

MINUTES

STAPPA/ALAPCO/EPA Joint Training Committee Meeting

March 24-26, 1997

National Enforcement Training Institute
Ariel Rios Building, Rooms 6202 and 6226
1200 Pennsylvania Avenue, NW
Washington, DC

Monday, March 24, 1997

I. INTRODUCTION

Gerald Bryan, Director of the National Enforcement Training Institute (NETI), opened the STAPPA/ALAPCO/EPA Joint Training Committee (JTC) meeting and welcomed the attendees to NETI. Gerald briefly described the history of NETI and apprised the attendees of its current activities. Next, Connie Musgrove, Acting Director of the Office of Regulatory Enforcement (ORE), made opening remarks and emphasized the importance that ORE places on training. She pointed to the agency's recent innovations in training, including approaching industrial sectors in a holistic manner and using training to reach out beyond the single-media approach.

Mary Boyer (CA), Chair of the STAPPA Training Committee, also welcomed the meeting participants and initiated self-introductions around the room. Mary made administrative announcements and briefly reviewed the agenda. A copy of the agenda and attendees' list are enclosed.

II. EPA'S RESPONSE TO STAPPA/ALAPCO'S RECOMMENDATIONS ON TRAINING AND STRATEGIC PLANNING

Howard Wright (EPA) presented the agency's strategy for fulfilling the commitments made in EPA's response to STAPPA/ALAPCO's recommendations for strengthening the agency's support for state and local air pollution training. Briefly stated the associations recommended that:

- ?? EPA build training into the regulatory development process;
- ?? EPA play a major role in the development and updating of high-priority courses and course materials; and
- ?? EPA include long-term funding for training in its strategic plans.

Howard and Ron Townsend (EPA) reiterated EPA's support for these recommendations and indicated that a task force comprised of representatives from the JTC and multiple EPA offices will pursue these goals. The Office of Air and Radiation (OAR) will be

represented, including the Office of Air Quality Planning and Standards (OAQPS), the Office of Atmospheric Programs (OAP), the Office of Mobile Sources (OMS), and the Office of Radiation and Indoor Air (ORIA); the Office of Enforcement and Compliance Assurance (OECA) will also be represented. It was agreed that EPA will establish the task force and the JTC will serve as advisors on the task force.

With respect to the development and updating of high-priority courses and course materials, Howard informed the attendees that EPA was awarded a course development contract last Fall. Since the procurement is funded under Section 105 of the Clean Air Act, the courses will be designed for state and local air officials. EPA has established criteria for choosing which courses to develop and which to refurbish. Attendees agreed that EPA needs to coordinate with the other training providers to prevent overlap. At the suggestion of Bill Becker (STAPPA/ALAPCO), the group decided that a demonstration project would be the best way to initiate the integration of training into the regulatory development process. Attendees agreed that they should develop a training strategy and program concurrently with the development of a final rule; when the final rule is published in the Federal Register, there will be reference to the corresponding training program in the notice. Attendees agreed that the best candidates for the project are proposed regulations slated to be finalized in 1997 or early 1998 and which pose a gap in current training. Over the course of the meeting, attendees considered regulations that would be appropriate for the project. They selected the fine particulate matter monitoring regulation, a MACT standard and the transportation conformity rule.

III. PLANNING FOR TRAINING IN FY 1999

Howard Wright briefed the attendees on the current process for identifying Section 105 grant needs in FY 1999. EPA has formed seven small workgroups made up of EPA, state and local agency representatives to develop recommendations on state and local air program priorities and grant funding needs. The work groups are co-chaired by an EPA representative and a state or local representative. These co-chairs will present their results at the STAPPA/ALAPCO Spring Membership Meeting on April 30, 1997. Four workgroups will estimate national needs for (1) ozone; (2) particulate matter; (3) air toxics; and (4) other pollutants (sulfur dioxide, lead, carbon monoxide, acid rain and stratospheric ozone depleters). A fifth workgroup will analyze the current use of Section 105 grants and state/local agency resources through case studies. The sixth workgroup will focus on the need for and funding of multi-state organizations, regional approaches to addressing air pollution problems and geographic initiatives. Finally, the seventh workgroup will facilitate the entire process. Training is a cross-cutting issue that all of the workgroups must take into account when calculating their estimates.

IV. STATUS REPORT ON FY 1997 TECHNICAL TRAINING FUNDS

The purpose of this session was to discuss whether Section 105 funds that were earmarked for training in FY 1997 were used for training. Oftentimes, the Regions put the money into the base grant where it can not be tracked. Participants observed that there needs to be a mechanism (e.g., a Memorandum of Agreement) requiring the Regions to report back to Headquarters on the status of the training money. Additionally, EPA indicated that in some regions EPA will be asking for training plans before dispensing the training funds. The plans will help EPA track the money.

Mary Boyer (CA) apprised the JTC that in FY 1997 Region 9 received \$337,000 and CARB requested \$50,000. She indicated that the Region did not announce the availability

of the money. Ron Townsend (EPA) reported that Regions 8 and 10 submitted training plans to EPA and received funds with guidelines on performance measures.

V. FY 1998 FUNDING FOR TECHNICAL TRAINING

Paul Rasmussen, who serves in the budget office of OAR, spoke to the attendees about the FY 1998 grant allocation. He indicated that Dick Wilson, Deputy Assistant Administrator for OAR, recently sent a proposed allocation scheme to the STAPPA and ALAPCO Presidents. The total Section 105 budget request for air is \$157.2 million. The proposed amount earmarked for training in the state-implemented bin of money is \$2.16 million. As in the past, this money would be prorated to the ten Regions. Finally, the proposal seeks \$3.3 million for EPA's Air Pollution Training Institute (APTI).

Tuesday, March 25, 1997

VI. REPORTS FROM EXISTING TRAINING PROVIDERS

The various training providers who serve on the JTC had the opportunity to give a status report to the attendees. Their presentations were supplemented by 1-page fact sheets that describe the specific niche in training each provider fills. The following summarizes highlights from the status reports:

- ?? APTI's Air Pollution Distance Learning Network is growing rapidly in popularity. EPA plans to expand the courses offered through this delivery mechanism.
- ?? CARB continues to deliver its successful 100 and 200 series to agencies around the country.
- ?? WESTAR has hired a new training coordinator, Jeff Gabler, who will help to launch the Western Region Training Center.
- ?? The recently established METRO IV has hired a training coordinator.
- ?? MARAMA is offering courses to the mid-Atlantic air agencies and is currently in the midst of planning for a PM monitoring workshop.
- ?? NESCAUM has activated its training committee and has been holding monthly conference calls. Among other things, the committee is developing cost-effective training for the region by prioritizing their needs and pooling their resources.

VII. STAPPA/ALAPCO ON-THE-JOB TRAINING CURRICULUM

Mary Boyer (CA) indicated that the JTC has compiled materials that will help state and local air agencies in developing training plans for their staffs. First, a workgroup within the JTC prepared a draft STAPPA/ALAPCO curriculum that presents a generic track for each functional job category in air agencies. Attendees agreed that this product should be called the "STAPPA/ALAPCO Staff Development Curriculum." Second, the JTC collected curricula from state, local and federal agencies: the Pennsylvania Department of Environmental Resources; Environmental Protection Commission of Hillsborough County, Florida; the California Air Resources Board (CARB); the Rutgers Environmental and Occupational Health Sciences Institute (EOHSI); and EPA's APTI. These curricula will be useful examples to other agencies in tailoring the generic STAPPA/ALAPCO curriculum to suit their specific needs.

During an open discussion, the meeting participants agreed that these materials should be integrated into one finished product that will be called "Tools for Trainers." Tools for Trainers will be a resource notebook providing the following information:

- ?? the STAPPA/ALAPCO Staff Development Curriculum;
- ?? the compilation of the various curricula with accompanying abstracts describing each program;
- ?? a model training needs assessment survey; and
- ?? guidelines on how to evaluate needs.

The following people volunteered to serve on a workgroup to develop Tools for Trainers: Susan Wierman (MARAMA), Tom Allen (NY), David Kingsworthy (IN), Bob Hague (EOHSI), Ron Townsend (EPA), Mary Boyer (CA), Rick St. Louis (PA) and Joel Todd (SCG).

VIII. TRAINING PROVIDERS' SUBCOMMITTEE REPORT

Mary Boyer (CA) reported on the activities of the Training Providers Subcommittee -- a group formed to help training providers coordinate their training schedules and activities. The Subcommittee has been collaborating on conference calls to share ideas, maximize opportunities and utilize resources wisely. Among the efforts to date include listing the courses of the various trainers on the STAPPA/ALAPCO web page, sharing draft schedules and discussing appropriate topics at the semi-annual training meetings. The providers who should participate on the Subcommittee are CARB, WESTAR, METRO IV, STAPPA/ALAPCO, APTI, NETI, EOHSI and other regional APTI sites.

IX. ELECTRONIC SUBCOMMITTEE REPORT

Daniel Couturier (NETI), chair of the Electronic Subcommittee, briefed the meeting attendees on the activities of the group. The Subcommittee was created to work on integrating, through electronic means, the course schedules of the training providers. The group agreed to work initially through the STAPPA/ALAPCO web page, where entries must be manually submitted to the Secretariat by each provider. The ultimate goal of the group was to develop a searchable database that automatically culls the appropriate information from the various providers' web pages. WESTAR received funding to develop such a database and featured the system at the meeting (please see below). The attendees agreed that the Subcommittee should continue to enhance the coordination of electronic training schedules. Another future project, among others, is to conduct the Committee's annual needs survey on-line through the STAPPA/ALAPCO web page.

X. FACILITY TOUR OF NETI AND ELECTRONICS ISSUES

Daniel Couturier (NETI) led the attendees through a tour of NETI. NETI offers many innovative multi-media training facilities, including a wired courtroom, video conferencing, big-screen webpage capability and a student computer room. Next, meeting participants showcased their web pages on NETI's big-screen Internet monitor. The following participants' web pages were viewed by the attendees: CARB, STAPPA/ALAPCO, NETI, EPA, WESTAR and EOHSI.

Finally, John Core (WESTAR) introduced Mark VonAhn of Web Foot Designs via video conference. Mark created WESTAR's searchable database of air pollution training courses. The system is programmed to automatically gather the training courses listed on the various training providers' web pages. With this capability, the JTC will achieve greater coordination of training schedules, and it will not be necessary for the providers to reformat their schedules to conform to the STAPPA/ALAPCO schedule.

STAPPA/ALAPCO will continue to list those training courses that are of a national scale

(e.g., CARB's 100 and 200 Series, APTI's satellite courses and STAPPA/ALAPCO workshops).

Wednesday, March 26, 1997

XI. MARKETING TRAINING TO AIR DIRECTORS

Tracie Douglas (Reno, NV), who also serves on the STAPPA/ALAPCO Public Education and Outreach Committee, discussed marketing training to air directors. She presented a draft 3-panel brochure that is designed to be a one-stop shopping resource for air directors. The brochure provides the names and addresses for the training contacts at the state, local and federal level, in the regional consortia and other appropriate providers. The attendees found the brochure to be extremely informative and user-friendly. It was decided that after appropriate edits are made to the brochure, STAPPA/ALAPCO will disseminate it to the air directors at the semi-annual membership meetings.

XII. ANNUAL STAPPA/ALAPCO TRAINING NEEDS SURVEY

Joel Ann Todd (SCG) presented a draft training needs survey to the meeting participants. She indicated that the current version was drafted with the goal of making it easier to fill out and more useful to the provider. Substantively, Joel sought to design the survey to allow for identification of important courses and topics. Another objective of the survey is to address unmet needs in currently available air pollution training. Attendees were instructed to review the draft and submit comments to Joel by April 4, 1997. The survey will be mailed out to STAPPA/ALAPCO members in June, 1997.

XIII. UPCOMING CHALLENGES FOR AIR POLLUTION TRAINING

Mark Siegler (EPA) led a discussion regarding upcoming challenges for air pollution training. Changing organizations, reduced budgets and evolving technologies were among the factors cited as posing challenges in the future. Mark suggested that it may become necessary to reinvent training to make it easier to sell to managers. As always, coordination among the providers is key to facing these challenges in a coherent manner. To facilitate greater coordination, attendees agreed to continue to network and make courses/schedules available.

XIV. DEMONSTRATION PROJECT

The attendees continued to plan for the demonstration training project. As mentioned previously, three proposed rules were selected for the pilot: the fine particulate matter (PM) monitoring rule, a MACT standard (to be determined imminently) and the conformity rule. The preliminary strategy for the project is the following:

- ?? devise a strategy for developing preliminary training for staff, training for the trainer and formal classes;
- ?? develop technical training for implementation;
- ?? develop and conduct relevant public outreach and education;
- ?? make provisions for ongoing support, both technical and financial;
- ?? provide training on the relevant health effects; and
- ?? when the rule is promulgated, make the implementation guide, training program and appropriate schedules available.

JTC members agreed that this project should be a standing item on the monthly conference calls.

The workgroup for the PM monitoring pilot is comprised of Howard Wright (EPA), Ron Townsend (EPA), John Core (WESTAR) and Susan Wierman (MARAMA). Mary has agreed to take the lead on developing a training strategy for a MACT standard.

XV. DISCUSSION OF FALL 1997 TRAINING MEETING AND EPA TRAINING CONTACTS MEETING

Mary Boyer (CA) indicated that the next meeting of the JTC should take place next Fall. The options are either San Francisco, CA or attaching the meeting to the EPA Training Contacts Conference in Raleigh-Durham, North Carolina. A final determination was tabled pending further discussion regarding logistics and other issues.

XVI. ADJOURNMENT

The meeting of the STAPPA/ALAPCO/EPA Joint Training Committee was adjourned.