

Minutes of the 9-28-17 MeWARN Meeting

11-1pm MEMA

Participants: Sarah Flannigan, Roger Crouse, Sterling Pierce, Art Astarita, Phyllis Rand, Larry Graham, Daisy Mueller, Jim Leighton, Herb Kronholm, Nick Rico, Norm Labbe (via phone) Tom Bahun, Kirsten Hebert

Tom opened the meeting in Ray's absence and informed the group that Ray has tendered his resignation as Chair of the Committee.

- Minutes: Motion made by Norm Labbe to accept the minutes of the 2-16-17 meeting. Jim Leighton seconded the motion. Unanimous vote.
- Recent Activities: Tom noted that there had been no recent MeWARN activities of which he was aware.
- MeWARN training: There was a discussion as to whether there were any requests or need for training. Daisy asked how this training would differ from the TTX's that Tom had been facilitating at various water utilities. Tom noted that historically, the MeWARN sponsored training events (NIMS, Competent person, etc.). Roger noted that with the lack of member participation in the WARN and lack of funding, that supported training would be unlikely. MRWA has offered two trainings under the US EPA Training and Technical Assistance program, but the WARN has not actually sponsored the training in some time. Art suggested that we continue to invite the County EMA Directors to the various training events and continue the networking.
- HAN testing. There was consensus among the group members that more information and training is needed on the HAN. Tom noted that he recently sent out a HAN test and later learned that it had a 48 hour response limitation. Herb suggested that the HAN be sent to the emergency contacts as an email that is forwarded to cell phones. This eliminates the fee for text messages. (i.e., 2078418920@verizon.net). Sarah will review the concept and report back. There was also a suggestion that since the HAN is web based, we should review this at the next meeting.
- Bylaws: Kirsten and Norm worked on amending the bylaws to loosen the governance structure of the MeWARN. She noted that when the group was formed there was need for structure and procedures, but now the bylaws felt too cumbersome. Kirsten provided an overview of the proposed changes. Norm offered additional information as to those changes. Kirsten suggested that we untether the operational plan from the bylaws and make adjustments to both foundational documents. Tom noted that he and Ray had proposed changes to the operational plan, but that those adjustments had not yet been made and still needed addressing. Roger suggested that there really was no need for a set of bylaws, as this group had transitioned into a group of utilities and agencies that gather

to discuss emergency preparedness (only). He stated that the DWP financially supports the MeWARN via its contractual relationship with MRWA for administrative support. Decision made by group to abandon the bylaws. Roger felt that it was up to this group and the state agencies to act as an advisory board and make determinations as to where the resources should be directed. State agencies have the obligation to prepare water and wastewater utilities and have them be as prepared as possible. The group will operate from the mission and purpose statements.

- Emergency Preparedness Needs for Systems: Herb stated that he would like to see more interaction with local EMAs. Jim noted that he would like to see continued recruiting of members and asked if we could explore a recruiting poster. Art said that RCAP and MRWA have made the rounds to all utilities and asked if the DWP would promote the WARN at sanitary surveys. The discussion returned to the HAN. The question was presented as to which entity is responsible for maintaining the data? There seemed to be some additional questions regarding how this information is updated and maintained. Nick suggested that we offer a forum for systems to network and review “lessons learned” from events.
- Updates from DWP: Sarah reported that DWP has hired a contractor to visit all systems with riverbank wells.
- Updates from MEMA: Tom noted that MEMA had been supportive of the TTX DWP funded exercises MRWA was doing around the State. MEMA has been willing to provide lunches.
- DEP updates: Sterling noted that there was SRF funding available, but that assessments were not eligible for funding.

Next meeting: There will be two meetings per year. Next meeting date is YTBD.