**Montana**

**State Emergency Response Commission**

**(SERC)**

**SERC Meeting Notes**

**Thursday, May 9, 2024**

1. **Welcome and Member Roll Call**

9:02 - Meeting started and roll call – Doug, Pete, Susan, Ryan, Mike, Burke, Tom, Brett, Justin. Quorum met. Called to Order

**Administrative & Housekeeping Items**

1. **Old Business**
   1. **Steering Committee report**

Brett briefs on meeting in January –

Remain under SERC and refocus efforts for SERC,

Workplan of efforts – LEPC Outreach

Looking at statutory changes and making appropriate changes to State HazMat Plan

* 1. **Review of State HazMat Plan update**

Brett talked about how the initial plan was to get draft finished to present at this meeting but was unable to get it finished.

Now, Brett proposes sending the finished draft via email to the SERC members for review and to post it publicly on the website for comment and review for 30 days. Then have the SERC virtually approve of the plan through email instead of waiting until the November meeting to approve it. The November meeting can then reaffirm the vote if necessary.

Brett indicated that there weren’t very many changes to the plan. Most of it was focused on changes to the statute and updating the reimbursement section and the reimbursement forms.

**Action Item: Finish State HazMat Plan draft, post to website for 30 days, and send to SERC members for review. After 30 days, incorporate any necessary changes and then pose to SERC Members for approval.**

* 1. **LEPC Outreach**
     1. **Newsletter sections**

Brett briefs on the LEPC Mastery articles to the MT DES Newsletter

* + 1. **Future Brochures and 1-pagers**

Brett briefs on efforts to create and distribute. Mentions SERC website as well. Several resources for all partners.

Brett also says that Burke and others are working on Master Contact list.

* + 1. **Montana LEPC Handbook update**

Brett mentions the old MT LEPC Handbook and desire to update in near future.

* + 1. **Seminars/Presentations**

Several speakers have offered to come talk about EPCRA and LEPCs.

**Action item: Compile list of possible speakers (4-6?), their contact info, and topics to utilize as the SERC and also distribute to LEPCs for them to use.**

Discussion on LEPC seminars

**Action Item: Develop survey to find desired outreach**

**Develop presentations and trainings**

Pete mentions tough to get LEPCs up and going, but going right track

1. **New Business**
   1. **Reporting**
      1. **Section 304 Follow-up Reports**

Discussion on 304 Follow-up Reports. Justin to take look at EPlan and how to build report to SERC

**Action Item: Review process for doing 304 Reports in EPlan**

* + 1. **Reports from DEQ directly to SERC?**

Discussed generalized reports to SERC – getting more, less, improper, new, larger, etc. reports from facilities. Commodity flow possibilities.

**Action Item: Develop commodity flow from EPlan**

* + 1. **LEPC Reports change needed?**

Discussion on keeping report as efficient as possible

**Action Item: Create survey version of current LEPC report**

* + 1. **Minutes, By-Laws, other documents reviewed by DES DFOs?**

Discussion on reviewing LEPC documentation. Keep using check marks that documentation is kept locally by LEPCs

**Action Item: Adjust checks in LEPC Report to say Hazmat, include question about 9 planning elements and reviewing hazmat plan annually**

Continue to provide samples, templates, and 1-pagers to help LEPCs improve

* + 1. **Rail Reports, nuclear shipments, and other reports to SERC?**

Discussion on reports sent to SERC by various agencies and facilities. Decision to give overall number of reports, only bring up significant issues

* 1. **TERC/TEPC Interactions**

Discussion on TERC/TEPCs and how SERC should assist them.

Tribal Emergency Management Council to meet in July to discuss this topic.

DES and DEQ to continue to collaborate on efforts to include Tribal entities

* 1. **LERA Subcommittee**

Discussed LERA from statute and how LERA Subcommittee can help locals.

**Action Item: Add LEPC survey question of LERA designation to capture LERA info**

Doug motions and John seconds to form Subcommittee, all in favor

**Action Item: Brett talk with Patrick to chair committee.** **SERC will have to approve nominated members.**

Some questions for subcommittee: What counts as designation of LERA, qualifies for designation, legality of that? Also, outreach strategies to help improve.

1. **Q&A, Closing Comments, Next Meeting**

Ryan briefs on NASTTPO conference

Gablehouse pointed out that LEPCs have authority and can designate fire departments with similar authorities.

By CWA, facilities must engage with and involve LEPCs in exercises.

Monty Elder spoke on risk communications. Could add to speaker list.

Tom talked about verification solutions for Tier II reporting.

Some states have put reporting fees to utilize money to enhance SERC/LEPC programs. Discussed possibilities for MT.

There was a discussion on fire department responses to facilities and safety measures learned.

Ruby Manning, native American, spoke on cooperating with Tribes. Also good speaker candidate. Help involve tribes in EMAC as an example.

ASTM has standards for LEPCs that has been approved by EPA.

**Action Item: Distribute to SERC members and look at doing same to LEPCS**

Civil lawsuits – Civil right to participate in emergency planning.

Another topic for LEPCs to hear. How do you outreach on planning efforts?

Educate public on limitations and managing expectations.

CO built 501c4 to help facilities donate money to LEPC efforts

Ryan might present CAMEO/MARPLOT at next SERC meeting to show how certain data can be utilized for HazMat.

MEMA fall Conference in Butte and could have some HazMat outreach possibilities.

**Action Item: Request for putting out notices on training for CAMEO**

Nothing else to add from other members

Checked to see if there was any Public Comments

Next Meeting is proposed as November 12, 2024. No current issues with that date from anyone.

Doug motions to Close meeting, John seconds. All approved.

Meeting ended at 11:38 AM

**Action Items:**

1. Finish State HazMat Plan draft, post to website for 30 days, and send to SERC members for review. After 30 days, incorporate any necessary changes and then pose to SERC Members for approval.
2. Compile list of possible speakers (4-6?), their contact info, and topics to utilize as the SERC and also distribute to LEPCs for them to use.
3. Develop survey to find desired outreach and continue to develop presentations and trainings.
4. Review process for doing 304 Reports in EPlan.
5. Develop commodity flow from EPlan.
6. Create survey version of current LEPC report.
7. Adjust checks in LEPC Report to say Hazmat, include question about 9 planning elements and reviewing hazmat plan annually.
8. Add LEPC survey question of LERA designation to capture LERA info.
9. Engage with Patrick and discuss the possibility of Patrick chairing LERA Subcommittee. SERC will have to approve nominated members.
10. Distribute ASTM LEPC Standards to SERC members and look at doing same to LEPCS.
11. Distribute notices on training for CAMEO as well as coordinating funding through HMEP.
12. Send out Meeting Notes and invitations to next meeting.