

# Vehicle Inspection Program Updates Rulemaking Advisory Committee Charter

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enhancing the quality of  
Oregon's air, land and  
water.*



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Environmental  
Quality

Documents can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request a document in another format or language, call DEQ in Portland at 503-229-5696, or toll-free in Oregon at 1-800-452-4011, ext. 5696; or email [deqinfo@deq.state.or.us](mailto:deqinfo@deq.state.or.us).

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# Objectives and Scope

## Policy Objectives

Oregon DEQ's vehicle inspection program helps to keep pollution levels below the U.S. Environmental Protection Agency's allowable standards by ensuring that vehicles' emission control systems are maintained over the life of the vehicle. The Vehicle Inspection Program operates in the Portland and Medford areas. The proposed rule revisions will remove and update references to vehicle testing procedures and increase the fee for a certificate of compliance.

## Scope

The scope of the proposed rule revisions encompasses only the VIP fee increase and procedure updates. The scope of the proposed rule revisions does not include changes to the vehicle inspection area boundaries, types of vehicles tested, or model years tested.

The purpose of the advisory committee is to help DEQ evaluate the fiscal and economic effects from the proposed rule changes on individuals, businesses and small businesses.

## Fiscal and Economic Impact

ORS 183.333 requires that DEQ ask the committee to consider the fiscal and economic impact of the proposed rules including:

- Whether the rules will have a fiscal impact, and if so, what the extent of that impact will be.
- Whether the rules will have a significant adverse impact on small businesses, and if so, how DEQ can reduce the rules' negative fiscal impact on small businesses.

## Roles

### DEQ Facilitator

The facilitator:

- Encourages open, candid and robust dialogue;
- Starts and ends the meetings and agenda items on time;
- Encourages innovation by listening to all ideas; and
- Recognizes when the discussion is outside the scope of the meeting and steers the discussion back to the focus of the meeting.

## **Committee Members**

DEQ has scheduled only one meeting for this advisory committee. Advisory committee members who cannot attend the meeting may assign an alternate. If a member's absence is unavoidable, please notify the DEQ project manager.

The committee member:

- Prepares for and sets aside time for the meeting;
- Provides DEQ staff with copies of relevant research and documentation cited during the meeting;
- Stays focused on the specific agenda topics for each meeting;
- Comments constructively and in good faith;
- Treats everyone and his or her opinions with respect;
- Allows one person to speak at a time;
- Is courteous by not engaging in sidebar discussions; and
- Avoids representing to the public or media the views of any other committee member or the committee as a whole.

## **Non-Committee Member Attendees**

Those who attend the committee meetings, but are not members of the committee are there only to observe and not to actively participate. If non-committee members are present at a meeting, and time allows, DEQ may allow non-members to ask questions about material presented.

## **DEQ Staff**

DEQ is committed to making the most effective use of committee member's time by:

- Establishing clear committee goals, meeting objectives and agenda;
- Giving committee members reasonable access to staff;
- Encouraging all members to take part in discussions; and
- Providing a clear description of members' roles, the committee timeline, the level of agreement expected and feedback on how members' input is used.

## **DEQ Support and Website**

DEQ will post the meeting agenda and materials on the advisory committee website at least two working days before the meeting. DEQ staff will prepare a meeting summary that highlights committee discussions, different perspectives and input of committee members. DEQ will send the draft meeting summary to the advisory committee for review and input. Final meeting minutes will be posted to the advisory committee website and will be part of the public record.

The advisory committee charter, a full roster of the committee, meeting agenda, minutes, and background materials will all be located on the advisory committee webpage here: <https://www.oregon.gov/deq/Regulations/rulemaking/Pages/rvip2019.aspx>.

## Committee Meeting

1. The committee meeting will be:
  - open to the public
  - advertised on DEQ's webpage calendar two weeks before the meeting at: [DEQ Event Calendar](#)
  - noticed by email to the Air Quality and Rulemaking GovDelivery lists
  - noticed on DEQ's Facebook/Twitter account
  - accessible via a call-in number or webinar
2. The committee will meet one time at the following address: DEQ, 700 NE Multnomah St., Ste. 600, Portland, OR 97232.
3. Meeting materials and agenda will be posted to the advisory committee webpage: <https://www.oregon.gov/deq/Regulations/rulemaking/Pages/rvip2019.aspx>.

## Decision Making

The committee's discussions will be used by DEQ in forming its draft rule, which will then be proposed for broader public review and comment as part of DEQ's rulemaking process.

When DEQ shares information with the group, DEQ will allow a reasonable timeframe for comments.

## Membership

In convening this committee, DEQ selected members that reflect the range of stakeholders both directly and indirectly affected by the proposed Vehicle Inspection Program rule updates and fee increase. Representatives should be able to consider the fiscal and economic impact of the proposed rule revisions on the business or organization they represent.

<b>Name</b>	<b>Title</b>	<b>Affiliation</b>	<b>Representing</b>
Katherine Kelly	Comprehensive Planning Manager	Transportation Planning	City of Gresham
Andrew Bartlett (alternate)	Senior Project Manager	City Manager's Office	City of Hillsboro
Mark Lear	Resource and Legislative Manager		City of Portland
Chris Deffebach		Land Use & Transportation	Washington County
Stephen Williams (alternate)	Principal Transportation Planner	Transportation Planning	Clackamas County
David Silva (alternate)	Fleet + Records Supervisor	Dept. County Assets	Multnomah County
Nadège Dubuisson		Health Department	Multnomah County
Mary Peveto	President		Neighbors for Clean Air
Carrie Nyssen	Vice President		American Lung Association
Tracy Olander	Sr. Vehicle Policy Analyst		Dept. Motor Vehicles
Chris Hagerbaumer Jana Gastellum (alternate)	Deputy Director		Oregon Environmental Council
Jim Houser	Owner		Hawthorne Auto Clinic
Luis Brito	Owner		John's Auto Care
Diane Sparks	Executive Director		Oregon Independent Automobile Dealers Association
Greg Remensperger	Executive Vice President		Oregon Auto Dealers Association
Mike Quilty	Chair		Rogue Valley Metropolitan Planning Organization
Kathryn Van Natta	Director of Government and Regulatory Affairs	Northwest Pulp and Paper Association	Oregon Business and Industry

# Travel Expenses

DEQ is able to reimburse any in state, out-of-town committee members for travel expenses, if DEQ approves them in advance.

# Public Records and Confidentiality

Committee communications and records, such as formal documents, discussion drafts, meeting summaries and exhibits are public records and are available for public inspection and copying. DEQ does not assume responsibility for protecting proprietary or confidential business information shared during committee or subcommittee meetings. However, the private documents of individual committee members generally are not considered public records if DEQ does not have copies.

# Information Exchange

Committee members will provide information as much in advance as possible of the meeting at which such information is used. The members will also share all relevant information with each other to the maximum extent possible. If a member believes the relevant information is proprietary in nature, the member will provide a general description of the information and the reason for not providing it.

# Public Involvement

All meetings will be open to the public. DEQ may set aside time for the public to ask questions.

Once the committee process is complete, DEQ will develop draft rules and conduct a public rulemaking process. That process will include a specified period during which the public can submit comments on the proposed rules. DEQ will also hold a public hearing during which any member of the public can submit written or verbal comments. Individual committee members may provide comments to DEQ on the full draft rule at this time. DEQ may modify the final proposed rules based on public comment. DEQ intends to take a final proposed rule to the EQC for consideration at its meeting in March 2019.

# DEQ Contacts

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