

**REGIONAL RESPONSE TEAM/NORTHWEST AREA COMMITTEE**  
**MAY 21-22, 2002**  
**DRAFT MINUTES**

**LOCATION:** Salem, OR

**PARTICIPANTS:**

See attached Attendance List.

**MAY 21, 2002 MORNING SESSION (Agenda Items 1 through 3):**

The morning session began with Agency Introductions.

Ms. Beth Sheldrake (USEPA) gave a presentation on the current federal response systems and authorities. The presentation included the following topics:

- Federal On-Scene Coordinator (FOSC) response authority under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), commonly known as Superfund and the Clean Water Act as amended by the Oil Pollution Act (OPA 90).
- The relationships between a Federal coordinated response, presidential disaster declaration, and the Stafford Act
- National Contingency Plan (NCP) as cited by 40 CFR 300 and its associated elements.
- Northwest Area Contingency Plan (NWACP) as a combined system integrating the Regional Response Team (RRT) and NW Area Committee.
- Federal Response Plan (FRP) and the relationships of the 12 support functions.
- Implementation of the Incident Command System (ICS).

A facilitated discussion was held to explore the roles and responsibilities in a persistent toxic chemical incident in the State of Oregon. Participants included local, state, and federal response and support agencies.

Highlights of this scenario include discussions of the following topics:

- A response by the Salem Fire Department to a rail car incident. A threat was posed from both a gas release and an unknown white powder.
- Information and data collection to aid the response.
- Mass Decontamination and the capability of local hospital and treatment centers.
- Applicable notification processes.
- The incident command with regards to the relationship between various applicable authorities and the unified command.
- Identification of resources that can be accessed through the RRT and how this process is accomplished.
- Various problematic issues under a unified command to include communication and various public affairs and transitional command related issues.
- Issues centered on the integration of various authorities into a local response generated ICS.

- Finally, recognition that outreach is needed to educate applicable agencies and organizations to the various preparatory plans that are being implemented in the Pacific Northwest.

**WELCOME BY BEVERLEE VINELL  
DIRECTOR, OREGON EMERGENCY MANAGEMENT (Agenda item 4):**

Ms. Vinell expressed that the events of 9/11 have impacted our local response community. While we may be different in some respects we have remained the same. She applauded the morning activities and recognized that our response community has continued to engage in exercises and drills that further provide education on such issues as incident command, terrorist activities, and various related actions.

**NCP VS. THE FRP RESPONSE (Agenda item 5):**

Ms. Sheldrake led a discussion on the RRT's role during a terrorist response. The role of the RRT was presented through two case studies. Mr. Timothy Votaw, (US BLM, OR), presented the first case study

Mr. Votaw (US BLM) described an incident that occurred on October 15, 2001 in which a BLM employee discovered an unknown white powder on the entrance of their office building upon arriving at work. The discussion identified the major highlights of the notification, response, and lessons learned.

Ms. Sheldrake's case study described the events surrounding the anthrax response in Washington D.C. The elements covered during the presentation include:

- EPA/CG response authority under the NCP.
- Determination of a Disaster Declaration.
- Support that the RRT can provide during a biological/radiological response.
- The discussion identified the need to determine a mechanism to fund RRT support agencies similar to the Federal Emergency Management Agency's (FEMA) mission assignment process.
- The discussion also identified the need to continue outreach and to determine what resources the RRT can provide during a large incident.
- Ms. Sheldrake stated that the Steering Committee will develop and distribute a form to applicable agencies/organizations to be filled out for the September RRT/NWACP meeting in the Tri-Cities area. The form would determine what resources could be provided by that agency/organization.

**NATIONAL RESPONSE TEAM MEETING DEBRIEF (Agenda item 6):**

Mr. Bernard (USCG D13) led a discussion on the National Response Team (NRT) meeting debrief. The main elements covered in this discussion include:

- Mr. Bernard touched on the SMART protocol and various outreach programs at the local level.

- The discussion identified the need to create a form or document that can be used to record lessons learned. This information would be passed on and built upon.
- The operation of Homeland Security and how it is connected to the NRT RRT structure.
- Geographic Response Plan (GRP) and Endangered Species Act (ESA) related issues to include workshops and GRP matrix development.
- The discussion identified the need to further investigate new regulations related to Non-Transportation Vessels.

### **OFFICE OF HOMELAND SECURITY INFORMATION MANAGEMENT BRIEFING (Agenda item 7):**

Ms. Sheldrake and Mr. Mike Hammond (FEMA R10) led a discussion centered on the Office of Homeland Security. The discussion covered the following points:

- Covered a brief history of the Office of Homeland Security.
- The Office of Homeland Security's main mission is to develop and coordinate the implementation of a national strategy with the Executive Branch function of protection against terrorist attacks. Further, the primary objectives are to protect responders, defend against a biological attack, and maintain control and protection at our countries borders, and increase communication and sharing between agencies (to include Internet security).
- Organization made of approximately 100 individuals, many of which come from multiple agencies on a temporary basis.
- The discussion identified the need for the NRT/RRT to outreach (through the EPA and Coast Guard) with the Office of Homeland Security and inform the office what assets the NRT/RRT can provide.
- Further, Mr. Hammond discussed the status of FEMA's reorganization and enhanced missions in homeland security.

### **USCG INFRAGUARD (Agenda Item 8):**

Lieutenant Rich Goerling (USCG MSO Portland) presented an Infraguard security information management system. The system is a Federal Bureau of Investigation (FBI) based program that is on the Internet and allows multiple agencies to communicate via an email community. The system distributes a daily briefing on applicable topics and promotes outreach amongst specific communities. Currently, approximately 250 individuals utilize the system. Further information can be obtained by contacting Mr. Goerling.

### **RRT ACTIVATION DRILL (Agenda Item 9):**

Mr. Bernard commented on a recent RRT activation drill. The results of the drill were positive. Of 23 calls that were made 16 individuals were reached. Further, two individuals called in within an appropriate time frame. The drill began at approximately 0800 hours and completed at 0840 hours. Any changes that need to be updated for the completion of such a drill should be reported as soon as possible.

## **AGENCY REPORTS (Agenda Item 10):**

Each agency represented at the meeting was asked to give a brief update on significant activities within their agency.

□ U.S. Navy:

-The Navy reported on their status in the region and the effects of Homeland Security. The Navy discussed its response capabilities and zone jurisdictions.

□ DHHS:

-Mr. Daniel Orrico reported on behalf of the Department of Health and Human Services (DEHS) that they are working on a CDC Bio-terrorism grant review that is under review and the second phase is due out by the end of the month. OR Disaster Medical Assist Team (DMAT) has increased from Level 2 to a Level 1 DMAT.

□ ODEQ:

-Mr. Mike Renz, State On-Scene Coordinator has been working with a large transformer explosion in eastern Oregon.

□ Idaho:

-Mr. Bill Bishop (BHM, ID) reports on the management of oil/chemical response with regards to jurisdictional boundaries. He further discussed the status of the state WMD regional strategy and the implementation of Geographic Response Plans in the State of Idaho.

□ WDOE:

-Ms. Storey and Mr. Jensen report on Washington State budget and revenue reduction issues.

□ EPA:

-EPA is looking forward to four additional On-Scene Coordinators (OSC) in the Region 10. EPA reports the upcoming addition of an Environmental Response Team (ERT) in Las Vegas, NV. and discusses EPA's recent emergency responses.

□ MSO Puget Sound:

-MSO Reports that they have been busy with multiple oil spill incidents recently. MSO has partnered with Department of Ecology and will further meet on June 6, 2002 to discuss partnership exercises, facility inspections, cargo transportation inspections, fishing vessel inspections, and to address agency resource needs.

-MSO has recently has conducted a joint US/Canada Coast Guard response team access drill. Further, future the District Response Assist Team has been involved in an equipment deployment drill.

-MSO reports that there are plans at the NRT level to expand vessel response plans to non-tank vessels.

-Last month MSO attended a WMD drill funded by FEMA in Virginia. The purpose to get all the agencies to get together and work together on such issues as a radiation incident.

□ MSO Portland:

-MSO Portland reports on the status of several recent oil spill incidents. MSO Portland requests that the RRT investigate further information with regards to MARPOL and waste oil management.

-Further, MSO Portland has been involved in multiple drills/exercises that deal with Weapons of Mass Destruction (WMD), cross-border interaction, various planning strategies, and spreading the word on ICS.

□ NOAA:

-Mrs. Christopherson reports that two new job aids are being published. FEMA:

-Mr. Hammond spoke about the FEMA CHERCAP initiative, which is a Hazmat process for community preparedness, was conducted recently in OR. The last CHERCAP this year is planned for June 4<sup>th</sup> in AK.

-As part of Homeland Security initiatives, FEMA hopes to increase the number of Community Emergency Response Teams (CERT) in the nation. Train the trainer course for CERT is scheduled for August 6, 2002 in Everett, WA.

-The Washington Local Emergency Planning Committees (LEPC) conference is scheduled for June 6-7, 2002 in Yakima WA. The Washington State Emergency Response Committee (SERC) meeting will meet in conjunction with the Yakima WA LEPC meeting. ID LEPC conference is scheduled for June 9-12, 2002 in Moscow, ID.

## **1700 MEETING ADJOURNS FOR THE DAY**

### **TUESDAY MAY 21, 2002 – SALEM, OR.**

#### **ENVIRONMENTAL RISK ASSESSMENT (Agenda item 11)**

Mr. Bernard discussed the last RRT meeting minutes and they were approved.

LT Jerry Hubbard led a discussion centered on the RRT volunteer policy. LT Hubbard focused on the content of the volunteer policy and request input on various issues. The Policy supports the following:

- The volunteers in question will have to be part of a recognized organization.
- They will have to be qualified to perform the task in question.
- They will have to be a structured and self-contained system, with a management structure. The RRT members identified the need to look further at issues surround the insurance needs of such a group.
- They will have to be a large enough organization.
- They will start in a low risk area of the response.
- The discussion identified the need to continue to recognize the Responsible Party's (RP) role in the response with an understanding that unified command will have the final ruling on the various response issues.
- The discussion identified the placement of and roles of the Volunteer Coordinator.

Ms. Sheldrake led a discussion centered on the upcoming NWACP/RRT meeting in the Tri-Cities area, in September 2002. Ms. Sheldrake again requested that agencies be prepared to present what assets could be made available by each organization/agency. The table top drill will be facilitated and will focus on the local response, transition to activation of the RRT, and finally what support the RRT could provide. The RRT/NWAC Steering Committee will further discuss the various specifics of the drill and identify its requirements prior to the September meeting.

Mr. Sleeper and Ms. Christopherson discuss the current status of the ESA task force. They have been successful in getting NMFS to the table and hope to make more progress in the near future.

### **INLAND REFUGE SYSTEM OVERVIEW (Agenda Item 12):**

Mrs. Carol Shuler (USFWS, Refuge Manager) presented an overview on the Inland Refuge System in the Willamette Valley.

### **WORKGROUP REPORTS (Agenda item 13):**

- **Communications:**

This group has not meet since the January Meeting. Waiting on the Coast Guard review to update this section. They plan to have something to present for the next meeting.

- **Exercise:**

Ms. Elin Story reports that this workgroup has not met since the January 2002 meeting. They anticipate meeting in July. Ms. Storey requests that all training that should be on the training schedule are reported. Further, the workgroup is waiting for a list of priorities from the GRP workgroup to give to contractors so that the GRP's can be practice. Ecology reports that they have a drill program called Drill Track that the group is using. It will be posted on the Internet and the workgroup request comments. This is a method to track lessons learned.

- **GRP:**

Mr. Jack Wylie reports the GRP workgroup has held its first ACP/GRP workshop to educate local decision-makers. They held an ICS course earlier this month and on June 26, 2002 they plan to conduct a course on the science of oil spills. All though the turn out has been less than anticipated the workgroup is looking forward to a larger number of attendees in the future.

- **Hazardous Substances:**

Ms. Sheldrake reports that the group has not met since the January 2002 meeting.  
Task 1.2 - The group is working on the language with respect to a drug lab response. They are drafted and will be distributed soon.  
Task 1.8 - Ms. Sheldrake reports that Mr. Mike Hammond has released a survey and request comments. Trying to include info on Hazmat teams available or are available.

A survey has been made and a request of comments was made. Group is working on the revision of the NWACP and a focus on changes since the events of 9/11.

- **Marine Fire Fighting:**

- **Puget Sound Area –**

- Working on the plan. In addition they are working on resources and are looking to get that into the logistics annex.

- **Portland Area –**

- Mr. Dave Pierce (MSO Portland) reports that the committee has not meet for a year, however, all the individuals of the committee are members of the Fire Protection Agency Advisory Council of the Lower Columbia Region and are active. They have been active in educating key personnel in the area. Reviews have been positive on the plan but the support has been limited for the workgroup. Mr. Pierce led a discussion centered on the following topics:

- FIREBURST has gone forth. It has been requested that Terminal 4 be removed.
    - Legal Concerns
    - Fire Fighting Support Equipment- ongoing update to the Marine Fire Fighting Plan on the Lower Columbia River.
    - There is a full scale Marine Fire Fighting Drill going on in Longview.
    - Training status/update
    - New Marine Fire Fighting Salvage regulations have come out. A request of comments on these regulations was made.

- **Public Affairs:**

- Mr. John Moss (USCG D13) reports that seven fact sheets have been released and are awaiting final comment prior to print. The group has offered to put together a fact sheet on inland oil spills.

- The meeting schedule has changed to a semi annual meeting from a quarterly meeting. They will be held alternating between OR and WA.

- There is a PowerPoint presentation for outreach that was released and is open for comments.

- **Response Technologies:**

- Ms. Christopherson reports that this group has not met since the January meeting. They hope to have a meeting in early August in an effort to get input on the update to Chapter 9000 of the NWACP. Looking for a website to post new ideas on the response technologies.

- **Steering Committee:**

- Mr. Bernard reports that the committee has met many times with an effort of working on updating the NWACP. Further the following topics were discussed:

- The volunteer policy has been released for comments.
  - Guidance for transition from one OSC to another has been completed and is going to be incorporated into the updated plan.
  - SCAT workshops was removed. EPA/USCG jurisdictional boundaries have been reviewed and modified. EPA and USCG will sign a Memorandum of

Agreement codifying the changes and they will be incorporated into the next version of the NWACP.

- Lessons learned – get scheduled exercises/training to Ms. Storey.
- Annual planning process ongoing.
- RRT reports to the NRT will now be sent on an annual, rather than semi-annual basis.

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**BREAK (Agenda Item 14): 10:45-11:15**

**2002 NWACP REVISION UPDATE (Agenda item 15):**

Plans of updating the NWACP are continuing. The objectives of the NWACP are as follows:

- The updating of organizational and policy issues.
- The plan will be updated, more user friendly and an Internet capable.
- Use of links, and word search tools to make the document more user friendly.
- Ability to input and track changes to the plan.

The group plans to complete the update of the NWACP by January 2003. The group request comments and input of applicable updated changes be reported.

**MEETING WRAP-UP AND ADJOURNED (Agenda item 15)**