Maine and New Hampshire Area Committee

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Area Committee Meeting Minutes

Date: December 18, 2018
Time: 9:00 A.M. - 12:00 P.M.
Location: Maine Air National Guard, 50 Western Ave, South Portland, ME 04106

1. Welcome and Introductions: Wyman Briggs, ME/NH Area Committee Coordinator opened the meeting and welcomed participants. Roundtable introductions were conducted.

2. On-Scene Coordinator’s Comments: Area Committee Co-Chairs or their representatives from USCG Sector Northern New England (SNNE), Maine Department of Environmental Protection (ME DEP), and New Hampshire Department of Environmental Services (NH DES) provided introductory remarks. Jeff Squires, ME DEP, provided an update on recent activities, response operations and training that have kept ME DEP fully engaged since the September meeting. Bob Bishop, NH DES, also provided a similar update on NH DES training and response operations since the September meeting. CAPT Brian LeFebvre USCG SNNE, noted that the ME and NH Area Contingency Plan had recently been recognized by the National ACP review Panel as one of the best ACPs nationally and is being used by Area Committees around the country as a template for developing their ACPs. He also note how much he was looking forward to this meeting’s focus on oil terminal operations.

3. Waterfront Terminal Overview: Tim Winters, Sprague Oil Operations Manager, provided an overview of waterfront terminal operations with an emphasis on his company’s history and diverse operations in Maine and New Hampshire which include oil transport and bulk terminals.

4. Supply and Trading Aspects of the Petroleum Transportation Business: Jay Davis, Vice President of Supply and Trading for Gulf Oil, provided an overview of the “Art of Supply” This included some truisms such as “the more tankerage you have the more flexibility you have”, “the larger the volumes the better”, “a single port discharge is better than a multiple port discharge” and “the more volume through the terminal the better” and most importantly – it is very hard to get all of these things to happened at the same time – thus the need for a “Supply Group”. The
Supply Group includes Schedulers, Relationship Managers, Risk Managers, Traders and a Director to keep supply moving via ship, barge, trains, pipelines and tank trucks.

5. Operations and Quality Control: Tom Walsh, Director of Supply Operations at Global provided an overview of how they determine where to take product (e.g. Time Charter vs Spot Charter and Purchase or supply from their own inventory), Communications (with the vessel, the counterparty, the inspector, the terminals and local agents/vendors), and provided an overview of new requirements with Ultra Low Sulfur and renewable products.

6. Portland Pipeline’s Spill Management Team Emergency Response Exercise: Nick Payeur of PPL provided an overview of their corporation’s operations and their Oct 30th annual spill management team exercise. The exercise involved 50+ participants from PPL, five agencies, MSRC and NJ Resources responded to a simulated released from underground tank farm piping connected to a storage tank. Successes from the exercises included the following SUCCESSES

- Taking “training time outs”. This enabled the ICS coach to provide additional explanation, clarification, and training on ICS processes and procedures
- Utilization of available resources including the Environmental Sensitivity Indexes, Geographic Response Plans, Incident Management Handbook (IMH), and other predefined response strategies to determine areas to protect and strategies to employ
- True to the IMH. Players followed the Planning P process and meeting agendas as well as ICS forms to develop Incident Action Plan. Provided players opportunity for refresher on the ICS process and forms.
- Aligned on objectives. There was little conflict or disagreement on incident objectives among Incident Commanders in the Unified Command. Members came to quick agreement on incident priorities and objectives. Little storming or norming required due in part to established relationships
- Excellent participation. Good number of players from both Portland Pipe Line and USCG, PHMSA, MEMA, and ME DEP which enabled filling of virtually all key ICS positions

And the following Opportunities for Improvement:

- UC got into tactics: Ensure ICs stick to defining the objectives and avoid getting into the weeds of developing the strategies and tactics needed to accomplish the objectives
- Start with review of initial incident ICS 201 or provide pre-read ahead. Starting on Day 2 was a challenge. Many players were not present last year and had a difficult time coming up to speed on what happened during the first day
- Provide coaching to all sections. ICS coaches spent majority of time with UC and Planning it would benefit Operations, Logistics and Finance to have available resources and coaches
- Need to include Operations Status in Situation Briefs. That way everyone knows what is going on currently so they can ensure to plan forward appropriately
- Outgrew Incident Command Post. Large ICP are in short supply. Need to identify potential locations and have arrangements in place for their use
- Use of injects would have kept the exercise moving and challenge the players. It would also add to the reality.
7. **Water Reporter**: Sarah Lyman provided an overview of the Water Reporter web-based tool that can be used to geo-reference photographs and other information based on the locations in which the data is gathered. [https://www.cascobay.org/water-reporter](https://www.cascobay.org/water-reporter)

8. **Environmental Response Management Application**: Steve Lehmann provided an overview of ERMA and how this web-based Common Operating Picture (COP) can be used to increase communications, coordination and efficiency and analyze and visualize environmental information. [erma.noaa.gov](http://erma.noaa.gov)

9. **D1 Highlights**: Joe Boudrow of the First Coast Guard District shared highlights from the Joint Region 1 and 2 Regional Response Team meeting that was held on OCT 30 – NOV 1 in Burlington, VT and the US-Canadian Joint Response Team Meeting that was held NOV 6-8 in Saint John, NB

10. **Recent/Upcoming Events, Announcements, Exercises & Training**: Wyman Briggs discussed upcoming events listed on the Meeting agenda and other announcements.

11. **Closing Comments/Adjourn**: Each of the three co-chairs thanked presenters for sharing their local knowledge and participants for taking time out of their busy schedules to attend.

12. **Field Trip to Waterfront Terminal**: About 20 Area Committee representatives joined a chilly tour of the Sprague Terminal on the Fore River including their waterfront, loading rack and rail car loading operations.