

**REGIONAL RESPONSE TEAM/NORTHWEST AREA COMMITTEE  
JANUARY 29-30, 2003  
DRAFT MINUTES**

**LOCATION:** Port Angeles, Washington

**PARTICIPANTS:** See attached Attendance list. (note: This list is not attached for view on the RRT website).

**FEBRUARY 29, 2003 MORNING SESSION (Agenda Items 1 - 2):**

Mr. Matt Bernard (Dist. 13, USCG) called the January 29-30, 2003 meeting to order at 0840-hours. The morning session included welcome comments from the hosts the Washington State Department of Ecology (Ecology) and the United States Coast Guard (USCG). Mr. Dale Jensen (Ecology) and Captain Danny Ellis (USCG, MSO Puget Sound) welcomed the new Northwest Area Committee (NWAC) Co-Chairs – Captain Jewell (USCG, MSO Portland) and Captain Ellis (USCG, MSO Puget Sound).

**FACILITATED DISCUSSION (Agenda Item 3):**

Ms. Sheldrake led a facilitated discussion regarding the roles and responsibilities in case of an oil spill in Washington State. The scenario for this facilitated discussion was as follows:

- The tug HENRY FOSS was towing the tank barge FOSS 286 and working in Port Angeles harbor;
- An outbound 110-foot fishing/processor vessel WILD ABANDON lost steering;
- The FOSS 286 and WILD ABANDON collided and the FOSS 286 began losing oil;
- The FOSS 286 had 30,000-barrels of diesel and bunker “C” oil on-board;
- The WILD ABANDON lost power, still without steering, and drifted towards the Municipal Ferry Pier where the motor vessel (M/V) COHO was loading passengers and vehicles for the morning run to Victoria; and
- The WILD ABANDON had 2,000 gallons of ammonia refrigerant on-board near the damaged section of the vessel.

Ms. Sheldrake explained portions of the National Contingency Plan (NCP), Regional Response Team (RRT), and discussed the following objectives:

- Conduct bi-directional outreach between local and county response agencies and the state and federal-level agencies on capability, methodology, organization, etc., and
- Explore the transitional phases of such a response and coordinate accordingly.

The facilitated discussion was conducted from 0850 to 1130 and identified the following points of interest:

**Introduction: Table Top Exercise**

Local response representatives conducted introductions and provided a brief summary of the initial response.

Mr. Hall (Port Angeles Police Department) and Mr. McKeen (City of Port Angeles) described the initial steps for responding of a large-scale incident. The initial response would include the following:

- Support of local fire department and law enforcement; and provide security were applicable; and
- Conduct a local response to verify the magnitude of the spill, make notifications, and provide the appropriate resources.

Ms. Donna Hansen (County Emergency Management) described how the County Emergency Management would support city emergency operations, provide applicable resources, and

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communicate with state emergency representatives, and their involvement with lands outside of the city, which could become effected.

Ms. Jennifer Barnhill (County Environmental Health) described that the County Environmental Health would assist with the assessment of any public health impacts.

Eric Heinitz (Ecology) described the role of the State On-scene Coordinator (SOSC). The SOSC would assist the city and county during an oil or hazardous material spill. The SOSC would offer assistance to clean up the spill, identify damages, and protect the interests of the public and environment.

Captain Ellis (MSO Puget Sound) commented on the role of a Federal OSC (FOOSC). The FOOSC (USCG) would identify the actions of the responsible party (RP), coordinate into the response effort or Incident Command Structure (ICS), protect the environment, provide resources, and attempt to control the source of the spill.

Mr. Jim Haugen (MSRC), John Crawford (FOSS Maritime), Jim Pesechel (FOSS Environmental), and Richard Wright (Clean Sound) described the roles of the RP and Oil Spill Response Organizations (OSRO). The following roles were identified:

- Coordination of the Response
- Provide Resource Capabilities
- Provide ICS Support
- Provide Technical Support
- Spill Clean up and Disposal

**Table Top Exercise- Local Response**

- Ms. Sheldrake explained the scenario objectives and explained a series of photographs that described the scenario location.
- RP representative described initial response actions [notifications, spill response plans, resource coordination, and Geographic Response Plan (GRP) utilization].
- Ms. Sheldrake and representatives of the National Oceanic and Atmospheric Administration (NOAA) provided Computer Aided Management of Emergency Operations (CAMEO) modeling slides, which described the dispersion of the contaminants of concern.
- Response Contractors discussed the steps of a spill response that include required notification, establishment of ICS, location of the command post, establishment of the Emergency Operations Center, emergency management coordination, response teams and tactics, health and safety, and communications structure.
- Ms. Barnhill and Ms. Hansen described the roles of the County to include: Incident Command set-up (planning, logistics, and JIC), technical advise (shelter-in-place and public notification).
- Mr. Pesechel commented as an OSRO representative. Mr. Pesechel described the resources available, ICS responsibilities, health & safety representation, and logistics. Mr. Pesechel described how multiple OSRO representatives would coordinate to respond appropriately. Further, GRPs (pre-identified boom strategies) were discussed and strategy coordination
- FOSS Maritime, acting as the RP, commented on the initial steps taken during this response. Mr. Crawford described the notification processes, health and safety concerns due to vapors, working relationship with MSRC, and environmental concerns. Further Mr. Crawford commented that in this case they would respond as if they were the RP.
- Mr. Felleman (Ocean Advocates) requested further information with regards to tribal concerns, barge management, strike team response time, and quality of the scenario. Mr. Felleman was assured that further information would be identified once input was received from state and federal agencies.

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**Table Top Exercise- State and Federal Response**

Mr. Eric Heinitz explained that the key to a response is communication. Ecology would take on the roles of communication, talking to local citizens, tribes, contractors, RP, USCG, and other applicable agencies. This would be followed by the concerns of health and safety. Mr. Heinitz described the following:

- Procedures of notifications followed by Ecology;
- The response would be split into two sections (oil spill and an ammonia response);
- The resources available to Ecology;
- Management of the Spill - Coordination with OSROs and USCG;
- Notification to the Tribes;
- Management of the information that is passed to the JIC; and
- Ammonia response capabilities.

Mr. Danny Ellis – Captain of the Port (COTP) and FOOSC commented on the following:

- Mr. Ellis would be briefed by Marine Safety Office Departments;
- Involvement in communications with RP;
- Keep accurate information;
- Operations – refer to Mr. Mark Dix (USCG);
- Coordination with other USCG stations – Air Station and Group Port Angeles;
- Maintain positive control of the incident; and
- Vessel traffic coordination.

Mr. Dix commented on FOOSC operations during this spill response. Mr. Dix commented on communications, waste management, cross checking, player involvement (tribes, DOI, Fish and Wildlife), and resource coordination. Further Mr. Dix commented on Safety Zones, vessel control, investigation procedures, archeological and historic issues, and Canadian notification.

The forum discussed the topic of “Communications Safety.” The following was identified:

- Using the media in a proactive manner;
- Using communications with security in mind; and
- Providing the media with good information.

Ms. Shelldrake moved the scenario 12 to 24 hours ahead, and showed an up-to-date dispersion model. Highlights were follows:

- Who is part of Unified Command?
  - Local Responsibility – Emergency Manager presence.
  - State OSC- Ecology
  - Federal OSC- USCG or EPA
- The COTP may not be on-site, but would receive almost real-time data and would be extremely active in the event.
- Could the USCG plug into ICS? – The USCG has well trained resources that could assist in all major roles of ICS.
- Do we have some tribes that would want to be part of the ICS? – Individuals of the tribe are well informed at multiple levels. How do we get better participation from the tribes?
- Based on information collected during the response the RP role may change towards the end of the event.
- Who would lead the Environmental Unit? – Ecology
- A discussion was held on the roles in which ICS could be staffed.
- A discussion was held on the flexibility of ICS.

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- Far into the response, what concerns do we have with the ICS?
- The Environmental Unit would be led by the State since the oil spill reached the beach.
- The Environmental Unit would send out Oil Spill Shoreline Cleanup Assessment Teams (SCAT) and further track the oil.

**PRESENTATION AND SIGNING OF REVISED RRT/NWAC PLAN**

**(Agenda item 4):**

Ms. Matt Bernard began the presentation and signing ceremony with a brief introduction of all RRT Chairs.

Ms. Sheldrake explained that the signatories for the NWACP are the Co-Chairs of both the RRT and the Area Committee. The newly revised plan was signed at 1340 hours.

<b>Signatories of the NWACP</b>	<b>Area Committee</b>	<b>Name</b>	<b>Agency</b>	<b>STATE</b>
		Mr. Bill Bishop	Bureau of Hazardous Materials	Idaho
		Mr. Chuck Donaldson	Oregon DEQ	Oregon
		Captain Paul Jewell	MSO Portland	
		Mr. Dale Jensen	Ecology	Washington
		Captain Danny Ellis	MSO Puget Sound	
	<b>RRT</b>	Mr. Field	EPA	
		Captain Boothe	District. 13, USCG	

**Ms. Sheldrake presented a summary of 2003 NWACP changes**

The following points were identified:

- The 2003 NWACP was not a major re-write of the 1998 NWAC. It was scheduled to update and enhance the 1998 plan. This task was coordinated by the steering committee and although few comments were received, the plan was out for public comment from October through December 2002. The final area plan was available February 1, 2003.
- Preface – General updates to notification telephone numbers.
- Chapter 1000 Introduction (Ms. Beth Sheldrake)
  - Addition of introductory language on WMD response (see chapter 7000).
  - Incorporation of revised jurisdictional boundaries.
  - Addition of language on determining FOISC and
  - General updates on agency roles and responsibilities.
- Chapter 2000 Command (Mr. Matt Bernard)
  - No major changes.
- Chapter 3000 Operations (Ms. Sarah Scherer)
  - Revisions to make more consistent with 2000 field operations guide (FOG).
  - Incorporation of more checklists.
  - Revised language clarifying staffing of Wildlife Operations Branch leader (still under development).
  - Addition of procedures for notification of federal natural resource trustees.
- Chapter 4000 Planning (Ms. Elin Storey)
  - Revisions to make more consistent with 2000 FOG.
  - Revised decanting policy (still under development).
  - Addition of a policy on use of volunteers.
  - Addition of a Washington-Specific policy on leader of the Environmental Unit.
- Chapter 5000 Logistics (Mr. Matt Bernard)
  - No major changes.

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- Chapter 6000 Finance (Mr. Preston Sleeper-DOI)
  - Addition of information on Oil Spill Fund and Superfund.
- Chapter 7000 Hazardous Substances (Ms. Beth Sheldrake)
  - Addition of introductory language on WMD response.
  - Addition of language on drug lab response.
  - Addition of language on WMD planning and laboratory support f biological analyses.
  - Additional details on technical resources such as CAMEO.
  - Updated hazardous materials team contacts.
- Chapter 8000 Marine Fire Fighting (LCDR Dave Pierce and LCDR Amy Cocanour)
  - No change to Puget Sound Area.
  - Updated Portland Area section.
- Chapter 9000 Area Planning Documentation (Ms. Sharon Christopherson and Ms. Beth Sheldrake)
  - Updated organization and contact information.
  - Addition of RRT activation procedures.
  - Addition of plan update procedures.
  - Addition of SMART Protocols for ISB and dispersant use.

**WEB SITE PRESENTATION (Agenda item 5):**

Ms. Sheldrake presented the new RRT/NWAC Web Site. The EPA and the USCG fund the web site.

- The web site was made public on October 7, 2002 and has the public domain URL of [www.rrt10nwac.com](http://www.rrt10nwac.com).
- The web site offers public and private access.
  - Steering Committee members, RRT members, and NWAC Co-chairs will have access to the private site. This access will allow updates and changes to the NWACP and other significant documents on the web site.
- The public site displays the RRT Mission Statement, allows the user to access NWACP Documents, RRT/NWAC Fact Sheets, Strategic Plans, GRPs, Jurisdictional Boundaries (GIS Mapping), Area Exercise Schedules, Equipment Spreadsheets, Work Group Charter and Action Plans, and Meeting Minutes.
- The user can submit comments on the web site, such as the GRPs through the Comments Tab on the Home Page.
- The user can search the web site for specific topics or terms through the “Search” Tab on the Home Page.
- New information is available through the “What’s New” Tab.
- Related links that are associated with the RRT can be accessed through the “Related Links” tab on the Home Page.
- Access to the private site is at <http://portal.ene.com>. Each user will have a user name and password.

**RESOURCES AT RISK PRESENTATIONS (Agenda item 6):**

Mr. Preston Sleeper and Mr. Mark Miller (NOAA) introduced the presenters Ms. Kathy Steichen and Ms. Carol Bernhal.

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**Olympic National Park (Ms. Kathy Steichen, NPS)**

Ms. Kathy Steichen's presentation contained the following highlights:

- More information on this subject can be found at: [www.ocnms.noaa.gov](http://www.ocnms.noaa.gov).
- Olympic Coast National Marine Sanctuary (NMS) was designated in 1994.
- Goal: Marine Protection through research, education, and resource protection.
- Compliments other protected areas (ONP, USFWS, tribes, and national heritage site).
- Extends 135 miles from Copalis Beach (south) to Cape Flattery (north).
- Ms. Steichen described the unique qualities and habitats of the Olympic Coast NMS.

**Olympic Coast NMS (Ms. Carol Bernhal-NOAA)**

Ms. Carol Bernhal presentation contained the following highlights:

- More information on this subject can be found at [www.ocnms.nos.noaa.gov](http://www.ocnms.nos.noaa.gov).
- Ms. Bernhal gave her appreciation for the RRT and the work it is conducting for such areas as the Olympic Coast National Marine Sanctuary.
- Ms. Bernhal described the special qualities of the sanctuary and showed slides of the areas ecology and habitat.
- In 1938, congress established the park mainly due to the Elk population.

**AGENCY UPDATES (Agenda item 7):**

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

- **ARMY CORP OF ENGINEERS:** Mr. Vic Yoshino (Corp of Engineers) commented on the status of the Corps. Mr. Yoshino reports:
  - The Corp is focusing on its communications program with an increase in its resources in the coming year; and
  - The Seattle district is working on the upcoming TOPPOFF 2 exercise program.
- **DEPARTMENT OF HEALTH AND HUMAN SERVICES:** Mr. Andy Stevermer (US DHHS) commented on the Department's changes. The topics included the following:
  - A discussion was held on smallpox protection and planning;
  - Mr. Stevermer reported on the partial transition of the Department to the Office of Homeland Security (OHS); and
  - A discussion was held on the DHHS's role in the upcoming TOPOFF 2 exercise program.
- **NOAA:** Mr. Mark Miller gave a brief update on NOAA's recent changes.
  - Mr. Miller discussed NOAA's role in the upcoming TOPOFF 2 exercise program.
  - Recognition of Mrs. Sharron Christopherson (NOAA) who will be retiring from NOAA.
  - Welcome Mr. Dale Brege (NOAA Fisheries).
- **IDAHO:** Mr. Bill Bishop explained current status of the State of Idaho.
  - Mr. Bishop discussed the concern over the state's budget and how it will effect the State's ability to be response ready.
  - Mr. Bishop will continue to support emergency services as an essential service.

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- A discussion was held of a recent response to the Great French Fry facility in Caldwell, Idaho.
- Mr. Bishop recognized NOAA for their contributions during the response.
- **MSO PORTLAND:** Capt Jewell reported on changes to MSO Portland since the last RRT meeting.
  - Capt Jewell reported on the status of a tank barge that had run aground on the Columbia River.
  - The MSO has worked in the recent past with the USCGs IMAT
  - Capt Jewell discussed the MSO's work with the Tug Vessel Primo Brusco.
  - In the early hours of Monday morning, the tug Primo Brusco sank 20 miles west of Florence, Oregon. A USCG helicopter crew rescued four of the five men who abandoned ship.
  - Capt Jewell commented on the 623-foot Tai Shan Hai Vessel.
  - The Columbia River Bar Pilots safely guided a Chinese vessel inland after it was nearly swept onto a jetty.
  - The 623-foot Tai Shan Hai was en route from San Francisco to Longview, Washington.
  - The MSO continues to focus on their oily water discharge prevention program.
- **OREGON DEPARTMENT OF ENVIRONMENTAL QUALITY:** Mr. Chuck Donaldson commented on recent incidents:
  - Mr. Donaldson reported on a tanker truck that crashed December 5, 2002 on State Highway 22, spilling 11,000 gallons of gasoline on the road just above Detroit Lake. More information can be found at:  
<http://www.deq.state.or.us/news/prDisplay.asp?docID=1181>
  - Mr. Donaldson reported on a Union Pacific freight train that was carrying toxic chemicals, the train derailed on Thursday, January 8, 2003 near The Dalles, Oregon.
  - Locomotive and at least 10 cars of the 94-car train left the tracks.
  - Three cars were carrying hazardous materials, but they were not leaking. No one was injured.
  - A load of molten phenol was removed last week.
- **EPA:** Mr. Chris Field commented on the recent EPA activities:
  - Mr. Field explained that EPA headquarters recently reorganized.
  - EPA recently instated the Geographical OSC concept.
- **DISTRICT 13, USCG:** Mr. Bill Whitson reported in place of Captain Chip Boothe for District 13, USCG on the following topics:
  - USCG on track to be eligible for OHS March 1, 2003.
  - DOD is calling reservists to service.
  - USCG is shipping resources to the Middle East.
  - Homeland Security Issues.
  - Planning perspective support to TOPPOFF 2 exercise program.
  - IMAT assistance.

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- Budget Projections
- **ECOLOGY:** Mr. Dale Jensen commented for Ecology. The topics included:
  - Washington - facing a financial shortfall throughout the state.
  - Governor's goal to reduce state full-time employment to that of 6 years ago.
  - Discussion on vessel and facility financial responsibility in the State of Washington.
  - Discussion of the tug at Neah Bay.
  - Emergency Management Council – kicking off a strategic planning exercise in February.
  - Discussion of the State's role in the upcoming TOPOFF 2 exercises program.
  - Discussion of the Drill Track – training program.
  - Continuing to discuss with the USCG on a MOA- working to clarify roles and responsibilities.
  - Meth Lab – response activity continues to be numerous (50-60 per year).
  - Feedback on EPA's Geographical OSC program.
  - Finalized settlement on the Olympic Pipeline.
- **MSO PUGET SOUND:** Mr. Mark Dix reported in place of Captain Ellis for MSO Puget Sound on the following topics:
  - Security – largest focus.
  - USCG Re-organization and the Office of Homeland Security.
  - Port Security – inspections, foreign vessel inspections.
  - Comments on a vessel response- M/V Westwood Rainer that was listing to one side at a Seattle terminal.
- **DEPARTMENT OF JUSTICE:** Ms. Jeanne Franken commented on the status of the DOJ. The following items were discussed:
  - Reminder that DOJ is available to provide consultant assistance during a response.
  - Litigation process following a spill response.
- **OCCUPATIONAL HEALTH AND SAFETY ADMINISTRATION:** Mr. Ron Tsunehara (OSHA) reported the following:
  - A discussion was held on the greater awareness of the RRT within OSHA.
  - Outreach on OSHA's role in a large-scale event.
- **GSA:** Mr. George Clark commented on the status of GSA:
  - New Director of Emergency Management at GSA Headquarters.
  - Role of GSA in the upcoming TOPOFF 2 exercises program.
  - Working on continuity of Operation Plans over the past year. Shifting back to Emergency Response.
  - Security for Federal Buildings and Properties.
  - Mr. Whitson led a discussion on the RRT and NWAC's advancements. Mr. Whitson commented that, "We as a collective group of agencies, I think, are doing great things".

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Mr. Matt Bernard introduced Ms. Sheldrake who gave a presentation on the upcoming TOPOFF 2 exercise program.

- **BRIEF REVIEW OF TOPOFF 2 EXERCISE PROGRAM:** Ms. Beth Sheldrake presented a review of the upcoming TOPOFF 2 Exercise program.
  - The exercise is a national combating terrorism practice activity, which is evaluated;
  - Crisis and consequence management resources will respond to a simulated complex WMD event(s). (Venue selection and scenario TBD);
  - A systematic, progressive series of “building block” exercises will be employed; and
  - T2 participation: Principals Committee; Attorney General, FEMA Director, FBI Director, National Security Advisor, and other Top Officials of the US Government.
  - The goals of the exercise are:
    - Improve the nation’s capacity to manage complex/extreme events;
    - Create broader operating frameworks of expert crisis, consequence and other systems;
    - Validate FSL authorities, strategies, plans, policies, procedures, protocols and synchronized capabilities; and
    - Build a sustainable, systematic national exercise process to advance domestic preparedness.

The discussion centered on an RRT response in an example where there is a delay in the declaration of a federal disaster and casualties are involved. Would EPA turn to HHS and ask them to respond with HHS funding? This is an issue that the National Response Team is addressing.

### **1630 HOURS MEETING ADJOURNS FOR THE DAY**

### **JANUARY 30, 2003 MORNING SESSION**

#### **USCG/EPA ESA CONSULTATION WITH NOAA (Agenda Item 9):**

Mr. Whitson and Mr. Fields began the meeting with recognition of Ms. Sharon Christopherson of NOAA. Ms. Sharon Christopherson then led a presentation on the NW Area Plan Response Technologies – ESA Programmatic Review – Essential Fish Habitat Consultation. The topics included the following:

- History
  - Development of NW Area Committee Response Plan.
  - Incident Command System – Environmental Unit
  - ESA issues Arising from Spill Responses.
  - ESA consultation MOA
- Opportunity Knocks
  - RRT REP/SSC Meetings with NMFS/USFWS.
  - Northwest Fisheries Detailer to Work on Biological Opinion.
  - USCG District 13 Funds ORISE Student to Work on Biological Assessment.
  - Unresolved Issues with Fish and Wildlife.
- ESA Programmatic Review Approach
  - Impacts of Response Measures Vice Oil Impacts.
  - Very Compressed Time Line (3 months).
  - Biological Assessment and Biological Opinion Developed Cooperatively.
  - Problems in Developing Approach.

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- Draft Biological Assessment Completed
  - Description of Proposed Action.
  - Effects Analyses of Response Actions
  - Conclusions
- Biological Opinion Prepared by NOAA NMFS
  - NOAA NMFS reviews Biological Assessment.
  - NOAA NMFS completes Draft Biological Opinion
  - Makes Finding of No Adverse Effects Where Appropriate.
  - Identifies Allowed Take Quota
  - Identifies Terms and Conditions for Those Species Where Impacts (Take) May Occur.
  - Provides geographically Specific Information on Presence/Life Stages of Listed Species Covered by Programmatic Review.
- Follow-up Activities
  - Conduct Regional Workshops to Familiarize ESA Biologist and FOSC's with Programmatic Review and Consultation Process.
  - Update NW Area Plan and Geographical Response Plans.
  - Coordinate Development of Section 7 ESA Programmatic Review of NW Area Plan for USFWS Listed Species.
  - Update NW Area Plan and Geographical Response Plans.

**USCG OPERATION STEWARDSHIP (Agenda Item 10)**

Mr. Bernard introduced Commander Whitson who led a discussion on USCG Operation Stewardship. Mr. Whitson began the discussion with an update to the upcoming budget. He further discussed issues centered on the M/V PRESTIGE.

- What do we do with a damaged vessel that is leaking oil?
- How do you quickly deal with a vessel in distress?
- Port of Refuge Location.
- Conditions under which we would like to see a vessel come in.
- the process of Operation Stewardship, which will be utilized by the USCG.
- Discussion on the political implications of determining whether or not to accept a distressed vessel.

**NEW ECOLOGY PLANNING AND PREPAREDNESS RULE**

Ms. Linda Peeky Jarvis (Ecology) led a presentation on the new Ecology Planning and Preparedness Rule.

- Contingency Plan Rule Update
  - Oil Spill Plans for Vessels and Facilities
  - Drill Program
  - Primary Response Contractor Approval
  - Effective plans are prepared and tested through drills. Contractors maintain readiness for spills and are immediately available to respond.
- Rule Advisory Committee
  - Nineteen members, variety of stakeholder groups.
  - Six meetings: September through December.
  - Agendas, meeting notes, and other information is posted at:
    - [www.ecy.wa.gov/programs/spills/preparedness/contrule/contrule.html](http://www.ecy.wa.gov/programs/spills/preparedness/contrule/contrule.html)
- Some Overarching Principles
  - Safety First.
  - Keep it Simple.
  - Harmony with other regulations, particularly Oregon and federal standards.
  - Clear applicability.

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- Consider costs/economics as well as environmental protection.
- Realistic phase-in for new requirements.
- Reviewing & Commenting
  - Watch the web page for information.
  - Talk with a committee member.
  - Have your name added to the e-mail list or the regular mailing list.
  - Watch for the CR-102 draft rule language.
  - Attend various workshops and hearings to be held around the state.

**WORKGROUP UPDATES**

**WORKGROUP REPORTS (Agenda item 11)**

**Communications:**

- The communications workgroup has re-organized the Communications Section.
- The plan was reduced in size by 2/3.
- The discussion evolved into a discussion centered on Communications Safety

**Exercise:**

- Ms. Elin Storey gave a brief history of the Exercise Workgroup.
- The RRT voted to disband the Exercise Workgroup and pass it's responsibilities to the Steering Committee.
- Exercise Schedule will continue to be developed and is posted at [www.rrt10nwac.com](http://www.rrt10nwac.com).

**GRP:**

- Mr. Wylie representing Mr. Dale Davis discussed the on-going efforts of the GRP Workgroup. The following was discussed:
  - Completion of the Mid-Columbia GRP
  - GRP's are posted on the RRT web site.

**Hazardous Substances:**

Ms. Sheldrake stated that the update on the NWACP provide much of the information on the group's activities and explained that over the next year the workgroup plans to review Chapter 7000.

**Marine Fire Fighting:**

- **Puget Sound Area** – Ms. Amy Cocanour discussed the following:
  - New point of contact this summer – Chief Warrant Officer
  - Updates to the plan will continue.
- **Portland Area** – Mr. Dave Pierce discussed the following:
  - Fire Protection Agency Advisory Counsel
  - Incorporated Chapter 8000 changes.

**Public Affairs:**

Mr. Matt Bernard discussed the following:

- Public Affairs Workgroup Completed Fact Sheets.
- If you have ideas for new Fact Sheets please notify the Public Affairs Workgroup.
- Risk Communications Training

**Response Technologies:**

Ms. Sarah Scherer discussed the following:

- Take on all response technologies.
- Existing objectives will be revised.

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- ARTS process.
- Separate Response Technologies into multiple groups. Each group will have a lead.
- Group is looking at descriptions and best work practices that came out in the BA and BO for the ESA consultation. Those are compared to the shoreline countermeasure manual to see what needs to be updated.
- Putting together training for the Smart Protocols in March 2003.
- Decanting policy review status.
- Mr. Dale Jensen provided an update on the decanting process.
- Ms. Sharon Christopherson provided a brief presentation on dispersant protocols.
- The committee decided to request the Response Technologies Workgroup to assess what resources are required to go forward in re-addressing dispersant policy.

**Steering Committee:**

Mr. Matt Bernard explained the following:

- Focus on the NWACP updates.
- Plan to look at preparedness measures in February.
- Will be looking at using lessons learned.

**USCG PROPOSED RULE; 2003 REMOVAL EQUIPMENT REQUIREMENTS (Agenda item 12)**

Mr. Whitson explained the USCG proposed rule and removal equipment requirements. The following topics were discussed:

- Notice of Proposed Rulemaking is out for comment until April 9, 2003.
- The Rule proposes four things. Each was discussed.
- More information can be found at [www.dms.dot.gov](http://www.dms.dot.gov) . Go to the "Search" tab and search for document 8661. Then view comments.

**MEETING DATES FOR 2003 (Agenda Item 13)**

- June 25-26, 2003 RRT Meeting - Bend, Oregon.
- September 10-11, 2003 RRT Meeting - Seattle, Washington
- January 21-22, 2004 RRT Meeting - Location to be determined.

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**DRAFT MINUTES**

**THURSDAY, 30 JANUARY 2003 EXECUTIVE SESSION**

Mr. Matt Bernard called the Executive session to order at 1210 hours and referred the committee to the prepared booklets.

**ACCEPT MINUTES OF SEPTEMBER 2002 TRI-CITIES MEETING**

**(Agenda Item 14)**

**9/11 LESSONS LEARNED ISSUES (Agenda Item 15)**

- Army Corp of Engineers
  - Mr. Vic Yoshino commented on the Army Corps status.
  - Emergency Communications is benefiting.
- DHHS
  - Mr. Andy Stevermer commented on available resources.
  - Ms. Storey described where the state's response is headed. It is unknown what capabilities will be available in the event of multiple large-scale incidents.
  - Ecology working on their own away teams.
  - Will USCG be able to assist or will they be busy with their mission?
- Ecology
  - Looking at shaping the budget – Strategic Planning Initiatives.
  - Emergency Management Invitation Request.
  - Resources – Where to get them?
- MSO Puget Sound
  - Port Security Plans have included Emergency Management in Planning.
  - Port Security Plan part of ACP?
  - How to respond to a terrorist incident.
- Mr. Slegger discussed planning what you need prior to requesting resources.
- Mr. Bishop discussed the use of a regional resource system.
- Mr. Whitson suggested the steering committee draft a letter to present to the states for regional resource system to respond to multiple incidents.
- EPA
  - Mr. Chris Field commented on lessons learned from the World Trade Center Incident.
  - Model for ICS to handle communications/information and resources.
  - Mr. Field explained federal resource accessibility.
  - Discussion of FEMA participation during a tiered response.

**RRT PRIVATE WEB SITE (Agenda Item 16)**

Ms. Sheldrake presented the RRT 10 web site ([portal.ene.com](http://portal.ene.com)- Note\* Do not use "www"). Ms. Sheldrake discussed the following:

- Unique user name and password.
- Secure location for sensitive information. Allows the steering committee to interact directly with public site to keep information current.
- Examples of the website.

**REGIONAL RESPONSE TEAM/NORTHWEST AREA COMMITTEE  
JANUARY 29-30, 2003  
DRAFT MINUTES**

**PREPAREDNESS ASSESSMENT MEASURES (Agenda Item 17)**

Mr. Whitson presented Managing Preparedness in the New Millennium, Applying a Measurement Strategy. How well did we do on a response? This tool will help assess the preparedness to a successfully mitigated oil spill. The Steering Committee will exercise this program at the next Steering Committee meeting. The following was discussed:

- Discussion on measuring a system.
- Discussion on the development process of the Management Preparedness System.
- Team Based Approach – Guided by principles
- Situational Assessment.
- Key success factors.
- Scoring – Key success factors Survey Sheet.

**NOAA COASTAL STORMS INITIATIVE (Agenda Item 18)**

Mr. Mark Miller presented Preparedness Assessment Measures. The following items were discussed:

- Goal – Coastal Storms Initiative – Project initiative to help develop capabilities at the local and regional level. Objective to reduce adverse impacts of storms on life and property, the economy, and the environmental health of communities and resources in our nations coast areas.
- Provide local decision makers with tools to help deal with incidents that occur due to a storm event.
- Pilot Program in Jacksonville, Florida. Fiscal year 02-03
- Next Year FY 03-04 the Pilot Program will occur in the Pacific Northwest.
- GNOME Development
- Response Tools

**MEETING WRAP-UP AND ADJOURNED FOR DAY (Agenda item 19)**

Meeting adjourned at 1420 hours.