

**Mid-Valley LEPC Meeting  
Northwest Natural  
7150 Supra Drive SW, Albany  
May 11, 2011  
10:00 a.m.  
Minutes**

**Attendees:**

Douglas Baily, Corvallis Fire/HazMat Team 5  
Garry Black, City of Philomath  
Lori Blau, Cascade Pacific Pulp  
Scott Cowan, Albany Fire/HazMat Team 5  
Lorri Headrick, Albany Fire Department  
Tori Jager, Pacific Cast Technologies  
Daron Neukomm, Synthetech  
Marcene Olson, LBCC

Karol Schrems, National Emerg. Technology Lab  
Karen Selander, Corvallis School District  
Tom Shaddon, City of Adair Village  
Darrel Tedisch, City of Albany  
Judy Turner, Selmet  
Betty Williams, City of Philomath  
Terry Wolfe, State Fire Marshal's Office

**Comments from Chair:** Darrel Tedisch reported that he attended the Lane County LEPC meeting on April 12 to share information and respond to questions.

Grant requests have been submitted to the state, which includes \$5,000 for Outreach (\$3k for the Linn-Benton Alert System and \$2k for local fairs); \$12,000 for HazMat Team 5 training; \$18,000 for a contractor for the September 2012 full-scale exercise; and \$5,000 specialized hazmat training for local police and fire agencies. There is a new process for these grants that now requires applying entities to provide results reporting.

VISTA (Volunteers In Service To America) has approved the City's application for a volunteer to work with the City of Albany on behalf of the Linn and Benton County Vulnerable Populations Committee to help with the development of a Vulnerable Populations Plan. Funding for the project is through a state grant.

Acknowledged the presentation by HazMat Team 5 in April and the value it provided the members. Would like to see providing this presentation again in the future and allowing more time for additional information. Scott Cowan reiterated that the HazMat Team is available to provide similar presentations at Committee members' locations. They are allowed to visit each facility once per biennium; the new biennium starts July 1, 2011.

**Review and Approval of March 9, 2011, Meeting Minutes:**

Judy Turner made a motion to approve minutes of the March 9, 2011, meeting as submitted; Scott Cowan seconded the motion; and the minutes were approved by a vote of the members.

**Old Business:**

**Election of Information Coordinator** – Eric Ortiz' term as Information Coordinator expired in February, and he has indicated that he is no longer able to continue his commitment to that position. Darrel acknowledged his appreciation for Eric's contribution to the Committee during his time in office.

Tori Jager from Pacific Cast Technologies volunteered to run for the position. Betty Williams made a motion to accept Tori Jager's nomination as Information Coordinator; Scott Cowan seconded the motion. There being no other nominations, the nominations were closed and Tori Jager was approved by vote as the Information Coordinator effective this date. The recommendation was also made and approved to change the re-election month for this position to May every two years so it would not conflict with the annual meeting in February.

## **Reports from Participating Organizations:**

**State Fire Marshal's Office** – Terry Wolfe reported on the changes to the grant evaluation process. He is now auditing the summaries provided with each application to emphasize the need before sending to US-DOT for approval/denial. Next year's grant funding is \$277,000, compared to the 2010-11 funding of \$298,000. Terry also indicated that there is potential for additional funding next year.

Terry reported that the Multnomah County LEPC has received approval from the state. Additional counties will be targeted after June 1 to begin addressing establishment of their LEPCs.

**HazMat Team 5** – Scott Cowan reported that they haven't had any recent reportable calls. The team is conducting tractor/trailer driver training for its members. The team's inventory was recently audited by the state, which is typically done on an annual basis, but has been done twice in the past seven months. They passed on both occasions.

The team has two members retiring. They will be considering expanding the membership beyond the fire service to include members from public works.

**City of Adair** – Tom Shaddon reported that his transition to the City of Adair is going well.

**City of Corvallis** – Douglas Baily reported that the City of Corvallis Phase II evaluation is complete and went well, requiring just a few minor changes.

**LBCC** – Marcene Olson reported that their detailed Shelter-In-Place Plan is being evaluated/updated.

**Corvallis School District** – Karen Selander reported that they had two recent lockdown situations at two different facilities; both went well. She provided information about a Webinar for families with disabled children. She will forward the detailed information to Lorri by email so it can get out to members.

Karen asked how others are dealing with maintaining copies of MSDS at their facilities; hardcopies versus electronic copies. Discussion revealed that the requirement is that the information be accessible. Some reported that they use an online tool for accessing this information, others reported that they provide updated copies for their staff on external hard drives that they carry with them, and some are still using paper format. It was suggested to have this listed as an agenda item in the future to provide an opportunity for examples to be provided.

Someone shared that Weather Spotter training will be available in Lebanon. Betty Williams indicated that she has been a weather spotter, which is someone who is trained to provide weather conditions in their area to the National Weather Service.

**Synthetech** – Deron Neukomm reported that they recently received a customer audit asking about their business continuity of operations planning and more specifically if they had evaluated the risk of the railyard. Deron indicated that he was able to use the data from last year's LEPC exercise to show the progress they had made in this area. He asked how others are addressing these types of audits. Several others indicated that they too are seeing an increase in customer audits and see value in sharing tools within this group for helping to address these.

## **Workgroup Reports:**

**Membership** – July Turner reported that she has made eight contacts with prospective members, but has had no additional follow-up. She asked for feedback on whether or not we want to start making contact with existing members who are no longer involved. Terry Wolfe spoke to the requirement of participation, indicating that EHS facilities are only required to participate in the Phase I evaluation, but does not dictate other expectations of participation in a LEPC.

A suggestion was made to send out a survey to determine why participation is down. This prompted discussion about building interest through sharing how your company addresses certain things that can be of benefit to others; networking. Another suggestion was made to provide door prizes or other participation incentives.

Karol Schrems suggested contacting members after six months if they have not participated to evaluate their status.

**Outreach** – Will be looking for volunteers to participate in upcoming safety fairs at Target, Fred Meyer, and the county fairs this summer. Please consider how you can participate.

**Presentation** – The following suggestions were made for future presentation ideas:

- CAMEO
- CERT Teams
- MSDS – Worldwide MSDS Labeling System – For discussion at July 2011 meeting
- Site Security – Balancing business needs with emergency responder needs
- Shelter-In-Place – Best practices for businesses; what are agencies actually doing
- Linn-Benton Alert Notification System

**Emergency Planning** – Douglas Baily reported that Western Pulp has submitted their response plan for Phase I review. The City of Albany is scheduled for their Phase II review in November 2011; the first attempt failed due to low participant turnout.

Future work will include indentifying, in advance, messages that can be readily accessible for use with the Linn-Benton Alert Notification System in the event of a release.

**Resource Assessment** – Nothing new to report; group is meeting today.

**Information Coordinator Report:** No report.

## **Local Exercises & Training:**

City of Albany will be conducting a full-scale earthquake exercise in April 2012; additional information to follow.

The local Water Rescue Teams will be conducting a demonstration at Bowman Park in Albany on May 14.

**New Business:**

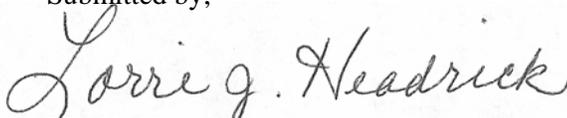
Hiring Independent Contractor for Functional Exercise in September – Darrel reported that he has received two quotes from contractors to perform the functional exercise. He provided a description of both quotes. Scott Cowan made a motion to accept the lowest bid of \$4,000 from Organizational Quality Associates; Garry Black seconded the motion; and it was approved by a vote of the members.

Darrel described that the September 2011 functional exercise is intended to build off of last year's tabletop exercise. It will be a one to two-hour simulation involving all applicable parties. All LEPC members will have an opportunity to participate. The exercise will take place at Albany City Hall where we will have access to their emergency communications center equipment.

**Next Meeting:** Wednesday, June 8, 2011, at Pacific Cast Technologies (park in the south lot at the rear of the facility). Reminder that there will be two sign-in sheets required; one for the LEPC and one for the facility.

**Adjournment of Regular Meeting:** 11:43 a.m.

Submitted by,

A handwritten signature in cursive script that reads "Lorri J. Headrick". The signature is written in black ink on a light-colored background.

Lorri J. Headrick  
Secretary