

NOTICE OF MEETING OF THE ARIZONA STATE EMERGENCY RESPONSE COMMISSION

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Arizona State Emergency Response Commission (AZSERC), Local Emergency Planning Committees, and to the general public that the AZSERC will hold a meeting open to the public on Tuesday, February 4, 2020 from 1:30 PM – 4:30 PM at the Arizona Department of Environmental Quality (ADEQ), Kaizen Room, 1010 West Washington Street, Phoenix, AZ 85007.

Notice of the meeting and the agenda will be posted on the public notice bulletin board in the lobby of the ADEQ building at least twenty-four (24) hours in advance of the meeting and also on the ADEQ website, <http://www.azdeq.gov>. ADEQ is open to the public Monday through Friday from 8:00 A.M. to 5:00 P.M. except legal holidays. Copies of the Public Notice and Agenda may be requested by email at azserc@azdeq.gov or by calling 602-771-0397.

AGENDA

ARIZONA STATE EMERGENCY RESPONSE COMMISSION TUESDAY, FEBRUARY 4, 2020 1:30 PM – 4:30 PM

Arizona Department of Environmental Quality, Kaizen Room
1110 West Washington Street, Phoenix, 85007

Please download agenda packet file set at: http://static.azdeq.gov/AZSERC/meeting_files_2_4.zip

1. **Call meeting to order**
2. **Establish quorum**
3. **Welcome and Introductions**
 - a. Laura Malone, AZSERC Executive Director
 - b. Approval of minutes 10/22/19 AZSERC meeting – Action (*file name: AZSERC Minutes 10.22.19*)
4. **EXECUTIVE SESSION**
 - a. The Commission will enter into executive session pursuant to A.R.S. §38-431.03(A)(2) to receive and discuss information regarding HHFT which is confidential information pursuant to 49 CFR Part 1520.

5. Call to SERC Members (Action Item Results)

- A. ACTION ITEM 1:** Send notice to the LEPCs by November 5, 2019 to inform members of changes regarding roles and responsibilities of SERC; specifically LEPC membership affirmation, prior votes, and the review/approval of Emergency Response Plans. *(file name: Action Item 1-AZSERC Statutory Review Update – Email LEPCs)*
- a. Discussion
- B. ACTION ITEM 2:** Request bylaws from each LEPC. AZSERC members and/or ADEQ Staff to review the bylaws for commonalities regarding membership criteria. The information will be utilized to assist with the Commission’s review criteria when evaluating and affirming any new LEPC members. *(file folder name: Action Item 2 - LEPC Bylaws and file name: Action Item 2 - LEPC Bylaw Review 2019)*
- a. Discussion
- C. ACTION ITEM 3:** Review other State’s LEPC bylaws and the roles and responsibilities of SERC commissions in other states and send to the Commissioners for review. *(file name: Action Item 3 - SERC bylaws- Other States)*
- a. Discussion
- D. ACTION ITEM 4:** Draft a preliminary process for approving LEPC members that is efficient, expedited and timely for LEPCs to submit all updated membership information to the Commission. The Commission shall review and provide the affirmation or declination expeditiously to the LEPCs to avoid a disruption for LEPCs to meet public meeting requirements. *(file name: Action Item 4 - LEPC Member_Review_Approval_Process)*
- a. Proposed process to approve LEPC members - Action
- E. ACTION ITEM 5:** Commission to affirm current and past LEPC members and validate votes as LEPC memberships have not been previously affirmed by the Commission. *(file folder: Action Item 5 - LEPC Members. AND files: County Membership Affirmation; PimaCo LEPC Application_Nicholas Janton_2020; PimaCo LEPC Application_PioDamiano_2020)*
- a. Affirmation of ALL LEPC members 2018-2019 as submitted by LEPCs – Action
- b. Affirmation of LEPC members 2020 as submitted by Pima County – Action
- c. Affirmation of LEPC member 2020 as submitted by Yavapai County – Action
- d. Affirmation of LEPC member 2020 as submitted by Maricopa County – Action

- F. ACTION ITEM 6:** Request copies of LEPC Emergency Response Plans for the Commission's review. ERU staff to provide the criteria is used to approve Emergency Response Plans. AZSERC members and/or staff to conduct a gap analysis, consider current state first. Verify Emergency Response Plans are following mandatory requirements per EPCRA §301-303 Title III & A.R.S. §49-125. *(file folder: Action Item 6 -LEPC ERP and file name: Emergency Response Plan Review)*
- a. Recommendations of ADEQ/ERU staff regarding LEPC Emergency Response Plans. – Action
- G. ACTION ITEM 7:** Draft a preliminary process for Commission members to receive, review, and approve Emergency Response Plans that is efficient, expedited and timely to avoid a disruption in the LEPCs legislative deadlines. *(file name: LEPC ERP Review _Approval _Process)*
- a. Process for Commission to receive, review and provide interim approval of LEPC Emergency Response Plans. – Action
- H. ACTION ITEM 8:** Commission to review LEPC questions and prepare responses to be presented on February 4, 2020. *(file name: Action Item 8 - LEPC Questions to AZSERC 10.22.19)*
- a. Discussion/Review
- 6. AZSERC LOGO** *(file name: Proposed AZSERC Logos)*
- a. AZSERC logo – Action
- 7. AZSERC FORMS** *(file name: Notice of LEPC Membership Change Form and file: LEPC Emergency Response Plan Submission Form)*
- a. Notice of LEPC Membership Change Form - Action
 - b. LEPC Emergency Response Plan Submission Form - Action
- 8. SERC/TERC Conference – Denver, Colorado January 28-29, 2020**
- a. Discussion/Update (handout)
- 9. ADEQ/ERU Newsletter – ERU Staff**
- a. Discussion/Update (handout)
- 10. EPA Update – EPA Region IV Bill Jones**
- 11. Future Agenda Items**

12. Call to the Public**13. Proposed Date and Time of Next Meeting****14. Adjournment - Action**

Note 1: ARS 38-431.01G Meetings shall be open to the public. A public body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. Members of the public are requested to limit their comments to no more than five minutes. At the conclusion of an open call to the public, individual members of the public body may response to criticism made by those who have addressed the public body, may ask staff to review the matter or may as that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

Note 2: Agenda items may be taken out of order.

Note 3: A copy of any material (agenda or other materials) may be requested by the public requires a records request through the ADEQ Records Center. Please go to <http://www.azdeq.gov/records-center> for further information.

ADEQ will take reasonable measures to provide access to department services to individuals with limited ability to speak, write or understand English and/or to those with disabilities. Requests for language interpretation, ASL interpretation, CART captioning services or disability accommodations must be made at least 48 hours in advance by contacting Ian Bingham, Title VI Nondiscrimination Coordinator at 602-771-4322 or Bingham.Ian@azdeq.gov. Teleprinter services are available by calling 7-1-1 at least 48 hours in advance to make necessary arrangements.

ADEQ tomará las medidas razonables para proveer acceso a los servicios del departamento a personas con capacidad limitada para hablar, escribir o entender inglés y / o para personas con discapacidades. Las solicitudes de servicios de interpretación de idiomas, interpretación ASL, subtítulos de CART, o adaptaciones por discapacidad deben realizarse con al menos 48 horas de anticipación contactando a Ian Bingham, Coordinador de Anti-Discriminación del Título VI al 602-771-4322 o Bingham.Ian@azdeq.gov. Los servicios de teleimpresores están disponibles llamando al 7-1-1 con al menos 48 horas de anticipación para hacer los arreglos necesarios.