

**Mid-Valley LEPC  
August 11, 2010  
10:10 a.m. – 11:30 a.m.**

**Linn-Benton Community College  
Fireside Room  
6400 Pacific Blvd. SW**

### **Minutes**

#### **Members Present:**

Douglas Baily, Corvallis Fire	Eric Ortiz, Freres Lumber
Scott Coffin, Wah Chang	Kim Rainey, Weyerhaeuser iLevel EWP
Kevin Harding, Hewlett-Packard	Matt Sapaugh, Regency Albany Nursing Home
Lorri Headrick, Albany Fire Department	Marsha Swanson, Oregon Freeze Dry
Jim Howell, Linn County Emergency Mgmt.	Darrel Tedisch, City of Albany
Tori Jager, Pacific Cast Technologies	Judy Turner, Selmet
Seaton McLennan, City of Tangent	Terry Wolfe, State Fire Marshal's Office
Deron Neukomm, Synthetech	

#### **Review and Approval of July 14, 2010, Meeting Minutes**

A correction was noted on the header of pages 2-4 to remove the reference to “annual meeting.” Douglas Baily made a motion to approve minutes of the July 14, 2010, meeting with the noted correction; Kevin Harding 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 their office is moving to a new location within the same building. He provided a reminder that the LEPC Business Plan needs to be finalized by September 30.
2. **Region 5 Hazardous Materials Response Team:** Douglas Baily reported on a team response at Lebanon Hospital that was the result of a mechanical failure in their laundry facility. He also reported that a portion of the team will be participating in a drill with Philomath Fire and Philomath Public Works on September 9.
3. **Linn County Emergency Management:** Jim Howell reported that the County is doing a mid-term review of their Continuity of Operations Plan September 15-16 at LBCC. There will be four question and answer sessions. He also reported that he is working on the emergency support annexes for the County's Emergency Operations Plan.

The County has a list of everyone who has participated in the NIMS required ICS training back to 2002 if anyone needs to reference that information.

4. **City of Tangent:** Mayor McLennan reported that Tangent is working on natural hazard mitigation planning with Linn County.
5. **Corvallis Fire Department:** Douglas Baily reported that Jeff Prechel has started as their new Fire Marshal. Corvallis is planning for their Phase II review in September and an annual Phase I review with Hewlett-Packard. City of Corvallis will be conducting a mid-term review of their COOP in September.

6. **Albany Fire Department:** It was reported that Albany will be participating in a chemical leak exercise with the Department of Energy in September.
7. **Oregon Freeze Dry:** Marsha Swanson reported that Oregon Freeze Dry had the groundbreaking ceremony for their new building on August 10.

### Workgroup Reports

1. **Membership:** No report.
2. **Outreach:** Scott Coffin reported on the LEPC's participation in the Linn and Benton County Fairs. He reported that public contacts at the Linn County Fair were more productive and indicated that we've been invited back to participate with the Linn County Sheriff's Office again next year.
3. **Presentation:** No report.
4. **Emergency Planning:** Marsha Swanson reported that they are working on the tabletop exercise for the September meeting.
5. **Resource Assessment:** No report.

**Information Coordinator Report:** No report.

### Local Exercises & Training:

1. Douglas Baily provided an overview of the September 8 tabletop exercise. Marsha Swanson prepared invitation letters and supporting material that will be mailed out to residents and businesses within the affected area of the proposed hazardous material release.

### New Business:

1. **304 Reporting Requirements:** Darrel provided a draft document outlining the 304 reporting requirements that can be used as a reference sheet for facilities. Terry Wolfe indicated that information about 304 Reporting is also available on the State Fire Marshal's web site. Feedback was provided that it is difficult to locate the information there, so Terry offered to add a link from the LEPC web page. Discussed establishing a timeline for making the required notification to the LEPC. The consensus was to make a verbal notification within 24 hours and written notification within 30 days. Darrel will revise the form to include this information. If there are any other suggestions to the information sheet, please contact Darrel.

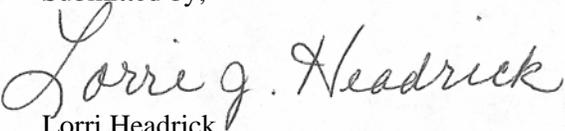
The question was asked if notification to the state through the duty officer can account for the notification required to the LEPC. Terry indicated that this request would require consideration at a higher level. Members discussed the inclusion of other LEPCs in making that request. Terry agreed to carry this information forward to the other LEPC groups. Darrel volunteered to draft a letter addressed to the CERT making this request that can be reviewed at the October meeting.

2. **2010 Meeting Dates/Locations:** Darrel reported that the list of 2010 meeting dates has been established for the second Wednesday of each month and that meeting locations have been secured.

3. **Shelter-In-Place:** Judy Turner explained the process she is going through to establish materials and training for sheltering-in-place at her facility. This generated conversation and questions from others about the best methods for providing for sheltering-in-place at large facilities. Terry Wolfe will contact Derek White with Columbia County who has provided similar training up north to see if he is available for the November 10 meeting.

**Next Meeting:** The next meeting will be a tabletop exercise held on Wednesday, September 8, 2010, 10:00 a.m., at Northwest Natural.

Submitted by,

  
Lorri Headrick  
Secretary