The 2007 MARAMA Training Committee meeting was held on August 22 and 23 in Asheville, NC. All MARAMA agencies were present on the first day of the meeting, which included the MARAMA Board members. On the second day of the meeting all MARAMA agencies except for New Jersey, Philadelphia, and West Virginia attended.

**MARAMA Updates**

Ms. Lutrey reviewed the meeting goals, which included:

1. Review available training opportunities
2. Identify MARAMA’s core strengths and how to continue improvement and meet future challenges
3. Develop a vision of where MARAMA plans to be in 5 years
4. Share information to help members coordinate training for their agencies, and
5. Develop a basic plan for the MARAMA Training & Workshop Schedule for 2008-2009.

For the first day the committee focused on goals 1-3. Ms. Lutrey reviewed the statistics for 2006 training and events through August 2007.

MARAMA participates with the other Multi-Jurisdictional Organizations (MJO) in providing seats to state, local and tribal agencies outside of our region. In return MARAMA members can participate in other MJO courses if needed.

MARAMA has several training events coming up in the near future. When arranging a CARB 200 course, assistance is requested of the hosting agency. The host has contacts and relationships with the facilities that are needed for these courses.

For the MACT Course: HON, MON and Polymer Resin being held in November, MARAMA is working with Delaware, EPA Region III and an independent contractor, Joann Held to update the course that MARAMA developed in 2004.

Finally the CARB 100 course will be held in January 2008. We are looking to offer a 100 or APTI 452 course each year to assist with staff turn over and new hires.

Ms. Wierman reviewed the grant and provided a financial update. Training is doing well and funding has been increased due to EPA funding changes. The funds originally provided to Area Training Centers such as Rutgers University and University of Texas Arlington has been reallocated to the MJOs. In 2008,
there will be another increase as the funds going to the Rutgers Air Compliance Center are reallocated to the MJOs.

Over the next several years MARAMA will face a changing funding environment. Challenges include the loss of the Rutgers Air Compliance Center, competition for training grants starting in 2010, work with a capped grant, and the additional administrative work due to the dissolution of the area training centers and Rutgers Air Compliance Center.

As a result, MARAMA will have to adjust its operations in order to be competitive in the new environment. The competition that MARAMA may face includes other MJOs and others, such as private entities. For example, for several workshops EPA contracts with ER/C Inc. who provides logistical and technical support similar to MARAMA.

Roger Westman, Allegheny County asked how CARB and MARAMA training programs differ. Ms. Wierman indicated that CARB oversees content for their classes while most classes MARAMA use are developed by others. CARB has technical oversight of the content and hires retired engineers to teach their courses. They sell their courses to the MJOs. MARAMA contracts with other agencies such as CARB to deliver the course.

Based on MARAMA’s past experience, it takes about two years to develop a new or update an existing course. Any course that MARAMA develops is considered public domain whereas CARB owns their courses. If MARAMA were to follow the CARB model and markets courses to other agencies, we would have to rethink our mission. MARAMA was created to meet the needs of the Mid-Atlantic Region state and local agencies.

Tom Huyhn, Philadelphia asked if there was a strategy for MARAMA hiring experienced training staff as well as to train technical staff to be instructors. MARAMA recently hired Julie McDill for that specific reason. Ms. McDill has extensive environmental experience, has a Maryland Teaching Certificate and taught high school science for the Baltimore County Public School system.

Fred Durham, WV inquired if there would be certain instances where having joint events with other MJOs may be possible. Craig Nicol, VA noted that it may be time for MARAMA to develop their own courses. MARAMA has the resources to develop basic classes and to build off of them. Mr. Nicol asked if a state were to provide funds to MARAMA for course development or delivery, would the money be put into a pool of money or would it be set aside for that particular state. Ms. Wierman noted that it would be set aside unlike the current base funds, which must be used for regional activities.

Amy Mann, DE asked how the competition would work, would it be national or regional. Ms. Wierman noted that at this time we have no idea, though much of this will most likely be worked out through the Joint Training Committee (JTC). The JTC will then make a recommendation to the NACAA Board.

Charlie Pietarinen, NJ inquired if MARAMA has competed in the past. MARAMA has run competitions for training providers. Notices are sent to known trainers, etc. States and locals assist in disseminating RFPs when possible. Some agencies, such as NJ, must also compete their funding. Depending on the amount of the contract MARAMA may be able to sole source. Rick Shores, NC asked what the effect of competition would have on CARB. Ms. Lutrey noted that there will be more competition for specific courses as well as for specific months.

Mr. Westman asked how MARAMA member travel support fits into the competition process since it is a significant benefit for members. Ms. Wierman noted that would have to be a criteria setup in the
competition. Ms. Mann indicated that states and locals should recommend support through NACAA as EPA is taking comments from state and local agencies.

**Multi-Jurisdictional Organization Updates**

Ms. Lutrey reviewed current projects at CenSARA, LADCO, Metro 4/SESARM, NESCAUM, and WESTAR.

CenSARA developed a curriculum through a contract with ER/C for use by the region’s air quality staff. This was divided into four sections: engineering/permitting; field enforcement/inspection and compliance; data collection (monitoring, emissions inventory, air toxics) and data analysis (regulatory and SIP development, data presentation). The content was based on feedback from a survey given to their state and local agencies. They share many of the same issues facing MARAMA agencies. The final report includes a curriculum for staff from new hires to advanced, a list of courses identified by skills and function areas, and training outlines for areas that are not covered by other courses.

LADCO is continuing with the MACT Web casts through the Illinois Environmental Protection Agency. There are currently seven web casts available which include streaming video and presentation materials. The web cast developer is Hank Naour a retired IL EPA employee and the instructors include William Franek, IL EPA and guest speakers from IL EPA and the US EPA. The web casts can be found online at [http://www.epa.state.il.us/air/mact](http://www.epa.state.il.us/air/mact). The contact is Carla Jones, IL EPA, carla.jones@epa.state.il.us.

NESCAUM will be holding a Health Effects Workshop on September 25-26 in Windsor Locke, CT. The purpose of the workshop is to describe the effects of ozone, particulate matter, air toxics, mercury, etc. and how these are integrated into the development of various standards. Presenters include NESCAUM, and state and local agency staff. A copy of the agenda was included with the handouts.

Metro 4/SESARM is working on two separate projects. First is an Enforcement Course that teaches the basic components of resolving violations in a single course. It currently takes four to six courses to provide basic training for the environmental staff. CARB instructors Tom Maslany and John Rasnic are working on the course with Metro 4/SESARM which likely will become a three day CARB course. The course targets new staff with primary responsibility for resolving violations that have been documented. The pilot is scheduled for the southeast region prior to Christmas 2007. A course outline was included in the handouts.

Metro 4/SESARM’s second project is an EPA New Source Review (NSR) Lessons Learned Workshop with OECA. The purpose of the workshop is to provide training on how permitting, compliance, and enforcement programs can work together to prevent violations, and ensure that environmental results of enforcement actions are achieved. The focus will be on lessons learned from national NSR cases processed recently by EPA and the Department of Justice. The workshop pilot is scheduled for the southeast region in fall/winter 2007. There is a potential that this workshop will be offered on a national scope to other regions. A copy of the workshop outline was included in the handouts.

WESTAR is holding a Technical Conference on Oil and Gas Development on September 12-13 in Wyoming. The purpose of the conference is to provide a forum for discussion among state agency staff with responsibility for air quality impact assessment and mitigations associated with oil and gas development. The focus is on the analytical approaches and control options available to state air quality regulators. Additional information on the conference can be found on the WESTAR website at [http://www.westar.org](http://www.westar.org).

**EPA Updates**
Kurt Elsner, EPA Region III provided an update on the plans and priorities for Region III. EPA Region III has hired several new employees and plans to hire another one or two in the near future. Approximately 40 percent of region’s staff will be new hires, which creates the need for introductory training. Training will be provided in-house and through outside training opportunities.

EPA can provide technical expertise as needed, for example Dianne McNally will be assisting MARAMA with the HON, MON, and Polymer Resin Course updates and presentation. Currently, EPA does not have any training scheduled, but if they do the courses will be open to the states and locals if possible.

EPA’s priorities for 2008 and 2009 include Homeland Security, energy related issues, indoor air quality, and enforcement. Currently the Superfund group is the lead for Homeland Security, but EPA needs to build the capacity to respond. Therefore, there will be a need for Homeland Security training. In enforcement they will target sector MACTS of priority areas and will determine where the enforcement areas will be over the next few years. Mr. Mirzakhalili, DE noted that there needs to be some sort of reconciliation between the mission of the Clean Air Act and Homeland Security priorities.

National Enforcement Training Institute (NETI) provides classroom, CD and web-based training. Classroom training can be taken to locations other then the NETI offices, though there is a small fee for instructor travel. MARAMA cannot pay for EPA travel, but states could potentially work together to bring a course to the region. Courses/workshops tend to be region specific, but they should be able to be transferred to other regions. Information on upcoming courses can be found on the NETI website at [http://www.netionline.com](http://www.netionline.com).

EPA Air Pollution Training Institute update: The Atmospheric Sampling Course (APTI 435) is being updated through a contract with C2, Inc. The Control of Particulate Matter course (APTI 413) had been completed including corrected materials. The pilot study to evaluate course delivery methods is scheduled to be completed by August 2007. The tool can help determine the approximate costs for developing a classroom, web, or CD based course. It can also assist in identifying which delivery method would work best for a given type of training.

A copy of the abstracts for upcoming satellite and web casts was distributed. Some satellite broadcasts have also been streamed on the web. EPA has received a request to do an auto body shop training video. If they create this video it would have to be in lieu of one of the toxics broadcasts in 2007. Delaware, Virginia, and the District of Columbia indicated interest in this project. Ms. Mann noted that Kim Chesser, DE may be of assistance in developing the video. The video’s audience may be air quality staff, but MARAMA will verify that with EPA. Ms. Epps, PA asked what air toxics broadcast would be lost in order to develop this video. Ms. Lutrey indicated that she would check with EPA.

Finally, Ms. Lutrey indicated that Dennis Shipman, EPA stated on the August 14 JTC Conference Call that EPA has allocated approximately $250,000 for the 2008 budget, but this has not been verified.

**Web Options Demonstrations**

Mark Amick and Kevin Bump, IN DEP provided a demonstration on Adobe Connect, a system used to conduct live meetings and seminars via the internet using live streaming video and audio via VOIP or telephone. Indiana investigated the use of this technology to provide training and interaction between their regional offices without travel. Indiana DEP partnered with other state agencies to expand and upgrade the system. The decision to use Adobe Connect was based on the non-intensive bandwidth need and the use of Flash player, which is already on most computers.
The demonstration highlighted Adobe Connect capabilities and identified issues and limitations encountered while using the technology. Specifics included training users for giving complicated presentations using Captivate, assisting staff to understand when it’s appropriate to use the technology and ensuring that pre-planning is done for larger meetings.

Michael Letke, EPA OAQPS provided a short demonstration on WebEx, another web based technology for meetings. WebEx has similar features to Adobe Connect. EPA has used it since 2005 with great success. Some examples include Introduction to Air Quality System (AQS) which is conducted monthly, a WATER9 software demonstration, and remote attendance and presentations at conferences. EPA has worked with many state, local and tribal users and recorded sessions for later playback. State and local agencies maybe able to utilize the technology on occasion, however this would be very limited and OAQPS would still be the host. Both Virginia and West Virginia stated they would be interested in this type of technology but noted they were concerned with losing the human element found in classroom training. Web based training is a good supplemental tool but shouldn't be used to replace all training. Future satellite training appears to be tapering off. Many states indicated that they not using their satellite receivers.

**Training Survey Review**

The Training Needs Assessment Survey indicated that states and locals were seeing an increase in new hires over the next year due to retirements. Attendees discussed the top choices for each of the categories; CARB, former Rutgers, APTI and other training. There was concern about the availability of instructors for needed courses. MARAMA will work to identify instructors and WESTAR also was pulling together a comprehensive list. MARAMA’s work plan does not include new course development, however it does not preclude updating courses in order to present them. The MJO’s have committed to updating the courses as they present them as needed. Updates will be discussed on the Joint Training Committee conference calls in order to eliminate duplication of effort. It will be a significant undertaking to provide the training needed and that there is a need for new and advance training. Courses tend to be for basic training where as workshops tend to be more advanced training. States were encouraged to host events. Hosting duties range from providing support for site visits to arranging meeting logistics.

**Future of Training**

MARAMA utilizes workshops and support for training to improve the technical knowledge and skills of the staff of member agencies. MARAMA’s general training skills include coordinating with state/locals to ensure training needs are met, marketing events, handling meeting logistics, coordinating registration, maintaining a website to relay information on the events, etc.

Attendees worked in small groups to address the following three questions. (1) Why do we need a regional training program such as MARAMA? (2)What are MARAMA’s core strengths? (3)What makes MARAMA unique?, Answers included MARAMA’s clear and focused mission, serving a defined region, high quality programs, and proven track record. A list of all the responses is attached to this summary (Attachment A).

Discussions then investigated MARAMA’s opportunities for improvement and the challenges faced by the training program. Increasing costs, member agency staff turnover and limited budget were among MARAMA’s challenges. The limited budgets for both MARAMA and member agencies will be affected by the ongoing Federal Budget cuts along with the upcoming competition for federal funds beginning after October 1, 2007.
In the small groups attendees discussed two more questions. (1) What challenges must MARAMA face in the next few years? (Some answers included declining financial support, revising and updating courses, reduced travel budgets and tightened approvals.) (2) What are the gaps in your state/local training programs? (Answers included training about health effects, internal technical support for new technology, and new regulatory training.) A list of all the responses is attached to this summary (Attachment A).

Finally the group addressed the future of MARAMA: what we know and where we need to go with the goal of positioning MARAMA for the future by preparing for competition, developing needed skills and expanding capabilities.

In the small groups attendees discussed three final questions. (1) What about MARAMA should change? (2) What about MARAMA should remain the same? (Two of the answers were MARAMA’s focus on training and continued financial support.) (3) What they would include in a brochure to market MARAMA. Several attendees noted that items identified through out the day should be included. A list of all the responses is attached to this summary (Attachment A).

Finally, the attendees discussed what next steps MARAMA should take. Recommendations included developing a “Service Charter” or three to five year plan, starting with low cost changes, setting priorities, and begin planning for competition. Additional recommendations included developing a list of subject matter experts, updating self-instructional courses in context of web development and working with OAQPS to try new web technology as well as making people aware of training opportunities. A complete list of recommendations is attached to this summary (Attachment A).

On the second day, the Training Committee met without the Board members present. The first order of business was to review state and local updates.

Allegheny County: They rely on MARAMA for all training. They do plan to have two new employees despite the low turn over rate. They need at least 6 weeks notice for travel approval.

Delaware: Currently under a hiring freeze, however they hope to fill 4-5 positions in 2008 due to a fee surcharge that was approved by the legislature. They have also used the Value Stream Mapping on their Synthetic Minor Permitting Process and shortened the time period from 104 days to 68 days.

District of Columbia: In 2007, the Air Quality Division became part of the new Department of the Environment and a new Air Director was hired. They rely on MARAMA for all their training. They request that instead of overnight support, that we provide mileage instead when appropriate. It takes over 30 days to get travel approval.

Maryland: Currently under a hiring freeze and have lost 3 inspectors. They need a timely notice of meetings in order to secure travel.

New Jersey: Was not represented during the discussion. They have a travel ban and cannot travel without full support. The only training they are receiving is from MARAMA and NESCAUM.

North Carolina Receives training through MARAMA, Metro4/SESARM and NC State as well as others. They also have in house training capabilities. They have several events scheduled for 2007 and 2008. They need a minimum of eight weeks notice for
courses. If they plan to send 5 or more attendees, they must get the Secretary’s approval otherwise the Air Director can approve.

Pennsylvania: They have had significant number of retirements and they are consolidating some sections in the central office. They have replaced many of the retired staff but not all. Four positions have been lost. They need a minimum of four weeks notice for events.

Philadelphia: Was not represented during the discussion. The staff has been using the Air Pollution Control Orientation on-line course offered through EPA for new staff. They also tape all the programs for future use. They need a minimum of four weeks notice as well.

Virginia: They have both a new Training Manager and a new Air Training Committee representative. They have developed a partnership with Virginia Commonwealth University for employees to obtain a Master of Environmental Studies. There are currently 8 people enrolled. They are hoping to move away from satellite training in the future. Due to section cuts much of the out of state travel budget may be cut. They need at least 6 weeks notice for events.

West Virginia: Was not represented during the discussion. The staff uses the satellite for training as well as some webinars.

Ms. Lutrey provided an overview of the course entitled Air Quality in the Mid-Atlantic United States: An Education Series. Both hard and electronic copies of the materials were distributed to each of the member agencies. Those who were not in attendance will receive them via mail. Ms. Bebhinn Do, NC presented the module “Meteorology & Transport of Air Pollution in the Mid-Atlantic United States.” Ms. Do was one of the developers for the 8-module course. Through out the presentation she provided some insight on how the course could be altered and used. After the presentation the attendees discussed the presentation as well as the uses for the course. It was requested that feedback should be provided to MARAMA as the course is utilized.

A short discussion on the MARAMA web site ensued. The calendar is the most popular page on the site, but not the only one. Ms. Lutrey requested feedback on the calendar and the rest of the site. She wanted to know what was working, what wasn’t and what gaps there were. The committee committed to reviewing the site and providing feedback to MARAMA by September 30.

An update of Joint Training Committee (JTC) activities was provided. Ms. Lutrey reasserted the importance of the JTC over the next few years as the funding process changes. Each agency was encouraged to participate in the conference calls and the meetings, if possible. There is currently a JTC subcommittee to develop a skills based needs assessment that is looking for state and local volunteers.

A preliminary list of courses was identified for 2008. There was discussion on the location and potential timing for each of the courses. There was a great need for stack testing training. CARB offers a one-day Observe Source Test that has been included in both offerings of CARB 200 in 2008. It was noted that NC State offers a Stack testing 101. Another need that was shared among most of the agencies was for Advanced Permit Training. RTP Environmental offers an advanced course and Virginia has been in talks with them. The states noted that if it were feasible, offering the course twice would be beneficial. Mr. Vaughan, VA noted that Virginia might be able to assist with one of the courses. A copy of the preliminary schedule is attached (Attachment B).
The attendees reviewed the list of action items that were developed over the two day meeting. A copy of the list is attached (Attachment C). Finally, the 2008 Annual Training Committee Meeting is tentatively scheduled to be held in the Philadelphia, PA region during July or August 2008.