

DEQ Fuel Tanks Seismic Stability Program Rulemaking

Advisory Committee Charter

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State of Oregon
Department of
Environmental
Quality

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Tùy theo yêu cầu, cơ quan DEQ có thể cung cấp các tài liệu ở định dạng thay thế hoặc bằng ngôn ngữ khác ngoài tiếng Anh và tiếng Tây Ban Nha. Liên hệ với DEQ theo số 800-452-4011 hoặc gửi email đến deqinfo@deq.oregon.gov.

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Objectives and Scope

Policy Objectives

Fiscal and Economic Impact

[ORS 183.333](#) requires that DEQ ask the committee to consider the fiscal and economic impact of the proposed rules including:

- Whether the rules will have a fiscal impact, and if so, what the extent of that impact will be.
- Whether the rules will have a significant adverse impact on small businesses, and if so, how DEQ can reduce the rules' negative fiscal impact on small businesses.

Roles

DEQ Facilitator: Lauren Wirtis

The facilitator:

- Starts and ends the meetings and agenda items on time;
- Encourages open, candid and robust dialogue;
- Encourages innovation by listening to all ideas;
- Tries not to lose good ideas to the consensus process; and
- Recognizes when the discussion is outside the scope of the meeting and steers the discussion back to the focus of the meeting.

Committee Members

Advisory committee members must attend each meeting to ensure continuity throughout the process. An alternate may be assigned if needed. However, it is each committee member's responsibility to fully brief their alternate on all relevant issues and prior committee discussions in order to meet the meeting objectives and keep the project on schedule. The primary and alternate members of the committee cannot participate in the same meeting. If a member's absence is unavoidable, please notify the DEQ project manager [Svetlana Lazarev](#).

The committee member:

- Prepares for and sets aside time for the meetings;
- Provides DEQ staff with copies of relevant research and documentation cited during the meeting;
- Stays focused on the specific agenda topics for each meeting;

- Comments constructively and in good faith;
- Consults regularly with constituencies to inform them on the process and gather their input;
- If representing an organization communicates status to executives or leadership or informs the DEQ project manager of your organization's communication needs;
- Treats everyone and his or her opinions with respect;
- Allows one person to speak at a time and gives all committee members an opportunity to speak;
- Is courteous by not engaging in sidebar discussions; and
- Avoids representing to the public or media the views of any other committee member or the committee as a whole.

Non-Committee Member Attendees

Those who attend the committee meetings, but are not members of the committee, are there only to observe and not to actively participate unless committee decides otherwise.

DEQ Staff

DEQ is committed to making the most effective use of committee member's time by:

- Establishing clear committee goals, meeting objectives and agendas;
- Giving committee members reasonable access to staff;
- Encouraging all members to take part in discussions; and
- Providing a clear description of members' roles, the committee timeline, the level of agreement expected and feedback on how members' input is used.

DEQ Support and Website

DEQ will post agenda and meeting materials on the advisory committee website two weeks in advance for review prior to meetings. DEQ staff will provide meeting summaries highlighting committee discussions, different perspectives and input of committee members. DEQ will not prepare a formal committee report or verbatim notes. DEQ will send draft meeting summaries to the advisory committee for review and input. DEQ will post the final meeting minutes, once approved by the advisory committee members, to the DEQ Rulemaking advisory committee website and will become part of the public record.

The advisory committee charter, a full roster of the committee, meeting agendas and minutes, and background materials will all be located on the [advisory committee webpage](#).

Committee Meetings

1. All committee meetings will be:

- Open to the public - committee can choose whether the public can actively participate in committee meetings at agreed upon times.
- Recorded
- Held virtually via Zoom, accessible via a call-in number or webinar link.
- Posted two weeks before the meeting on [DEQ Event Calendar](#).
- Noticed by email to the Agency Rulemaking and Fuel Tanks Seismic Stability Rulemaking GovDelivery lists.
- Accessible via a call-in number or webinar

2. The committee is expected to meet three times via Zoom meetings:

- October 2022
- December 2022
- February 2023

Each meeting is expected to be held from 9 a.m. to 12 p.m. Actual meeting times and duration may vary depending on topics and committee progress.

3. Meeting materials and agenda will be posted to the [advisory committee webpage](#)

Decision Making

DEQ will use the committee's discussions to form its draft rules and share the proposed rules with the broader public for review and comment as part of DEQ's rulemaking process. When DEQ shares information with the group, DEQ will allow reasonable time for comments.

Membership

In convening this committee, DEQ selected members that reflect the range of stakeholders the proposed rules affect, both directly and indirectly. Representatives should be able to consider the policy, fiscal and economic impact of the proposed standard on the business or organization they represent.

The program recommends the following advisory committee members:

Name	Title and Affiliation	Representing
Holli Johnson	Sr. Manager Local Govt Affairs Western States Petroleum Assn	Facility owners
Andrew Holbrook	Director of NW Operations Kinder Morgan Pipeline	Facility owner/operator
Doug Lenz	Plant Manager Columbia Pacific Bio-Refinery	Facility owner/operator
Nancy Hiser	Linnton Neighborhood Assn.	Neighborhood residents – Portland
Jacque Wurster	NW Eugene Ready	Neighborhood residents - Eugene
Warren Seely	Seely Mint Farm President, Beaver Drainage Dist.	Neighborhood farms/residents - Columbia County
Lindsey Hutchison	Staff Attorney Willamette Riverkeeper	Ecological interests
Paul Edison-Lahm	Environmental Justice Advocate	Public interests
Amit Kumar, PE	Engineering Supervisor Development Services/COP	Local Government - Planning
Chris Voss	Director, Office of Sustainability Multnomah County	Local Government – Emergency Management
Randy Groves	Eugene City Councilor/ Eugene/Springfield Fire Chief (retired)	Local Government – Emergency Response
Peter Dusicka, PhD	Professor of Civil Engineering Portland State University	Engineering expert

Travel Expenses

DEQ is able to reimburse any in-state, out-of-town committee members for travel expenses, if DEQ approves them in advance. However, this advisory committee will not require in-person participation.

Public Records and Confidentiality

Committee communications and records, such as formal documents, discussion drafts, meeting summaries and exhibits are public records and are available for public inspection and copying. DEQ does not assume responsibility for protecting proprietary or confidential business information shared during committee or subcommittee meetings. However, the private documents of individual committee members generally are not considered public records if DEQ does not have copies.

Information Exchange

Committee members will provide information as much in advance as possible of the meeting at which such information is used. The members will also share all relevant information with each other to the maximum extent possible. If a member believes the relevant information is proprietary in nature, the member will provide a general description of the information and the reason for not providing it.

Public Involvement

All meetings will be open to the public. The committee can choose whether to allow public input during a specified time during a committee meeting. DEQ may set aside time for the public to speak. Once the committee process is complete, DEQ will develop draft rules and conduct a public comment period for this rulemaking. That process will include a specified period during which the public can submit comments on the proposed rules. DEQ will also hold a public hearing during which any member of the public can submit written or verbal comments. Individual committee members may provide comments to DEQ on the full draft rules at this time. DEQ may modify the final proposed rules based on public comment. DEQ intends to take a final proposed rule to the Environmental Quality Commission for consideration at its meeting in September 2023.

DEQ Contacts

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