

**Pacific States/British Columbia
Oil Spill Task Force**

**2023-2025
Biennial Workplan**

Effective July 1, 2023



STATEMENT OF AUTHORITY

This document represents a consensus of the Pacific States/British Columbia Oil Spill Task Force Members in support of activities identified for the biennium from July 1, 2023 through June 30, 2025. This work plan is the third consecutive implementation document under the 2019-2025 Task Force Strategic Plan.

The work plan was adopted and endorsed on February 14, 2024 by the following Members:

Teresa Melville, Director Spill Prevention and Response
Alaska Department of Environmental Conservation

Laurel Nash, Assistant Deputy Minister
British Columbia Ministry of Environment and Climate Change Strategy

Amir Sharifi, Deputy Administrator
Office of Spill Prevention and Response
California Department of Fish and Wildlife

Kathleen Ho, Deputy Director for Environmental Health
Hawaii Department of Health

Michael Kucinski, Interim Administrator for Land Quality
Oregon Department of Environmental Quality

Carlos Clements, Spills Program Manager
Washington Department of Ecology

TABLE OF CONTENTS

STATEMENT OF AUTHORITY.....	2
TABLE OF CONTENTS.....	3
TASK FORCE STAFF.....	4
INTRODUCTION	5
TASK 1. ADAPT TO CHANGES IN OIL MOVEMENT AND RISKS.....	7
1A & 1B: Update the Task Force oil movement map and data of volumes transported.....	7
TASK 2. ADVANCE READINESS AND CAPACITY TO RESPOND TO OIL SPILLS.....	8
2A: Conduct a tabletop drill with Task Force Mutual Aid Agreement.	8
2B & 2C: Support the Drills and Exercises Workgroup through quarterly meetings and annual deliverables.	9
2D: Conduct Biannual Research & Development workgroup conference calls.	9
2E: Support the Pacific Oil Spill Prevention Education Team’s prevention education campaign.	10
TASK 3. DEEPEN OUR EXTERNAL PARTNERSHIPS TO MAKE BETTER DECISIONS AND EXPAND OUR KNOWLEDGE.....	12
TASK 4. BUILD AND ENHANCE VISIBILITY AND RELEVANCY OF THE TASK FORCE	12
4A: Continue to engage partners, stakeholders, and the public through the Annual Meeting.....	12
4B: Offer Legacy Awards.....	13
4C: Produce an Annual Report	13
4D: Serve as a collective voice on the Pacific Coast on emerging issues (e.g., letters to congressional leadership).....	13
4E: Organize and facilitate roundtable/webinar series.....	14
TASK 5. NURTURE OUR ORGANIZATIONAL HEALTH.....	16
5A: Schedule and facilitate regular meetings of the Task Force Executives and Coordinating Committee.	16
5B: Develop the 2025-2031 Task Force Strategic Plan.....	16
5C: Conduct periodic pulse-check on Task Force member time commitment and workload.	16
5D: Develop the 2025-27 work plan and budget.....	16
TASK 6. EXECUTIVE COORDINATOR ADMINISTRATION DUTIES.....	18
6A through 6K: Executive Coordination Administrative Responsibilities.....	18
TASK 7. ATTEND MEETINGS, ADVISORY GROUPS, AND CONFERENCES	19
7A through 7E: Priority External Meetings, Advisory Groups, and Conferences	19
APPENDICES	20
APPENDIX 1. TASK FORCE BIENNIAL BUDGET FOR EXECUTIVE COORDINATION	20
APPENDIX 2: SUMMARY OF DELIVERABLES AND PRODUCTS.....	20
APPENDIX 3. SCHEDULE OF TASK FORCE MEETINGS, 2023-2025.....	21
APPENDIX 4: TASKS IDENTIFIED FOR POTENTIAL INCLUSION IN FUTURE WORKPLANS.....	22
APPENDIX 5: MEMBER AGENCY POINTS OF CONTACT, 2023-2025	23

TASK FORCE STAFF

Executive Members

Teresa Melville, AK Department of Environmental Conservation
Laurel Nash, British Columbia Ministry of Environment and Climate Change Strategy
Carlos Clements, WA Department of Ecology, Spills Program
Michael Kucinski, OR Department of Environmental Quality
Amir Sharifi, CA Department of Fish and Wildlife, Office of Spill Prevention and Response
Kathleen Ho, HI Department of Health

Coordinating Committee Members

Kathy Shea, AK Department of Environmental Conservation
Kelli Kryzanowski, British Columbia Ministry of Environment and Climate Change Strategy
Nhi Irwin, WA Department of Ecology, Spills Program
Wes Risher, OR Department of Environmental Quality
Greg McGowan, CA Department of Fish and Wildlife, Office of Spill Prevention and Response
Elizabeth Galvez, HI Department of Health

Coordinating Committee Alternates

Ytamar Rodriguez, AK Department of Environmental Conservation
Liam Devine, British Columbia Ministry of Environment and Climate Change Strategy
Darcy Bird, WA Department of Ecology, Spills Program
Kimberlee Van Patten, OR Department of Environmental Quality

Executive Coordinator Team, Triangle Associates, Inc.

Meg Harris, Executive Coordinator, Managing Associate
Anna Hamilton, Associate
Cole Dill-De Sa, Project Associate

INTRODUCTION

OVERVIEW

Welcome to the 2023-2025 Biennial Work Plan presented by the Pacific States/British Columbia Oil Spill Task Force (Task Force). This work plan is the third consecutive implementation document under the 2019-2025 Task Force Strategic Plan, developed in January 2019. Through the strategic planning process, Task Force members outlined their vision and mission for the organization and developed goals for the next six years. This biennial work plan identifies specific actions and deliverables needed to accomplish each of the five goals in the Strategic Plan, including:

- Goal 1. Adapt to changes in oil movement and risks
- Goal 2. Advance readiness and capacity to respond to oil spills
- Goal 3. Deepen our partnerships to make better decisions and expand our knowledge
- Goal 4. Build and enhance visibility and relevancy of the Task Force
- Goal 5. Nurture our organizational health

The 2023-2025 Biennial Work Plan is executed by the Task Force's Coordinating Committee and project-specific workgroups made up of member agency staff, topical experts, partners, and stakeholders. Project coordination, facilitation, and organizational support are provided by the Executive Coordinator (EC) Team at Triangle Associates. The project work contained within this work plan is executed via the Task Force's biennial budget, which includes funding for operations, travel, and Executive Coordinator contractor services with Triangle Associates.

PLAN ORGANIZATION

This work plan spans from July 1, 2023, through June 30, 2025. The plan is structured around the five goals of the Task Force's strategic plan. For each of the five goals, core tasks are identified. These tasks are the work the Task Force has identified as necessary to make progress toward our goals during this biennium.

Each task description includes:

- Number
- Action (Title)
- Description
- Deliverable and/or products resulting from the task
- Frequency of task (e.g. annually or quarterly)
- Task Lead
- Workplan Priority (High, Medium, or Low)

For each task, the roles and responsibilities of Task Force staff are included. As indicated, Task Force Executive Members will 'sponsor' or provide closer oversight and input on tasks. The sponsor member will engage with the Coordinating Committee and Executive Coordinator Team to provide advice and policy guidance and help to gain broader stakeholder input where needed to support the successful outcome of the tasks. The Executive Coordinator Team will guide the Task Force members in prioritizing and completing the tasks in the workplan and track progress on the tasks monthly.

The Workplan Priority ranking helps Task force members prioritize our work, recognizing that all tasks in the work plan are important and worthy of the Task Force’s attention. Given the number of tasks included in this work plan, the Task Force will focus on the high-priority tasks first and address medium and low-priority tasks as member staff and Executive Coordinator time and resources permit.

We report on our work plan activities by regularly posting project progress reports and products on the Task Force website. We also present updates at our Annual Meetings, Clean Pacific Conferences, and other forums. Our Annual Reports capture project milestones and accomplishments on work plan tasks. For additional information on the Task Force and our programs and products, please visit our website: www.oilspilltaskforce.org.

HIGHLIGHTS OF 2023-2025 WORKPLAN

We will continue our ongoing work in prevention, preparedness and response that includes several long-term, on-going initiatives or projects. These include:

- Tracking movement of crude oil across the West Coast via vessel, pipeline, rail, and barge
- Building community within the Task Force Coordinating Committee and Executive Team
- Supporting transboundary coordination and collaboration
- Communicating and engaging with our partners, Tribes, Indigenous Nations and organizations, stakeholders, and the public
- Providing support to our education and outreach partners on preventing small spills

DRIVERS OF OUR WORK

Through the 2019 strategic planning efforts, the Task Force members recognized several over-arching themes or drivers to expand and enrich our work. These important drivers remain relevant for the 2023-2025 work plan and will help the Task Force continue to strengthen collaborative relationships, foster social and environmental justice, and adapt to changes in the energy world, and will be incorporated throughout the plan’s tasks.

1. Strengthen our partnerships with federal agencies
2. Broaden our collaboration with Tribes, Indigenous Nations, and organizations
3. Incorporate equity, inclusion, and environmental justice into our work
4. Address new and emerging energy products
5. Ensure our work addresses terrestrial, coastal, and marine areas
6. Regularly evaluate the value of our work to the Task Force Members and our stakeholders

TASK 1. ADAPT TO CHANGES IN OIL MOVEMENT AND RISKS

- Evaluate and communicate the risks associated with the changes in transport of crude, petroleum products and new energy products (such as biofuels) by rail, vessel, and pipeline along the Pacific Coast.
- Create tools and resources to share data on volumes of materials moving across the region.

1A & 1B: Update the Task Force oil movement map and data of volumes transported

In 2013, the Task Force began tracking the changes of oil movement across the Pacific states and British Columbia and shared this information through a map depicting inland and marine transport routes, facilities, refineries, and transfer facilities.

The Task Force will continue to gather information on oil transport via rail, pipeline, tanker ship, and barge that will help each jurisdiction address the changing landscape to ensure prevention, preparedness, and response measures are adequate. We will continue to track volumes of crude exported from the Task Force jurisdictions, where data is available. As new non-crude energy sources become available (such as biofuels), the Task Force will track the transport of these materials, where data is available. This information will help Task Force members evaluate the risk these new products pose as they are transported by water and over land.

Responsibilities:

Coordinating Committee: Coordinating Committee members to advise the data working group and direct staffing assignments to the data working group.

Executive Coordinator: Maintain the tracking spreadsheet for volumes of transported crude oil; regularly update oil transport web pages with current information. Oversee the development of a brief annual report, largely produced by work group members.

Workgroup members:

- As available, research and compile annually the volumes data of crude oil transported via rail, pipeline, barge, and tanker ship, as well as crude exported internationally.
- Provide updates to tracking and reporting tools as needed. Provide metadata and references, including reports, studies, policy initiatives, or other documents.
- Lead the development of a brief annual report including data and graphics.
- California OSPR will provide GIS staff-time to revise and update the Task Force map. Washington Ecology has offered to support GIS work, as needed.

Task 1. Adapt to Changes in Oil Movement and Risk						
	Action	Description	Deliverable	Frequency	Lead	Priority
1A	Update crude oil movement map	Reflect changes to crude movement (e.g. routes and facilities)	GIS Map of crude movement across Pacific Coast	Annually by June	CA OSPR GIS staff; EC to support effort	HIGH
1B	Compile and report crude oil movement data	Collect and summarize volumes of crude moved annually	Brief annual summary report including data and graphics	Annually by June	Data Working Group; EC to support effort	HIGH

TASK 2. ADVANCE READINESS AND CAPACITY TO RESPOND TO OIL SPILLS

- Review and update our agreements for sharing equipment and staff resources across the Task Force jurisdictions.
- Continue to share information on new and emerging technology and oil spill research.
- Focus on prevention of both small and large spills through outreach and information-sharing.
- For each task under Goal 2, a working group has been established to coordinate information sharing and annual deliverables related to that task. Working groups meet annually or quarterly as defined below and are comprised of relevant staff from the member jurisdiction agencies and/or partner organizations.

2A: Conduct a tabletop drill with Task Force Mutual Aid Agreement.

The Task Force Mutual Aid Agreement was created in 1991 and updated in 1996, 2001 and most recently in 2023. Periodic reviews and updates to the agreement are an important part of response planning across the Task Force jurisdictions.

The agreement was exercised for the first time in June 2022 (as a draft) during the WA-OR Spill of national significance (SONS) exercise. The Coordinating Committee conducted a tabletop drill during a standing monthly meeting. Results and lessons were shared via a memo to the SONS exercise event participants. The 2022 tabletop drill allowed elements of the agreement to be tested in advance of a real response event, and the outcomes are reflected in 2023 updates to the agreement. Future tabletop drills of the Mutual Aid agreement will increase familiarity with the agreement and explore specific scenarios during which it may be called upon.

During the planning and execution of the tabletop drill, the Coordinating Committee will evaluate the need for updating the additional supporting documents:

1. Roster of trained and certified positions listing staffing capabilities.
2. Table of Personnel Capabilities – describes training.
3. Examples of preparedness measures.

Responsibilities:

Coordinating Committee and Executive Team: Participate in tabletop exercise (or designate an agency representative) and provide input on gaps and holes in the current Mutual Aid Agreement. Draft updates to the Mutual Aid Agreement. The WA Coordinating Committee member will organize and facilitate the tabletop exercise during a regularly scheduled Coordinating Committee meeting with support from the Executive Coordinator.

Executive Coordinator: Work with WA Coordinating Committee member to organize and facilitate tabletop exercise; facilitate Coordinating Committee discussions to update/revise Mutual Aid Agreement updates based on gaps identified during tabletop.

2B & 2C: Support the Drills and Exercises Workgroup through quarterly meetings and annual deliverables.

The Task Force's Drills and Exercises workgroup was formed in 2017 to develop common drill and exercises requirements across the Task Force jurisdictions' plan-holders. The work group consists of the drill program leads from the Task Force jurisdictions. The workgroup completed an inventory of requirements across the jurisdictions in 2018-2019 and will use this inventory to create a common set of requirements in 2019-2020. The workgroup meets quarterly via virtual meetings to share lessons learned from recent drills and exercises and track emerging topics.

Responsibilities:

Coordinating Committee: Support agency staff involvement in the workgroup; Identify new workgroup members.

Executive Coordinator: Coordinate and facilitate workgroup conference calls including producing a meeting agenda and draft and final summary notes; support workgroup in drafting cross-jurisdictional exercise requirements.

Workgroup members: Participate regularly in workgroup calls; provide information on current drill requirements through annual review of the drill matrix documents.

2D: Conduct Biannual Research & Development workgroup conference calls.

The Task Force's Research and Development (R&D) workgroup consists of agency representatives and stakeholders from industry and other sectors involved in the design and application of new technologies and research to aid in oil spill response. The workgroup shares information on new and emerging technologies via a twice annual half-day virtual meeting, as well as through on-going information exchange. The Task Force R&D meetings are one of several technology transfer opportunities taking place on the West Coast. Other events include WA Department of Ecology's periodic Best Available Technology workshops, CA OSPR's Biennial Technology and Science Symposium (held in partnership with Chevron), Clean Pacific conferences, and the International Oil Spill Conference that takes place in the US every three years.

Responsibilities:

Coordinating Committee: Support agency staff involvement in the workgroup; identify new workgroup members from within member jurisdictions and encourage participation from federal agencies, academia, industry, and NGOs, especially for jurisdictions that are not currently represented on the Research & Development workgroup; Participate as relevant.

Executive Coordinator: Coordinate and facilitate workgroup conference calls including producing a meeting agenda and draft and final summary notes; Support workgroup in identifying emerging issues and topics of concern

Workgroup members: Participate regularly in workgroup calls; Provide information on current research and research needs, with a focus on new and emerging oil spill science and technology.

2E: Support the Pacific Oil Spill Prevention Education Team's prevention education campaign.

Since 2003, the Pacific Oil Spill Prevention Education Team (POSPET) has been successfully targeting outreach at marinas and harbors, where small spills from recreational vessels are a main concern. The Clean Harbor and Clean Marina programs continue to certify new facilities, pointing to POSPET member's success at targeted outreach and education. The POSPET workgroup promotes the Task Force's oil spill hotline OILS-911 through placards, signage and other outreach materials in marinas and small harbors. During 2021-23, successes included offering a Puget Sound Green Boating Webinar and sharing information on spill prevention materials.

Responsibilities

Coordinating Committee: Designated staff from Task Force jurisdiction or a relevant partner organization will serve on the POSPET Workgroup and participate in developing and implementing outreach activities and programs. Coordinating Committee members will work with the EC to encourage and or recruit POSPET participation from partner organizations, especially for jurisdictions that are not currently represented in POSPET.

Executive Coordinator: Facilitate quarterly meetings, including agenda and meeting preparations, virtual meeting facilitation, and summary notes. Maintain OILS-911 call log, distribute outreach materials, maintain POSPET web page and coordinate POSPET's work plan tasks and activities.

Task 2. Advance Readiness and Capacity to Respond to Oil Spills						
	Action	Description	Deliverable	Frequency	Lead	Priority
2A	Conduct a tabletop drill with Task Force Mutual Aid Agreement	Drill the agreement to ensure it is up-to-date and relevant	Completed drill and summary notes or memo	Once per biennium	CC with EC support	HIGH
2B	Maintain tables of common drill requirements	Update tables of drill requirements through yearly review of data, links, and other information	1. Detailed matrix of drill requirements (internal) 2. High-level summary (public)	Annually	Workgroup members + EC	HIGH
2C	Support the Drills & Exercises workgroup	Share lessons learned and experiences in recent drills and exercises	Meeting agendas and summary notes	Quarterly	EC	HIGH
2D	Support the R&D workgroup	Share information on new and emerging oil spill science and technology	Meeting agendas and summary notes	Biannually (approximately April and September)	EC	MEDIUM
2E	Support the POSPET workgroup	Share information and lessons learned from education and outreach efforts	Meeting agendas and summary notes	Quarterly	EC	MEDIUM

TASK 3. DEEPEN OUR EXTERNAL PARTNERSHIPS TO MAKE BETTER DECISIONS AND EXPAND OUR KNOWLEDGE

We will strive to engage with our collective partners (Tribes and First Nations, federal, state, and local governments, non-profit organizations, and industry) across our areas of common interest and concern. We will ask for and create opportunities for collaboration and knowledge-sharing.

No specific deliverables have been identified under this task for 2023-25. However, a number of deliverables in other tasks relate directly to this goal including 4A (Federal Partners meeting) and Task 6 Administrative Activities including (but not limited to) maintaining contact lists and listservs; sharing information through list serve announcements, and the bi-weekly news clippings service.

TASK 4. BUILD AND ENHANCE VISIBILITY AND RELEVANCY OF THE TASK FORCE

- Share updates on the progress of our work through various outreach avenues including the Task Force Annual Meetings.
- Recognize and celebrate the good work being carried out by others in the oil spill community.
- Express our collective voice on emerging issues that resonate with our members.

4A: Continue to engage partners, stakeholders, and the public through the Annual Meeting.

We will share updates on the progress of our work through various outreach avenues including the Task Force Annual Meetings, which will be held once annually with the intent of engaging with partners, stakeholders, and the public.

Host agencies of the Annual Meeting will provide support and funding for all logistics, meeting space, and on-site costs associated with the Annual Meeting. Jurisdictions will cover their own travel and associated costs to attend the Annual Meetings. The Task Force biennial budget will cover EC travel and meeting materials. The Task Force biennial budget includes some funds to cover meeting costs that will be used at the discretion of the Task Force members for expenses such as logistics costs for virtual and hybrid meetings, refreshments, printing expenses, etc.

Responsibilities:

Host agencies of the Annual Meeting: Provide support and funding for all logistics, meeting space and on-site costs associated with the Annual Meeting.

Coordinating Committee: Develop Annual Meeting program including meeting agendas and sessions; host and moderate sessions, including communications with potential and confirmed speakers, session Q&A, and meeting follow-up.

Executive Coordinator: In coordination with host agencies, plan logistics and facilitate the Annual Meeting. Assist Coordinating committee in developing the Annual Meeting program.

4B: Offer Legacy Awards

We will recognize and celebrate the good work being carried out by others in the oil spill community. Legacy Awards are presented by the Task Force every two years at the Annual Meeting. The Legacy Awards recognize our partners, stakeholders, Tribes, Indigenous Nations and organizations, and citizens for their outstanding work and leadership in protecting people and the environment from oil spills.

Responsibilities:

Coordinating Committee: Determine a timeline and plan for accepting nominations for biannual Legacy Awards; actively participate in one or more work sessions to score nominations and select award recipients; communicate with Executive members on nominations and recommended awardees; communicate (as desired) to awardees working within the member's state or province.

Executive Coordinator: Facilitate the call for nominations for biannual Legacy Awards; compile and track award nominations; coordinate one or more work sessions for the Coordinating Committee and any interested Executives to score nominations and select award recipients; conduct outreach to award recipients and oversee the presentation of awards in conjunction with the Annual Meeting.

4C: Produce an Annual Report

Annual accomplishments and outcomes will be shared in an Annual Report. The format of this report is to be determined annually by the Coordinating Committee based on needs for each year, availability for Coordinating Committee and budget for the Executive Coordinator to support this work. This report may be an internal or external report.

Responsibilities:

Coordinating Committee: Determine the format for the Annual Report (annually). Contribute content including but not limited to: recent incidents, ongoing work, jurisdictional profiles, dedications or transitions, and high quality photos; review and approve draft content and report.

Executive Coordinator: Compile content provided by the jurisdictions; review and edit content for inclusion; work with design subcontractor (as needed based on the report format).

4D: Serve as a collective voice on the Pacific Coast on emerging issues (e.g., letters to congressional leadership).

We will express our collective voice on emerging issues that resonate with our members. Task Force members intend to track and share comments on emerging issues related to oil spills, including drafting letters and comments on proposed legislation. This collective voice is fundamental to the origins of the Task Force and has been recognized as a key reason for the Task force existing today and in the future.

Responsibilities:

Coordinating Committee: Track and share proposed federal legislation and policy initiatives with the Coordinating Committee on issues and topics relevant to the Task Force. Provide draft language for letters or comments submitted by the Task Force.

Executive Coordinator: Review and finalize draft language by Coordinating committee and Executive members on behalf of the Task Force; facilitate the submission of letters and/or comments to federal organizations as directed by the comment process.

4E: Organize and facilitate roundtable/webinar series.

The Task Force tracks new and emerging issues in spill planning, R&D, and policy. The Task Force has hosted roundtables and forums on topics such as crude by rail safety, offshore vessel traffic, Green Ports, and other topics. During the COVID-19 pandemic, the Task Force pivoted to an online platform for the Annual Meeting and will continue to offer opportunities to provide virtual outreach and information-sharing on topics relevant to the Task Force, and our partners and stakeholders. ~~on a regular basis. These shorter (60-90 minute) events will take place in addition to the Task Force's Annual Meetings and will be open to the public.~~

Responsibilities:

Coordinating Committee: Conduct webinar/roundtable planning (as lead agency per webinar topic) and communications.

Executive Coordinator: Facilitate Coordinating Committee discussions regarding webinar/roundtable planning and logistics. Offer webinar support and virtual facilitation, as requested by the lead agency and as budget allows.

Task 4. Build And Enhance Visibility and Relevancy of the Task Force						
Task	Action	Description	Deliverable	Frequency	Lead	Priority
4A	Host Annual General Meeting	Coordinate and facilitate the 2023 and 2024 Annual Meetings	Annual Meetings fully executed	Annual	EC + Coord. Committee + Hosting jurisdiction	MEDIUM
4B	Offer Legacy awards	Recognize the important work of partners with an award	Offer legacy awards through a nomination process.	Once per biennium	EC + Coord. Committee	MEDIUM
4C	Prepare an annual report	Share accomplishments and outcomes in an Annual Report	Annual report (format to be determined).	Annual	EC + Coord. Committee	MEDIUM
4D	Track and share comments on emerging issues related to oil spills	Utilize the Task Force's unified voice on the West Coast on federal policy through letters and comments on proposed legislation	Comments, letters, and other supporting documents	As needed	EC + Coord. Committee	MEDIUM
4E	Plan and facilitate public forums for sharing information on current topics/issues	Continue providing a forum for information exchange and learning on spill planning, communications, and best practices	Webinar or public forum	As needed	Coord. Committee or Task Force agency lead (no budget identified for EC support)	MEDIUM

TASK 5. NURTURE OUR ORGANIZATIONAL HEALTH

Support the well-being of our organization's staff and workgroups through regular on-going communication, realistic and achievable biennial work plans, and regular assessments of our work. *The Task Force Members, with coordination from the Executive Coordinator, will implement this work.*

5A: Schedule and facilitate regular meetings of the Task Force Executives and Coordinating Committee.

The Executive Coordinator will schedule and facilitate monthly virtual meetings and periodic in-person meetings with the Coordinating Committee. The Coordinating Committee will use these meetings to provide input on planning activities and work to implement projects called out in the 2023-2025 Work Plan.

The Executive Coordinator will schedule and facilitate quarterly Executive Meetings.

5B: Develop the 2025-2031 Task Force Strategic Plan.

The Executive Coordinator will lead the Coordinating Committee and Executive Team in the development of the 2025-2031 Task Force Strategic Plan. The Coordinating Committee and Executive Team will prepare the final plan by June 2025.

5C: Conduct periodic pulse-check on Task Force member time commitment and workload.

Throughout the biennium, the Executive Coordinator will check in on the implementation of the Task Force's Strategic Plan and 23-25 Workplan. Then, they will facilitate discussion with the Coordinating Committee to adjust the goals and tasks as needed to align with the Task Force's timeline.

5D: Develop the 2025-27 work plan and budget.

The Executive Coordinator will facilitate Task Force discussions to identify and plan the 2025-2027 biennial budget including areas of focus to address Strategic Plan goals. The Coordinating Committee will draft and finalize the work plan. The budget and workplan will be finalized by April 2025.

Responsibilities (Tasks A-D):

Coordinating Committee and Executive Team: Participate actively in all Task Force calls and meetings; Provide support and input on planning activities; Provide input on the six-year strategic plan: Draft the 2025-27 work plan.

Executive Coordinator: Schedule and facilitate Executive Team and Coordinating Committee calls; Plan and facilitate one in-person session outside of the Annual Meeting; Lead the Coordinating Committee and Executive Team in reviewing and updating the six-year strategic plan; Lead the Coordinating Committee and Executive Team in drafting and finalizing the 2023-2025 work plan and budget.

Task 5. Nurture Our Organizational Health						
Task	Action	Description	Deliverable	Frequency	Lead	Priority
5A	Schedule and facilitate Coordinating Committee meetings	Coordinate monthly meetings of the Coordinating Committee	Meeting agendas and summary notes	Monthly	EC	HIGH
	Schedule and facilitate Executive Team meetings	Coordinate quarterly meetings of the Executive Team	Meeting agendas and summary notes	Quarterly	EC	HIGH
5B	Develop the 2025-2031 Task Force Strategic Plan	Review Task Force, mission, vision, and goals	Revised Strategic Plan	June 2025	ALL	HIGH
5C	Assessment of work plan workload and commitment	Task Force members and EC will provide feedback regarding workload	No deliverable identified	Ongoing	EC	MEDIUM
5D	Develop the 2025-2027 Work Plan and budget	Work with Task Force members to identify and plan the 2023-2025 biennial budget and areas of focus to address Strategic Plan goals	2023-2025 Biennial Work Plan and budget	April 2025	ALL	HIGH

TASK 6. EXECUTIVE COORDINATOR ADMINISTRATION DUTIES

6A through 6K: Executive Coordination Administrative Responsibilities

The following is a list of administrative activities in support of the two-year workplan:

Administrative Responsibilities		Frequency	Priority
6A	Maintain Task Force website	Ongoing/ as needed	MEDIUM
6B	Track and regularly report on biennial budget status, and compile and submit monthly invoices	Monthly	HIGH
6C	Track and regularly report on Biennial Work Plan progress	Monthly	HIGH
6D	Manage regular and on-going communications with Task Force members	Ongoing	HIGH
6E	Respond to inquiries from stakeholders and other interested parties	Ongoing	HIGH
6F	Schedule, file, copy, arrange travel, and other logistical planning	Ongoing	HIGH
6G	Provide follow-up summaries and memos on Task Force meetings and conference calls as well as conferences, workshops and meetings attended by EC	Ongoing	HIGH
6H	Compile oil spill news clippings and share with subscribers to the Clippings Listserv, at least monthly	Twice Monthly	MEDIUM
6I	Maintain contacts subscribed to Clippings Listserv	Ongoing	HIGH
6J	Maintain and monitor 1-800-OILS-911 data and contract	Annually/ as needed	
6K	Provide monthly EC progress reports to Executive Members and the Coordinating Committee	Monthly	

TASK 7. ATTEND MEETINGS, ADVISORY GROUPS, AND CONFERENCES

7A through 7E: Priority External Meetings, Advisory Groups, and Conferences

In addition to internal Task Force meetings and workgroups described in the above tasks, the Executive Coordinator, Coordinating Committee and Executive Team will attend meetings on behalf on the Task Force. Members and the EC will coordinate to ensure that the Task Force is represented at priority meetings, advisory groups and conferences. Priority events include:

Priority External Meetings, Advisory Groups, and Conferences		Frequency	Priority
7A	American Petroleum Institute Spills Advisory Group meetings (Washington D.C. or virtual)	Twice annual	HIGH
7B	American Waterway Operators (AWO) Quality Steering Committee (West Coast or virtual)	Twice annual	MEDIUM
7C	Task Force/US Coast Guard and Federal Partners Meeting	Annual	HIGH
7D	Chevron/OSPR R&D Symposium	Biennial	MEDIUM
7E	Others as needed, and to be determined by Coordinating Committee		MEDIUM
Other potential conferences identified for 2023 to 2025 include:		Attended by:	
		CC or Executives	EC
WA Ecology Best Achievable Protection Conference (periodically)		X	
International Oil Spill Conference (2024)		X	
Clean Pacific Conference (every other year)		X	X
Oceans Protection Plan Meetings and Workshops (periodically)		X	X

Communication with external partners. The Executive Coordination Team will continue to support the Task Force through communication with external partners as needed to:

- Monitor and share information on Topics of Concern
- Maintain and enhance partnerships with U.S. & Canadian federal agencies
- Maintain Task Force contract and Interagency Agreements
- Monitor Mutual Aid Issues (internal and external)

State and province led efforts. The Coordinating Committee and Executive Team members have identified the following activities as state and province led efforts. Members will conduct the following activities or work with program staff to:

- Encourage Harbor Safety Committee adoption of vessel best industry practices
- Share information on transiting vessels
- Support Harbor Safety Committees
- Track Federal rulemaking; comment as needed
- Track changes to Incident Command System
- Maintain contacts with other coastal states & provinces

APPENDICES

Appendix 1. Task Force Biennial Budget for Executive Coordination

TASK FORCE 2023-25 BIENNIAL BUDGET		
a. Goods and Services	Includes all non-labor expenses including recurring expenses, materials, and subcontractors	\$20,000
b. Travel	Travel for meetings and workshops	\$10,000
c. Labor Contract	Labor/staff time	\$191,250
TOTAL FOR BIENNIUM		\$221,250

Appendix 2: Summary of Deliverables and Products

YEAR 1. DELIVERABLES AND PRODUCTS (2023-2024)
Crude Oil Movement Map and Report (2023 data)- June 2024
Summary of tabletop drill of Task Force Mutual Aid Agreement- Spring 2024
Drills & Exercises Workgroup agendas and meeting summaries- Quarterly
Drill requirements table- Annual
Research and Development Workgroup Meeting Summaries- Biannual
POSPET Workgroup Meeting Summaries- Quarterly
Annual Report- Annual (<i>simplified</i>)
Annual Meeting fully executed- Annual
Legacy Awards 2023- Fall 2023 or once per biennium
Executive Team and Coordinating Committee Meeting Summaries- Monthly
Oil Spill News Clippings- Biweekly, at least once per month
YEAR 2. DELIVERABLES AND PRODUCTS (2024-2025)
Crude Oil Movement Map and Report (2024 data)- June 2025
Drills & Exercises Workgroup agendas and meeting summaries- Quarterly
Drill requirements table- Annual
Research and Development Workgroup Meeting Summaries- Biannual
POSPET Workgroup Meeting Summaries- Quarterly
Annual Report- Annual (<i>simplified</i>)
Annual Meeting fully executed- Annual
Executive Team and Coordinating Committee Meeting Summaries- Monthly
Oil Spill News Clippings- Biweekly, at least once per month
2025-2027 Work Plan and Budget- April 2025
2025-2031 Strategic Plan- June 2025
MONTHLY DELIVERABLES TO CONTRACT MANAGER (JULY 2023-JUNE 2025)
Invoice and Progress Report on Work Plan items- Monthly
Updates to Work Plan Status Table- Monthly (to Contract Manager and Coordinating Committee)

Appendix 3. Schedule of Task Force Meetings, 2023-2025

The following schedule of Task Force meetings is tentative and subject to updates at any time.

Month	Coordinating Committee and Executives 1 st Thursday of the month	Workgroups Public or Partner meetings
July 2023	No CC meeting- 4 th of July	
August	Monthly Coordinating Committee (CC)	
September	Joint Executive Team and CC meeting	<ul style="list-style-type: none"> • Drills & Exercises workgroup • POSPET • American Waterway Operators Regional Quality Steering Committee (RQSC)
October	Monthly Coordinating Committee (CC)	<ul style="list-style-type: none"> • R&D Workgroup • American Petroleum Institute Spills Advisory Group (SAG)
November	Joint Executive Team and CC meeting (with Annual Meeting)	<ul style="list-style-type: none"> • Federal Partners Meeting & Annual Meeting (<i>November 15&16</i>)
December	Monthly Coordinating Committee (CC)	<ul style="list-style-type: none"> • POSPET
January 2024	Monthly Coordinating Committee (CC)	<ul style="list-style-type: none"> • Drills & Exercises workgroup
February	Joint Executive Team and CC meeting	
March	Monthly Coordinating Committee (CC)	<ul style="list-style-type: none"> • POSPET • American Waterway Operators RQSC
April	Monthly Coordinating Committee (CC)	<ul style="list-style-type: none"> • Drills & Exercises workgroup • R&D Workgroup • American Petroleum Institute SAG
May	Joint Executive Team and CC meeting	<ul style="list-style-type: none"> • International Oil Spill Conference (IOSC; for Task Force members)
June	Monthly Coordinating Committee (CC)	<ul style="list-style-type: none"> • POSPET
July	No CC meeting (tentative)	<ul style="list-style-type: none"> • Drills & Exercises workgroup
August	Joint Executive Team and CC meeting	<ul style="list-style-type: none"> • Clean Pacific (TBD)
September	Monthly Coordinating Committee (CC)	<ul style="list-style-type: none"> • POSPET • American Waterway Operators RQSC
October	Monthly Coordinating Committee (CC)	<ul style="list-style-type: none"> • R&D Workgroup • Drills & Exercises workgroup • American Petroleum Institute SAG
November	Joint Executive Team and CC meeting (with Annual Meeting)	<ul style="list-style-type: none"> • Federal Partners Meeting • Annual Meeting (<i>Location TBD</i>)

Month	Coordinating Committee and Executives 1 st Thursday of the month	Workgroups Public or Partner meetings
December	Monthly Coordinating Committee (CC)	<ul style="list-style-type: none"> • POSPET
January 2025	Monthly Coordinating Committee (CC)	<ul style="list-style-type: none"> • Drills & Exercises workgroup
February	Joint Executive Team and CC meeting <i>OR In-person meeting- Location TBD</i>	
March	Monthly Coordinating Committee (CC)	<ul style="list-style-type: none"> • POSPET • American Waterway Operators RQSC
April	Monthly Coordinating Committee (CC)	<ul style="list-style-type: none"> • R&D Workgroup • Drills & Exercises workgroup • American Petroleum Institute SAG
May	Joint Executive Team and CC meeting <i>OR In-person meeting- Location TBD</i>	
June 2025	Monthly Coordinating Committee (CC)	<ul style="list-style-type: none"> • POSPET

Appendix 4: Tasks Identified for Potential Inclusion in Future Workplans.

Note: These tasks are being tracked for consideration when developing future workplans. Each task would require scoping by active Task Force Members and Workgroups.

Task	Last Completed	Suggested Frequency (Next Due)
Oil Spill Data Compilation and Reporting	June 2022	Every 5 years (Spring 2027)
Robust Five-year Report (replaces annual report)	July-October 2022	Every 5 years (Fall 2027) OR 5-year anniversaries (Fall 2024 and 2029)
Track ADV State recommendations	April- June 2023	Every 5 years (Spring 2028)
Transboundary Capabilities review (5 or 10 year review)	2016-2017	Proposed to be completed by WA, BC, and AK outside of the Task Force at their discretion

Appendix 5: Member Agency Points of Contact, 2023-2025

State or Province	Task Force Role	Name	Position Title	PHONE	EMAIL
ALASKA – Dept of Environmental Conservation	Executive Member	Teresa Melville	Division Director, Division of Spill Prevention and Response	(907) 269-7683	teresa.melville@alaska.gov
	Coordinating Committee	Graham Wood	Prevention Preparedness and Response (PPR Program) Manager	(907) 451-2192	graham.wood@alaska.gov
	Alternate	Ytamar Rodriguez	Interagency Coordination Unit Manager	(907) 269.7547	
	Alternate	Kathy Shea	Interagency Coordination Unit	(907) 269-3071	kathy.shea@alaska.gov
BRITISH COLUMBIA – Ministry of Environment and Climate Change Strategy	Executive Member	Laurel Nash	Assistant Deputy Minister	(250) 953-4004	laurel.nash@gov.bc.ca
	Coordinating Committee	Kelli Kryzanowski	A/Director	(778) 698-4924	Kelli.kryzanowski@gov.bc.ca
	Alternate	Liam Devine	Emergency Planning Analyst	(250) 258-0360	Liam.Devine@gov.bc.ca
CALIFORNIA – Office of Spill Prevention and Response, Department of Fish and Wildlife	Executive Member	Amir Sharifi	Assistant Deputy Administrator	(916) 698-0889	Amir.Sharifi@Wildlife.ca.gov
	Coordinating Committee	Greg McGowan	Branch Chief – Response Technology & Support	(916) 508-2863	greg.mcgowan@wildlife.ca.gov
HAWAII – Department of Health	Executive Member	Kathy Ho	Deputy Director for Environmental Health	(808) 586-4424	Kathleen.Ho@doh.hawaii.gov
	Coordinating Committee	Elizabeth (Liz) Galvez	Emergency Preparedness and Response Coordinator	(808) 586-4249	elizabeth.galvez@doh.hawaii.gov
OREGON – Department of Environmental Quality	Executive Member	Michael Kucinski	Interim Administrator for Land Quality Division	(541) 687-7331	Michael.kucinski@deq.oregon.gov
	Coordinating Committee	Wes Risher	Emergency Response Manager	(503) 347-0092	wes.risher@deq.oregon.gov
	Alternate	Kimberlee Van Patten	Senior Emergency Response Coordinator	(971) 563-8034	Kimberlee.VAN-PATTEN@deq.oregon.gov
WASHINGTON – Department of Ecology Spills Prevention, Preparedness and Response Program	Executive Member	Carlos Clements	Program Manager	(360) 763-2038	carlos.clements@ecy.wa.gov
	Coordinating Committee	Nhi Irwin	Statewide Resources Section Manager	(360) 407-7039	nhi.irwin@ecy.wa.gov
	Alternate	Darcy Bird	Planning Unit Supervisor	(360) 407-7455	dabi461@ecy.wa.gov