



## **CALIFORNIA AIR RESPONSE PLANNING ALLIANCE (CARPA) CHARTER**

*(Revised June 2011)*

### **MISSION**

The mission of the California Air Response Planning Alliance (CARPA) is to provide federal/state/local/tribal agencies with useful tools and information to assist them in collecting and obtaining, as well as interpreting and disseminating, actionable incident response information to protect public health and the environment from the impacts of accidental or deliberate releases of hazardous compounds into the air.

### **BACKGROUND**

Following the 2003 wildfire disaster in Southern California, issues surrounding the massive air quality impacts underscored a critical need to improve the coordination and capabilities of federal, state, local, and tribal agencies to collect, interpret, and provide air quality information to the public, media, and elected officials in a timely and effective manner. Although particulate matter (PM) monitoring data was being collected by air districts during the 2003 fires and reported online in near real time, air toxics data collection by various agencies was spotty and not well coordinated. Agencies were not able to provide a coordinated and clear public health message on what was in the smoke and the potential short- and long-term public health effects.

In late 2005, Jeff Cook (CARB, now retired) and John Kennedy (USEPA) formed a partnership with the California Office of Emergency Services (now the California Emergency Management Agency, CalEMA) to convene an ad-hoc group of agencies involved at the federal/state/local/tribal levels in the disciplines of air quality management, emergency response, public and environmental health, and public information. In 2006, following a period of getting to know one another, this ad-hoc group decided there was an opportunity to work together to improve coordination and capability on air emergency response across California. This was the beginning of the California Air Response Planning Alliance. CARPA's initial (and ongoing) areas of focus were/are to build collaborative networks at all levels of government and to develop tools and training to assist agencies to gather data effectively, to interpret the data into a clear message, and to communicate the message to the public during emergencies in an understandable manner. To facilitate these areas of focus, CARPA developed three primary themes: "Data", "Data to Message", and "Message to Audience" with subcommittees to address each of these themes. CARPA established a Steering Committee with representatives from each of these agency sectors to guide the efforts of this new and unique organization [the list of Steering Committee members is maintained on the CARPA website: [www.arb.ca.gov/carpa/carpa.htm](http://www.arb.ca.gov/carpa/carpa.htm)].

## **ROLE AND FUNCTION**

CARPA provides a forum for air districts, environmental and public health professionals, emergency response agencies, and public information officers to facilitate increased response coordination and capabilities for major hazardous air release incidents with the goal of protecting public health in California. In particular, the CARPA's charge is to improve air quality assessments, making them useful for emergency response. Inherent in the charge is to provide public health officials with 'actionable' information.

Other areas CARPA address include raising awareness among California's emergency response community of existing and potential capabilities, improving cooperation and coordination among all levels of government and across disciplines, and enhancing, cataloging, developing, and disseminating information on credible response methods and practices. The main emphasis of CARPA's preparedness and planning efforts will be in downwind communities impacted by hazardous air releases.

CARPA is an ad hoc alliance of public health, technical, and emergency response experts working together to strengthen the air quality emergency response component of preparedness, mitigation, response, and recovery efforts, statewide. As such, CARPA aims to provide:

- Planning/Preparedness for major air releases and air quality emergencies
- Guidance on each of the areas will address preparedness, mitigation, response, and recovery
- Technical support for preparedness and response
- Public information and communication

## **OBJECTIVES**

- Build networks for collaboration.
- Provide education and awareness of respective needs of the air, public health, and emergency response communities.
- Identify areas of common interest and find workable compromises to any areas of conflict.
- Compile and/or develop techniques, methods, practices, documents, or applications and identify them as reliable for use in major air release incident responses (by virtue of their widespread and successful use by public agencies responsible for protecting the public's health during an air emergency).
- Provide in-kind agency resources to achieve CARPA goals.
- Develop effective communication and outreach strategies and information to the public, other agencies, and the media.

## STRUCTURE

CARPA is structured as an ad hoc alliance of representatives from federal, state, local, and tribal government agencies and supporting entities governed by a Steering Committee and subcommittees. The subcommittees are organized according to the three themes developed for the CARPA Summit held in Sacramento on Oct. 15-16, 2008:

**Data** (includes all aspects of planning for and conducting measurements or making technical assessments of the impact of an air quality emergency incident and specifically including air monitoring, sampling, modeling, data analysis, and data management)

**Data to Message** (includes the task of reviewing pollutant information generated by the 'Data' entities and translating it into a health message that is easily used by air quality and health decision-makers)

**Message to Audience** (addresses the development of public messages by the agencies involved in the incident, and its effective dissemination to all appropriate parties).

## STEERING COMMITTEE

The Steering Committee is comprised of federal, state, local, and tribal government agency representatives (see list below). Two co-chairs are elected every two years to facilitate the meetings. The current term for the co-chair rotation began in January 2009. The method of co-chair replacement is as follows:

1. Steering Committee members will submit nominations at a general Steering Committee meeting. Nominations may be accepted via email.
2. The co-chair nominees will be asked if they accept the nomination.
3. The nominations will be voted on by secret ballot at the following Steering Committee meeting. Members who are unable to participate at the time of the voting can submit their secret vote to the current co-chair(s) by email prior to the vote.

Co-chairs will be responsible for making sure the main objectives of CARPA are developed into yearly plans and achievable goals, for maintaining the focus on the CARPA mission, preparing items for Steering Committee meetings (including agendas, minutes, and deliverables), and provide support and direction to the Steering Committee and subcommittees in carrying out their various tasks and responsibilities.

The Steering Committee is the overall coordination group responsible for approving techniques, methods, or practices recommended by the subcommittees. Steering Committee members are affiliated with one or more of the subcommittees in a liaison capacity, but not necessarily as the lead. This Charter includes as an attachment the Steering Committee's Charge to the Subcommittees.

The Steering Committee membership should represent groups that will likely interact during emergencies, including public health, environmental health, emergency management, first responders, hazmat, air quality, and public information, as well as technical specialists in a variety of fields, from meteorology and modeling to sampling, analysis, and toxicology. Current Steering Committee members may nominate new members at any time. Nominations can be

received for individuals to replace current members or to add a new organization or skill set to the Committee. Inclusion of new members will be determined using the same consensus-based decision making process used for all Committee decisions. No terms are set for how long agency representatives can serve. As this is a dynamic organization, agency representation is subject to change.

The Steering Committee also includes “ex officio” members who may act in an advisory capacity to the Steering Committee when needed. Ex officio status is defined as a member who, by virtue of an office or position held as considered by the Steering Committee to be an important adjunct to CARPA, is officially attached to the Steering Committee as a non voting member. Ex officio members will receive all major Steering Committee notifications and information. Both ex officio members and the Steering Committee composition will be reviewed annually.

The current list of agencies and their representatives sitting on the Steering Committee, as well as ex officio members, may be found at the “Contact Us” link at the CARPA webpage, [www.arb.ca.gov/carpa/contacts.htm](http://www.arb.ca.gov/carpa/contacts.htm).

## **SUBCOMMITTEES**

There are three subcommittees (Data, Data to Message, and Message to Audience) under direction of the Steering Committee (See attached Steering Committee Charge to the Subcommittees). New subcommittees can be added at the discretion of the Steering Committee as the need arises. The subcommittee leads are appointed by the Steering Committee. Subcommittee leads are representatives of governmental agencies.

Subcommittee leads are responsible for convening a group of federal, state, local, and tribal agency representatives and individuals who have interest and expertise to contribute toward the development of each subcommittee’s theme. Subcommittee leads will be assigned for two years, consistent with the timeframe for the Steering Committee chairs. In addition, each subcommittee is assigned one or more formal Steering Committee liaisons who will advise the subcommittee leads on any global CARPA developments, and who can facilitate report-outs and any motions for approval from the subcommittee at the Steering Committee level.

Subcommittees are free to meet as often as they like to meet their work plan objectives.

Meetings can be in a variety of formats, including conference calls, workshops, in-person trainings, and the like. (See Steering Committee Charge to the Subcommittees, Attachment A).

Invitations for the broader response, health, and air quality communities to participate on a subcommittee are at the discretion of the subcommittee leads. The following criteria apply to subcommittee participants:

- There is no formal “membership” except for the subcommittee leads and assigned liaisons.
- Commercial interests and non-governmental organizations may participate on a subcommittee to share expertise, but not in a leadership capacity.
- Participation by anyone will be limited if any commercial advantage, and/or perception thereof, arises in their favor.

- Subcommittees will strive for consensus before making recommendations to the Steering Committee. Where consensus is not reached on important issues, the subcommittee leads will use their best judgment in deciding to move recommendations forward, and will include a summary of dissenting opinions in their presentation to the Steering Committee. (See Consensus Model, Appendix B.)

Subcommittees are expected to submit their draft annual work plans and work products to the Steering Committee for review and comment. (See Charge to Subcommittees, Appendix A.)

## **MEETING MANAGEMENT**

Steering Committee meetings will be held a minimum of 4 times per year. The co-chairs will facilitate the meetings to ensure meetings are run effectively and that assignments are made to subcommittee chairs, as appropriate. The first quarter meeting agenda will include re-evaluating committee membership, reviewing/revising the CARPA Charter, and scheduling next year's meetings and host. The co-chairs now serve in alternating two-year periods. The Steering Committee will elect one new co-chair each year.

Meetings will be rotated among the member agencies. The agency hosting the meeting will set up the meeting, provide all the materials (agenda, logistics info, etc.), and take and distribute notes for the meeting. CARB will update and maintain the CARPA website with the current information. The co-chairs will also ensure that an annual calendar is created with the hosting agencies and their corresponding months identified, and post it on the CARPA website.

## **CHARTER REVISIONS**

The CARPA Charter is considered a living document and can be revised at any time the Steering Committee deems necessary. The Charter will be evaluated each year at the first quarter Steering Committee's business meeting. The Charter will be posted on the CARPA website.

## **DECISION MAKING**

The Steering Committee will operate by consensus on all regular business and ongoing coordination. However, there may be times when the group will occasionally have to vote on issues when consensus is not possible and a decision must be made. Each representative on the Steering Committee will have one vote. Members can abstain from voting on any issue if they so choose. The Steering Committee shall act upon the agreement of two thirds of the membership present. Dissenting opinions should be aired and noted in the meeting minutes. The official position of CARPA will be presented by the co-chairs and reflected by postings on the CARPA web page.

## Attachment

# CARPA Steering Committee Charge to Subcommittees

*(Revised June 2011)*

The CARPA Steering Committee is embarking on the next step to improve the coordination and effectiveness of agencies involved in responding to air quality emergencies. This document will serve as a formal charge from the CARPA Steering Committee to establish and provide guidance and authorization to its newly formed Subcommittees.

The subcommittees are organized according to the three themes developed for the CARPA Summit held in Sacramento on Oct. 15-16, 2008: *Data, Data to Message, and Message to Audience.*

**The Data Subcommittee** will include all aspects of planning for and conducting measurements or making technical assessments of the impact of an air quality emergency incident. Specifically, these elements are **monitoring** (monitoring instruments and hand held analyzers), **analysis** (on-site or laboratory based constituent determinations and quantification), plume and meteorological **models and assessments**, and **data** logging, transmittal, and storage.

**The Data to Message Subcommittee** will include the interpretation of air data for health-based decision making and developing a better understanding of the challenges of using air quality data and health-based action levels to make rapid decisions about health and safety during emergencies.

**The Message to Audience Subcommittee** will address the development of a public message by the agencies involved, and its effective dissemination to all appropriate parties. A successful message includes and utilizes the organizational elements of incident information centers, ensures consistent and up-to-date messages, and provides for the dissemination of information, advice or instruction to impacted segments of the public during an event.

The Steering Committee charges each subcommittee with the following tasks:

### TASKS

- ◆ Review the gaps identified during the Summit, and evaluate, research, and recommend improvements;
- ◆ Techniques, methods, and practices:
  - Evaluate those that can be used by agencies or departments at each level of government;

- Develop those that encourage collaboration and cooperation in their planning and execution between government agencies at all levels of government;
- Outline pros and cons as they relate to the CARPA definition of 'Actionable;'
- Review and consider enhancements to existing techniques, methods, and practices as a starting point. In addition, investigate what other groups may already consider best practices and determine their applicability for emergencies in California.

### **Organization**

- ◆ Appoint a leader and secretary and organize the participants to address the full range of issues. Develop a schedule of activities and target dates for recommendations;
- ◆ Construct the organization and goals of the subcommittee with the recommendations of the members and seek the participation of experts in the field;
- ◆ Seek input from subcommittee participants, other outside experts and technical advisors as needed. Vendor participation is encouraged, but any reviews and recommendations should be balanced and objective;
- ◆ Report subcommittee progress to the CARPA Steering Committee at each Steering Committee meeting. This can be done by teleconference.

Once launched, we expect the subcommittees will meet monthly or bi-monthly as appropriate. Several face-to-face meetings may be needed initially to get the groups organized and the projects outlined.

The Steering Committee will be responsible for approving and posting techniques, methods, or practices recommended by the subcommittees on the CARPA web page.

The Steering Committee members will be affiliated with one or more of the subcommittees in a liaison capacity, but not necessarily as the lead.



**Shelley DuTeaux, ARB**



**John Kennedy, US EPA Region 9**