

From: [Mattos, Liz \(OFM\)](#) on behalf of [Schumacher, David \(OFM\)](#)
To: [OFM Budget](#)
Subject: FW: Contingency planning for State Agency Operations - July 1
Date: Friday, May 05, 2017 4:28:37 PM
Attachments: [May 2017 ECY to OFM ContingencyPlan FINAL.pdf](#)

From: Bellon, Maia (ECY)
Sent: Friday, May 05, 2017 11:57 AM
To: Schumacher, David (OFM) <David.Schumacher@ofm.wa.gov>
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Subject: Contingency planning for State Agency Operations - July 1

Dear Director Schumacher,

Thank you for your guidance and information related to ensuring that the state is prepared should any circumstance prevent the legislature from making appropriations for the 2017-19 biennium.

Per your request on April 25, 2017, the Department of Ecology has reviewed the contingency information submitted to the Office of Financial Management in June 2013 and March 2015, and has a few minor updates included in the attached memo. The only significant updates relate to the number of non-appropriated funds and staff funded from such funds. We look forward to additional dialog and information as we move closer to the end of the biennium.

Thank you again for your leadership and work in this area.

--Maia




STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

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May 5, 2017

TO: David Schumacher, Director
Office of Financial Management

FROM: Maia D. Bellon, Director 

SUBJECT: Contingency Planning for State Agency Operations – July 1

Per your request, below please find the agency services that fall into the categories specified in your April 25, 2017, letter to agency directors and others.

1. Services funded by appropriation in the enacted transportation budget:

The Department of Ecology (Ecology) does not receive any direct appropriations in the enacted transportation budget.

2. Services that do not require an appropriation, such as from non-appropriated funds:

Ecology has six non-appropriated accounts, but only two have staff that charge to the fund source.

Non-Appropriated Funds

Electronic Products Recycling Account (Fund 11J-6) – RCW 70.95N.130. This account funds an electronic products recycling program that provides free collection, transportation, and recycling of covered electronic products including televisions, computers, and monitors. It supports oversight and administration of the E-Cycle WA program. Ecology staff activities include: registration of collectors, transporters, processors, and manufacturers (who fund the program); enforcement on these entities and retailers; public education and outreach; and, support to consumers who call for information.

- 2.33 FTEs are supported by this fund

Product Stewardship Programs Account (Fund 16T-6) – RCW 70.275.130. This account supports oversight of mercury containing lights collection and recovery, including review and approval of plans, monitoring and evaluation of program operations, and implementation of the regulations.

- 0.75 FTE are supported by this fund

Basic Data Account (Fund 116-6) – RCW 43.21A.067. This account supports the gathering of stream flow, groundwater and other hydrographic data by the U.S. Geological Survey (USGS), and making it available to Ecology and other entities. No staff supported.

Coastal Protection Account (Fund 408-6) – RCW 90.48.390. This account supports environmental restoration and enhancement projects, investigation of the long-term effects of oil spills, and implementation of aquatic land geographic information systems. No staff supported.

State Agency Parking Account (Fund 277-6) – RCW 43.01.240. Supports commute trip reduction incentives. No staff supported.

Industrial Insurance Premium Refund Account (Fund 03K-6) – RCW 51.44.170. Used by the Safety Officer to purchase safety equipment for the agency. No staff supported.

3. Services that must be continued based on certain constitutional mandates and federal law, with the caveat that agencies will consult their assigned Assistant Attorney General for clarification.

The Ecology Leadership Team consulted with our Assistant Attorney General and concluded we do not have services within this category.

4. Services necessary for the immediate response to issues of public safety or to avoid catastrophic loss of state property.

Ecology has two program areas that fit this narrow definition. They are detailed below. We have identified minimum staffing levels to continue these services. Please note, if significant oil/hazardous material spills or dam safety events occur, additional resources will need to be deployed. This would be in addition to the minimum ongoing staff as detailed below.

Oil and Hazardous Material Response – 1 WMS FTE Supported by Recalled Responders:

One Ecology manager will work and screen spill reports during business hours, after hours and weekends. Spill reports will be triaged based on their potential human health, environmental, and economic threats to determine whether spills are:

- Not responded to
- Passed to an appropriate local or federal agency for a response
- Responded to by Ecology staff

When Ecology's response is warranted, the appropriate staff resources will be identified (job class, training, and certifications), and appropriate response staff will be recalled by seniority. There will be no staff on paid standby. Due to the potential workload from incoming calls 24/7, the Response Manager position will be rotated among Response Section Supervisors. For catastrophic spills where the spiller has not initiated appropriate response measures, Ecology may need to activate our emergency response contracts to provide additional clean-up personnel and equipment.

In addition to Spill Responders, specialized positions will be recalled as required for catastrophic spills. These positions are filled by Ecology staff with specialized training and certifications, including:

- Crisis Manager
- Environmental Unit Lead
- Natural Resource Damage Assessment
- Planning Section Chief
- Public Information Officer
- Liaison
- Safety Officer
- Vessel Inspector/Salvage Specialist

The spill response activity at Ecology is designed to function independently in the field with limited support. During prolonged or catastrophic incidents, support services are required to keep our response operations functioning efficiently. This may require periodic support from Ecology's IT Services and Contracts Office, as well as expertise from supporting programs such as Hazardous Waste, Toxics Cleanup, and Water Quality.

This assumes the Military Department Emergency Management Division is operational at the Alert and Warning Center and continuing to serve as the after-hour call receiver and dispatcher.

Dam Safety – 1 WMS FTE Supported by Recalled Dam Safety Engineer:

One Ecology manager will maintain current availability, on a 24/7 basis, to receive emergency dam safety phone calls reporting dam safety incidents. The manager will consult the lead dam safety engineer (or his designee) to determine whether expert personnel need to be deployed to investigate and/or respond to the report, depending on the nature of the information being reported, and the possible threat to public safety.

David Schumacher, Director

May 5, 2017

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Thank you for your guidance and coordination on this challenging exercise. We assume payroll will be processed for the July 10 pay period, and look forward to additional guidance on whether that will be handled by Ecology (will require a handful of staff for a few days in early July), or by the Department of Enterprise Services per preliminary communication from this non-appropriated agency. I will be your main point of contact on this issue. If you have any questions, please do not hesitate to contact me at my office (360-407-7001) or on my cell (360-584-8912).

cc: Jim Cahill, Office of Financial Management
Linda Steinman, Office of Financial Management
Laura Watson, Assistant Attorney General
Polly Zehm, Deputy Director
Erik Fairchild, Chief Financial Officer
Sandi Stewart, Human Resources Director