



Regional Review Committees Operating Policies and Procedures

January 2013



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DOCUMENT HISTORY

Revision Date	Description of Changes
March 2011	Update
February 2012	Update
January 2013	Update

MISSION STATEMENT

The mission of the Minnesota Regional Review Committees (RRCs) is to enhance public safety in each Homeland Security and Emergency Management (HSEM) planning region by helping counties and other jurisdictions achieve improved collaborative planning processes and information sharing, and maintain state and federally approved plans for response to unexpected releases of hazardous materials at public and private facilities.

COMMITTEE MEMBER CODE OF CONDUCT

- Participate fully by attending meetings on time and providing constructive input
- Speak your mind succinctly
- Listen and learn
- Be respectful of other meeting attendees
- Avoid distractions and interruptions
- Provide leadership and keep the committee on topic and on time

REGIONAL REVIEW COMMITTEE OVERVIEW

The RRCs were created and mandated under Minnesota Statutes, section 299K.04, which is based on Title III of the federal Superfund Amendments and Reauthorization Act (SARA Title III) of 1986. The legislation's intent is to involve regulated facilities, emergency first responders, and the public in the development and review of plans relating to extremely hazardous materials incidents.

The state of Minnesota established six RRCs, one in each region of the Department of Public Safety Division of Homeland Security and Emergency Management (HSEM). Membership in each RRC includes three public members, three emergency first responders, and three facility representatives. This diversity is the key to a comprehensive review program.

The committees' purpose is to assure that county emergency operations plans include hazardous material incident planning information required by state and federal laws. RRCs review emergency operations plans using the 18 SARA Title III items listed in the Local Emergency Operations Plan Crosswalk (MNWALK). Based on their review, the committee makes recommendations to the local emergency manager to improve the jurisdiction's plan.

All recommendations are recorded on the RRC Local Emergency Operations Plan Review Sheet and the completed MNWALK, items 10–27. The forms are submitted to the respective HSEM regional program coordinator (RPC) by the chair of the RRC.

COMMITTEE MEMBERSHIP

All members of an RRC must live and work within the region they represent. All RRCs will have a membership of nine, with each member serving a three-year term. Terms are staggered to insure continuity by having one third of the committee up for reappointment each year. Each member may serve a maximum of three, three-year terms.

Committee membership consists of:

1. Three representatives of facilities regulated by the federal act. Facility members provide industry perspective to chemical release incident response. The members must be actively employed in the region by a regulated facility.
2. Three representatives from any of the 10 emergency services-related disciplines defined under the National Incident Management System: emergency management, emergency medical services (EMS), hospitals, public health, fire service, hazardous materials, law enforcement, public works, governmental administration, and public safety communications. Qualified members must possess and maintain all licensures, certifications, and accreditations required to perform their primary job duties and be actively employed by a licensed organization or jurisdiction within the region.
3. Three representatives of the general public with an interest in hazardous materials incident planning from any combination of the following:
 - a. Community groups. Members representing this group must be active in an organization within the region.
 - b. Broadcast and print media. Broadcast or print media members promote the community right-to-know aspect of the SARA Title III legislation. Members must be actively employed by a broadcast or print media organization in the region.
 - c. Elected officials. Member representatives must be serving elected officials from within the region. Because an RRC predominately reviews county plans, preference is given to elected officials at the county level.

APPOINTMENT PROCESS

Recruitment and committee outreach efforts will be made through notices and presentations to emergency management and professional responder organizations in addition to information available on the HSEM Web site. All potential committee members must complete a *Regional Review Committee Service Application*. Applications will be available on the HSEM Web site or from an HSEM RPC.

The HSEM director reviews all applications to insure the qualification and vacancy criteria are met. The qualifications of members seeking reappointment are also reviewed by the HSEM director. If the criteria are met, the member may be approved for reappointment. The HSEM director makes the final determination on all RRC appointments.

All new members are provided with an electronic copy of the RRC Standards Guidance Document, Committee Member Orientation Manual, Committee Operating Policies and Procedures, and membership roster.

COMMITTEE LEADERSHIP

Committee leadership consists of two positions, a chair and vice chair, each nominated and elected by a quorum of members on the committee. Nominations and elections for chair and vice chair take place at the last regular meeting at the end of the elected term. The newly elected chair and vice chair take office at the first regular meeting of the new year.

The leadership's primary responsibilities are to assure the RRC operates in a professional manner, completes plan reviews in a timely manner, adheres to the published policies and procedures of the committee, and submits an annual report to HSEM by December 31 each year.

The chair serves a one-year term. Duties of the chair include calling meetings to order, conducting the meeting according to *Robert's Rules of Order*, assuring that meetings are documented by the vice chair who will take notes of the meeting, and preparing and submitting an annual report of committee activities to HSEM. The chair makes agendas and distributes them to members; moderates discussion; distributes meeting notes to members, and keeps an updated contact list of all members, including addresses, phone numbers, and e-mail addresses. The chair shall provide a copy of the agenda and meeting notes to their RPC for approval, prior to dissemination. The chair is the primary contact between the committee and HSEM.

The vice chair serves a one-year term, and is responsible for taking and preparing notes from the meeting and performs the chair's duties in the absence of the chair. The vice chair assumes the position of chair when the term of the current chair ends.

MEETINGS

The regular meeting schedule is determined by the HSEM RPC in collaboration with the committee chair, for the purpose of conducting plan reviews. The schedule must be consistent with HSEM's four-year Local Emergency Operations Planning Policy and reflect the jurisdictions whose emergency plans are to be reviewed. The schedule is presented to the committee; the RPC notifies the chair of any changes.

Attendance is critical for the committee to function and provide a comprehensive review of emergency plans. A member who cannot attend a regular meeting should contact the chair or vice chair 48-hours prior to the meeting and ask to be excused. There may be times when a 48-hour advance notice is not possible. In these cases, members should notify the chair as soon as they know they are unable to attend. The chair will cancel the meeting in the absence of a quorum and notify all committee members via telephone or e-mail. The chair will contact a member when three consecutive meetings are missed without excuse. If the member then misses another meeting, the member is removed from the committee. All members must have daily access to an e-mail account to receive and respond to information pertaining to RRC business in a timely fashion. Examples may include, but are not limited to, meeting notices or other schedule changes.

All regular meetings of the committee are operated by *Robert's Rules of Order* and are considered open meetings. Members of the public are welcome to attend and comment. A quorum must be present to conduct a meeting, review an emergency plan, and vote on all issues. There are no proxy votes. A quorum for an RRC meeting is 50 percent of the current membership plus one member. In the absence of a quorum, the chair will cancel the meeting.

During the plan review, members will compare the data in the plan with the *SARA Title III Standards Guidance* document, which includes sample language for all of the 18 required items in the MNWALK.

Members are compensated \$55 per meeting (Minnesota Statutes, section 13.059), plus expenses (mileage and meals) in the manner and amount authorized by the commissioner's plan. Members must accurately complete an expense report at the end of each meeting and submit it to the HSEM RPC for reimbursement. Expense reimbursement forms must be turned in within 60-days of a meeting to comply with federal and state business expense tax requirements.

REGIONAL PROGRAM COORDINATORS (RPCS)

The regional program coordinators are HSEM staff members assigned to each of the six emergency management planning regions (see map) who serve as liaisons between local emergency managers, the RRCs and the HSEM director. HSEM RPCs will conduct training for new RRC members to include topics such as, but not limited to, the role and responsibilities of

the RRC and its individual members, committee operating guidelines and procedures, standard guidance documents, emergency management principles, and hazardous materials planning, including Minnesota's Emergency Planning and Community Right-to-Know Program. RPCs are responsible for establishing the regular RRC meeting schedule in collaboration with the committee chair for the purpose of conducting plan reviews. In addition, RPCs will coordinate the scheduling of each jurisdiction whose plans are to be reviewed by the RRC consistent with HSEM's four-year Local Emergency Operations Planning Policy. The RPC administers RRC meetings with the emergency manager as their jurisdiction's plan is reviewed, presents pre-review findings, offers advice and provides technical guidance, and follows up on RRC recommendations and input with the local jurisdiction. RPCs are expected to communicate in a timely manner to the committee chair the outcome of final HSEM plan approval, or status and disposition of RRC recommendations to a local jurisdiction.

GLOSSARY

EOP, Emergency Operations Plan: All counties and cities participating in the Emergency Management Planning Grant program must have an all-hazard emergency operations plan that addresses the items listed in the MNWALK provided by HSEM.

HSEM, Homeland Security and Emergency Management: HSEM is a division of the Minnesota Department of Public Safety. It is the state agency assigned responsibility for monitoring compliance with EPCRA (see SARA Title III) in Minnesota, and carrying out several of its requirements.

MNWALK, Minnesota's Local Emergency Operations Plan Crosswalk: This document is a tool that lists all required plan content items and includes spaces for identifying the location of those items in a completed EOP. The MNWALK also has a checklist for reviewers and a space for their comments.

RPC, Regional Program Coordinator: HSEM staff members in each of the six regions or emergency management planning districts (see map) who serve as liaisons between the RRCs and the HSEM director.

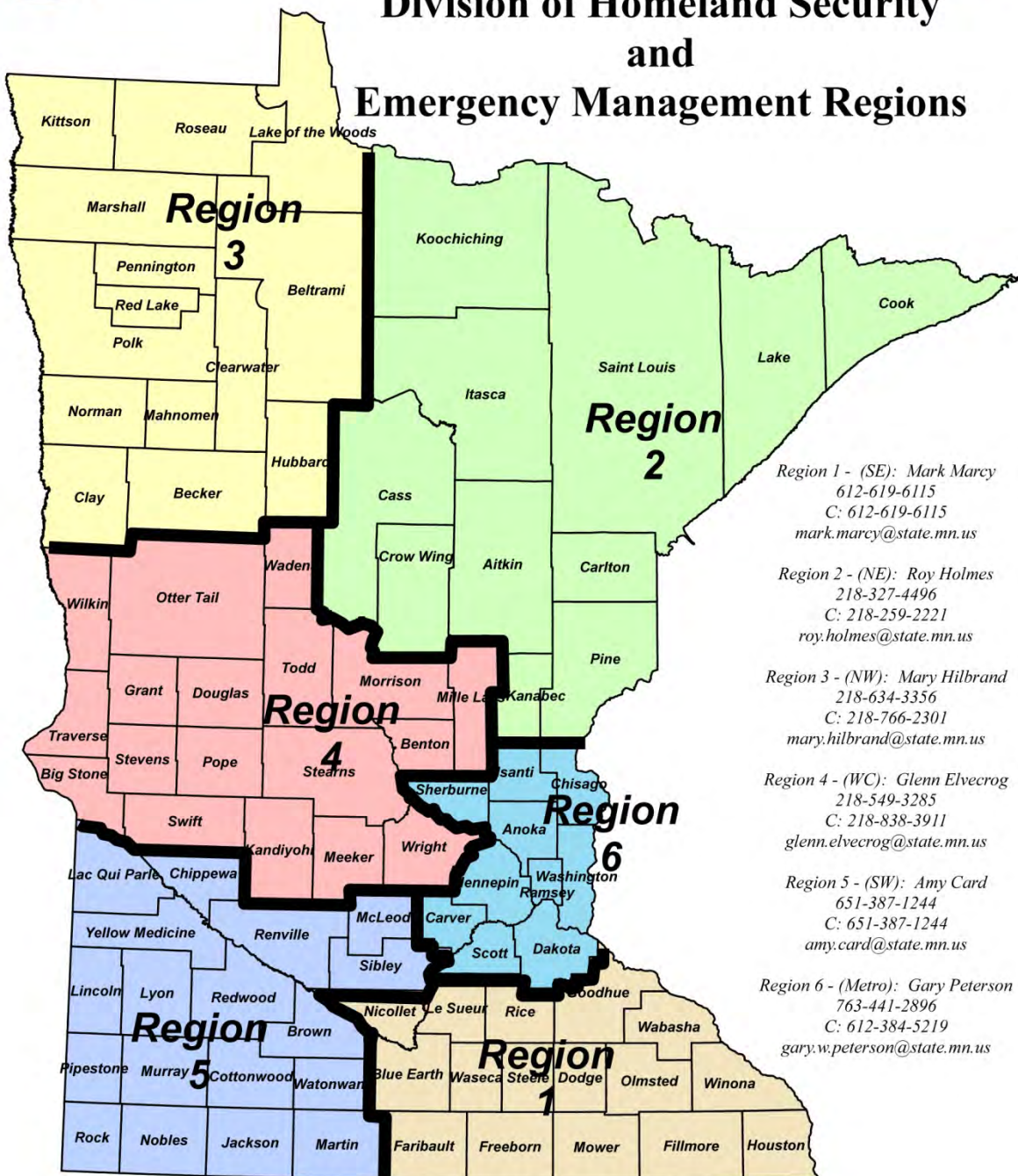
RRC, Regional Review Committee: The primary duty of an RRC is to review the EOPs of the political jurisdictions in its district, in accord with the state's four-year planning/exercising cycle. At a minimum, RRCs review EOPs to determine if they adequately address the required SARA Title III planning elements, as identified in the MNWALK. When reviewing EOPs, RRCs note deficiencies and offer suggestions regarding plan improvements.

SARA Title III, Superfund Amendments and Reauthorization Act: This statute, commonly referred to as Title III or the Emergency Planning and Community Right-to-Know Act (EPCRA), is intended to help communities deal safely and effectively with the numerous hazardous chemicals used in our society. EPCRA was incorporated into Minnesota law via enactment of the Minnesota Emergency Planning and Community Right-to-Know Act (Minnesota Statutes, chapter 299K).

HSEM REGIONAL MAP



Minnesota Division of Homeland Security and Emergency Management Regions



Region 1 - (SE): Mark Marcy
612-619-6115
C: 612-619-6115
mark.marcy@state.mn.us

Region 2 - (NE): Roy Holmes
218-327-4496
C: 218-259-2221
roy.holmes@state.mn.us

Region 3 - (NW): Mary Hilbrand
218-634-3356
C: 218-766-2301
mary.hilbrand@state.mn.us

Region 4 - (WC): Glenn Elvecrog
218-549-3285
C: 218-838-3911
glenn.elvecrog@state.mn.us

Region 5 - (SW): Amy Card
651-387-1244
C: 651-387-1244
amy.card@state.mn.us

Region 6 - (Metro): Gary Peterson
763-441-2896
C: 612-384-5219
gary.w.peterson@state.mn.us

Minnesota Duty Officer - 1-800-422-0798 or 651-649-5451

1/11/2011

ADDENDUM 1:
SAMPLE MEETING AGENDA FORMAT
DISTRICT # REGIONAL REVIEW COMMITTEE
10:00 AM **MARCH 8, 2013**
XYZ COUNTY EMERGENCY OPERATIONS CENTER NAME OF CITY, MN

- I. Call Meeting to Order
- II. Approval of January 11, 2013 Meeting Notes
- III. Plan Review – XYZ County
- IV. Expense Forms
- V. Next Meeting – April 12, 2013
ABC County Plan Review
- VI. Public Input
- VII. Adjourn

ADDENDUM 2: SAMPLE MEETING NOTES FORMAT

DISTRICT # REGIONAL REVIEW COMMITTEE

10 A.M.

MARCH 8, 2013

XYZ COUNTY EMERGENCY OPERATIONS CENTER (NAME OF CITY), MN

- PRESENT:** (List names of members in attendance)
- ABSENT:** (List names of members not in attendance)
- HSEM STAFF:** (List names of HSEM staff in attendance)
- GUESTS:** (List names of emergency management personnel whose emergency operations plan is being reviewed and names of others in attendance)

Call to Order

- Chair (chair name) called the meeting to order at 10 a.m. (starting time).
- Introductions were made by those in attendance.

Approval of Meeting Notes

- (Member name) moved to approve the notes of the (date of last meeting), meeting. (Member name) seconded the motion. Motion carried.

Plan Review – XYZ (jurisdiction whose plan is being reviewed)

- The XYZ County Emergency Plan was reviewed for the SARA Title III items on the MNWALK. (Member name) moved to accept the XYZ County plan with noted comments. (Member name) seconded the motion. Motion carried.

Expense Forms

- Expense forms were completed by members and submitted to the regional program coordinator.

Next Meeting

- The next meeting is scheduled for (date of next meeting). The ABC County emergency plan will be reviewed at that time.

Public Input

- None (or list pertinent discussion, if needed).

Miscellaneous

- (List pertinent discussion if needed).

Adjourn

- (Member name) moved to adjourn the meeting at (time meeting ended). (Member name) seconded the motion. Motion carried.

ADDENDUM 3: ROBERT'S RULES OF ORDER - SUMMARY VERSION

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!

Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair!
Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!

- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time

- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

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