

Morrow County Local Emergency Planning Committee Meeting  
Port of Morrow building, 2 Marine Drive, Boardman, Oregon  
August 18, 2009

Present: Jerry Johnson, **Boardman City Council**; Cindy Burrigh, **Boardman Foods**; Marc Rogelstad, Suzanne Gray, **Boardman Fire**; Dave Winters, John Zeiler, **City of Boardman**; Dave Marsing, Michael White, **Morrow Cold Storage**; Travis Hyder, Don Kennedy, **Morrow Cold Storage Packing**; Casey Beard, **Morrow Co. Emerg. Mgmt.**; Kristi Wheeler-Johnson, **Morrow Co. Health Dept.**; Krista Fischer, Bill Brauer, Scott Goff, **Office of State Fire Marshal**; Ted Lieurance, **Park and Recreation**; Ron Lindsey, **RDO-Calbee Foods**

**Call to Order: 10:07 am**

- A. Motion to accept minutes from previous meeting as presented made by John Zeiler.
  - a. Motion seconded by Michael White
  - b. Motion carried unanimously
- B. Correspondence
  - a. Union Pacific Railroad conversation started by Jerry Johnson
  - b. Oregon OSHA consultation branch will conduct an on-site review
- C. Guest speakers introduced
  - a. Krista Fischer - Community Planning Coordinator, Office of State Fire Marshal  
LEPC - Website development
  - b. Bill Brauer - Community Planning Coordinator, Office of State Fire Marshal
- D. Round Table Discussion: Establish Membership Subcommittees
  - a. Each subcommittee chair determines meeting dates, frequency and length
  - b. Information Coordination Committee
    - i. Assist Information Coordinator with dissemination of information
      - 1. Logistics
        - a. copy agendas, minutes and training materials
        - b. forward and respond to e-mail and other contacts
        - c. maintain contact lists
          - i. current members
          - ii. facilities with extremely hazardous substances
      - 2. Maureen Roxbury & Travis Hyder consider subcommittee
  - c. Planning Committee
    - i. Assist member facilities develop & revise Emergency Operations Plans
      - 1. Collectively review plans, answer questions, assist with solutions
      - 2. Networking among facilities and agencies
      - 3. Minimum of five (5) members
      - 4. Meet monthly
    - ii. ConAgra main plant and Line 5 are resources
      - 1. Completed Phase I of Community Capability Assessment program through the Office of State Fire Marshal
  - d. Training Committee
    - i. Conduct Training Needs Assessments
    - ii. Assist in requesting Training Grants for needed training

- 1. Constitution and By-Laws must be accepted prior to grant requests
  - iii. Coordinate Training programs & Instructors for member facilities
    - 1. Office of State Fire Marshal
    - 2. Boardman Rural Fire Protection District
  - e. Personal contact with members to request service on subcommittees
    - i. Contacts by John Zeiler, Marc Rogelstad, Jerry Johnson and Don Kennedy
- E. Round Table Discussion: Facility Updates
  - a. Morrow Cold Storage Packing – Travis Hyder and Don Kennedy
    - i. Compliance based training
    - ii. ConAgra Confined Space trainings with proactive approach
    - iii. Updating fire suppression system by combining four systems into one panel
  - b. Morrow Cold Storage (Storage & Packing)
    - i. Review emergency evacuation plans with Dave Nevins of ConAgra
    - ii. Upon completion distribute to neighbors and emergency responders
  - c. City of Boardman
    - i. Updating emergency contact list
    - ii. Consolidating/reviewing emergency plans
    - iii. Upon completion distribute to emergency responders, LEPC
- F. For the Good of Morrow County LEPC
  - a. **Review draft Morrow Co. LEPC constitution & by-laws**(e-mailed 9-23-09)
    - i. Develop strategic plan for Morrow County LEPC
      - 1. Review of all facilities emergency plans
      - 2. Facilities working on Community Capability Assessment
  - b. Comments or Concerns
    - i. Casey Beard
      - 1. Drone program increases activity over Bombing Range
      - 2. Coast Guard exercise re: shipping ethanol
      - 3. Animal Rescue Unit trailer for livestock
      - 4. Alternate Emergency Operations Center at Boardman City Hall
      - 5. Possible Morrow County Emergency website for links to LEPC
    - ii. Kristi Johnson-Wheeler
      - 1. Public Health Emergency issued West Nile Virus in Morrow Co.
        - a. Centers for Disease website for more information
      - 2. Seasonal flu shots and H1N1 vaccinations overlap
        - a. Requested facilities provide input on priority employees
- G. Building an LEPC
  - a. Krista Fischer presented information
    - i. [www.oregon.gov](http://www.oregon.gov)
      - 1. Planning and training assistance
      - 2. Entire LEPC toolkit on website –able to download documents
      - 3. List of current Oregon LEPC groups
        - a. meeting schedules
        - b. agendas and meeting minutes
        - c. contact information for officers
      - 4. OSFM LEPC website meets ‘public notification’ requirements

- ii. CAMEO Suite by Office of State Fire Marshal
- iii. Oregon.gov secure collaboration site still under construction
  - 1. OSFM provides approval/access level to work groups
  - 2. Travis Hyder volunteered to be part of the test group.
- iv. Shelter in Place magnets being designed with LEPC logo
  - 1. Possible conflicting information with current CSEPP literature
  - 2. Check with Casey Beard of Morrow Co. Emergency Mgmt
- v. Krista will assist with additional ideas or uses of grant funding
- b. Bill Brauer presented information
  - i. Toolkit provides basic LEPC information accessible on website
  - ii. Flier for one day CAMEO suite class in Hermiston, September 8, 2009
  - iii. History of statewide LEPC
    - 1. Address the nine provisions set forth in SARA Title III
    - 2. **Extremely Hazardous Substance (EHS) Facilities are MANDATED by Federal Law to participate in an LEPC.**
  - iv. Levels for emergency response process
    - 1. Evaluate emergency plans in facilities and with 1<sup>st</sup> responders
    - 2. Community resources in potential Hazardous Material emergency
      - a. EMS, police, public works
    - 3. State or county resources
  - v. Community Capability Assessment
    - 1. Evaluate, validate and improve existing emergency plans
    - 2. Facilities to answer completely if applicable
    - 3. Identify best avenue to fill gaps in plan
    - 4. ConAgra Boardman main plant & line five have begun this process
    - 5. Morrow County has fewer than 20 EHS facilities
      - a. Persistently work in small chunks for each facility
    - 6. Suggested future meeting dedicated to completing Phase 1 reports
      - a. Submit CCA Phase 1 Questionnaires to OSFM (Bill Bauer)
  - vi. Establish emergency plans review committee
    - 1. Develop action items and establish timelines
    - 2. Share facility information with
      - a. First responders
      - b. Police
      - c. Public Works
      - d. Other agencies involved
    - 3. Meet monthly, annual review of emergency plans
      - a. external hard drives to store LEPC information

H. Adjourn 11:52 am

**Next meeting scheduled for October 20, 2009 at 10:00 am**

Previous meeting agendas and meetings are on the OSFM website at the following link:  
[http://www.oregon.gov/OSP/SFM/Local\\_LEPC\\_Information.shtml#Morrow\\_County\\_LEPC](http://www.oregon.gov/OSP/SFM/Local_LEPC_Information.shtml#Morrow_County_LEPC)