



Edmund G. Brown Jr.  
Governor

Matthew Rodriguez  
Secretary for Environmental Protection

Certified Mail: 7015 1730 0001 0036 7166

February 17, 2017

Ms. Linda Collister  
Fire Marshal  
Healdsburg/Sebastopol Joint Powers Authority  
Healdsburg Fire Department  
601 Healdsburg Avenue  
Healdsburg, California 95448

Dear Ms. Collister:

The Healdsburg/Sebastopol Joint Power Authority (JPA) Certified Unified Program Agency (CUPA) has been selected for an evaluation in **2017**. The evaluation process has changed since the last evaluation took place.

To facilitate this new process, you will be required to submit the following documents to California Environmental Protection Agency (CalEPA) by April 21, 2017.

- Inspection and Enforcement Plan
- Facility Files (Enclosure)
- Self Audit Reports for Fiscal Year (FY) 2014-2015 and 2015-2016
- California Accidental Release Prevention (CalARP) Performance Audit for FY 2013-2014 through 2015-2016
- CalARP dispute resolution procedure
- CUPA Administrative procedures
  - public participation,
  - records maintenance,
  - information request response,
  - business plan information forwarding,
  - permitting,
  - financial management (includes the single fee system, fee accountability program, and surcharge collection and reimbursement program),
  - fee dispute resolution,
  - data management.

- Fee accountability program documents including record/budget spreadsheet for FY 2014-2015 and 2015-2016 (documentation should show CUPA specific revenue and itemized direct and indirect costs)
- Surcharge Transmittal Reports (Report 1) from FY 2013-2014 through the second quarter of FY 2016-2017
- Single fee invoices from FY 2013-2014 through the second quarter of FY 2016-2017
- (Please ensure that at least one invoice is provided for each of the following facility types per fiscal year: CalARP, Underground Storage Tank, Aboveground Petroleum Storage Act (APSA), Hazardous Materials Business Plan, Hazardous Waste Generator)
- Area Plan
- Education and training records for each CUPA staff
  - Health and Safety Training Certification with current refresher
  - International Code Council Certifications
  - APSA Inspector Training Certificates
  - Ongoing training Documentation (past 3 years)
- 2-3 recently closed formal enforcement case files (within the last 2 years)
- CUPA Organization Chart

Several methods, including a Secure File Transfer Protocol (SFTP) site are available to convey information listed above to CalEPA. The CalEPA Team Lead will follow up with you, and provide information on how to access the SFTP site. If for any reason the SFTP site is not compatible with a CUPA's system, evaluation documentation may also be submitted via email [katrina.valerio@calepa.ca.gov](mailto:katrina.valerio@calepa.ca.gov) or mail using electronic storage media (thumb drives or DVDs) to:

CalEPA Unified Program  
Attention: Katrina Valerio  
P.O. Box 2815  
Sacramento, California 95812-2815

As necessary, the Department of Toxic Substances Control (DTSC), California Governor's Office of Emergency Services (Cal OES), CALFIRE - Office of the State Fire Marshal (OSFM), and State Water Resources Control Board (State Water Board) evaluators may contact you to schedule oversight inspections.

Ms. Linda Collister  
Page 3

Please remember to provide the documents listed above and in the enclosure by April 21, 2017. Should you have any questions regarding the evaluation process, please contact Loretta Sylve, Unified Program Supervisor, at (916) 327-5097 or email [loretta.sylve@calepa.ca.gov](mailto:loretta.sylve@calepa.ca.gov).

Sincerely,

Original Signed by John Paine

John Paine  
Unified Program Manager

Enclosure

cc's sent via email

Mr. Jason Boaz  
Fire Chief  
Healdsburg/Sebastopol Joint Powers Authority  
Healdsburg Fire Department  
601 Healdsburg Avenue  
Healdsburg, California 95448

Ms. Laura Fisher, Chief  
State Water Resources Control Board  
P.O. Box 100  
Sacramento, California 95812-0100

Ms. Diana Peebler  
Senior Environmental Scientist, Supervisor  
Department of Toxic Substances Control  
700 Heinz Avenue, Suite 210  
Berkeley, California 94710-2721

Mr. Greg Andersen, Chief  
CAL FIRE - Office of the State Fire Marshal  
P.O. Box 944246  
Sacramento, California 94244-2460

Mr. Larry Collins, Chief  
California Office of Emergency Services  
3650 Schriever Avenue  
Mather, California 95655-4203

Mr. Jack Harrah  
Senior Emergency Services Coordinator  
California Office of Emergency Services  
3650 Schriever Avenue  
Mather, California 95655-4203

Intentionally Blank

**Facility File Request  
Healdsburg/Sebastopol JPA CUPA**

Please submit documentation for each facility file listed below that includes the following:

- Last two routine inspection reports with summaries of violations/notices to comply/notices of violation
- Correspondences related to returning the facility to compliance
- Return to compliance documentation
- Current Unified Program Facility Permit
- For Tiered Permit facilities, please submit the applicable Tiered Permit notifications
- For the Underground Storage Tank facilities, please submit the following additional information:
  - Last three (3) Annual Inspection Reports
  - Last three (3) Monitoring Certification Reports
  - Last three (3) Spill Bucket Tests
  - Last two (2) Secondary Containment Test Reports
  - Tank Lining Certifications (as appropriate)
  - Last three (3) Tank and Piping integrity tests (as appropriate)
  - Enhanced Leak Detection test results (as appropriate)
- For CalARP Facilities, please submit the following additional information:
  - CalARP Program Level
  - Current Risk Management Plan (RMP) Date
  - Statement of whether an RMP audit was conducted

**Cal OES Requested Facilities**

CERS ID, Facility Name

- 10102696, Seghesio Family Vineyards
- 10112671, Simi Winery
- 10112773, Redwood Coast Petroleum
- 10112785, Healdsburg Airport
- 10112875, Bear Republic Brewing Co, Inc.
- 10113007, Public Works Corporation Yard
- 10124722, The Welding Shop
- 10485766, Woodfour brewing Co.
- 10632283, Black Iron, Inc.
- 10112686, Wilbur-Ellis Company - Healdsburg

**OSFM Requested Facilities**

CERS ID, Facility Name

- 10112788, SYAR Industries – Healdsburg Facility
- 10112908, Cats4u
- 10113022, West County Transportation Agency
- 10113028, Sebastopol Chevron
- 10126363, City of Healdsburg Corporation Yard

**DTSC Requested Facilities**

CERS ID, Facility Name

- 10125466, AutoHouse Healdsburg
- 10636666, HUDS Transportation Yard
- 10112680, Fast Lane Gas #2
- 10113043, Big O Tires
- 10133629, Import Motor Works
- 10134331, CVS Pharmacy #1173
- 10119787, O'Reilly Auto Parts #2788
- 10131070, Groundwater Pump & Well
- 10120882, Capricorn Automotive
- 10112773, Redwood Coast Petroleum
- 10112671, Simi Winery
- 10158433, Nu Forest Products
- 10591081, Superior Cleaners
- 10112689, Opperman & Son, Inc.
- 10112902, W.C. Sanderson Ford/Mercury

**State Water Board Requested Facilities**

CERS ID, Facility Name

- 10112680, Fast Lane Gas #2
- 10112734, Healdsburg Fire Department
- 10112770, AT&T California - TD124
- 10112773, Redwood Coast Petroleum
- 10112785, Healdsburg Airport
- 10112884, Healdsburg District Hospital
- 10112935, Rotten Robbie #63
- 10113004, AT&T California - TD096
- 10113028, Sebastopol Chevron
- 10113073, Rotten Robbie #62
- 10117264, Zimmerman Fuel
- 10122994, Healdsburg Gas Mart
- 10132141, Sebastopol Fast Gas
- 10133794, Jerry's Valero
- 10399522, Wine Country Chevron