George Washington Regional Emergency Planning Committee (GW-REPC) HazMat Response Plan Stakeholder Meeting Meeting Minutes

February 06, 2025 at 1:00 PM
In-person at the GWRC office; Online via Zoom

Attendees
Katie Carpenter – Chair (Stafford County); Ed Bonham (Caroline County); Matt Fox, Jack McGovern, Jeremy Williams (City of Fredericksburg); Mike Grubb, Don Willis (Spotsylvania County); John Higginbotham, Jacob Hughes, Sean Peavey, Craig Strawderman (VDEM); Kate Gibson, Cheyenne Courtney (George Washington Regional Commission)

Call Meeting to Order
Ms. Carpenter called the meeting to order at 1:02 PM.

Purpose and Objectives
Ms. Carpenter outlined the purpose of the comprehensive review of the Regional HazMat Plan. The review aims to revise the plan as needed to ensure compliance with jurisdictional and state code requirements. Key objectives include updating outdated or incorrect information, aligning the plan with current best practices and legal standards, clarifying roles and responsibilities, incorporating references to relevant supporting plans, and reviewing annexes for accuracy and relevance.

Review of Current Plan
The group reviewed key sections of the Regional HazMat Plan, including the Record of Change/Distribution, Purpose, Scope, Situation and Assumptions, Concept of Operations, Organization and Assignment of Responsibilities, Administration, Finance and Logistics, Plan Development and Maintenance, Training, Authorities, and References. They also discussed the plan's formatting, overall organization, and the inclusion of the Tier II reporting process and its purpose. Additionally, the group reviewed the appendices, which include Reporting Requirements, Facility Emergency Coordinators, HazMat Resources, Elevated Risk Facilities, the Hazardous Materials Risk Map, and the Protective Action Worksheet.

The group discussed the option of referencing Tier II Reporting in *Tab B: Facility Emergency Coordinators* and creating a section to provide a general overview of the requirements, the process for submitting reports, and available tools for training or inquiries, along with a statement noting that the Tier II website is managed by a third party. They also discussed adding contact lists for each locality in the appendices to allow updates without modifying the main plan, as well as referencing fire department policies instead of including each

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department's specific policy in the document. Further discussions focused on shifting the plan's emphasis toward training and preparedness, suggesting the addition of a flowchart outlining response actions and key contacts for various HazMat incidents. There was also discussion of having the plan be public-facing and describing HazMat preparedness to the general public, elected officials, and other relevant stakeholders. The group also deliberated whether to redline the existing document or create a completely new version from scratch.

Next Steps

Ms. Carpenter would like an outline to be developed for the next meeting, with the goal of having the plan completed or in draft form by the end of the 2025 calendar year. It was agreed to work from a single Word document, allowing emergency planning committee members to make necessary changes. The group will touch base monthly, and every other month, there will be a virtual check-in with content due for each check-in.

Open Discussion

There were not any additional comments.

Closing Comments

There were not any closing comments.

Adjournment:

The meeting was adjourned at 1:41 PM.

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