Sign-In Sheet for HSERC Members
Or their Voting Representatives

September 17, 2002

Environmental Coordinator
UH Environmental Center
University of Hawaii Environmental Center

Joseph Blackburn
Maui Representative/LEPC Chair
Maui Fire Department
Maui Representative

Robert A. Boesch
Pesticides Program Manager
Pesticides Branch, Department of Agriculture
Board of Agriculture

John Bowen
Hawaii Representative/LEPC Chair
Consultant and Instructor in Hazardous Materials
Hawaii Representative

Captain Carter Davis
Honolulu Representative/LEPC Chair
Honolulu Fire Department
Honolulu Representative

Gary Gill
Deputy Director, Environmental Health
Department of Health

Clifford Ikeda
Kauai Representative/LEPC Chair
Kauai Civil Defense
Kauai Representative

Glen Lockwood
Manager, Emergency Services
American Red Cross
American Red Cross
Sign-In Sheet for HSERC Members
Or their Voting Representatives

September 17, 2002

Gary Moniz
Chief of Enforcement
Department of Land and Natural Resources
Department of Land and Natural Resources

Masayoshi Ogata
Branch Manager
Occupational Health Branch
Department of Labor and Industrial Relations

Genevieve Salmonson
Director
Environmental Quality Control Office
Environmental Quality Control Office

Thomas J. Smyth
Business Services Division
Dept. of Business, Economic Dev. & Tourism
Business, Economic Development & Tourism

Chris Takeno
Hazardous Materials Officer
Department of Transportation
Department of Transportation

Ed Teixeira
Vice Director
Civil Defense Division
Department of Defense
Sign-In Sheet for the September 17, 2002
HSERC Meeting

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Phone</th>
<th>Fax</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curtis Martin</td>
<td>HSEE Office</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Maui Local Emergency Planning Committee
200 Dairy Road
Kahului, HI 96732
Ph. (808) 242-1478 Fax. (808) 986-0588
Joseph Blackburn email: Blackburj001@hawaii.rr.com

9/16/02

Please allow Leland Nakai to vote as a SERC member representing the Maui LEPC.

Sincerely Yours,

Joseph G. Blackburn
September 16, 2002

TO: Mr. Gary Gill, Chair
Hawaii State Emergency Response Commission

FROM: Edward T. Teixeira
Vice Director of Civil Defense

SUBJECT: September 17, 2002, HSERC MEETING

I am not able to attend the September 17, 2002, HSERC meeting due to conflicting schedule.

I hereby appoint Clement H. M. Jung from State Civil Defense, to represent me at the above meeting with all the rights as a voting member.

cc: Clement H. M. Jung
HAWAII COUNTY EMERGENCY PLANNING COMMITTEE

c/o Hawaii State Department of Health
1582 Kamexamcha Avenue
Hilo, Hawaii 96720

September 13, 2002

Hawaii State Emergency Response Commission
Mr. Denis Shimamoto
c/o Hazard Evaluation and Emergency Response
919 Ala Moana Boulevard – Room 206
Honolulu, Hawaii 96814

Please accept Myron Yoshioka as the voting representative to the Hawaii State Emergency Response Commission from the Hawaii County Emergency Planning Committee for the meeting scheduled for September 17, 2002. I will be unable to attend due to a scheduling conflict.

Thank you very much.

Respectfully,

John E. Bowen
Chair, Hawaii County LEPC
September 17, 2002

Hawaii State Department of Health
HSERC Committee

This letter is appointing Danny Tengan, Oahu Disaster Coordinator of the American Red Cross as Glenn Lockwood, Director of Disaster Services alternate for today's committee meeting at 9:30 a.m. If you have any questions, please feel free to contact me on my cellular phone at 258-4660.

Aloha,

[Signature]

Glenn Lockwood
Director, Disaster Services
Dennis Shimamoto - HEER

Send reply to: <BLACKBURUJ001@hawaii.rr.com>
From: "Joseph Blackburn" <BLACKBURUJ001@hawaii.rr.com>
To: "John Bowen" <jebowen@gte.net>
Copies to: "Dennis Shimamoto" <dshimamoto@eha.health.state.hi.us>
Subject: Proxy
Date sent: Sun, 15 Sep 2002 07:20:18 -1000

Dennis and John, just can't find anyone to go to the SERC meeting from Maui. I have training for a oil spill scenario that day. Could I fax a proxy to John. Thanks, Joe Blackburn
Dennis Shimamoto - HEER

From: "Nakai, Leland A" <LNakai@co.honolulu.hi.us>
To: 'Dennis Shimamoto - HEER' <dshimamoto@eha.health.state.hi.us>
Subject: RE: HSERC Meeting
Date sent: Wed, 28 Aug 2002 08:25:49 -1000

Denis,

I cannot make it on 9/17. The 20th is ok.

Leland

-----Original Message-----
From: Dennis Shimamoto - HEER [mailto:dshimamoto@eha.health.state.hi.us]
Sent: Wednesday, August 28, 2002 8:22 AM To: jebowen@gte.net;
blackburg001@hawaii.rr.com; lockwoodg@hawaii.rr.com; shermanp@hgea.org;
masayoshi.ogata@osha.gov; hazmat@hawaii.rr.com;
lgill@mail.health.state.hi.us; cikeda@kauaigov.com; jth@hawaii.edu;
lnakai@co.honolulu.hi.us; oeqc@health.state.hi.us;
tsmyth@dbedt.hawaii.gov; chris_taken@exec.state.hi.us;
eteixeira@scd.state.hi.us; gary_d_moniz@exec.state.hi.us;
rskimoto@mail.health.state.hi.us Subject: HSERC Meeting

Due to the procurement process of executing a contract, an HSERC meeting
to approve the HMEP planning grant projects must be held soon. The dates
available are

September 17 or 20, 2002 at 9:00 am at 919 Ala Moana Blvd. Room will be
announced later. Let me know ASAP (like today) when is a preferable date.
If you can't make it, be sure to send an alternate with a letter stating
that the individual is your alternate. This meeting is being held because
we did not have a quorum at the August 15, 2002 meeting and the approval
of the HMEP planning grant projects could not be addressed. Aloha.
Dennis Shimamoto - HEER

Send reply to: <BLACKBURJ001@hawaii.rr.com>
From: "Joseph Blackburn" <BLACKBURJ001@hawaii.rr.com>
To: "Dennis Shimamoto - HEER" <dshimamoto@eha.health.state.hi.us>
Subject: RE: HSERC Meeting
Date sent: Wed, 4 Sep 2002 05:55:10 -1000

Dennis, sept. 20 would be better for me or a representative  Thanks Joe Blackburn

-----Original Message-----
From: Dennis Shimamoto - HEER [mailto:dshimamoto@eha.health.state.hi.us]
Sent: Tuesday, September 03, 2002 1:17 PM To: bLACKBURJ001@hawaii.rr.com;
chris_takeno@exec.state.hi.us; eteixeira@scd.state.hi.us;
gary_D_Moniz@exec.state.hi.us Subject: HSERC Meeting

An e-mail was sent out on Aug 28, 2002 regarding the need of an HSERC meeting to approve the HMEP planning grant projects. The two dates mentioned are September 17 or 20, 2002. Will you please respond as to which date you will be available. If you cannot not make either date, please send an alternate with a letter stating that the individual is your alternate. Please respond ASAP because of the need to file the agenda with the LG office. Aloha.Denis Shimamoto HSERC Coordinator HEER Office 586-4694 fax586-7537
Due to the procurement process of executing a contract, an HSERC meeting to approve the HMEP planning grant projects must be held soon. The dates available are September 17 or 20, 2002 at 9:00 am at 919 Ala Moana Blvd. Room will be announced later. Let me know ASAP (like today) when is a preferable date. If you can't make it, be sure to send an alternate with a letter stating that the individual is your alternate. This meeting is being held because we did not have a quorum at the August 15, 2002 meeting and the approval of the HMEP planning grant projects could not be addressed. Aloha.
Due to the procurement process of executing a contract, an HSERC meeting to approve the HMEP planning grant projects must be held soon. The dates available are

September 17 or 20, 2002 at 9:00 am at 919 Ala Moana Blvd. Room will be announced later. Let me know ASAP (like today) when is a preferable date. If you can’t make it, be sure to send an alternate with a letter stating that the individual is your alternate. This meeting is being held because we did not have a quorum at the August 15, 2002 meeting and the approval of the HMEP planning grant projects could not be addressed. Aloha.

---

Incoming mail is certified Virus Free.
Checked by AVG anti-virus system (http://www.grisoft.com).
Version: 6.0.384 / Virus Database: 216 - Release Date: 8/21/02

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Outgoing mail is certified Virus Free.
Checked by AVG anti-virus system (http://www.grisoft.com).
Version: 6.0.384 / Virus Database: 216 - Release Date: 8/21/02
OK for the 17th not the 20th. Let me know the room when you have it.

Glenn

-----Original Message-----
From: Dennis Shimamoto - HEER [SMTP:dshimamoto@eha.health.state.hi.us]
Sent: Wednesday, August 28, 2002 8:22 AM To: jebowen@gte.net; blackburj001@hawaii.rr.com; lockwoodg@hawaii.rr.com; shermanp@hgea.org; masayoshi.gogata@osha.gov; hazmat@hawaii.rr.com; glgill@mail.health.state.hi.us; cikeda@keaagov.com; jth@hawaii.edu; lnakal@co.honolulu.hi.us; oeqc@health.state.hi.us; tsmyth@dbedt.hawaii.gov; chris_takeno@exec.state.hi.us; eteixeira@scd.state.hi.us; gary_d_moniz@exec.state.hi.us; rskimoto@mail.health.state.hi.us

Subject: HSERC Meeting

Due to the procurement process of executing a contract, an HSERC meeting to approve the HMEP planning grant projects must be held soon. The dates available are September 17 or 20, 2002 at 9:00 am at 919 Ala Moana Blvd. Room will be announced later. Let me know ASAP (like today) when is a preferable date. If you can't make it, be sure to send an alternate with a letter stating that the individual is your alternate. This meeting is being held because we did not have a quorum at the August 15, 2002 meeting and the approval of the HMEP planning grant projects could not be addressed. Aloha.
Hi Dennis,
I can make the 9/17 meeting OK, will be here on the 20th but have to leave for the mainland about noon. If vote is taken early in the meeting will be OK for 20th but 17th would be best. Tom

---

Due to the procurement process of executing a contract, an HSERC meeting to approve the HMEP planning grant projects must be held soon. The dates available are September 17 or 20, 2002 at 9:00 am at 919 Ala Moana Blvd. Room will be announced later. Let me know ASAP (like today) when is a preferable date. If you can't make it, be sure to send an alternate with a letter stating that the individual is your alternate. This meeting is being held because we did not have a quorum at the August 15, 2002 meeting and the approval of the HMEP planning grant projects could not be addressed. Aloha.
September 17 is a better day for me.

Bob Boesch

-----Original Message-----
From: Dennis Shimamoto - HEER [mailto:dshimamoto@eha.health.state.hi.us]
Sent: Wednesday, August 28, 2002 8:22 AM To: jebowen@gte.net;
blackburj001@hawaii.rr.com; lockwoodg@hawaii.rr.com; shermanp@hgea.org;
masayoshi.ogata@osha.gov; hazmat@hawaii.rr.com;
gilgil@mail.health.state.hi.us; cikeda@kauaigov.com; jth@hawaii.edu;
lnakai@co.honolulu.hi.us; oeqc@health.state.hi.us;
tsmyth@dbedt.hawaii.gov; chris_takeno@exec.state.hi.us;
eteixeira@scd.state.hi.us; gary_d_moniz@exec.state.hi.us;
rskimoto@mail.health.state.hi.us Subject: HSERC Meeting

Due to the procurement process of executing a contract, an HSERC meeting
to approve the HMEP planning grant projects must be held soon. The dates
available are September 17 or 20, 2002 at 9:00 am at 919 Ala Moana Blvd.
Room will be announced later. Let me know ASAP (like today) when is a
preferable date. If you can't make it, be sure to send an alternate with
a letter stating that the individual is your alternate. This meeting is
being held because we did not have a quorum at the August 15, 2002 meeting
and the approval of the HMEP planning grant projects could not be
addressed. Aloha.
September 20th is preferable for my schedule... I have office hours for students on the 17th.

On Wednesday, August 28, 2002, at 08:22 AM, Dennis Shimamoto - HEER wrote:

> Due to the procurement process of executing a contract, an HSERC meeting to approve the HMEP planning grant projects must be held soon. The dates available are September 17 or 20, 2002 at 9:00 am at 919 Ala Moana Blvd. Room will be announced later. Let me know ASAP (like today) when is a preferable date. If you can't make it, be sure to send an alternate with a letter stating that the individual is your alternate. This meeting is being held because we did not have a quorum at the August 15, 2002 meeting and the approval of the HMEP planning grant projects could not be addressed.
> Aloha.
>
Please follow up on this with Myron Yoshioka. I will be unavailable due the chemistry of hazmat course that I will be teaching in Hilo. Thank you.

> From: "Dennis Shimamoto - HEER" <dshimamoto@oha.health.state.hi.us>
> Date: 2002/08/28 Wed PM 01:22:17 CDT To: jebowen@gte.net,
> -> blackburg001@hawaii.rr.com,
> -> lockwoodg@hawaii.rr.com,
> -> shermanp@hsea.org,
> -> masayoshi.ogata@osha.gov,
> -> hazmat@hawaii.rr.com,
> -> gilgil@mail.health.state.hi.us,
> -> cikeca@kaualigov.com,
> -> jth@hawaii.edu,
> -> lnakai@co.honolulu.hi.us,
> -> oeqc@health.state.hi.us,
> -> tsmyth@dect.hawaii.gov,
> -> chris_takeno@exec.state.hi.us,
> -> eteixeira@scc.state.hi.us,
> -> gary_d_moniz@exec.state.hi.us,
> -> rskimoto@mail.health.state.hi.us
> Subject: HSERC Meeting
>
> > Due to the procurement process of executing a contract, an HSERC meeting to approve the HMEP planning grant projects must be held soon. The dates available are September 17 or 20, 2002 at 9:00 am at 919 Ala Moana Blvd. Room will be announced later. Let me know ASAP (like today) when is a preferable date. If you can't make it, be sure to send an alternate with a letter stating that the individual is your alternate. This meeting is being held because we did not have a quorum at the August 15, 2002 meeting and the approval of the HMEP planning grant projects could not be addressed. Aloha.
Dennis Shimamoto - HEER

From: "Ogata, Masayoshi" <masayoshi.ogata@osha.gov>
To: 'Dennis Shimamoto - HEER' <dshimamoto@eha.health.state.hi.us>
Subject: RE: HSERC Meeting
Date sent: Wed, 28 Aug 2002 19:36:36 -0400

Sept 20 is also ok, Masa Ogata

-----Original Message-----
From: Dennis Shimamoto - HEER [mailto:dshimamoto@eha.health.state.hi.us]
Sent: Wednesday, August 28, 2002 8:22 AM To: jebowen@gte.net;
blackburj001@hawaii.rr.com; lockwoodg@hawaii.rr.com; shermanp@hgea.org;
Ogata, Masayoshi; hazmat@hawaii.rr.com; glgill@mail.health.state.hi.us;
cikeda@kauaigo.com; jth@hawaii.edu; lnakai@co.honolulu.hi.us;
oegc@health.state.hi.us; tsmth@dbedt.hawaii.gov;
chris_takeno@exec.state.hi.us; eteixeira@scd.state.hi.us;
gary_d_moniz@exec.state.hi.us; rskimoto@mail.health.state.hi.us Subject:
HSERC Meeting

Due to the procurement process of executing a contract, an HSERC meeting
to approve the HMEP planning grant projects must be held soon. The dates
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September 17 or 20, 2002 at 9:00 am at 919 Ala Moana Blvd. Room will be
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that the individual is your alternate. This meeting is being held because
we did not have a quorum at the August 15, 2002 meeting and the approval
of the HMEP planning grant projects could not be addressed. Aloha.
Dennis Shimamoto - HEER

From:  "Office of Environmental Quality Control, State of Hawaii" <oeqc@health.state.hi.us>
To:    <dshimamoto@oha.health.state.hi.us>
Subject: HSERC Meeting
Date sent: Wed, 28 Aug 2002 15:58:33 -1000

I am open both days.

Genny Salmonson
Dennis Shimamoto - HEER

From: <myconsul@verizon.net>
To: "Dennis Shimamoto - HEER" <dshimamoto@eha.health.state.hi.us>
Subject: Re: (Fwd) Re: HSERC Meeting
Date sent: Thu, 29 Aug 2002 11:45:12 -0500

Dennis...
I can make it on the 17th...that is the only day I have open...
Aloha..
Myron
> From: "Dennis Shimamoto - HEER" <dshimamoto@eha.health.state.hi.us>
> Date: 2002/08/28 Wed PM 06:18:29 CDT To: myconsul@verizon.net Subject:
> (Fwd) Re: HSERC Meeting
> Hi Myron. John can't make. Will you be able to attend? We have to
> make sure that we have a quorum. Aloha. ------- Forwarded message
> follows ------- From: <jebowen@verizon.net> To:
> "Dennis Shimamoto - HEER" <dshimamoto@eha.health.state.hi.us> Copies
> to: <myconsul@gte.net> Subject: Re: HSERC Meeting Date
> Please follow up on this with Myron Yoshioka. I will be unavailable
> due the chemistry of hazmat course that I will be teaching in Hilo.
> Thank you.
>
> > From: "Dennis Shimamoto - HEER" <dshimamoto@eha.health.state.hi.us>
> > Date: 2002/08/28 Wed PM 01:22:17 CDT To: jebowen@gte.net,
> > blackburg001@hawaii.rr.com,
> > lockwood@hawaii.rr.com,
> > shermanp@hgea.org,
> > masayoshi.ogata@osha.gov,
> > hazmat@hawaii.rr.com,
> > glgil@mail.health.state.hi.us,
> > cikeda@kauaigov.com,
> > jth@hawaii.edu.
> > lnakai@co.honolulu.hi.us,
> > oegc@health.state.hi.us,
> > tsmyth@ibedt.hawaii.gov,
> > chris_takeno@exec.state.hi.us,
> > eteixeira@scd.state.hi.us,
> > gary_d_moniz@exec.state.hi.us,
> > rskimoto@mail.health.state.hi.us
> > Subject: HSERC Meeting
> > Due to the procurement process of executing a contract, an HSERC
> > meeting to approve the HMEP planning grant projects must be held soon.
> > The dates available are September 17 or 20, 2002 at 9:00 am at 919
> > Ala Moana Blvd. Room will be announced later. Let me know ASAP (like
> > today) when is a preferable date. If you can't make it, be sure to
> > send an alternate with a letter stating that the individual is your
> > alternate. This meeting is being held because we did not have a
> > quorum at the August 15, 2002 meeting and the approval of the HMEP
> > planning grant projects could not be addressed. Aloha.
> >
> >
> > ------- End of forwarded message ------- Denis Shimamoto
Dennis Shimamoto - HEER

Send reply to: "Carter Davis" <hazmat@hawaii.rr.com>
From: "Carter Davis" <hazmat@hawaii.rr.com>
To: "Dennis Shimamoto - HEER" <dshimamoto@eha.health.state.hi.us>
Copies to: "Leland Nakai" <LNakai@co.honolulu.hi.us>
Subject: Re: HSERC Meeting
Date sent: Thu, 29 Aug 2002 16:55:16 -1000

Dennis, Leland should be contacting you. I am unable to make either date, however, Leland can act as the LEPC alternate.

Carter

----- Original Message -----
From: "Dennis Shimamoto - HEER" <dshimamoto@eha.health.state.hi.us>
To: <jobowen@gte.net>; <blackburji001@hawaii.rr.com>; <leekwoodg@hawaii.rr.com>; <sherma@hgea.org>; <masayoshi.ogata@osha.gov>; <hazmat@hawaii.rr.com>; <gilgil@mail.health.state.hi.us>; <ckeda@kauai.gov.com>; <jth@hawaii.edu>; <nakai@co.honolulu.hi.us>; <geqc@health.state.hi.us>; <tswyth@dbedt.hawaii.gov>; <chris.take@exec.state.hi.us>; <steixeira@scd.state.hi.us>; <gary_d_moniz@exec.state.hi.us>; <rskimoto@mail.health.state.hi.us>
Sent: Wednesday, August 28, 2002 8:22 AM
Subject: HSERC Meeting

> Due to the procurement process of executing a contract, an HSERC meeting to approve
> the HMEP planning grant projects must be held soon. The dates available are
> September 17 or 20, 2002 at 9:00 am at 919 Ala Moana Blvd. Room will be announced
> later. Let me know ASAP (like today) when is a preferable date. If you can't make it, be
> sure to send an alternate with a letter stating that the individual is your alternate. This
> meeting is being held because we did not have a quorum at the August 15, 2002
> meeting and the approval of the HMEP planning grant projects could not
> be addressed.
> Aloha.
Denis Shimamoto - HEER

From: <myconsul@verizon.net>
To: "Denis Shimamoto - HEER" <dshimamoto@eha.health.state.hi.us>
Subject: Re: HSERC Agenda
Date sent: Mon, 9 Sep 2002 20:54:48 -0500

Denis...
Howszit...I may be late getting to the meeting as we are so short handed
that I may not be able to catch the early flight...will try to be there by
ten or so...aloha Myron

From: "Denis Shimamoto - HEER" <dshimamoto@eha.health.state.hi.us> > Date: 2002/09/09 Mon PM 06:39:03 CDT
To: myconsul@verizon.net > Subject: HSERC Agenda > Hi Myron. Attached
is the HSERC agenda for September 17, 2002. Please note that the time
has been changed from 9:30 am to 9:45 am. Aloha, Denis Shimamoto > HSERC
Coordinator > HEER Office 586-4694 fax 586-7537 > >
Dennis, contact Leland as to his availability. I can not make it on this day.

Carter

----- Original Message ----- 
From: "Dennis Shimamoto - HEER" <dshimamoto@hea.health.state.hi.us>
To: <jebowen@gte.net>; <blackburj001@hawaii.rr.com>
<lockwoodg@hawaii.rr.com>; <shermanp@hgea.org>
<masayoshi.ogata@osha.gov>; <hazmat@hawaii.rr.com>
<glgill@mail.health.state.hi.us>; <cikeda@kauaigov.com>; <jth@hawaii.edu>
<nakai@co.honolulu.hi.us>; <oegc@health.state.hi.us>
<tsmyth@dbedt.hawaii.gov>; <chris_takeno@exec.state.hi.us>
<eteixeira@scd.state.hi.us>; <gary_d_moniz@exec.state.hi.us>
<rskimoto@mail.health.state.hi.us> Sent: Wednesday, September 04, 2002
2:19 PM Subject: HSERC meeting

> Hi everyone. The HSERC meeting will be scheduled for September 17, 2002
> at 9:30
> am in room 103 at 919 Ala Moana Blvd., Honolulu, Hawaii. If you cannot
> make this
> meeting, please send an alternate (with a letter stating that the
> individual is your
> alternate). We must be able to vote on the HMEP planning grant
> projects.
> Aloha.
HAWAII STATE EMERGENCY RESPONSE COMMISSION
MEETING #48

Thursday, September 17, 2002 from 9:45 a.m. to 11:00 a.m.
Department of Health
919 Ala Moana Boulevard, Room 103
Honolulu, Hawaii 96814

AGENDA

1) 9:45 Call to Order
   Opening Remarks
   Approval of Minutes from Mtg #46
   Gary Gill, Deputy Director for Environmental Health

2) 10:00 HMEP Planning Projects
   Denis Shimamoto, HEER Office

3) 10:30 Other Business
Dennis Shimamoto - HEER

Date sent: Wed, 04 Sep 2002 14:49:20 -1000
From: Gary L Gill <glgill@mail.health.state.hi.us>
Send reply to: glgill@mail.health.state.hi.us
Organization: Hawaii State Department of Health
To: Dennis Shimamoto - HEER <dshimamoto@eha.health.state.hi.us>
Copies to: Keith Kawaoka - HEER <kkawaoka@eha.health.state.hi.us>, Curtis Martin - HEER <cmartin@eha.health.state.hi.us>
Subject: Re: HSERC Agenda

Dennis,
The agenda looks fine to me.
G.

Dennis Shimamoto - HEER wrote:

> Hi Gary. Attached is the HSERC agenda for your review. Aloha.Denis
> Shimamoto HSERC Coordinator HEER Office 586-4694 fax586-7537
Dennis Shimamoto - HEER

Dennis,
I thought we were waiting for you.
My understanding was that you would call around to the HSERC and find a
date that will guarantee us a quorum for a 20 minute meeting to decide on
the planning grant projects.

A question was also raised as to whether we could do this by phone rather
than have a special meeting. You could check with Kathy Ho, but I recall
suggesting this in the past and finding it was more trouble than it's
worth. We could do a video conference at the state video conference rooms
and save the airfare for neighbor island members. That may be more work
than it is worth too.

You can check with Robyn to find a number of days that I am available. My
schedule is lighter than usual in the next couple of weeks. Thanks. G.

Dennis Shimamoto - HEER wrote:

> Hi Gary. When are we going to have the HSERC meeting to approve the
> HMEP planning grant projects? I could set it up if you can give me a
> date. I need at least 7 days advance notice because I have to file the
> agenda with the LG office. Agenda items should be approval of minutes
> of HSERC meeting #46 (with a note that meeting
> #47 did not have a quorum) and approval of the HMEP planning grant
> #projects.
> Aloha,Denis Shimamoto
> HSERC Coordinator
> HEER Office 586-4694 fax586-7537
Hi everyone. The HSERC meeting will be scheduled for September 17, 2002 at 9:30 am in room 103 at 919 Ala Moana Blvd., Honolulu, Hawaii. If you cannot make this meeting, please send an alternate (with a letter stating that the individual is your alternate). We must be able to vote on the HMEP planning grant projects. Aloha.
HAWAII STATE EMERGENCY RESPONSE COMMISSION
MEETING #47

Thursday, August 15, 2002 from 9:23 a.m. to 12:07 p.m.

Department of Health
919 Ala Moana Boulevard, 5th Floor
Honolulu, Hawaii 96814

Draft Meeting Summary

Attendees

Voting
Carter Davis, Oahu LEPC Representative
Gary Gill, Department of Health
Clifford Ikeda, Kauai LEPC Representative
David Gaud, Department of Land and Natural Resources
Ed Teixeira, Department of Defense, Civil Defense Division
Robert A. Boesch, Department of Agriculture
Glenn Lockwood, American Red Cross

Non-Voting
Mike Cripps, Department of Health, Hazard Evaluation and Emergency Response Office
Curtis Martin, Department of Health, Hazard Evaluation and Emergency Response Office
Liz Galvez, Department of Health, Hazard Evaluation and Emergency Response Office
Denis Shimamoto, Department of Health, Hazard Evaluation and Emergency Response Office
Terry Corpus, Department of Health, Hazard Evaluation and Emergency Response Office
Joan Chang, Department of Health, Epidemiology Branch
Leland Nakai, Oahu Civil Defense
Jim Vinton, Tesoro Hawaii
Clem Jung, SCD
Cynthia Pang, CNR HI
Alan Sugihara, Navy Region Hawaii
Beryl Ekimoto, Department of Health, Hazard Evaluation and Emergency Response Office
Mike Latham, Tesoro Hawaii
Lt. JG Latarsha S. McQueen, MSO Honolulu
Lt. Marie Byrd, MSO Honolulu
Clarence A. Callahan, Department of Health, Hazard Evaluation and Emergency Response Office
Kathy Ho, Deputy Attorney General
Tin Shing Chao, HIOSH
Dave Hoffman, Tesoro Hawaii
Ed Gomes, Department of Health, Hazard Evaluation and Emergency Response Office
Marsha Graf, Department of Health, Hazard Evaluation and Emergency Response Office
Tessa Badua-Larsen, FEMA Region 9
Tricia Nagatani, Department of Health, Hazard Evaluation and Emergency Response Office
Earl Nishikawa, Chevron Products Company
Bill Wong, DOH, Safe Drinking Water Branch
Kenneth Chin, FEMA
Sharon Leonida, Department of Health, Hazard Evaluation and Emergency Response Office
Kelvin Sunada, Department of Health, Hazard Evaluation and Emergency Response Office

Due to a lack of quorum, HSERC Meeting #47 is an informational meeting.

1) The meeting was convened at 9:23 a.m. by Gary Gill.
   1.1 Attendees introduced themselves.

2) LEPC Updates
   2.1 Hawaii-No representative
   2.2 Kauai
   Clifford Ikeda - 1) held a Kauai LEPC meeting on June 9, 2002; 2) will be moving to a new EOC; 3) held a table
   top exercise on August 14, 2002; 4) there was a petroleum spill in Nawiliwili Bay which is presently in a follow-
   up stage; 5) HEER Office has not been notified; 6) individual named Tom, from Shell, had called him; 7) will
   have a WMD-IC class from August 20-23, 2002.
   2.3 Maui-No representative
   2.4 Honolulu
   Carter Davis – Gave an update of the August 6, 2002 Honolulu LEPC meeting which was held in the new OCD
   EOC. (minutes available upon request)

3) HMEP Training and Planning Grants
   Clem Jung-1) no word on the funding amounts of the Grants; 2) use $43,006 for the planning grant until further
   notice; 3) several training classes available; 4) process in expanding the trainers list; 5) EMPG funds will be used
   for urban search and rescue classes; 6) there are eight WMD class subjects and classes are listed on website
   www.scd.state.hi.us which are open to private industry; 7) funding for classes that are held on the mainland are
   only for state, county and federal employees.

4) HMEP Planning Projects-deferred due to lack of quorum.

5) EPA Update
   Denis Shimamoto-handouts on EPA updates had been submitted by Mike Ardito and were available at the sign-in
   desk. (handout available upon request)

6) Electronic TIER II Reporting Data System
   Marsha Graf gave an update on the status of the system. (handout available upon request)
7) Operational Security Briefing
Christopher McMurray, Special Agent Bomb Technician, gave a presentation on:
Operations Security Briefing for Public Safety Agencies

Operations Security
- Identify adversaries
- Deny adversaries access to critical information
- Way to protect Law Enforcement and Public Safety missions from prior disclosures

Who is the threat/adversary

What information does an adversary gather
- The response community’s reaction to an incident
- Responders’ capabilities
  - Strengths and weaknesses
- Equipment and monitoring capabilities
- Vulnerabilities of targets
- Ops plans

How does an adversary collect information from us
- Observe training activities
- Listen to public conversations
  - Subway, bus, telephones, radio, fax
- Use internet chats and e-mail
- Take photos
- Look through our trash
- Conduct open source research

The 5-step OPSEC process
- Identify your critical information
- Conduct a threat analysis
- Perform a vulnerability analysis
- Assess the risk
- Apply countermeasures

OPSEC summary
- If someone doesn’t need to know, don’t divulge information
- Ask “what is it about our operation I wouldn’t want an adversary to know?”
- Protect unclassified information that can be read, heard or observed in day-to-day Operations
- Be wary of what you place on web pages, write in chat groups, e-mail and one lists
- Be aware that public information can be released by the media

8) Citizen Corps
Tessa Badua-Larsen gave a briefing on Citizen Corps which is citizen participation in community safety.
(handout available upon request)

9) Big Island CHER-CAP Exercise
Kenneth Chin-FEMA will support the Big Island CHER-CAP exercise with the tabletop exercise planned for FY 03 and the full exercise in FY 04.

10) Chem-Bio Response Guidelines
Ed Gomes-Will discuss with each LEPC on procedures in collecting samples. (handout available upon request)
The HSRC will support assessment of protocols to collect Bio samples.
11) Other Business
Lt. JG Latarsha McQueen-The Coast Guard Pacific Strike Team is offering ICS level 200 training on September 17 and level 300 training on September 19 and 20. Respond by August 23.
Carter Davis-Will need a meeting to approve the HMEP planning grant projects before November because of the long process to execute the contract.
Gary Gill-will conduct a special meeting with one agenda of approving the HMEP planning grant projects. Will hold the meeting in about one month.

12) Schedule next HSERC meeting
The next HSERC meeting will be on Thursday, November 21, 2002 at 9:00 am.

The meeting was adjourned at 12:07 pm.
The primary objective of the planning grants program is to develop, improve, and implement emergency plans under EPCRA.

Available funds:
Federal Funding: $43,006
State Funding: $10,752
Total: $53,758

PROJECT PROPOSALS

**Honolulu LEPC** $24,000 (Federal: $19,000; State: $4,800)

Scope: To conduct risk assessments for fixed facilities in the vicinity of Honolulu Harbor that store or utilize hazardous chemicals.

**Maui LEPC** $9,500 (Federal: $7,600; State: $1,900)

Scope: To continue the Facility Profile Planning Process.

**Hawaii County LEPC** $14,200 (Federal: $11,360; State: $2,840)

Scope: To continue and expand the study of geographical response patterns and response times for hazardous materials incidents in Hawaii County over the past eight years. To affirm the current distribution of resources and to recommend changes if deemed necessary.

**Kauai LEPC** $6,058 (Federal: $4,846; State: $1,212)

Purchase computer hardware, software and materials for planning activities.
May 28, 2002

HMEP PLANNING GRANT
FY 03

Final distribution of funds will be determined upon project proposal and funding amount by DOT HMEP.

Federal Funding - $43,006
State Funding - $10,752
Total $53,758

Honolulu $24,000 (Fed. $19,200; State $4,800)
Kauai $ 6,058 (Fed. $4,846; State $1,212)
Maui $ 9,500 (Fed. $7,600; State $1,900)
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Kauai LEPC $6,058 (Federal: $4,846; State: $1,212)
Purchase computer hardware, software and materials for planning activities.

$4,446.00 (5% of Total HMEP Grant) $8,920.00
20 May 2002

Mr. Gary Gill via Mr. Denis Shimamoto
Hawaii State Emergency Response Commission
c/o Dennis Shimamoto, HEER
Hawaii State Dept of Health
919 Ala Moana Boulevard - Room 206
Honolulu, Hawaii 96814

Dear Mr. Gill:

The Hawaii County Local Emergency Planning Committee (HC-LEPC) is submitting via this letter an application for $14,200 from the HMEP Planning Grant funds. It is our intent to use this money to continue and expand the project that we started in the current year with funds from this source.

In cooperation with the University of Hawaii at Hilo, we have implemented a study of geographical response patterns and response times for hazardous materials incidents in Hawaii County over the past eight (8) years. These data are being correlated with the location of emergency response resources in the County (Hawaii County Fire Department, Federal Fire Department at Pohakuloa Training Area and Kilauea Military Camp, US Coast Guard, National Park Service, Clean Island Council, etc.) Our goal is to affirm the current distribution of resources and to recommend changes if deemed necessary. This study and resulting information is especially critical in view of the large area (4000+ square miles) encompassed by Hawaii County.

We are also conducting a statistical analysis of past hazardous materials emergencies in Hawaii County to define patterns in the types of incidents and the chemical(s) involved. These interpretations will be provided to the Hawaii County Fire Department to assist it in prioritizing purchases of equipment that is most likely to be needed for a hazardous materials response in Hawaii County.
Mr. Gary Gill ...

We are now asking for additional funding from the HMEP program to enable us to evaluate the availability of off-Island emergency response resources within the State of Hawaii that can respond to Hawaii County in the event of a hazardous materials emergency, and provide accurate estimates for the capabilities and response times for each resource.

We also will undertake a public education program for Hawaii County commercial, industrial, and government entities to explain the State and Federal regulatory compliance requirements for handling hazardous materials and for responding to a hazardous materials emergency at a facility for which it is potentially the responsible party. We presently have a low rate of regulatory compliance in Hawaii County, in large measure because there has never been a unified campaign planned and carried out to strengthen concern among affected persons, companies, and agencies.

Provide planning and training sessions with HC-LEPC members, Hawaii County emergency responders, and insofar as funding permits, off-Island mutual aid emergency responders to generate a shared comprehension of our response capabilities and operating procedures, and to form a cohesive togetherness among the numerous agencies and personnel involved in response to hazmat emergencies in Hawaii County.

This portion of the project will be completed by 30 June 2003. A terminal report on the project, and also a closing summary of expenditures, will be provided to the Hawaii State Emergency Response Commission on or before 31 July 2003.

We thank the HSERC very much for its consideration of our proposal as we strive together to further the safety of Hawaii's emergency responders and the public.

Respectfully submitted,

John E. Bowen
Chair, Hawaii County LEPC
August 7, 2002

Mr. Gary Gill  
Hawaii State Department of Health  
HEER Office  
919 Ala Moana Blvd 206  
Honolulu, HI. 96814-4912

Subject: HMEP Planning Project Review & Approval

Dear Mr. Gill,

We are forwarding our project for review and approval. The Kauai Local Emergency Planning Committee (LEPC) submitted a $6,058.00 proposal for consideration for purchase of computer hardware, software and materials for planning activities.

Our estimate of expenses follows:

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</tr>
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Total $6,058.00

We look forward to a positive reply and thank you for the opportunity to participate as a partner in making our island community a safer place to live. You may call me at (808) 241-6336 if you have any questions.

Sincerely,

Clifford Ikeda, Chair
Maui Local Emergency Planning Committee  
200 Dairy Road  
Kahului, HI 96732  
Ph. (808) 242-1478  Fax. (808) 986-0588  
Joseph Blackburn  email: Blackburj001@hawaii.rr.com

July 1, 2002

State of Hawaii  
Department of Health/Heer Office  
P.O. Box 3378  
Honolulu, HI 96801  
Attn: Curtis Martin

Dear Curtis,

In accordance with Memorandum of Agreement between the Department of Health and State Civil Defense on Hazardous Materials Emergency Preparedness (HMEP) Grant Administration, we would like to forward our project for review and approval to ensure that it meet funding guidelines. The HSERC will fund $1900.00 of the $9,500.00 grant from HSERC revolving fund, with the balance of $7600.00 coming from the HMEP planning grant.
I would like to submit this letter as a request to access grant funds for planning in Maui County for 2002-2003 Fiscal Year:

$9,500.00 for Facility Profile Planning

Scope:

The Maui LEPC needs to continue the Facility Profile Planning Process. We would like to pay a private contractor to continue the facility profiles under our direction for the hazmat facilities with the highest release consequences for our community. Please start the process that will allow this grant to be processed and approved.

Sincerely Yours,

Joseph G. Blackburn  
320 Ekoa Place  
Wailuku, HI. 96793  
Ph. (808) 242-1478  Fax (808) 242-4479  
Email: joeb@maui.net
May 31, 2002

Mr. Gary Gill
Hawaii State Emergency Response Commission
Hawaii State Department of Health
919 Ala Moana Blvd. Room 206
Honolulu, Hawaii 96814-4912

Dear Mr. Gill:

The Honolulu LEPC submits a proposal for $24,000 to further update its Hazardous Materials Response Plan using HMEP Planning Grant and matching HEPCRA funds. We propose to conduct risk assessments for fixed facilities in the vicinity of Honolulu Harbor that store or utilize hazardous chemicals. This project will be called the Harbor Area Project.

The Harbor Area Project includes facilities on the south (makai) side of Nimitz Highway, the waterfront, Sand Island, and all businesses on or adjacent to Sand Island Parkway. Facilities mauka of Nimitz Highway – BEI, Tosco, Weyerheuser, Costco, and Home Depot would also be included in the project.

This project encompasses a potential high-risk area due to its proximity to downtown business and population centers. Businesses in the area include those reporting under HEPCRA and many more that do not fall under HEPCRA reporting requirements. The high density and types of facilities are of great concern to our first responders, and the Honolulu LEPC sees great merit in characterizing the risk that businesses in this area pose to downtown Honolulu.

Please call me or Mr. Leland Nakai, LEPC Coordinator, at 527-5397 if you have any questions or require further clarification.

Sincerely,

Carter Davis, Chair
Honolulu LEPC

cc: HEER Office
LEPC Chairs:

At the HSERC meeting held on September 17, 2002, the HMEP Planning Grant funds ($43,006) and the HSERC matching funds ($10,752) for a total amount of $53,758 for projects to update the LEPC emergency plans for Fiscal Year 2003 has been approved by the HSERC members to be allocated in the following manner:

Honolulu  $20,000  (Federal: $16,000;  State: $4,000)
Hawaii    $14,200  (Federal: $11,360;  State: $2,840)
Kauai     $6,058  (Federal: $4,846;  State: $1,212)
           Plan B $4,000  (Federal: $3,200;  State: $800)
Maui      $9,500  (Federal: $7,600;  State: $1,900)

Each LEPC will adhere to their respective county procurement procedure and requirements.

Clem Jung, Hazardous Material Training & Exercise Coordinator, stated that projects cannot be executed before October 1, 2002 and the HMEP Planning Grant funds have not been confirmed. Upon confirmation of the funds, he will notify the HSERC by letter. The HSERC will then notify the LEPCs of the final allocated amounts.

If you have any questions, you may call me at (808) 586-4249.

Sincerely,

Denis M. Shimamoto
HSERC Coordinator
HAWAII STATE EMERGENCY RESPONSE COMMISSION
MEETING #48

Thursday, September 17, 2002 from 9:45 a.m. to 11:00 a.m.
Department of Health
919 Ala Moana Boulevard, Room 103
Honolulu, Hawaii 96814

AGENDA

1) 9:45   Call to Order
        Opening Remarks
        Approval of Minutes from Mtg #46

        Gary Gill, Deputy Director for Environmental Health

2) 10:00  HMEP Planning Projects

        Denis Shimamoto, HEER Office

3) 10:30  Other Business
STATE OF HAWAII
DEPARTMENT OF HEALTH

P.O. BOX 3378
HONOLULU, HAWAII 96801

HAWAII STATE EMERGENCY RESPONSE COMMISSION
MEETING #46

Thursday, May 23, 2002 from 9:12 a.m. to 11:44 a.m.

Department of Health
919 Ala Moana Boulevard, 5th Floor
Honolulu, Hawaii 96814

Draft Meeting Summary

Attendees

Voting
Carter Davis, Oahu LEPC Representative
Gary Gill, Department of Health
Clifford Ikeda, Kauai LEPC Representative
Gary Moniz, Department of Land and Natural Resources
Joseph Blackburn, Maui LEPC Representative
Chris Takeno, Department of Transportation
Ed Teixeira, Department of Defense, Civil Defense Division
Robert A. Boesch, Department of Agriculture
Genevieve Salmonson, Environmental Quality Control Office
John Bowen, Hawaii LEPC Representative

Non-Voting
Mike Cripps, Department of Health, Hazard Evaluation and Emergency Response Office
Curtis Martin, Department of Health, Hazard Evaluation and Emergency Response Office
Liz Galvez, Department of Health, Hazard Evaluation and Emergency Response Office
Denis Shimamoto, Department of Health, Hazard Evaluation and Emergency Response Office
Terry Corpus, Department of Health, Hazard Evaluation and Emergency Response Office
Joan Chang, Department of Health, Epidemiology Branch
Leland Nakai, Oahu Civil Defense
Jim Vinton, Tesoro Hawaii
Todd Smith, FEMA Region IX
Mike Ardito, EPA Region IX
Terry Seelig, HFD
Clem Jung, SCD
Toby Clairmont, HAH
Cynthia Pang, CNR HI
Keith Kawaoka, Department of Health, Hazard Evaluation and Emergency Response Office
Alan Sugihara, Navy Region Hawaii
Beryl Ekimoto, Department of Health, Hazard Evaluation and Emergency Response Office

1) The meeting was convened at 9:12 a.m. by Gary Gill.
   1.1 Attendees introduced themselves.
   1.2 Minutes from meeting #45 were adopted with no changes.

2) Healthcare Association of Hawaii

3) LEPC Updates
   3.1 Hawaii
John Bowen – 1) MOA for the HMEP grant has been finalized and the HMEP project is ongoing; 2) Have several training programs for fire and police personnel; fire and police dispatchers; and EMS and News Media communication.
   3.2 Kauai
Clifford Ikeda - 1) Federal Forestry conducted a three day ICS class with the utility facilities-hospitals, water, electricity; 2) sent participants to a WMD course; 3) Will be conducting a tabletop exercise August 13-14, 2002 with CST, SCD, and Kauai County; 4) There will be a Kauai LEPC meeting on June 19, 2002; 5) There will be a planning course for Fire, Police and EMS; 6) Will not be using all the HMEP Planning Grant Funds that were allocated to the Kauai LEPC because of the availability of other sources of funding.
   3.3 Maui
Joe Blackburn - 1) Sent representatives to the April 2002 NASTTPO conference; 2) Purchased all the required equipment for MFD; 3) Trained personnel for the TIER II/Cameo data; 4) Will be retiring and intend to work for Maui Electric; 5) Would like to continue as the Maui LEPC Chair.
   3.4 Honolulu
Carter Davis – Gave an update of the May 13, 2002 Honolulu LEPC meeting. (minutes enclosed)

4) NASTTPO 2002 Conference and 2002 Hazmat Training Calendar
Clem Jung – 1) Gave an update of the annual NASTTPO conference that was held from April 8-13, 2002 at the Ala Moana Hotel; 2) Distributed the 2002 Hazmat Training Calendar; 3) Possible field exercise in FY 04 for Hawaii County; 4) Possible field exercise in FY 05 for Kauai County; 5) Operation Kalaeloa exercise went well.

5) LEPC Funding
Curtis Martin – Presented the FY 03 HSERC Budget (see memo dated April 18, 2002). Motion to accept the budget was made and second. Unanimously approved.
Carter moved to have the LEPC operating funds of $37,022 be distributed in the same way as last year but using the new percentages arrived at by the 2000 TIER II collection. Joe second. 8 approved, 1 abstain. The distribution will be as follows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Budget Distribution</th>
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</thead>
<tbody>
<tr>
<td>Honolulu</td>
<td>$5,000 + .444($17,022) = $5,000 + $7,558 = $12,558</td>
</tr>
<tr>
<td>Hawaii</td>
<td>$5,000 + .259($17,022) = $5,000 + $4,409 = $ 9,409</td>
</tr>
<tr>
<td>Maui</td>
<td>$5,000 + .175($17,022) = $5,000 + $2,979 = $ 7,979</td>
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<td>Kauai</td>
<td>$5,000 + .122($17,022) = $5,000 + $2,076 = $ 7,076</td>
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6) EPA Update
Mike Ardito- EPA updates (see handout)

7) TIER II Submit as the Statewide System for Electronic Submission
Joe Blackburn – Will there be electronic submission of TIER II data by businesses? Maui County personnel are spending a lot of time in-putting TIER II data.
The DOH-HEER Office will be working on a format for a single electronic statewide data system for TIER II reporting so all the LEPCs will have access to the information.
Gary Gill stated that he would like to have Marsha Graf on the agenda for the next meeting to give the status of the electronic TIER II report data system.

8) Other Business
Jim Vinton-CERT (Community Emergency Response Team) CLEAN would like to focus on CERT training.
Gary Gill stated to have Toby Clairmont at the next meeting to talk about CERT because Toby is the State representative.
Ken Chin stated that Tessa Badua-Larson will be the lead on this program. It will be called Citizen Core and it will include CERT, Neighborhood Watch and Americore. He will speak to Tessa on possible making a presentation at our next meeting.
Todd Smith- 1) Update on CHER-CAP exercises; 2) Hazmat Video Library will be transferred to the California Emergency Agency and videos will be available through them; 3) FEMA is being reorganized; 4) Office is moving to Oakland, CA; 5) $900M for Fire Dept. grant will be available next fiscal year for basic needs and training.

9) Schedule next HSERC meeting
The next HSERC meeting will be on Thursday, August 15, 2002 at 9:00 am.

The meeting was adjourned at 11:44 am.
The primary objective of the planning grants program is to develop, improve, and implement emergency plans under EPCRA.

Available funds:
- Federal Funding: $43,006
- State Funding: $10,752
- Total: $53,758

**PROJECT PROPOSALS**

**Honolulu LEPC**
- $20,000
  - (Federal: $19,000; State: $4,800)
- Scope: To conduct risk assessments for fixed facilities in the vicinity of Honolulu Harbor that store or utilize hazardous chemicals.

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- Scope: To continue and expand the study of geographical response patterns and response times for hazardous materials incidents in Hawaii County over the past eight years. To affirm the current distribution of resources and to recommend changes if deemed necessary.

**Kauai LEPC**
- $6,058
  - (Federal: $4,846; State: $1,212)
- Purchase computer hardware, software and materials for planning activities.

*If federal funds is greater than $39,000, $4,000 will go to Kauai for second project (6)*

*If federal funds is less than $39,000, each county will have its share reduced proportionately (based on submitting other not to Kauai (6))
20 May 2002

Mr. Gary Gill via Mr. Denis Shimamoto
Hawaii State Emergency Response Commission
c/o Dennis Shimamoto, HEER
Hawaii State Dept of Health
919 Ala Moana Boulevard - Room 206
Honolulu, Hawaii 96814

Dear Mr. Gill:

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This portion of the project will be completed by 30 June 2003. A terminal report on the project, and also a closing summary of expenditures, will be provided to the Hawaii State Emergency Response Commission on or before 31 July 2003.

We thank the HSERC very much for its consideration of our proposal as we strive together to further the safety of Hawaii's emergency responders and the public.

Respectfully submitted,

John E. Bowen
Chair, Hawaii County LEPC
August 7, 2002

Mr. Gary Gill
Hawaii State Department of Health
HEER Office
919 Ala Moana Blvd 206
Honolulu, HI. 96814-4912

Subject: HMEP Planning Project Review & Approval

Dear Mr. Gill,

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Total $6,058.00

We look forward to a positive reply and thank you for the opportunity to participate as a partner in making our island community a safer place to live. You may call me at (808) 241-6336 if you have any questions.

Sincerely,

Clifford Ikeda, Chair
Maui Local Emergency Planning Committee
200 Dairy Road
Kahului, HI 96732
Ph. (808) 242-1478 Fax. (808) 986-0588
Joseph Blackburn email: Blackbuj001@hawaii.rr.com

July 1, 2002

State of Hawaii
Department of Health/Heer Office
P.O. Box 3378
Honolulu, HI 96801
Attn: Curtis Martin

Dear Curtis,

In accordance with Memorandum of Agreement between the Department of Health and State Civil Defense on Hazardous Materials Emergency Preparedness (HMEP) Grant Administration, we would like to forward our project for review and approval to ensure that it meet funding guidelines. The HSERC will fund $1900.00 of the $9,500.00 grant from HSERC revolving fund, with the balance of $7600.00 coming from the HMEP planning grant.
I would like to submit this letter as a request to access grant funds for planning in Maui County for 2002-2003 Fiscal Year:

$9,500.00 for Facility Profile Planning

Scope:

The Maui LEPC needs to continue the Facility Profile Planning Process. We would like to pay a private contractor to continue the facility profiles under our direction for the hazmat facilities with the highest release consequences for our community. Please start the process that will allow this grant to be processed and approved.

Sincerely Yours,

Joseph G. Blackburn
320 Ekoa Place
Wailuku, HI. 96793
Ph. (808) 242-1478 Fax (808) 242-4479
Email: joeb@maui.net
May 31, 2002

Mr. Gary Gill  
Hawaii State Emergency Response Commission  
Hawaii State Department of Health  
919 Ala Moana Blvd. Room 206  
Honolulu, Hawaii 96814-4912

Dear Mr. Gill:

The Honolulu LEPC submits a proposal for $24,000 to further update its Hazardous Materials Response Plan using HMEP Planning Grant and matching HEPCRA funds. We propose to conduct risk assessments for fixed facilities in the vicinity of Honolulu Harbor that store or utilize hazardous chemicals. This project will be called the Harbor Area Project.

The Harbor Area Project includes facilities on the south (makai) side of Nimitz Highway, the waterfront, Sand Island, and all businesses on or adjacent to Sand Island Parkway. Facilities mauka of Nimitz Highway – BEI, Tosco, Weyerheuser, Costco, and Home Depot would also be included in the project.

This project encompasses a potential high-risk area due to its proximity to downtown business and population centers. Businesses in the area include those reporting under HEPCRA and many more that do not fall under HEPCRA reporting requirements. The high density and types of facilities are of great concern to our first responders, and the Honolulu LEPC sees great merit in characterizing the risk that businesses in this area pose to downtown Honolulu.

Please call me or Mr. Leland Nakai, LEPC Coordinator, at 527-5397 if you have any questions or require further clarification.

Sincerely,

Carter Davis, Chair  
Honolulu LEPC

cc: HEER Office
HAWAII STATE EMERGENCY RESPONSE COMMISSION
MEETING #46

Thursday, May 23, 2002 from 9:12 a.m. to 11:44 a.m.

Department of Health
919 Ala Moana Boulevard, 5th Floor
Honolulu, Hawaii 96814

Draft Meeting Summary

Attendees
Voting
Carter Davis, Oahu LEPC Representative
Gary Gill, Department of Health
Clifford Ikeda, Kauai LEPC Representative
Gary Moniz, Department of Land and Natural Resources
Joseph Blackburn, Maui LEPC Representative
Chris Takeno, Department of Transportation
Ed Teixeira, Department of Defense, Civil Defense Division
Robert A. Boesch, Department of Agriculture
Genevieve Salmonson, Environmental Quality Control Office
John Bowen, Hawaii LEPC Representative

Non-Voting
Mike Cripps, Department of Health, Hazard Evaluation and Emergency Response Office
Curtis Martin, Department of Health, Hazard Evaluation and Emergency Response Office
Liz Galvez, Department of Health, Hazard Evaluation and Emergency Response Office
Denis Shimamoto, Department of Health, Hazard Evaluation and Emergency Response Office
Terry Corpus, Department of Health, Hazard Evaluation and Emergency Response Office
Joan Chang, Department of Health, Epidemiology Branch
Leland Nakai, Oahu Civil Defense
Jim Vinton, Tesoro Hawaii
Todd Smith, FEMA Region IX
Mike Ardito, EPA Region IX
Terry Seelig, HFD
Clem Jung, SCD
Toby Clairmont, HAH
Cynthia Pang, CNR HI
Keith Kawaoka, Department of Health, Hazard Evaluation and Emergency Response Office
Alan Sugihara, Navy Region Hawaii
Beryl Ekimoto, Department of Health, Hazard Evaluation and Emergency Response Office

1) The meeting was convened at 9:12 a.m. by Gary Gill.
   1.1 Attendees introduced themselves.
   1.2 Minutes from meeting #45 were adopted with no changes.

2) Healthcare Association of Hawaii

3) LEPC Updates
   3.1 Hawaii
John Bowen – 1) MOA for the HMEP grant has been finalized and the HMEP project is ongoing; 2) Have several training programs for fire and police personnel; fire and police dispatchers; and EMS and News Media communication.
   3.2 Kauai
Clifford Ikeda - 1) Federal Forestry conducted a three day ICS class with the utility facilities-hospitals, water, electricity; 2) sent participants to a WMD course; 3) Will be conducting a tabletop exercise August 13-14, 2002 with CST, SCD, and Kauai County; 4) There will be a Kauai LEPC meeting on June 19, 2002; 5) There will be a planning course for Fire, Police and EMS; 6) Will not be using all the HMEP Planning Grant Funds that were allocated to the Kauai LEPC because of the availability of other sources of funding.
   3.3 Maui
Joe Blackburn - 1) Sent representatives to the April 2002 NASTTPO conference; 2) Purchased all the required equipment for MFD; 3) Trained personnel for the TIER II/Cameo data; 4) Will be retiring and intend to work for Maui Electric; 5) Would like to continue as the Maui LEPC Chair.
   3.4 Honolulu
Carter Davis – Gave an update of the May 13, 2002 Honolulu LEPC meeting. (minutes enclosed)

4) NASTTPO 2002 Conference and 2002 Hazmat Training Calendar
Clem Jung – 1) Gave an update of the annual NASTTPO conference that was held from April 8-13, 2002 at the Ala Moana Hotel; 2) Distributed the 2002 Hazmat Training Calendar; 3) Possible field exercise in FY 04 for Hawaii County; 4) Possible field exercise in FY 05 for Kauai County; 5) Operation Kalaeloa exercise went well.

5) LEPC Funding
Curtis Martin – Presented the FY 03 HSERC Budget (see memo dated April 18, 2002). Motion to accept the budget was made and second. Unanimously approved.
Carter moved to have the LEPC operating funds of $37,022 be distributed in the same way as last year but using the new percentages arrived at by the 2000 TIER II collection. Joe second. 8 approved, 1 abstain. The distribution will be as follows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honolulu</td>
<td>$5,000 + .444($17,022) = $5,000 + $7,558 = $12,558</td>
</tr>
<tr>
<td>Hawaii</td>
<td>$5,000 + .259($17,022) = $5,000 + $4,409 = $ 9,409</td>
</tr>
<tr>
<td>Maui</td>
<td>$5,000 + .175($17,022) = $5,000 + $2,979 = $ 7,979</td>
</tr>
<tr>
<td>Kauai</td>
<td>$5,000 + .122($17,022) = $5,000 + $2,076 = $ 7,076</td>
</tr>
</tbody>
</table>
6) EPA Update
Mike Ardito- EPA updates (see handout)

7) TIER II Submit as the Statewide System for Electronic Submission
Joe Blackburn – Will there be electronic submission of TIER II data by businesses? Maui County personnel are spending a lot of time in-putting TIER II data.
The DOH-HEER Office will be working on a format for a single electronic statewide data system for TIER II reporting so all the LEPCs will have access to the information.
Gary Gill stated that he would like to have Marsha Graf on the agenda for the next meeting to give the status of the electronic TIER II report data system.

8) Other Business
Jim Vinton-CERT (Community Emergency Response Team) CLEAN would like to focus on CERT training.
Gary Gill stated to have Toby Clairmont at the next meeting to talk about CERT because Toby is the State representative.
Ken Chin stated that Tessa Badua-Larson will be the lead on this program. It will be called Citizen Core and it will include CERT, Neighborhood Watch and Americore. He will speak to Tessa on possible making a presentation at our next meeting.
Todd Smith- 1) Update on CHER-CAP exercises; 2) Hazmat Video Library will be transferred to the California Emergency Agency and videos will be available through them; 3) FEMA is being reorganized; 4) Office is moving to Oakland, CA; 5) $900M for Fire Dept. grant will be available next fiscal year for basic needs and training.

9) Schedule next HSERC meeting
The next HSERC meeting will be on Thursday, August 15, 2002 at 9:00 am.

The meeting was adjourned at 11:44 am.
STATE OF HAWAII
DEPARTMENT OF HEALTH

P.O. BOX 3378
HONOLULU, HAWAII 96801

HAWAII STATE EMERGENCY RESPONSE COMMISSION
MEETING #47

Thursday, August 15, 2002 from 9:23 a.m. to 12:07 p.m.

Department of Health
919 Ala Moana Boulevard, 5th Floor
Honolulu, Hawaii 96814

Draft Meeting Summary

Attendees
Voting
Carter Davis, Oahu LEPC Representative
Gary Gill, Department of Health
Clifford Ikeda, Kauai LEPC Representative
David Gaud, Department of Land and Natural Resources
Ed Teixeira, Department of Defense, Civil Defense Division
Robert A. Boesch, Department of Agriculture
Glenn Lockwood, American Red Cross

Non-Voting
Mike Cripps, Department of Health, Hazard Evaluation and Emergency Response Office
Curtis Martin, Department of Health, Hazard Evaluation and Emergency Response Office
Liz Galvez, Department of Health, Hazard Evaluation and Emergency Response Office
Denis Shimamoto, Department of Health, Hazard Evaluation and Emergency Response Office
Terry Corpus, Department of Health, Hazard Evaluation and Emergency Response Office
Joan Chang, Department of Health, Epidemiology Branch
Leeland Nakai, Oahu Civil Defense
Jim Vinton, Tesoro Hawaii
Clem Jung, SCD
Cynthia Pang, CNR HI
Alan Sugihara, Navy Region Hawaii
Beryl Ekimoto, Department of Health, Hazard Evaluation and Emergency Response Office
Mike Latham, Tesoro Hawaii
Lt. JG Latarsha S. McQueen, MSO Honolulu
Lt. Marie Byrd, MSO Honolulu
Clarence A. Callahan, Department of Health, Hazard Evaluation and Emergency Response Office
Kathy Ho, Deputy Attorney General
Tin Shing Chao, HIOSH
Dave Hoffman, Tesoro Hawaii
Ed Gomes, Department of Health, Hazard Evaluation and Emergency Response Office
Marsha Graf, Department of Health, Hazard Evaluation and Emergency Response Office
Tessa Badua-Larsen, FEMA Region 9
Tricia Nagatani, Department of Health, Hazard Evaluation and Emergency Response Office
Earl Nishikawa, Chevron Products Company
Bill Wong, DOH, Safe Drinking Water Branch
Kenneth Chin, FEMA
Sharon Leonida, Department of Health, Hazard Evaluation and Emergency Response Office
Kelvin Sunada, Department of Health, Hazard Evaluation and Emergency Response Office

Due to a lack of quorum, HSERC Meeting #47 is an informational meeting.

1) The meeting was convened at 9:23 a.m. by Gary Gill.
   1.1 Attendees introduced themselves.

2) LEPC Updates
   2.1 Hawaii-No representative
   2.2 Kauai
Clifford Ikeda - 1) held a Kauai LEPC meeting on June 9, 2002; 2) will be moving to a new EOC; 3) held a tabletop exercise on August 14, 2002; 4) there was a petroleum spill in Nawiliwili Bay which is presently in a follow-up stage; 5) HEER Office has not been notified; 6) individual named Tom, from Shell, had called him; 7) will have a WMD-IC class from August 20-23, 2002.
   2.3 Maui-No representative
   2.4 Honolulu
Carter Davis – Gave an update of the August 6, 2002 Honolulu LEPC meeting which was held in the new OCD EOC. (minutes available upon request)

3) HMEP Training and Planning Grants
Clem Jung- 1) no word on the funding amounts of the Grants; 2) use $43,006 for the planning grant until further notice; 3) several training classes available; 4) process in expanding the trainers list; 5) EMPG funds will be used for urban search and rescue classes; 6) there are eight WMD class subjects and classes are listed on website www.scd.state.hi.us which are open to private industry; 7) funding for classes that are held on the mainland are only for state, county and federal employees.

4) HMEP Planning Projects-deferred due to lack of quorum.

5) EPA Update
Denis Shimamoto-handouts on EPA updates had been submitted by Mike Ardito and were available at the sign-in desk. (handout available upon request)

6) Electronic TIER II Reporting Data System
Marsha Graf gave an update on the status of the system. (handout available upon request)
7) Operational Security Briefing
Christopher McMurray, Special Agent Bomb Technician, gave a presentation on:
Operations Security Briefing for Public Safety Agencies
Operations Security
- Identify adversaries
- Deny adversaries access to critical information
- Way to protect Law Enforcement and Public Safety missions from prior disclosures
Who is the threat/adversary
What information does an adversary gather
- The response community’s reaction to an incident
- Responders’ capabilities
  - Strengths and weaknesses
- Equipment and monitoring capabilities
- Vulnerabilities of targets
- Ops plans
How does an adversary collect information from us
- Observe training activities
- Listen to public conversations
  - Subway, bus, telephones, radio, fax
- Use internet chats and e-mail
- Take photos
- Look through our trash
- Conduct open source research
The 5-step OPSEC process
- Identify your critical information
- Conduct a threat analysis
- Perform a vulnerability analysis
- Assess the risk
- Apply countermeasures
OPSEC summary
- If someone doesn’t need to know, don’t divulge information
- Ask “what is it about our operation I wouldn’t want an adversary to know?”
- Protect unclassified information that can be read, heard or observed in day-to-day Operations
- Be wary of what you place on web pages, write in chat groups, e-mail and one lists
- Be aware that public information can be released by the media

8) Citizen Corps
Tessa Badua-Larsen gave a briefing on Citizen Corps which is citizen participation in community safety.
(handout available upon request)

9) Big Island CHER-CAP Exercise
Kenneth Chin-FEMA will support the Big Island CHER-CAP exercise with the tabletop exercise planned for FY 03 and the full exercise in FY 04.

10) Chem-Bio Response Guidelines
Ed Gomes-Will discuss with each LEPC on procedures in collecting samples. (handout available upon request)
The HSERC will support assessment of protocols to collect Bio samples.
11) Other Business
Lt. JG Latarsha McQueen-The Coast Guard Pacific Strike Team is offering ICS level 200 training on September 17 and level 300 training on September 19 and 20. Respond by August 23.
Carter Davis-Will need a meeting to approve the HMEP planning grant projects before November because of the long process to execute the contract.
Gary Gill-will conduct a special meeting with one agenda of approving the HMEP planning grant projects. Will hold the meeting in about one month.

✓ Schedule next HSERC meeting
The next HSERC meeting will be on Thursday, November 21, 2002 at 9:00 am.

The meeting was adjourned at 12:07 pm.
Meeting covered by Jack at 9:23 a.m.

Introduction:

- ERC update

Kauai - Clifford. ERC mtg. Several training classes to run, move to a new ERC. 8/24 table exercise.

- Petroleum spill at Nawiliwili Bay - follow-up stage.

HEER office not notified. Tom from Shell called Clifford. WMD-IC class Tues-Fri. 8/20-8/22.

Carter - ERC mtg. in New Orleans Civil Defense.

See attached minutes. (will provide upon request)

Hawaii - none

Miami - none

- Clean Jury - UCER Training & Planning Grant

No word on final amount of grants (43,000 for planning - use this and, until further notice).

Several training classes available, help to expand trainers list. EMP Griffith funds would be for urban Search & Rescue.

8 WMD classes Subjects: WMD, SOC, SDT, ES, etc. classes limited. Open to private industry.

Courses in mainland only for state, county fed.

EPA update - See attached minutes (available upon request)
Marsha - Tier II

See attached handout (available upon request)
Send memo on new version of Tier II Submit to Fine Dept. of all countries
- Marsha - update email

Chris MacManus, FBI

Operational Security Briefing for Public Safety Agencies

1. Operational Security
   - Identify adversaries
   - deny adversaries access to critical information
   - way to protect CE + PS operation, subsequent disclosure

2. The interaction/adversary

3. What information does an adversary gather
   - The response community's reaction to an incident
   - Responders' capabilities
     - Strengths & weaknesses
     - Equipment & monitoring capabilities
     - Vulnerabilities of targets
     - Ops plans

4. How does an adversary Collect Information Formally:
   - Observe training activities
     - listen to public conversations
     - subway, bar, telephone, radio, fax
     - use internet chats & e-mail
     - take photos
   - Look through our trash
   - Conduct open source research
Chris McMurray (cont.)

(5) The 5-Step OPSEC Process

- Identify your Critical Information
- Conduct a Threat Analysis
- Perform a Vulnerability Analysis
- Assess the Risk
- Apply Countermeasures

(6) OPSEC Summary

- If someone doesn’t need to know, don’t divulge information
- Ask “What is it about our operation I wouldn’t want an adversary to know?”
- Protect unclassified information that can be read, heard or observed in day-to-day operations
- Be wary of what you place on web pages, write in chat groups, e-mail or the lots
- Be aware that public information can be released by the media

McLennan
Feb 16th 1/17 & 1/19, 1/20

Tessa Badua-Fasser - Citizen Corps

see handouts (available upon request)

Ken Chun - Big Island CERT, CAR Exercise

Table Top FY03 Full Exercise FY04

Forat will support

Ed Jones - Chem-Bio Response Guidelines

see attachment
Discuss with each HSECP for procedures in collecting samples.
HSECP will support assessment of protocol to collect blood samples.

Other business to approve special funding due to long process to execute.
Spend audit, if we agree, will check with AG.
Should we continue case? To hold meeting in about one month.

No question to vote our HTRP report & approval of meeting minutes.

Time: Nov 31, 2009 9:00 AM

Meeting adjourned at 12:07 PM.
The meeting was called to order at 9:09 A.M. by Chair Carter Davis.

I. INTRODUCTION/REMARKS/ADOPTION OF MINUTES

C. Davis welcomed everyone and gave introductory remarks. L. Nakai then gave a brief orientation on the newly renovated EOC, and introduced Doug Aton, the newly assigned Oahu Civil Defense Agency Administrator. Attendees (list attached) then introduced themselves. The minutes of the May 13, 2002 meeting were reviewed and approved as written.

II. OLD BUSINESS

LEPC BUDGET REPORT, 4th QUARTER, FY 2002

L. Nakai provided the following report for the 4th Quarter:

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<td></td>
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<td>Expenditures</td>
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<tr>
<td>Office supplies, meeting notice,</td>
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<td></td>
</tr>
<tr>
<td>NASTPPO support, 1st payment</td>
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<td></td>
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<tr>
<td>to Dixon Risk Services</td>
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<td>$17,252.66</td>
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</tr>
</tbody>
</table>

L. Nakai explained that $12.8K of the June 30th balance is encumbered for payments to Dixon Risk Services.

HECO TOURS

A. Keith took 7 LEPC representatives on tours of HECO facilities on June 5 & 13, 2002. They visited the Ward Avenue complex, Waiau and Kahe plants, and Campbell Industrial Park facilities. Andy was thanked for hosting the very informative tours.

III. NEW BUSINESS

HEALTHCARE ASSOCIATION OF HAWAII (HAH) EMERGENCY MANAGEMENT PROGRAM

Toby Clairmont briefed the LEPC on the HAH Emergency Management Program (see attachment). He covered its mission, functions and components of the program, the trauma and biological paradigms facing the HAH, and the readiness development program.
HSERC MEETING, 5/23/02

Toby Clairmont gave a presentation on the HAH Emergency Management Program. Kauai will be conducting a tabletop exercise this fall and Hawaii County will be conducting a full-scale exercise in 2004. The following 2002 LEPC HEPCRA fund distribution was approved:

<table>
<thead>
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<th>Amount</th>
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<td>Hawaii</td>
<td>$ 9.4K</td>
</tr>
<tr>
<td>Maui</td>
<td>$ 7.9K</td>
</tr>
<tr>
<td>Kauai</td>
<td>$ 7.1K</td>
</tr>
</tbody>
</table>

These amounts reflect a base amount of $5K plus an amount based on the percentage of reporting facilities in the respective county.

There was discussion on a statewide system of electronic submission of the annual Tier II Chemical Inventory Reports. The new EPA Tier II Submit Program will be an agenda item for the August meeting of the HSERC. J. Vinton discussed the Community Emergency Response Team (CERT) Program, which CLEAN may promote within CIP as a means of elevating disaster readiness of individuals. CERT is part of the FEMA Citizen Core program, which will also be discussed at the August HSERC meeting.

LEPC PLAN UPDATE

L. Nakai informed the committee that fieldwork for the project to update the Hazard Assessment portion of the LEPC plan has been completed. Dixon Risk Services is now analyzing the data, and will complete the project by the end of September.

A follow-on project focused on facilities in the vicinity of Honolulu Harbor and on Sand Island is being considered for this FY. Finding information on businesses and their activities in this area however, is a challenge. LEPC members were asked to examine potential databases such as NPDES permits and agricultural listings to assist with this project. J. Vinton suggested that the State Department of Business, Economic Development and Tourism (DBEDT) and other business associations might be a source of useful information. L. Nakai will follow-up on these potential sources of business information.

HAZARDOUS WASTE DISPOSAL

C. Davis described recent reports by citizens who find abandoned hazardous wastes. He discussed current procedures for handling these hazardous wastes found on City property. HFD will assess the situation and cordon off the area, but cannot transport the material. City work crews also cannot handle or transport the hazardous wastes. The Department of Facility Maintenance planned to have a city contract in place for disposal of these wastes, but reduced funding precluded the implementation of the contract.

C. Davis asked LEPC reps to raise the issue with their Directors to gain their support for contracting the services for hazardous waste pick up and disposal.
Raising public awareness of this issue at neighborhood board meetings was also discussed as another means of gaining public support for the City’s involvement.

HAZARDOUS MATERIALS EMERGENCY RESPONSE CAPABILITIES AND ASSESSMENT PROGRAM (CHERCAP) EXERCISE – OPERATION KALAELOA

L. Nakai provided a summary of Operation Kalaeloa. The exercise was a success and all objectives were met, and the After Action Report should be published shortly. There was a problem in the administration of the exercise due to miscommunication. Student victims scheduled to be treated at Barbers Point Beach Park and transported via ambulance to St. Francis West Hospital were instead taken directly to the hospital. This left EMS personnel and ambulances at the beach park with no activity.

C. Jung briefed the LEPC on future hazmat exercises. Hawaii County will have a tabletop exercise on September 30, 2003, and a full-scale exercise in 2004. A tabletop exercise design course was held last week, and the attendees will form a core group of exercise planners/control staff for these exercises. Next year a four-day field exercise design class will be held to start the planning for the 2004 field exercise. Kauai is next scheduled to conduct exercises after Hawaii County.

C.L.E.A.N. UPDATE

J. Vinton informed members that CLEAN held their annual planning meeting and re-elected their officers. Dave Hoffman will continue as CLEAN’s president. CLEAN will continue with projects to improve emergency planning and response for CIP, and may consider sponsoring CERT training for CIP businesses. C. Jung mentioned that there are only 3 qualified CERT instructors in the State. CLEAN plans to qualify a CERT trainer for this program, and may ask government agencies to assist with the training program.

CLEAN recently published a hazard assessment supplement to the CLEAN Emergency Resources Guide that contains potential CIP release scenarios. Due to security concerns, this supplement will be provided only to government response agencies.

IV. OTHER BUSINESS/OPEN DISCUSSION

C. Davis mentioned the GAO publication, Emergency Response Community Views on the Adequacy of Federally Required Chemical Information, which discusses the EPCRA and Risk Management Programs. It is available at http://www.gao.gov/cgi-bin/getrpt?GAO-02-799.
V. SCHEDULE NEXT MEETING

The next LEPC meeting is tentatively scheduled for November 7, 2002. The probable location will be the OCDA EOC. The meeting adjourned at 11:20 A.M.

Respectfully Submitted,

[Signature]

Leland A. Nakai
LEPC Coordinator

Attachments
HONOLULU LOCAL EMERGENCY PLANNING COMMITTEE MEETING
AUGUST 6, 2002
OAHU CIVIL DEFENSE AGENCY

ATTENDANCE LIST

VOTING MEMBERS:
Carter Davis
Leland Nakai
Randall Lee
Melvin Tokuda
Jim Vinton
Roy Yamamoto
Andy Keith
Glenn Moir
Lope Salvatierra
Rick Stercho
Elwin Spray
Bruce Hisanaga
Brian Mohr
Earl Nishikawa
HFD
OCDA
Environmental Services
Department of Agriculture
Tesoro Hawaii
HAH
HECO
Transportation Services
Enterprise Services
ARC
Neighborhood Commission
Department of Education
Parks & Recreation
Chevron

NON-VOTING MEMBERS:
Denis Shimamoto
Michele Chang
Lynne Nakamoto
Clem Jung
Toby Clairmont
Gary Susag
HEER
MCBH
USAGHI Environmental
SCD
HAH
OCDA
EPA Update for Hawai’i SERC Meeting
August 15, 2002

Security for Public Water Systems
In June, President Bush signed into law the Public Health Security and Bioterrorism Preparedness and Response Act. Public water systems serving a population greater than 3,300 are required to certify to the EPA that the system has completed or revised an Emergency Response Plan that incorporates the results of a vulnerability assessment.

Site Security for Chemical Facilities
EPA Headquarters is evaluating with OSHA, the Justice Department and others about determining whether the General Duty Clause of the Clean Air Act Amendments provides EPA the authority to conduct site security reviews for chemical facilities.

Vulnerability assessments are an integral part of site security and EPA has developed a training class based on Sandia National Laboratories’ vulnerability assessment model. The class audience will be federal, state and local regulators in addition to industry. This model is aimed at large chemical facilities and businesses. EPA Region 9 will host a training class Nov. 12 - 14 in San Francisco. Classes will also be held in Kansas City on Sept. 24 - 26 and in Atlanta on Oct. 22 - 24. An overview of the vulnerability methodology will be given during the first day of the training. The remainder of the workshop will be focused on applying the methodology. The registration fee is $350 and class sizes are limited. Final details will be announced shortly.

Meanwhile, other vulnerability assessment model classes are available -- developed by the Chemical Center for Process Safety (an affiliate of the American Chemistry Council). In contrast to the Sandia model, these classes are aimed at medium to small facilities. Classes will be held in Houston on Sept. 9 - 10, in Baltimore on Sept. 12 - 13, and in New Orleans on Sept. 23 - 24. Information at: www.americanchemical.com under “Products and Services”.

New CEPPO Director in Washington and new CEPP Team Leader in Region 9
Debra Dietrich is the U.S. EPA’s new director for CEPPO in Washington, replacing Jim Makris who retired last month.

Kay Lawrence is the new CEPP Team Leader in San Francisco, replacing Mary Wesling who has been the Acting Team Leader since Nate Lau’s promotion in March. Kay has been an On Scene Coordinator in EPA Region 9 for nine years. Before her work in Region 9 she developed considerable inspection and enforcement experience in EPA Region 7.

Upcoming Conferences
- Continuing Challenge in Sacramento, CA on Sept. 3-6. Website: www.hazmat.org
- HazMat Expo in Las Vegas on Dec. 2-6. Website: www.hazmatexpo.org
(A two-hour overview session by EPA regarding chemical site security vulnerability
assessments is scheduled for HazMat Explo.)

New CAMEO (Computer Aided Management of Emergency Operations) Now Available

A new expanded, faster CAMEO system is now available. It can be downloaded from www.epa.gov/ceppo using the ‘What’s New Button’.

Recent EPA Publications of Interest

Publications are available at ‘What’s New’ on the EPA Chemical Emergency Preparedness and Prevention website: http://www.epa.gov/ceppo/ or the Information Hotline at 1-800-424-9346.

LEPCs and Deliberate Releases: Addressing Terrorist Activities in the Local Emergency Plan (August 2001). In recent years, the threat of incidents involving chemical and biological materials has increased. This fact sheet discusses how LEPCs can incorporate counter-terrorism issues when they review and update their local plans.

Chemical Accident Prevention: Site Security (February 2000). As a precaution during this heightened state of alertness, the U.S. EPA in coordination with the U.S. Department of Transportation (DOT) and the Federal Bureau of Investigation (FBI) suggests that those who manufacture, distribute, transport or store hazardous chemicals should be especially vigilant regarding the physical security of those chemicals. In addition to this EPA advisory, DOT, has produced a separate advisory for transporters, available by contacting DOT at (202) 366-6525. The FBI requests that you expeditiously report any threats or suspicious behavior to your local FBI field office.

Other Recent Publications of Interest

Site Security Guidelines for the U.S. Chemical Industry, developed by a group of company security professionals and designed specifically for the chemical industry, can help companies build upon their existing security programs. The guidelines outline typical elements of a good security program and suggest security practices that managers can consider and tailor to their facilities particular circumstances. This includes information on employee and contractor security issues, risk assessment, prevention strategies, training, emergency response and crisis management, and physical and cyber security issues. This document is available from the American Chemical Council website: www.amERICANchemistry.com/

CEPP Program Contact for EPA Region 9 (Pacific Southwest Region)

For more information about U.S. EPA’s Chemical Emergency Preparedness and Prevention program in Hawai’i, please contact Mike Ardito at (415) 972-3081 or by email at ardito.michael@epa.gov

EPCRA and RMP Call Center

1-800-424-9346 (M-F, 9-5 ET) or www.epa.gov/epaoswer/hotline.
e-mail: epacallcenter@bah.com

EPA’s Regional Response Center

EPA’s office in San Francisco is expected to have its new Regional Response Center built this fall and have it operable in early 2003.
The HEER Office and Tier2Submit

August 14, 2002

The HEER Office collects Tier II forms under the Hawaii and Federal Emergency Planning and Community Right-to-Know Acts. Covered facilities are ones that have chemicals present in their facility over the chemical’s threshold planning quantity (TPQ) at any time during the calendar year. The facilities are required to submit yearly inventories of these chemicals on Tier II forms. The purpose of this effort has been to provide the responder and the public with information regarding locations and amounts of hazardous chemicals within the community. The HEER Office database contains information on 1531 facilities

EPA and NOAA have developed a software package, Tier2Submit, which facilities may use to submit their inventories to the appropriate SERCs, LEPCs and fire departments.

Tier2Submit software will be re-released mid-September for use in the next reporting round.

The next inventories are due on March 1, 2003 for the 2002 calendar year.

The HEER Office sends out a mailing every January to facilities that have reported in the past reminding them of their reporting requirements. The mail out contains instructions, notices of changes and preprinted forms.

This year, in the mail out, we will be encouraging facilities to use Tier2Submit and provide the HEER Office with an electronic version of their data.

Potential Data Entry Options
1) At a minimum, we’ll point facility contacts to the EPA website where they can go to download the software. In that case facility contacts will have to do their own data entry into the Tier2Submit.
2) I’d like to populate copies of the Tier2Submit with the previous years HEER data and send electronic copies so there is very little retyping required. If this works, we’ll contact facilities early by phone and arrange to correspond by e-mail.
3) In the worst case, some facilities will respond with hardcopy submissions and we won’t be able to transfer any of their data electronically. In that case, the HEER Office will have to enter their submissions into Tier2Submit for them to match the ones submitted electronically.

There are two reasons to switch to Tier2Submit. One is to encourage electronic submission in a form already in use by the EPA. The other is to gain compatibility with the CAMEO/ALOHA/MAPLOT software in use by emergency planners.

The HEER Office has attempted in the past to make its electronic data available to fellow agencies in Microsoft Access or Excel format but it appears to have had limited usefulness. The data collected in Tier2Submit imports to CAMEO. The HEER Office plans after the 2003 data collection to make its electronic data available in CAMEO to fellow agencies.

I hope to import the spreadsheets from Tier2Submit into Lotus Notes as well for a data integration project that the HEER Office and the SHWB are working on.
Tessa Badua-Larsen  
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USA Freedom Corps

- Peace Corps
- Corporation for National and Community Service (CNCS)
  - AmeriCorps
  - Senior Corps
- Citizen Corps

SERC/LEPC

First Responders  
Firefighters  
EMS, LR  
PW, Environmental  
Medical, Health,  
Education  
Red Cross, non-profit  
Business & Industry

Citizen participation in Community Safety

Opportunities for Citizen participation:

- Emergency Preparedness  
- Mitigation practices  
- Crime prevention  
- Augment first responders

Five Federal Programs:

- Neighborhood Watch Program  
- Volunteers in Police Service (VIPS)  
- Community Emergency Response Teams (CERT) Program  
- Medical Reserve Corp  
- Operations TIPS
citizen**corps**

- Neighborhood Watch
  - DOJ
  - 30 years old
  - National Sheriff's Association
  - Expanded mission to incorporate terrorism prevention and education
  - Goal: 15,000 by 2004

- Volunteers in Police Service (VIPS)
  - DOJ
  - Launch – May 2002
  - International Association of Police Chiefs
  - Incorporate community volunteers
    - Administrative
    - Non-intervention
  - www.policevolunteers.org

- Community Emergency Response Teams
  - FEMA
  - Emergency Preparedness Training
  - Basic response techniques
  - Goal: 600,000 by 2004
  - www.FEMA.gov/EMT/CERT

- Medical Reserve Corps
  - HHS
  - Medical reserve volunteers
  - Support large-scale local emergencies
  - Promote local community public health
  - www.surgeongeneral.gov

- Operation TIPS
  - DOJ
  - Terrorism Information and Prevention System
  - Launch – Summer 2002 – 10 cities
  - Educational and training materials - industry

- ROLES:
  - Federal
  - State
  - Local
FEDERAL ROLE

- Promote "Citizen Corps"
- Foster state and community participation
- Compile accurate information
- Set training standards
- Help identify volunteer programs and initiatives
- Help secure national partnerships
- Develop financial incentives and tie-ins

State Role

- State Role:
  - Designate a Citizen Corps POC
  - Encourage every community to participate in Citizen Corps

Local Role

- Citizen Corps Councils
  - Emergency Management
  - First Responders
  - Volunteer, community service, faith-based
  - Educational institutions, Medical facilities
  - Business & Industry
  - Community's neighborhood networks

Citizen Corps Councils

- Objectives
  - Match skills
  - Educate
  - Spearhead volunteer opportunities
  - Promote Citizen Corps programs
  - Highlight accomplishments
  - Assess increased awareness

SERC/LEPC

DOJ Grants

Supplemental -

FY03 - $17m
- $3m – NWP
- $8m – TIPS
- $6m - VIPS
**HHS Grants**
- Supplemental - $3m
- $2m – Demonstration Projects
- $1m – Tech Assist, contracts, website
- Application due: August 23, 2002

FY03 - $10m

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**FEMA Grants**
- Supplemental -
  - $25m – Citizen Corp/CERT
  - $100m – Planning
  - $56m – EOC
  - $110 – Interoperable Communications
  - $7m – Secure communications

FY03 - $200m & $150m – PRI
Citizen Corps is a new network of volunteer organizations that utilize the skills and abilities of the American people to prepare communities for the threats of terrorism, crime and disasters. Citizen Corps is administered by the Federal Emergency Management Agency (FEMA) and is a vital part of the USA Freedom Corps, President Bush's initiative to encourage and assist all Americans to engage in service to their communities, our country, and the world.

At the local level, Citizen Corps Councils will help drive citizen participation within a community by coordinating Citizen Corps programs, identifying volunteer opportunities to support local law enforcement and emergency response personnel, and specifying local resources to support Citizen Corps. Citizen Corps programs include the following:

The Community Emergency Response Team program will train individuals in emergency preparedness and basic response techniques and enable them to prepare volunteers to take a more active role in providing critical support to first responders during emergencies.

An expanded Neighborhood Watch Program will incorporate terrorism prevention and education into its existing crime prevention mission and will expand the number of communities served.

Volunteers in Police Service will provide support for resource-constrained police departments by tapping civilian volunteers to supplement their community's law enforcement professionals in order to free up sworn officers for frontline duty.

The Medical Reserve Corps will coordinate volunteer health professionals during large-scale emergencies to assist emergency response teams, provide care to victims with less serious injuries, and remove other burdens that inhibit the effectiveness of physicians and nurses in a major crisis.

Operation TIPS, the Terrorist Information and Prevention System, will be a nationwide program utilizing millions of workers who, by the nature of their jobs, are well-positioned to recognize unusual events. Operation TIPS will provide them with training, materials and a formalized way to report suspicious activity to the nearest FBI field office.

President Bush encourages all Americans to volunteer. You can also receive The Citizens' Preparedness Guidebook, created by the National Crime Prevention Council, featuring tips on preparing for the possibility of terrorism, crime and disaster. Get the guidebook today by calling 1-800-WE-PREVENT (1-800-937-7383).

Volunteer your skills for America. Sign up today for Citizen Corps!
Volunteer at www.citizencorps.gov

"We want to be a nation that serves goals larger than self. We have been offered a unique opportunity, and we must not let this moment pass."

—President George W. Bush
State of the Union Address, January 29, 2002

CitizenCorps

Learn more about Citizen Corps and volunteer today!
Hazcat Agenda

Problems identified:
1. Improper identification of samples delivered to labs
2. No cohesiveness on types of hazcat kits or protocols among agencies
3. Need of training and certification
4. Stocking and resupplying
5. Interisland transport

Addressing needs:
1. Easier way of identifying unknowns
2. Accuracy of identification for delivery to proper lab
3. Unity of response
4. Proper labeling for transport
5. Safety of all personnel-State lab for chemical exposure and UH lab for bio exposure.

Present status on Kit

1. EPA region 9 Hazard Categorization System
   a. Acid (liquid/solid)
   b. Acid Oxidizer (liquid/solid)
   c. Base (liquid/solid)
   d. Base Oxidizer (liquid/solid)
   e. Flammable (liquid/solid)
   f. Chlorinated Hydrocarbon
   g. Cyanide (liquid/solid)
   h. Sulfide (liquid/solid)
   i. Non-Hazardous (liquid/solid)

Tasks performed by utilizing hazcat kit
1. Assignment of hazardous waste characteristics per RCRA (40 CFR, 261.20)
2. Assignment of DOT hazard class to permit placarding and manifesting for transport. (49 CFR, 171 and 172)
3. Rapid assessment of materials and evaluation of potential hazards. Cannot access CERCLA(40 CFR, 300.65) funds for removal if materials are non-hazardous.
Additional Tests
1. Radiation screening
2. Agriscreen Ticket-organophosphates, thiophosphates, carbamates
3. Explosives Detection Field Kit- EXSPRAY
   Group a. TNT, Tetryl, TNB, DNT, Picric Acid and its salts.
   Group b. Dynamite, Nitroglycerine, C4, RDX, PETN, SEMTEX, Nitrocellulose,
            smokeless powder
   Group c Nitrates ANFO, black powder, flash powder, gun powder, potassium
            chlorate and nitrate, sulfur(powder), ammonium nitrate fertilizer
            Dropex- Chlorates
4. Nik presumptive drug test- Methamphetamine, Opium, Barbituates, LSD, Cocaine,
   Methadone, PCP, Opiates, Brown heroin and MDMA,
   Methaqualone, Pentazocine, Propoxyphene, Ephedrine, Diazepam
5. Protein Test
6. Flour/Starch Test
7. Carbonate Test
8. Char Test
9. Sugar Test
Dennis Shimamoto - HEER

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Aloha,

One lesson learned during the July NPREP was that there is not a widespread knowledge of the Incident Command System. The Coast Guard Pacific Strike Team is offering ICS level 200 training on September 17 & Level 300 training on September 19 and 20 at the Hawaii Oil Spill Response Center (CIC/MSRC). If you or another member of your organization would like to attend, please send a list of names to LTJg Latarsha McQueen at <mailto:lmcqueen@d14.uscg.mil> lmcqueen@d14.uscg.mil. Please also include personnel's current level of ICS training, email address, and telephone number. Attendance is limited so please respond by August 23. Follow up information will be sent the week of September 2.

*Note: If you received duplicate copies of this solicitation, you are on more than one of my distribution lists. I apologize in advance for any inconvenience this may cause.

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DRAFT

Proposed HI SERC Agenda Item

Target: CHER-CAP Process for Big Island

Brief summary of CHER-CAP program, aims and objectives

Outline of schedule of events and timetable

Other Federal agencies involved

Funding available

FEMA Monitoring