

**Mid-Valley LEPC Meeting
Northwest Natural Gas
7150 Supra Drive SW, Albany
October 13, 2010
10:00 a.m. – 12:00 noon
Minutes**

Comments from Chair – Nothing new provided.

Introductions

Darrel Tedisch, City of Albany
Raymond Keith Ayers, ODOT
Betty Williams, City of Philomath
Jane Fleischbein, Linn County Public Health
Craig Wirell, Linn County Public Health
Stephen Kalb, Samaritan Health Services
Robert Rieker, Samaritan Health Services
Marcene Olson, LBCC
Judy Turner, Selmet
Douglas Freeman, RCO International Inc.

Douglas Baily, City of Corvallis
Garry Black, city of Philomath
Tom Shaddon, CH2M Hill Adair Village
Carisa Deethart, Linn County Public Health
David Charlton, Charlton Env./FEMA
Marsha Swanson, Oregon Freeze Dry
Deron Neukomm, Synthetech
Karo Schrems, NETL
Tori Jager, Pacific Cast Technologies

Review and Approval of August 11, 2010, Meeting Minutes

Minutes of the August 11, 2010, meeting were approved as sent out.

Roger Emery – Presentation on Ham Radio

Roger Emery provided the membership with an overview of the Amateur Radio Emergency Services (ARES) and RACES programs in Linn County. Roger talked about what systems presently exist in Linn County and the state of Oregon pertaining to amateur radio and what it would take in the way of equipment to get an organization involved. Roger talked about the cost of the equipment and its capacity and the benefits to having a system at your facility. He also talked about the different options are available to the membership. To contact Roger you can email him at w7acw@arri.net. Roger is the ARES Emergency Coordinator for Linn County.

Old Business

- Review 304 Reporting Requirements
 - The membership approved the draft 304 reporting requirements. These will be sent to the facilities within Linn and Benton Counties and recorded as policy number 1 for Mid-Valley LEPC.

Reports from Participating Organizations – Each organization present provided a report of their activity.

Workgroup Reports

1. Membership – No report.
2. Outreach – No report.
3. Presentation – We will have an individual at the November 10 meeting to talk about Business Shelter-In-Place.
4. Emergency Planning – Discussed the number of Phase I evaluations for this year. It looks like we might be missing our mark of nine new evaluations. Marsha will provide a list of the evaluations we have completed, and Darrel will send out a note summarizing this information and encouraging facilities to look to sign up for their Phase I review.
5. Resource Assessment – No report.

Information Coordinator Report – No report.

Local Exercises & Training

- ATC-20 Classes – October 29 & December 6
- Albany Phase II Review – October 15
- Business Shelter-In-Place Training – November 10 Membership Meeting
 - It was decided we should open this training up to outside businesses, so we will be contacting the Chamber of Commerce in both Linn and Benton Counties.

New Business

- Letter to State Fire Marshal's Office on Hazardous Material Spill Reporting to LEPC
 - The membership approved the draft letter that was sent out, with some minor changes from Douglas Baily. The letter will be sent to the SERC for their consideration.
- Election of Officers – Treasurer's Position at December 8 Membership Meeting
 - Election of the Treasurer position will be held at the December meeting. Karla Claudell has indicated she will be willing to run. Nominations will be open at the December meeting.
- February 2011 Annual Meeting
 - After some discussion it was decided to have a short business meeting to highlight our 2010 accomplishment and 2011 goals and then have a presentation on residential shelter in place. It was decided to invite Neighborhood watch captains and maybe CERT team leaders to a special training. These individuals are engaged and have others who would be interested in the subject. It was also discussed to make up kits we could hand out to the captains as examples of what their team members could put together. We will work with Linn and Benton County Emergency Management and police agencies to get the invites out.
- Tabletop Exercise Discussion
 - The membership reviewed the next step key points of the tabletop exercise and chose these three topics to work on in the next year:
 1. Notification System
 2. Shelter-In-Place/Evacuation Procedures
 3. Resource Lists

- Equipment
- Contacts and Phone Numbers
- Personnel
- It was also decided to have a functional exercise before we had a full scale hazardous materials exercise. The functional exercise will take place in the fall.

Next Meeting

- November 10, 2010, at Northwest Natural

Membership Discussion Items

- Adjournment to Workgroup Meetings

Submitted by,

Darrel Tedisch, Chair

2010 Goals

- Conduct nine phase I plan reviews
- Conduct two phase II plan review, one each in Benton and Linn County
- Provide three membership trainings
- In cooperation with participating agencies join in three public outreach projects
- Conduct resource assessment interview with six emergency response departments or teams
- Contact four potential LEPC members and invite them to our Mid-Valley LEPC meetings