work out. Rictor volunteered to stay as the chair to next year. A motion was made and seconded to keep Rictor on as chair.

**TRAINING OPPORTUNITIES:**

- The Department of Ecology mentioned that they have a crude oil training scheduled in District 6, Pendleton/Thurston County early this year.
- The LEPC Tribal Conference is coming up on May 16-18, 2017. The conference has been held at Lake Chelan the last couple years. Someone from this committee should attend. Rory Laducer has been going to it every year. Richard will send out more information when he has it.

**MEETING ADJORNED: 15:00**

**ASSIGNED ACTION ITEMS**

| Assigned to             | Action   | Deadline |
|-------------------------|--|----------|
| <b>Peggy LovellFord</b> | Post meeting minutes from 10/11/2016 to the website                              |          |
| <b>Marty</b>            | RCC Liaison for LEPC   |          |
| <b>Jay</b>              | Share/Email WPF&R Presentation on Derailments                                    |          |
| <b>Richard</b>          | Continue to work membership. Send out Membership List prior to the next meeting. |          |
| <b>Rictor</b>           | Send contact information for Jason Rickman to Richard                            |          |
| <b>Richard</b>          | Check with Chelsey about the pipelines form                                      |          |
| <b>Kelly</b>            | Work on updating ESF 10  |          |
| <b>Richard</b>          | Send out LEPC Tribal Conference Information                                      |          |
|                         |  |          |

**MEETINGS:**

Next Meeting: April 11, 2017, 13:30 – 15:30

Location: Fabulich Center, Room 103, 3600 Port of Tacoma Road, Tacoma, WA 98424.

The LEPC Meetings for 2017 are scheduled at the Fabulich Center for the following dates: April 11, July 11, and October 10.