

## East Whatcom Community Council Clean Air Committee

### Meeting minutes

June 18, 2014

**Clean Air Committee 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.

#### Committee Guidelines:

1. Listen to understand, not to respond; seek clarity.
2. Voice opinions and questions openly in the meeting and not after; speak for yourself; everyone's opinion is valuable and worthy of attention.
3. Conflict over a topic is healthy; take nothing personally; engage in debate.
4. Do not expect consensus or certainty.
5. Explain why you don't agree with a proposal, but when a decision is made, buy in.
6. If people look like they have something to say, encourage them to speak.

#### Present:

**Acting Chair:** Phil Cloward

**Members:** Jerry DeBruin, WCFPD #14; Kyle White, OppCo; Wain Harrison, Whatcom County Fire Marshal; Veronica Dearden, Kendall Watch Community Action Group and Block Watch; Rebecca Brown & Julie O'Shaughnessy, NWCAA

**Others:** Paul Schissler, Community Development Planner

1. **Introductions:** All members introduced themselves to new member, Kyle White, OppCo.

2. **Approval of May 21, 2014 meeting minutes:**

#### Motion:

- Schissler moved to approve minutes with following revisions:
  - Amend to clarify that Cloward is acting chair (Chair Piotrowski "excused")
  - Details added to item 10 (Winter outreach check-in, update)
- O'Shaughnessy seconded the motion.

3. **Open public comment:** None

4. **Addition/changes to the agenda:** None

5. **Announcements:**

- Harrison commented that he missed everybody and was glad to be back.
- O'Shaughnessy reported that Katie Skipper, NWCAA Communications Director, recently attended the Washington Clean Air Communicators meeting which discussed outreach strategies in Puget Sound Clean Air Agency's non-attainment area. O'Shaughnessy will share the contents of that meeting at the next CAC meeting.

- Brown added that summer outreach is a great time to build community rapport around wood heating issues because it's a "neutral" time and can be addressed from a broad reach perspective.
- Cloward and Jerry commented that outdoor burning (smoke and prohibited materials) is also an issue, especially in the UGA, that should be included in the summer outreach effort.
- Harrison stated that in 20 years, the WC Fire Marshal's office has issued a stage-2 burn ban (no fires of any kind, including recreational) three times. Two of those bans occurred in the last two years with last year being the earliest ever.
- O'Shaughnessy encouraged coordination between Brown and DeBruin regarding the outreach effort after debriefing with Skipper and reporting back to the CAC (sooner where appropriate).
- Cloward announced that the EWRCC council made the decision to form a "Biomass Enterprise Committee" that will be separate from the CAC and will include the wood bank as well as other items. The Biomass Enterprise Committee will provide periodic updates to the CAC.

## 6. Stakeholder list, letter

Cloward recommended removing the timber industry stakeholders and categorizing them as "future" stakeholders, in light of the formation of the Biomass Enterprise Committee. The committee agreed to the reclassification and that letters will not be sent to them at this time.

Brown brought up the need for and absence of a nurse on our committee. Brown learned from Skipper that Cheryl Whitehouse, Mt. Baker School District nurse, would not be able to participate.

Cloward reported that he asked Ian Linterman, Mt. Baker School District, Special Projects Director, who serves on the EWRCC to assist in coordinating the recruitment of a health official (nurse) from the school district.

Although the committee agreed that a school district nurse would be optimal, a nurse who represented the community would also be extremely beneficial.

Dearden and DeBruin stated that they know local community nurses who may be interested and able to serve on the committee. Dearden and DeBruin will consult with the prospective individuals and report back.

Dearden requested adding Barbara Brenner to the list of stakeholders. The committee noted that several Whatcom County Council members were not listed and agreed to add all council members to the stakeholder list.

O'Shaughnessy forwarded to Cloward, as agreed upon last meeting, the two versions of the outreach letter to present to Piotrowski for his final approval and signature.

The committee reiterated its support for either version of the letter and that the important issue is to get it mailed to stakeholders.

O'Shaughnessy stated that logistically, a comprehensive mailing list with specific contact names and addresses is necessary in order to mail the letter. She will work with NWCAA staff to get it mailed once the letter is signed and the list complete.

Harrison voiced support for the letter with the bullets, specifically the last paragraph.

### **Action item(s):**

#### **Stakeholder letter:**

- Draft stakeholder contact information spreadsheet for mailing purposes. **Julie**
- Provide O'Shaughnessy with information to complete stakeholder mailing information spreadsheet. **All CAC members**
- Get stakeholder letter signed by Piotrowski. **Cloward**
- Provide O'Shaughnessy with signed stakeholder letter for mailing. **Cloward**
- Mail out stakeholder letter. **O'Shaughnessy**

#### **Stakeholder list:**

- Revise stakeholder list to reclassify ring 3 stakeholders, "firewood purveyors", "wood products industry" and "timber industry", to "future contact" stakeholders.  
**O'Shaughnessy**
- Consult with known, local nurse to possibly serve as a CAC member and get back to O'Shaughnessy with update prior to July's meeting. **Dearden and DeBruin**
- Revise Whatcom County Council stakeholder list to include all County Council members.  
**O'Shaughnessy**

### **Motion:**

- Harrison moved to approve stakeholder list as amended during the meeting.
- Brown seconded the motion.

## **7. Ground rules/meeting structure discussion**

O'Shaughnessy shared CAC member written feedback on the ground rules handouts (NWCAA & Tacoma-Pierce CAC) that were distributed last month. Overall, feedback supported the concept of ground rules, but that they be kept simple.

Cloward provided feedback that the ground rules were not supported by the EWRC because they were too prescriptive for a volunteer organization.

Harrison stated that ground rules may be more important for public participation situations.

DeBruin pointed out that the 3-minute limit on public comment identifies the way in which the public can participate.

Cloward suggested that we attempt to operate without a specific set of ground rules, unless it becomes evident that we can't. If they become necessary, he suggested adopting NWCAA's version, as Tacoma's was too involved.

After further discussion, DeBruin suggested the inclusion of NWCAA's ground rules on CAC committee agendas. Harrison recommended a less formal title of "Committee Guidelines" which the committee overall supported.

### **Action item(s):**

- Include NWCAA meeting ground rules on all future CAC agendas and rename them "Committee Guidelines". **O'Shaughnessy**

**8. Continue discussing committee next steps, develop “strategic plan”**

As tasked last meeting, O’Shaughnessy presented information to stimulate discussion around the development of a CAC strategic plan. The information (3 documents) reflecting O’Shaughnessy’s perspective were titled: (1) Strategic planning, general overview; (2) Tacoma’s Clean Air Task Force Report, Julie’s notes; and (3) EWRCC Clean Air Committee, general objectives.

The documents summarized, respectively, how and why to “plan strategically”; pertinent processes, principles, concerns, priorities, evaluation criteria, needs, questions and outreach strategies employed by the Tacoma-Pierce CAC; and an example of who and how each stakeholder may contribute to the overarching charge.

Cloward recommended that each committee member use the Tacoma-Pierce outline to identify their affiliation’s local issues which will aid in the drafting of a more meaningful strategic plan.

The group, as a whole, endorsed the recommendation and agreed to do “homework” prior to next month’s meeting which will be a dedicated strategic plan work session. All members, from their stakeholder’s perspective, will identify where and how they see themselves involved in improving air quality.

The only topic not to be included was transportation.

**Action item(s):**

- Provide committee with historical NWCAA survey conducted in the Columbia Valley.  
**Rebecca**
- For the affiliation that each member represents, identify and be prepared to share at July’s work session meeting, how and where each CAC member sees themselves contributing to the CAC charge. **All CAC members**
- **Upcoming work session, 4:00-6:00 p.m. – July 16, 2014**

**Upcoming meeting, 4:30 – 6:00 p.m., East Whatcom Regional Resource Center:**

Aug. 20, 2014	Jan. 21, 2015	Jun. 17, 2015	Nov. 18, 2015
Sept. 17	Feb. 18	July 15	Dec. 16
Oct. 15	Mar. 18	Aug. 19	
Nov. 19	Apr. 15	Sept. 16	
Dec. 17	May 20	Oct. 21	