

**Virginia Port Authority Board of Commissioners**  
**Security/Safety Committee Meeting**  
**November 22, 2011**

Open Session Minutes

Committee Members Present:

Jeffrey D. Wassmer, Chair  
Frank E. Laughon, Jr., Vice Chair  
William H. Fralin, Jr.  
Robert M. Stanton

Committee Members Absent:

Manju S. Ganeriwala, State Treasurer

Commissioners Present:

James M. Boyd, VPA Vice Chair

Staff:

J. J. Keever, Senior Deputy Executive Director, External Affairs  
Jeffrey Florin, Deputy Executive Director, Operations and COO  
Ed Merkle, Director of Port Security and Emergency Operations  
Carla Welsh, Manager, Creative Services  
Debra J. McNulty, Clerk to the Board

Guests:

Jeffrey R. Allen, Assistant Attorney General  
Christopher M. Brindisi, FBI Joint Terrorism Task Force  
Albert Sena, FBI Joint Terrorism Task Force

Pursuant to call by Mr. Wassmer, the Security/Safety Committee convened an open session on this date at 10:35 a.m., in the Authority's Conference Room, 600 World Trade Center, Norfolk, Virginia. Mr. Wassmer welcomed everyone and announced that the Port has an excellent security record. He mentioned that the Security/Safety Committee (formerly named Security Committee) had not met in several years and he encouraged committee members to provide their input and feedback for future meetings.

At the request of Mr. Wassmer, Mr. Boyd presented a motion, seconded by Mr. Laughon, to convene a closed meeting pursuant to Virginia Code §2.2-3711(A)(19) to hear a presentation by Special Agents Christopher Brindisi and Albert Sena with the FBI's Joint Terrorism Task Force with regard to Maritime Threat Assessment and plans to protect public safety as it relates to terrorist activity; and to hear an update on VPA's security reorganization and transition plan, pursuant to §2.2-3711(A)(1), the personnel exemption.

At 11:15 a.m., by motion proposed, seconded and carried, the meeting resumed in open session and the following resolution was read by Mr. Boyd and seconded by Mr. Laughon:

*"Whereas, the Virginia Port Authority Security/Safety Committee had convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and*

*Whereas, Section 2.2-3712 of the Code of Virginia requires a certification by the Security/Safety Committee members that such closed meeting was conducted in conformity with Virginia law;*

*Now, therefore be it resolved, that the Security/Safety Committee hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Committee."*

The resolution passed by a roll call vote of the Committee members as follows:

Ayes: 4 (Wassmer, Laughon, Fralin, Stanton)

Nays: 0

Absent During Vote: 1 (Ganeriwala)

Absent During Meeting: 1 (Ganeriwala)

Mr. Wassmer presented the following items in open session:

1. Consideration of Resolution 11-16, revising the VPA Bylaws to rename the "Security Committee" to "Security/Safety Committee" for approval by the full Board.

Mr. Wassmer explained that it was suggested at the September meeting, by Commissioner Bergeron, that the word "Safety" be included in the committee name. Resolution 11-16 and a copy of the revised Bylaws reflecting the name change to "Security/Safety Committee" were both approved by all of the committee members. Mr. Wassmer reported that he would present the proposed change to the full Board for approval.

2. Safety Report and Review of Draft "VPA/VIT Occupational Health and Safety Policy" for adoption by the full Board (Resolution 11-17)

Mr. Merkle presented Resolution 11-17 which would formally adopt the VPA/VIT Occupational Health and Safety Policy. He explained that the resolution represents the Board's support of the policy, similar to the resolution that was adopted for the Port's Environmental Policy. The Committee unanimously approved the resolution and policy for approval by the full Board.

At the request of Mr. Wassmer, Mr. Merkle presented the safety report and described the following projects:

- OHSAS 18001 Initiative – 24-month goal of completion with 28% done

Mr. Florin advised that OHSAS would involve putting a formal safety program in place. Mr. Laughon stated that the port needs to get dock workers also onboard with the program. Mr. Wassmer said that was why it was important to have safety factored into security.

- Safety Climate Assessment – "Getting in front of the accident" – Surveyed over 300 terminals workers. Top three issues are driving too fast and traffic pattern; transfer zone; and cell phone usage. The next survey will be done in six months.

- Terminal Safety Unit (TSU) – Implemented October 10, 2011. Waterfront emphasis and hazmat response – Currently for mariners and pilots with agents and vendors pending.
- Safety Incident Report – Lost Work Days (LWD) – Compared 2010 through November 3, 2011

Mr. Merkle reported that there was only one LWD in September and one in October. He advised that the agency goal for the year is currently at nine (9) LWDs. Mr. Fralin recommended a light-duty policy.

Mr. Keever reported that VPA is working towards getting a policy in place but that it has been difficult. He reported that VIT is also looking into the matter.

Mr. Merkle indicated on the LWD slide that VPA tracked below the average industry report since 2010. He noted that VPA had good months in September and October for the OSHA Safety Incident Report. Mr. Merkle confirmed that the report will include all individuals at the terminals. He mentioned that Norfolk Southern's safety program includes incentives for their employees.

- Crisis Management Training

Mr. Merkle announced that crisis management training had been requested by Mr. Bridges and Mr. Keever about six months ago. He described the Senior Management Team Training and Senior Management Crisis Exercises that are planned in December. Mr. Merkle announced that VPA management will hear from an expert in maritime crisis management who has led exercises around the world and led incidents in his former capacity as Captain of the Port, with presentations by Admiral Roger Rufe (Retired), US Coast Guard, and a senior leader from Norfolk Southern to discuss their crisis management concept and experiences.

Mr. Merkle reported that Admiral Rufe was previously the Atlantic Area Commander (stationed in Portsmouth), but most recently led the Coast Guard's lessons learned from the BP Deepwater Horizon Oil Spill. Management will learn how to deal with a terminal-wide shutdown and disruption of services. There will also be a three-day COOP (Continuity of Operations) exercise taking place at an alternate work site.

Mr. Fralin asked if the port has a modeling plan for hurricane flooding. Mr. Keever advised that there is a plan in place and that there is good cooperation for storm preparations. He commended Mr. Merkle and Mr. Ruddy for their efforts during Hurricane Irene.

There were no public comments. The meeting adjourned at 11:35 a.m.

Respectfully submitted,

Debra J. McNulty  
Clerk to the Board