



Steering Committee Meeting Minutes, December 7, 2012

ATTENDEES:

Shelley DuTeaux, ARB – Co-Chair	Julia Freeman, CCE (phone)
John Kennedy, US EPA – Co-Chair	Karen Riveles, OEHHA (phone)
Charles Pearson, ARB	Trevor Anderson, Cal EMA (phone)
Stephen Wall, CDPH	Lori Kobza, Sac Metro AQMD (phone)
Kevin Chao, CDPH	Pat Wong, ARB (phone)
Harry Allen, US EPA	Libby Vianu, ATSDR (phone)
Heather Williams, CCE (phone)	Joe Arsenith, Placer County (phone)

Introductions and Welcome

- John and Shelley welcomed Libby and Joe back from their hiatus and look forward to their participation as we move into the New Year.

Steering Committee Business

- No outstanding items to review; Minutes from the October 26, 2012 meeting were approved.

Review of Recent Emergency Events

- Steve reported on CDPH's involvement in analyzing contaminated money from the Modesto Chase Bank for the FBI and the use of their new all-hazards receiving facility. The victims who came in contact with the money (\$35,000 in total) experienced several acute effects. The analysis showed no definitive traces of the causal agent, although lab staff identified THC and cocaine residue on the bills -- common with US currency.

Upcoming Trainings

- Shelley mentioned the Hazardous Materials & Oil Emergency Function (EF-10) Workshop that took place at Cal EMA in October and brought extra workshop packets for anyone who was interested.
- John and Shelley mentioned a request from Message to Audience subcommittee member Helen Waqui (Pechanga Tribe) for an AirNow presentation and a step-wise smoke data workshop. The latter would be a good topic for the 2013 Summit; See AirNow note, next.

Note: John gave a one-hour CARPA presentation on Dec. 13 to the So CA Tribal Air Monitoring Collaborative on the step-wise process of collecting, interpreting, and messaging on PM/smoke data. STI followed with an AirNowTech demonstration.

- Shelley is working with Natalie LaGuardia (Sonoma Technology, Inc.) to schedule a CARPA-wide training on the new AirNowTech. Natalie suggested that she use a case study with wildfire smoke for the webinar.

Action Item: Based on group consensus, Shelley followed up with Natalie and scheduled the webinar for Wednesday, January 30th in the afternoon. Please mark your calendars now. More information will be coming out at the beginning of the year.

- Jason is willing to do a webinar on the Salton Sea H₂S release and will work with Shelley to find a good date in February.
 - Action Item: Jason and Shelley to find a date for his webinar and send out announcements.
- Shelley and Kevin mentioned that Lori Copan and staff from CDPH recently finished an intensive on-site visit to Lake County regarding geothermal gas releases. Lori previously announced at ERMAC that she would be happy to give a presentation when the analysis is complete.
 - Action Item: Shelley will ask Lori if she would be willing to do a joint ERMAC/CARPA webinar on the topic at a future date.
- Karen Riveles will work with Joe and Libby to schedule a webinar on the Icelandic volcano at a future date.
 - Action Item: Karen, Joe, and Libby to talk about a Data-to-Message webinar; Karen to share with the group when the webinar will be scheduled.
- John is planning an ICS 300-400 course for state agencies in Sacramento scheduled for April 15-18, 2013 in Sacramento.
 - Action Item: Please email John (kennedy.john@epa.gov) or Karen Riveles (karen.riveles@oehha.ca.gov) if you have someone who would like to take the 4-day course.
- Lori K. will be attending a DHS two-day training on public information for WMD incidents on January 9-10, 2012. The course is at McClellan and is open to fire service, first responders, public health, PIOs, etc. Lori will report out on the training at a future Message to Audience subcommittee meeting.
- Stephen Wall demonstrated CDPH's new online training for hospital/first receivers called "Hospital Response for Mass Casualties." Steve showed how to navigate through the modules, how to stop the training and go back, and how module-specific resources are embedded in each unit by hyperlink. Participants receive a certificate following completion of the training. And if enough participants from one jurisdiction take the online course, CDPH will host a virtual table top exercise to go through a realistic scenario with those participants. Steve will make on the online training available during the CARPA Summit.

Subcommittee Report-outs

Data – Charles and John

- With Charles' effort, the Data Subcommittee has begun to coordinate on EBAM data collection, interpretation, and dissemination. Charles recently sent an EBAM survey out which will capture the numbers of instrument across the state as well as how data are being transmitted. The next steps are to understand the data flow and to work with satellite providers and the major EBAM users to set up a shared data stream prior to the next fire season. The deadline for survey responses is Monday, January 14th.
 - Action Item: John will provide tribal air monitoring contacts to Charles for the survey.
- Charles also mentioned ARB's purchase of the LINK System through Safe Environment Engineering and hopes to give a demonstration to the Data Subcommittee at a future date.
 - Action Item: John will help Charles set up a VIPER account with EPA ERT.

Data to Message – Libby and Joe

- Libby and Joe are just getting back to lead the subcommittee. Welcome back! They'll have an off-line meeting and report out to John and Shelley their plans and next steps. They will be working with Karen on a webinar and hopefully coordinate/generate ideas for workshops and presentations at the 2013 Summit.
- Joe mentioned that Wesley Nicks, a CCDEH representative to the CARPA Steering Committee, recently assumed the Environmental Health Director position with Placer County. Joe will now be reported to Wesley, and we couldn't be happier for this turn of events and what it represents for future coordination!

Message to Audience – Lori (Deb was off for her birthday)

- The last meeting of the subcommittee was October 24th. The next meeting will be sometime around the end of January or beginning of February. Lori and Jamie Arno worked to coordinate the dates of the next CAPCOA communications subcommittee meeting, which will now take place in Sacramento directly after the CARPA Summit. Great planning! That way we hope to capture many of our communication colleagues as Summit participants!

2013 Summit Planning

- Mark your calendars now for the 2013 CARPA Training Summit, October 1-2, 2013 at the Sacramento State Alumni Center, in Sacramento, CA.
- **Save the Date Card:** Shelley, John, Lori, Karen, Charles, and Julia worked on developing the Save the Date card following the last SC meeting. They found pictures (in the public domain) and edited text from the 2010 Save the Date card to come up with a final draft for the SC to vote on. The group agreed on the design with minor changes to text to incorporate hospital planners. The final card is now posted to the Summit Planning Portal
 - Action Item:** Lori graciously volunteered to check with her management to see if they would underwrite the cost of printing 500-1000 cards.
Update: Done! The final master was approved and sent to the printer for delivery on Dec 20-21st. Thanks again, Lori!! Hard copies will be available for SC members at the next meeting
 - Action Item:** Heather will take the final approved Save the Date card and format electronically for distribution to the 2010 participants using Constant Contact.
Update: Done! The html version is ready for distribution as of Friday, Dec 14th. The Steering Committee now needs to review the distribution list for revisions and corrections. The list is located on the Planning Portal under 'Distribution Lists'.
 - Action Item:** Heather will create a "landing page" at www.carpasummit.com which will use the theme created from the Save the Date card. This page will have a link for interested parties to sign up for more information when it's available. It also has a link to the 2010 Summit for anyone wanting to see what the previous event was like.
- **Summit databases and contact information:** Heather and Julia will merge and purge the existing CSUS summit databases to set-up for sending out a Save the Date notice via Constant Contact. Initial target for save the date email was Wednesday, Dec 19th. However, after looking at the list, Shelley noticed several corrections that need to be made because of retirements, duplications, and incorrect emails.

Action Item: All Steering Committee members are asked to review the current contact spreadsheet and make any corrections and additions, including individuals you would like to save the date announcement to go to. The list is found on the CARPA planning portal under 'Distribution Lists.' Please re-upload to the portal once you've made your changes.

- **Sponsorship Packet (PDF Format & On-Line):** Heather designed a sponsor packet from approved themes and sponsorship levels. The draft is posted to the planning portal for approval. Please provide any comments directly to Heather. The pdf version will be available to email to potential sponsors as we start our underwriting efforts. The on-line version will be developed as the sponsorship registration page, and will hopefully be completed the week of Dec 17th.

Action Item: Please review the sponsorship packet (pdf) and provide Heather with any comments on the text and description.

Action Item: All Steering Committee members are asked to provide Heather with the name of industry or organization contacts (name, company, email) that you suggest as potential underwriters. Please send these directly to Heather at williamsh@csus.edu. Assignments and the tracking document will be distributed prior to the next SC meeting.

Other notes:

Planning documents are being posted to the 2013 Summit Planning Portal (password: calair).

<http://www.cce.csus.edu/portal/index.cfm?forumID=534>

Next Steering Committee Meeting

Friday, January 25th, 9:30am – 12 noon. Location to be determined.