

BELLINGHAM

Local Emergency Planning Committee

July 22, 2008

Roll Call

Frances Burkhart and Doug Dahl (WCSO DEM), Debra Jones (BTC), Gayle Shipley and Bryant Hammond (WWU), Sheryl Hershey (Cold Storage), Randy Scott (St. Joseph Hospital), Lori Nichols (Hi-Net), Bryan DeVore (Bellis Fair Mall), Tanya Rowe (Bellingham Schools), Brian Keeley (WCC), Beth Melius, Sonny Kunchick, and Greg Stern (Health Department), Neil Clement (Port), Bill Boyd, Andy Day, Don Davis, Abby Vincent, and Holly Salkeld (OEM).

Special Guest: Ron Wilson, Hazardous Materials Program Manager, WA State Emergency Management Division

Call to Order

Meeting called to order at 1:30 p.m. by Andy Day from the Bellingham Office of Emergency Management (OEM).

LEPC Organization

Presentation and discussion of draft by-laws. Input received included:

- Keep by-laws simple and flexible
- Provide mechanisms to safeguard committee in times of controversy (membership requirements and Sergeant of Arms).
- Assistant Fire Chief in charge of OEM to serve as Chair.
- Enable ad-hoc working groups as opposed to standing sub-committees.
- Reinforce that LEPCs are open meetings; however executive session may be used to discuss some security sensitive topics.

Andy Day and Bill Boyd will revise accordingly and provide another draft for review in advance of the next meeting.

Planning

Goals and Objectives

The group considered a framework for LEPC goals and objectives. Based on general concurrence, *Andy Day will formalize document for consideration at the next meeting.*

HMEP Grant

Ron Wilson outlined highlights of the Hazardous Materials Emergency Preparedness (HMEP) grant program including:

- Annual grant providing up to \$9,000 per jurisdiction.
- Target activities include exercises and plan development
- Applications due August 22 and follow the federal fiscal year

There was general acceptance of Andy Day's suggestion that the LEPC not submit an application this year, and instead wait a year until needs are better clarified.

Meeting Content

General agreement was expressed in including educational elements in LEPC meetings.

Areas of interest identified included:

- Pipeline safety
- City incident management facilities/capabilities
- Agency specific emergency planning (perhaps a roundtable discussion)
- Integration of private companies into the incident command system
- Disaster recovery (State has resources to offer)
- Site tours of Cold Storage, Hospital, Port
- Emergency related communication tools

City OEM will develop meeting content with this input in mind.

Working Groups

Community Training and Exercise

Potential working group members have been identified and an initial meeting is scheduled for August 28.

Public Education

Workgroup kicked off with a visit from Dr. LuAn Johnson, the State EMD Public Education Program Manager. Dr. Johnson suggested thinking of effective public education efforts in terms of an ongoing process versus a one-time campaign. Work group meets again on July 30.

Agency Updates and Sharing

Whatcom County Public Health: Dr. Stern shared report on the Disaster Medical Service Delivery System initiative. Intent is to bring together a wide spectrum of medical providers to create surge capacity in times of crisis.

Bellingham Technical College: Debra Jones reported that both BTC and WCC have completing response mapping similar to what the public schools have. BTC interested in pulling together an active shooter exercise on September 16.

Bellingham Public Schools: Tanya Rowe reported that school leadership completed basic National Incident Management System (NIMS) and Incident Command System (ICS) training.

State Emergency Management Division: Ron Wilson provided kudos to the schools for involvement in emergency planning efforts. Also, Ron made a special offer to fund three (instead of the usual two) LEPC members to attend the Annual LEPC conference next April 20-22 in Chelan.

Meeting Adjourned

Note: Several members stayed after for a presentation on the City's public alert and notification system.

Calendar

- July 30: Public Education Workgroup, 1-3, Broadway Fire Station
- August 28: Training and Exercise Workgroup, 1:30-3, OEM
- September 23, 1-3, LEPC meeting at the Health Education Center
- September 23, 1-3, LEPC meeting at City Public Works facility
- November 18, 1-3, LEPC meeting at the Health Education Center