

**Mid-Valley LEPC
July 14, 2010
10:00 a.m. – 12:10 p.m.**

**Northwest Natural
7150 Supra Drive SW, Albany**

Minutes

Members Present:

Keith Ayers, ODOT Region 2	Eric Ortiz, Freres Lumber
Douglas Baily, Corvallis Fire	Evan Osterlund, SnoTemp Cold Storage
Scott Coffin, Wah Chang	Kim Rainey, Weyerhaeuser iLevel EWP
Jane Fleischbein, Linn County Health	Bob Rieker, Samaritan - Lebanon Hospital
Kevin Harding, Hewlett-Packard	Erin Ryan, Oregon Freeze Dry (Visitor)
Lorri Headrick, Albany Fire Department	Karen Selander, Corvallis School District 509J
Tory Jager, Pacific Cast Technologies	Laurie Starha, Benton County Public Works
Stephen Kalb, Samaritan Health Services-Albany	Marsha Swanson, Oregon Freeze Dry
Seaton McLennan, City of Tangent	Darrel Tedisch, City of Albany
Armando Nunez, National Frozen Foods	Judy Turner, Selmet
Marcene Olson, LBCC	Terry Wolfe, State Fire Marshal's Office

Presentation - Andre LeDuc, Emergency Management Coordinator for the University of Oregon, presented on the IBHS Open for Business Toolkit for small or medium-sized businesses for developing Continuity of Operations Planning (COOP). Andre described the online toolkit as being similar to TurboTax[®] in its presentation style; designed to train while completing the information in a user-friendly environment. It allows you to begin sections and complete them at a later time.

Andre will provide Lorri an electronic copy of the slideshow presentation and access information for the online toolkit to share with members. He asked that if you share the information with others and they participate, they would like to know so they can keep track of these businesses and provide them with other support information and follow-up care.

Karen Selander mentioned that there is also a free continuity planning tool with the state through Oregon Emergency Management at www.oregoncoop.com.

Review and Approval of June 9, 2010, Meeting Minutes

The following corrections were noted: the spelling of Hewlett after Kevin Harding's name needs to be corrected, and the words "Annual Meeting" need to be removed from the title. Jane Fleischbein made a motion to approve minutes of the June 9, 2010, meeting with these corrections; Armando Nunez seconded the motion; and the minutes were approved by a vote of the members.

Old Business: None.

Reports from Participating Organizations

1. **State Fire Marshal's Office:** Terry Wolfe reported that the Lincoln County LEPC is working on their Bylaws and Multnomah County has had an orientation meeting to begin the process of establishing their LEPC. It is a much larger group and may require multiple LEPCs within its structure.

Terry attended the Linn/Benton Fire Training Council (LBFTC) meeting on behalf of the Resource Group. The LBFTC coordinates training opportunities for fire agencies within both counties. He shared information with them about the HMEP grant and that any requests for

funding through this grant must come through the local LEPC as part of the LEPC's Business Plan. The LBFTC identified some areas for possible funding assistance. Terry reminded the group that the Business Plan needs to be approved by September in order to be considered for grant funding.

2. **Oregon Dept. of Transportation:** Keith Ayers reported that he has completed training and is now certified in project management. He indicated that he also participates in Astoria's LEPC and that they are in the process of establishing officers, etc. He references the Mid-Valley LEPC to the Astoria group as an example of how to do things.

ODOT is working on a detour project with several counties. They are finding that the more common accidents that close down major roadways are more problematic than major events and are using that information in their detour planning.

NIMS 300/400 class is offered in Sheridan on August 9-11. Contact Yamhill County Emergency Management if interested: 503-434-7340.

3. **Region 5 Hazardous Materials Response Team:** Douglas Baily reported that the team has recently responded to two incidents: I-5 and Oregon Freeze Dry (OFD). Marsha Swanson reported that at the OFD incident they had a difficult time determining what was released and then accessing the information through the MSDS program. OFD staff has been educated on the searching tools of the MSDS program to address this deficiency in the future. The chemical release was non-toxic, and as a result, there were no illnesses or injuries. Armando Nunez reported that there was communication with National Frozen Foods during the incident that also revealed some minor deficiencies that they have since addressed. Both agencies were thankful it was a safe release and considered the event a valuable learning exercise.

Douglas reported that they will be doing some hazmat response outreach training with Philomath Fire in August.

4. **Benton County Public Works:** Laurie Starha reported that their road crews have now been trained in HazMat Level I Awareness. Alpine Wastewater has completed their Phase I review with Corvallis and Monroe Fire Departments. Once completed with their operating procedures, they will be attaching them to their plan so they are evaluated annually through the Phase I re-evaluation process.
5. **Benton County Emergency Management:** Douglas Baily reported on behalf of Benton County Emergency Management that they have completed their Natural Hazard Mitigation Plan in draft form.
6. **Linn County Public Health:** Jane Fleischbein reported that their public health emergency plans have been rewritten and the next step is to work with Jim Howell to incorporate them into Linn County's Emergency Operations Plan. She announced that the Linn County Fair runs July 15-18 and is open daily from 11:00 a.m. to 11:00 p.m. She also mentioned that Public Health used Bold Solutions software to complete their COOP.
7. **Corvallis Fire Department:** On the morning of September 9 Corvallis, Lebanon, and Philomath Fire Departments will be doing a chlorine event with the Philomath Wastewater Treatment Plant. An email will follow with more detailed information about the exercise.

Hewlett-Packard is due for their Phase I annual review. Douglas asked Terry Wolfe for direction on the process for the annual reviews after a facility has had their initial Phase I review. Terry explained that the facility reviews the existing Phase I forms for potential changes. If no changes are needed the parties can decide whether or not to meet and discuss. If changes are required, they can determine if the changes require a formal meeting or if a phone call or email can suffice. Reminder that all documentation needs to be forwarded to the Information Coordinator, Eric Ortiz. Phase I documentation that does not require change should be dated to show the annual review date and forwarded to Eric for tracking purposes. Terry also reminded members that the key component to Phase I reviews is to exercise the plan annually or bi-annually.

Douglas reported that the City of Corvallis is preparing for a Phase II review.

8. **Samaritan Health - Albany:** Steve Kalb reported that they are planning a lockdown exercise for the fall.
9. **Samaritan Health - Lebanon:** Bob Rieker reported that they experienced phone system interruption for approximately six hours during an equipment upgrade. During the event they implemented the Incident Command System. They used employee cell phones and two-way radios to establish communications between departments. They were able to put into practice some of the lessons learned from the flood exercise. They have power-failure phones on their system, but not enough to provide adequate service. As a result of the event, they will be adding additional lines through Good Samaritan that can be used as power-failure phones in Lebanon.
10. **Linn-Benton Community College:** Marcene Olson reported that they have installed repeaters at the Linn and Benton Centers. They are updating their emergency response plan over the summer, and updating their COOP to coordinate plans amongst departments. Jim Howell with Linn County Emergency Management will be helping facilitate this process.
11. **Corvallis School District:** Karen Selander reported that during one of their middle school graduation ceremonies they had to use their AED. She identified that the laws about who can use an AED have changed; it no longer requires someone with first aid and CPR certification. Karen will send the information to Lorri so it can be provided to everyone via email. She suggests evaluating your internal policies related to AEDs to make sure you comply with the law.

Workgroup Reports

1. **Membership:** Judy Turner reported that she has updated the contact information for companies that other members have identified to contact. She mentioned that she is no longer on the American Society of Safety Engineers Executive Committee which will allow her more time to work on membership contacts. She asked Terry Wolfe for guidance on a method for determining new EHS facilities that may need to be contacted. Terry indicated that he will be making some contacts and that the information will also be available on the State Fire Marshal's web site in about three months.

Karen Selander reported that the Corvallis School District has been in contact with Lonny Wunder with the Benton County Fairgrounds regarding "buddy sites" for the schools. He is also very interested in being a member of the LEPC.

2. **Outreach:** Scott Coffin reported that we had representation at the Fred Meyer Safety Fair and about 60 people stopped by for information. We will be partnering with the Linn County Sheriff's

Office in a booth at the Linn County Fair. If interested in manning the booth, please contact Scott Coffin. We will also be participating in the Benton County Fair which runs August 4-7 and sharing a booth with Benton County Emergency Management. Their focus will be to register members of the public in the Linn-Benton Alert System (formerly referred to as Everbridge).

3. **Presentation:** Marcene Olson reported that a representative of the Amateur Radio Emergency Management System will be presenting at the October meeting on coordination with emergency responder agencies. Dick Slinger with the Linn County Sheriff's Office will also be a future presenter to update us on the Linn-Benton Alert System.
4. **Emergency Planning:** Marsha Swanson provided a handout that updated the 2010 Phase I and annual review schedule and listed the 2010 goals. She reported that RCO is postponing their review until October, and she is waiting to hear back from Absorbent Technologies to schedule a date for theirs. We need to schedule four more facilities to meet the 2010 goal. Hewlett Packard is reviewing their plan this month, and Oregon Freeze Dry is reviewing theirs in August.

As it relates to the goal for one tabletop exercise, Steve Kalb reported that they are working out the details of the exercise in September of a chlorine railcar derailment south of Queen while school is in session. He will need to work with the HazMat Team to establish wind conditions, etc. The exercise will involve facilities and institutions in the affected area. The exercise is intended to be a tabletop discussion to identify how each agency will react/respond.

Keith Ayers indicated that Oregon Emergency Management will be holding an exercise in November. He will obtain additional information and report back at a future meeting.

5. **Resource Assessment:** Tori Jager had nothing new to report

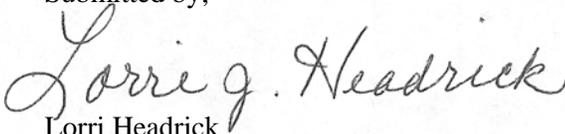
Information Coordinator Report: Eric Ortiz reported that he has received an external hard drive for maintaining LEPC information. He reminded members that they need to make notification with him by phone or email in the event of a release. He will be creating a form to log in the phone call information. Darrel will put together a document that identifies agency requirements, including Eric's contact information, for distribution at next month's meeting.

Douglas Baily inquired with Terry Wolfe about having the State Fire Marshal's duty officer take responsibility for making the notification to the LEPC. Terry will make the request at a supervisor meeting for consideration. He clarified that the notification to the LEPC is not as immediate as the 304 reporting (EPA) requirement and can be done within 24 hours of the event.

New Business: None.

Next Meeting: The next meeting will be held at 10:00 a.m. on Wednesday, August 11, 2010, at Linn-Benton Community College.

Submitted by,



Lorri Headrick
Secretary