

East Whatcom Community Council
Clean Air Committee meeting summary
June 19, 2013

Present:

EWCC	Lou Piotrowski, Phil Cloward, Kurt Thompson,
Fire officials	Wain Harrison, Jerry Debruin, David Moe
NWCAA staff	Katie Skipper, Rebecca Brown, Laura Curley

I. Introductions

Lou announced that former chairperson Rebecca Boonstra was resigning from the Clean Air Committee to focus on numerous other prior commitments.

He then requested a brainstorming session of the group's expectations of the committee. All contributed to the following list:

- Work to improve air quality through the development and implementation of a plan
- Work jointly and cooperatively on this plan
- Identify/establish parameters for air quality improvement efforts
- Develop the plan through an open and transparent process
- Respect one another's views
- Build upon the existing sense of community throughout the process
- Establish some benchmarks for measuring progress
- Establish a geographical scope for plan implementation
- Identify and include the appropriate stakeholders in the process
- Establish a long-term relationship between NWCAA and the community

II. Approval of May 15, 2013 meeting summary: On motion by Jerry, seconded by Wain, the summary of the May 15, 2013, meeting was unanimously approved.

The group agreed to move agenda items VII (staff support) and VIII (facilitation of meetings) up to III and IV.

III. Staff support (meeting notes, agendas, preparations, etc.): The group agreed that NWCAA staff will take notes and send a draft out for the group's preliminary review within the week following each meeting. The edited version of the meeting summary will be sent out with the draft agenda a week prior to the next meeting and brought to the group for approval at the beginning of each meeting.

Regarding agenda development, the group agreed NWCAA will generate the first draft and circulate for comments/additions. NWCAA will send the first draft of the agenda to Lou 10 days before scheduled meetings. Lou will distribute to other committee members, collect input and return to NWCAA to finalize and distribute a week prior to the meeting.

The group agreed that the current meeting schedule is acceptable. Meetings are scheduled the third Wednesday of every month through the end of the year. The group will remain flexible about scheduling additional meetings should the need arise.

Action items:

- NWCAA will send out draft minutes to the group for preliminary review and input within a week after the group meets.
- NWCAA will send a draft agenda to Lou to distribute to the rest of the group for comment/additions 10 days prior to scheduled meetings.
- NWCAA will send the agenda and revised draft minutes to the group one week prior to each meeting.

IV. Facilitation of meetings: Lou will facilitate meetings. The group agreed to be open to discussing the need for outside facilitation help if members of the group reach an impasse at any point.

Also, if expertise beyond the group's capacity becomes necessary, the group will be open to discussing the need for help from consultants.

The group also committed to working through committee members' existing relationships (timber industry, residents, public and private landowners, government agencies, non-profits, community groups) and developing new partnerships when the need arises to implement strategies and get work done.

Funding for any additional resources and/or support will be explored when the need arises.

The group agreed that it was essentially a work group, and that its work should be done in the most open and transparent manner possible. To that end, the meeting schedule will be posted on a public calendar and meetings will be open to the public.

The group also will allow an open public comment period during meetings, limited to three minutes per person. After discussion, the group agreed to the following actions items.

Action items:

- Publish meeting notices in the Foothills Gazette- **David**
- List meetings on Opportunity Council's online East Whatcom Regional Resource Center calendar - **Laura**
- Post meeting notes and agendas on NWCAA's website - **Laura/Katie**
- Report out to public via community meetings and events as needed

- Provide a sign-in sheet at meetings where people can indicate they would like to make a comment - **NWCAA**

V. Proposed charge: After discussion, the group agreed to the following language for a committee purpose, or charge:

The charge of the EWCC Clean Air Committee is to work jointly with the Northwest Clean Air Agency to develop a comprehensive, community-based, long-range plan designed to improve the air quality in the East Whatcom County Region.

VI. Definition of a stakeholder: The group discussed the definition of a stakeholder and agreed to revisit the issue at the next meeting.

Original proposed language:

A person who would be affected by a decision of a political nature or a representative of a group, organization or agency that would be affected by such decision, and are, therefore, interested in being involved in a reasonable process of arriving at that political decision.

Discussed and revised to:

A person, group, organization, business or agency involved in or affected by a decision or course of action recommended by the committee.

End of meeting action items:

The group agreed to carry the following remaining agenda items forward to the next meeting, Wednesday, July 17, 2013:

- Definition of a stakeholder (continued)
- Identification of stakeholders and stakeholder groups, organizations and agencies
- Identification of names of stakeholders and stakeholder groups, organizations and agencies

Approval of June 19, 2013 meeting summary: -On motion by Phil, seconded by Wain, the summary of the June 19, 2013 meeting was unanimously approved.