

REGION 5 REGIONAL RESPONSE TEAM MEETING

PORT HURON, MICHIGAN - NOVEMBER 7-8, 1995

AGENDA

Tuesday, November 7, 1995

9:00 a.m. Introductions

9:15 a.m. RRT Breakout Session Review - Laurie Perry (USCG)

The Management Workgroup spent time reviewing the work from the last two brainstorming/breakout sessions (February and May meetings) and from of those sessions have developed a "strawman" that will be presented to the full RRT.

10:00 a.m. Fresh Water Spills Conference - Ann Whelan (EPA)

Ms. Whelan will update the RRT on plans being made for a Fresh Water Spills Conference that will be help next spring.

10:30 a.m. Break

10:45 a.m. Case Studies - EPA and USCG

EPA will present an update on the Lorain, Ohio pesticide site and make a presentation on Manistique Harbor, Michigan clean-up. USCG will have an update on the CLEVECO.

12:00 p.m. Lunch

1:00 p.m. Old Business

The Emergency Preparedness Task Force and the Countermeasures Workgroup will report to the RRT.

2:00 p.m. Workgroup Reorganization

As an result of the breakout sessions, the Management Workgroup is suggesting that RRT adopt topic specific workgroups. There will be a introduction and then voting for the top five topics. The new groups will then have time to convene and report back the next day.

4:30 p.m. Wrap-Up

Wednesday, November 8, 1995

8:30 a.m. Workgroup Discussion

This is an opportunity for the newly formed workgroups to provide the RRT with what it hopes to accomplish and when it expects to deliver a product.

9:30 a.m. Isle Royale Trip Report - Laurie Perry (USCG), Ken Barton (NOAA)

10:00 a.m. USCG Air Eye Tour - USCG Strike Team

The USCG Strike Team will fly their Air Eye plane to Port Huron to demonstrate how this plane can video oil slicks and similar substances. There will be discussion and then a road trip to the airport. Lunch will follow.

1:30 p.m. State Roundtable Discussion

2:30 p.m. Oklahoma City Bombing Presentation

3:30 p.m. Break

3:45 p.m. PREP Exercises - Ann Whelan (EPA), Bob Lallier (USCG)

Ms. Whelan and Mr. Lallier will share lessons learned from the three PREP exercises that have taken place in this region.

4:00 p.m. Wrap-Up

A reminder: The Joint Response Team will meet on Thursday, November 9, 1995



Monday, March 4, 1996 11:57:54
Semi-Annual Reports Item



From: ICF/ J. Gustafson

Subject: 7/1/95-12/31/95

To: RRT Sub-Conf.

**REGION 5 REGIONAL RESPONSE TEAM (RRT)
SEMI-ANNUAL STATUS REPORT
JULY 1, 1995 - DECEMBER 31, 1995**

L. RECENT ACTIVITIES

Meetings and Calls

There was one routine RRT meeting during this reporting period. The meeting took place in Port Huron, Michigan on November 7-8, 1995. Three new workgroups were established at this meeting. The Joint Response Team met the day after the RRT meeting in Sarnia, Ontario, Canada.

The RRT Management Workgroup met on September 21, 1996 in Cleveland, Ohio. This group met to develop the November 1995 RRT meeting agenda.

Exercises

On September 13, 1995 there was a PREP exercise in Traverse City, Michigan. The exercise was sponsored by Total Petroleum with assistance from the U.S. Coast Guard, Ninth District.

There was a PREP exercise in Minneapolis/St. Paul, Minnesota on August 1-2, 1995. The scenario involved an oil release from a fixed facility on 3M property that went into a storm sewer and went off the property. The exercise not only tested clean-up actions, but how 3M, State and Federal representatives could work together under a Incident Command System.

Status of Regional Contingency Plan (RCP)

Revision of the RCP began during the Fall of 1995 and will be completed by the Summer of 1996. Part of the revision will be to combine the U.S. EPA Region 5 Area Contingency Plan and the RCP.

Work is proceeding on the Joint Inland and Joint Marine Pollution Contingency Plans. There have been several meetings between U.S. EPA, the U.S. Coast Guard, Environment Canada and the Canadian Coast Guard. FEMA Region 5 has also been included in this planning effort.

Technical Assistance Provided or Plans Reviewed by RRT

No plans were reviewed by the RRT. For technical assistance activities, refer to the items listed under training.

Training

There was a PREP Exercise Evaluator and Controller Workshop on July 10, 1995 at 3M in St. Paul, Minnesota. This course was presented to 3M personnel to prepare them for their participation in the EPA PREP exercise.

Technician/Specialist Training was offered in Winona, Minnesota on August 11-13, 1995. This course is a refresher for advanced level responders.

II. ORGANIZATIONAL CHANGES

At the RRT meeting in February, there was a brainstorming session on how the RRT does business and how it can better function. Attendees were separated into four groups and instructed to come up with ideas. Which were reviewed by the RRT Management Workgroup. At the RRT meeting in May, there was a brainstorming session on how the current workgroups function within the RRT. At the November meeting, operating changes were implemented. Several long standing workgroups were eliminated and three ad hoc workgroups were established (Cold Weather Response Manual, RCP Revision and Training/Education).

III. OPERATIONAL CONCERNS

Issues Requiring NRT or RRT Action

LCDR Ken Barton (NOAA) volunteered to write a letter to NO-CHAR asking that more technical information about their product be sent to the RRT. (This was before NO-CHAR was removed from the NCP products schedule).

LCDR Ken Barton (NOAA) volunteered to write a letter to the NRT asking that fresh water toxicity data be included in the NCP products schedule.

LCDR Ken Barton (NOAA) will send the Region 5 In-Situ Burning Policy to the Region 5 States for final comment. States need to describe their burning policy so that it can be included in the document.

Certain Region 5 Federal agencies routinely miss RRT meetings, including those agencies that receive funding from US EPA. The RRT will request that the NRT persuade those agencies to attend future RRT meetings.

Future Plans

The RRT is planning to sponsor a Fresh Water Oil Spill Conference on April 2-4, 1996.

There will be a RRT meeting in Milwaukee, Wisconsin on February 21-22, 1996.

IV. STATE AND LOCAL COORDINATION

Many of the items above involved coordination with state and local governments. The Region 5

Printed by: La Cle 360-Q
Title: 7/1/95-12/31/95

Friday, February 28, 1997 14:27:26
Page 3 of 3

states remain very active in RRT activities.

**NOTES FROM THE BRAINSTORMING SESSION
DURING THE RRT MEETING ON MAY 17, 1995 IN LANSING, MICHIGAN**

Main Themes:

1. Role of RRT
2. Membership
3. Workgroups Needed

Common Themes from the Four Break-Out Groups:

Role of RRT and Membership:

- * **RRT assigns tasks and issues**
- * Limit the size of workgroups
- * **RRT is the decision body**
- * Recombitment from agencies to the RRT
- * **Empower work groups**
- * **Charters for workgroups** and expertise from agencies that are not solely RRT members
- * Workgroups primarily to offer technical expertise
- * Make the workplan a living document with issues addressed by the workgroups.
- * **Time frames for workgroups**
- * Support staff for workgroups
- * Issues can move both ways: RRT to Wkgrp and Wkgrp to RRT
- * Information sent to RRT members before meeting
- * Non-members allowed in workgroups
- * Ad-hoc and standing workgroups
- * Need to develop protocol on how RRT gives directions to the workgroups
- * Management Workgroup should serve as a clearing house for RRT membership issues
- * State involvement in Management Workgroup
- * Policy development in RRT
- * Workgroups in other RRT's should share information and vise versa

Workgroups Needed:

- | | |
|--------------------------|--------------------------|
| * Countermeasures | * Glacier |
| * Training | * Nuclear Emergencies |
| * Exercising | * Emergency Preparedness |
| * Management | * Regulation Comment |
| * Planning | * ACP |
| (International and | * Outreach |
| Interregional) | * Land Issues |
| * Communications | * Hazardous Materials |
| * Inland Rivers | * Oil |
| * Evaluation of | |
| Responses | |
| * Science and Technology | |
| * Sensitive Area Mapping | |
| * State Caucus | |

REGION 5 REGIONAL RESPONSE TEAM (RRT)

(Strawman dated in 1995)

The RRT will meet three times a year and each meeting will last at least one and a half days. The location of the meetings will rotate between the Region 5 States.

There will be two mailings before each meeting. The first mailing will go out two months before the meeting outlining the dates, location and will include a proposed agenda and call for topics. The second mailing will go out three weeks before the meeting and will include a short description of each topic and any pertinent materials, (i.e. workgroup products) that should be reviewed prior to the meeting. The mailings will go to other RRT's.

At each meeting there will be incident reports. Each State will have the opportunity to report on activities. Incident reports, rotating among OSC's, will be a part of all future meetings.

All current workgroups will be disbanded and replaced by a Steering Committee and approximately five ad hoc workgroups which are single-issue and product oriented. As workgroups complete their assignment they will be disbanded. The RRT will then choose a new issue, and a new workgroup will be formed. All workgroup (including the Steering Committee) participation will be voluntary. Workgroups will be required to submit a work plan to the RRT. The Steering Committee will be responsible to insure that all of the administrative functions of the RRT are accomplished such as the development of an agenda, conduct of exercises, request for chemical countermeasures pre-approval are brought to the meetings, etc. Workgroups meetings will follow the RRT meeting; however, meetings and conference calls outside the RRT meeting could be necessary.

**NOTES FROM THE BRAINSTORMING SESSION
DURING THE RRT MEETING ON MAY 17, 1995 IN LANSING, MICHIGAN**

Main Themes:

1. Role of RRT
2. Membership
3. Workgroups Needed

Common Themes from the Four Break-Out Groups:

Role of RRT and Membership:

- * **RRT assigns tasks and issues**
- * Limit the size of workgroups
- * **RRT is the decision body**
- * Recommitment from agencies to the RRT
- * **Empower work groups**
- * **Charters for workgroups** and expertise from agencies that are not solely RRT members
- * Workgroups primarily to offer technical expertise
- * Make the workplan a living document with issues addressed by the workgroups.
- * **Time frames for workgroups**
- * Support staff for workgroups
- * Issues can move both ways: RRT to Wkgrp and Wkgrp to RRT
- * Information sent to RRT members before meeting
- * Non-members allowed in workgroups
- * Ad-hoc and standing workgroups
- * Need to develop protocol on how RRT gives directions to the workgroups
- * Management Workgroup should serve as a clearing house for RRT membership issues
- * State involvement in Management Workgroup
- * Policy development in RRT
- * Workgroups in other RRT's should share information and vise versa

Workgroups Needed:

- | | |
|--------------------------|--------------------------|
| * Countermeasures | * Glacier |
| * Training | * Nuclear Emergencies |
| * Exercising | * Emergency Preparedness |
| * Management | * Regulation Comment |
| * Planning | * ACP |
| (International and | * Outreach |
| Interregional) | * Land Issues |
| * Communications | * Hazardous Materials |
| * Inland Rivers | * Oil |
| * Evaluation of | |
| Responses | |
| * Science and Technology | |
| * Sensitive Area Mapping | |
| * State Caucus | |

REGION 5 REGIONAL RESPONSE TEAM

STRAWMAN

Issues to be resolved

How often should we have Joint Response Team meetings?

Should the JRT meetings be in conjunction with the RRT meetings?

Proposal on how the RRT will function

The RRT will meet three times a year and each meeting will last at least one and a half days. The location of the meeting will rotate between States.

There will be two mailings before each meeting. The first mailing will go out two months before the meeting stating the dates and place and will include a proposed agenda and call for topics. The second mailing will go out three weeks before the meeting and will include a short description of each topic and any pertinent materials (i.e. material from workgroups) that should be reviewed prior to the meeting. The mailings will go to the other RRT's.

At each meeting there will be incident reports. Each State will have the opportunity to report on activities. Incident reports, rotating among OSC's, will be a part of all future meetings.

All current workgroups will be disbanded and replaced by a Steering Committee and approximately 5 ad hoc workgroups which are single-issue and product oriented. As workgroups complete their assignment, they will be disbanded. The RRT will then choose a new issue, and a new workgroup will be convened. All workgroup (including the Steering Committee) participation will be voluntary. Workgroups will be required to submit a workplan to the RRT. The Steering Committee will be responsible to insure that all of the administrative functions of the RRT are accomplished such as the development of an agenda, appropriate exercises are accomplished, request for chemical countermeasures pre-approval are brought to the meeting, etc. Workgroups meetings will follow the RRT meeting; however, meetings and conference calls outside the RRT meeting could be necessary.