

Morrow County Local Emergency Planning Committee
Port of Morrow Building, 2 Marine Dr. Boardman, Oregon
January 22, 2013

Attendees 22

Good Standing Facilities:

Rick Stokoe, **City of Boardman-Police Dept**; Mindy Binder, **Columbia River Community Health Services**; David Hodges, **Columbia River Processing**; Yvette Medelez, **ConAgra Foods**; Renee Yocom, **Morrow County Fair** Dan Turley, Mike Garrett, Jeff McCauley; **PGE** Bill Langley, **Reclaim**; Don Kennedy, Tina Livingston, Travis Hyder, Yvette Medelez, Dave Marsing, Roy Brown, Michael Fernandez; **ConAgra Foods (incl. Watts & Morrow Cold Storage)**; Robert Schilling, **Calbee North America**; Kristi Wheeler-Johnson, **Morrow County Health Dept**; Kevin Gilbertson, **Port of Morrow**; Steve Myren, **Morrow County Sherrif's Office**; Marc Roglestad, **Boardman Rural Fire Department**; Steve Doherty, **Devin Oil**

Meeting called to order at 10:10am by Dan Turley

Dan introduced himself as the new Chair of the LEPC. He introduced his Vice Chairman – Bill Langley, who will be running a little late to today's meeting. As a side note: Steve Doherty will be joining the LEPC to represent Devin Oil.

A. Approval of last meeting's minutes:

- Dan had Suzanne add into minutes the detailed explanation of the work on Industrial Way that took place in November. Dan asked if there was any feedback from the gas line project. Marc Roglestad asked if there were any issues found further east down the gas line. Dan responded that there weren't issues further down the line.
- Don Kennedy made a motion to approve minutes from November 20th, 2012; Mike Garrett seconded the motion. All were in favor, none opposed

B. Approve of Officer Transition:

- Don Kennedy stated that Dan Turley was approved at last meeting as Chairman of committee; Bill Langley was approved as Vice Chairman.
- Dan thought there were two volunteers for Information Coordinator; Don Kennedy stated that Tina Livingston was approved at the last meeting as the Information Coordinator. The other volunteer, Yvette Medelez, stated she's good with the decision and will help out in other areas.

C. Subcommittee Review: Dan would like to review the subcommittees and make sure they are still relevant and necessary, as well as appoint new chairpersons/members as needed. Marc Rogelstad suggested that the first four listed on the agenda (Planning, Information, Training and Emergency Response) are required.

- **Planning** –Marc stated that this subcommittee was set up to go into the plants to review their written emergency action/response plans (EAPs), mostly to ensure a written plan exists. Dave Marsing said there was a template that was sent out to "audit" the emergency response plan. Dave Marsing will check for the template document and temporarily will head this subcommittee.
 - i. Don commented that this committee should have a goal to look at EAPs for each facility and the area. Sue Otjen has previously asked the LEPC if the "EAP" is updated. Marc commented that annually, we should receive and review the area facilities' EAPs Dan said we should make a check list of which ones we have and which ones we do not. Travis mentioned that there might be a place on the state's web site that we can house the documents.
 - ii. Marc commented that each facility should have a copy of their EAPs with the Fire Department. The Fire Department has PGE and Lamb Weston's on file and has used those to help other facilities get started on writing a plan.

- iii. Steve Myren commented that Morrow County's plan is updated, as well is City of Irrigon. Other entities are still in the process of updating their plans.
- **Information** – Travis Hyder has been the chair for this committee. Originally, we were going to put a web site together with all the information contacts.
 - i. Marc mentioned we should be cautious of publishing our contact list on the internet, as there are some member's personal cell phone numbers listed. Mike Garrett stated there might be a way to password protect the page/document so that only members could access it. Travis will check with the state on the use of website.
 - **Training Committee** – The purpose of the committee is to keep tabs on what safety-related training is available in the area so that all facilities can share resources. In the past, there were some training grants available; Cindy Burrighrigh also had in the past put out some safety-related training sessions. Don mentioned that one example is the new electrical Arc Flash requirements and associated training – he explained the requirements for Arc Flash protection with various calorie ratings depending on the potential severity of the arc flash which requires an evaluation to determine and then the electrical equipment must be label with minimum approach distance and the PPE requirements, along with additional regulatory changes affecting industry. **Yvette Medelez** volunteered to head up the Training Committee. Yvette mentioned if we have an opportunity to use the LEPC website for housing more information that we could post a calendar of events, as well as using email for communication. Don Kennedy will assist by being in charge of HMEP Grants.
 - **Emergency Response committee** – Loren Dieter was heading that up. Yvette mentioned that our LEPC's goal was to put together a phone system to call out in the event of an emergency. Dan asked if this is really a viable project. He hasn't seen it work. Kristi Wheeler-Johnson was also working on the project. Steve Myren said that there has to be a number to reach the facility that doesn't change. We need to have a primary contact number for each facility – 365 days year/7 days a week. Morrow County updates their list once per year, but their list is only those they would contact out in case of emergency. Can we just get numbers from the businesses in the Industrial park? Plants should be calling their neighbors in case of emergency. Don suggested each entity bring back to the next meeting, the SINGLE best number for emergency contact, knowing that sometimes it's not a number at the plant due to lack of 24/7 staffing. Dan Turley suggested combining the Information and Emergency Response committees, as they seem to have a similar purpose.
 - i. Steve Myren said that if there aren't specific requirements for subcommittees, then we should only have committees when we need them, don't have them standing and not functioning.
 - ii. Steve Myren made a motion to combine the Information and Emergency Response Committees; Tina Livingston seconded. All in favor; none opposed.
 - **Confined Space** – Mike Garrett, chairman gave an update – there will be training available to explain some of the new regulations. One major change is regarding permit/non-permit required status. Oregon OSHA's website has the updated regulations on it which can be downloaded. There are 14 key things that you need to have on your permit. PGE has updated their programs. Marc Rogelstad mentioned that the Fire District is NOT a confined space rescue entity, so please do not contact the fire department for rescue services pertaining to confined spaces. Dan mentioned that you need to have a rescue team available on your own if you need to enter a 'permit required' confined space that contains hazards that cannot be

managed by forced or completely eliminated. Kevin Gilbertson mentioned that a company named D2000 out of Eugene will be coming to Boardman to train about 20 Port of Morrow employees on confined space entry requirements. Mike said that a facility in Madras has a cooperative agreement for their area, they had OSHA come in and do advance training and have equipment available. Mike was going to investigate how the program works in Madras to see if we can use their idea to put together a plan. The Port is possibly looking at purchasing some equipment and likely will be willing to lend out that equipment to those who might need it. Mike Garrett will remain as chair on subcommittee with Kevin Gilbertson assisting.

Any more input on standing committees? None

Any other committees needed? None suggested

D. Sue Otjen, State Fire Marshall's Office

- – unable to attend – table to next meeting

E. Old Business:

- Each subcommittee should expect that each chairman should give a report out at each meeting.
- Emergency Facility contact numbers – covered earlier

F. New Business –

- The “Alert-by-list” on hold for the moment until we get a good, accurate list of numbers.
- The Morrow County Emergency Action Plan is complete. Irrigon is in final draft. Boardman has an old one and is aware it should be updated. Heppner is working on theirs. Lexington and Lone have not started. Irrigon’s plan is a duplicate basically of the Morrow County. There is no issue with copying a plan from another facility; there is no need to re-invent the wheel so to speak, you can use resources from others in the group.
- Other new business? Dan mentioned that this group is here to help each other and to be a resource for one another.
 - i. Dan asked if everyone got the calendar appointment. All responded yes. Dan will be using this method to make sure that we have an appointment on the calendar. If he doesn’t get responses, he will be calling.
 - ii. Dan went through the list of members to see if they are still relevant and going to participate. Yvette made mention of the bylaws requirement for the members to attend meetings. Members must attend one meeting prior to being accepted into membership. Dan explained the requirements for “good standing” and “not good standing” and voting rights.
 - iii. Dan will send an email out to everyone to find out who needs new LEPC binders, as well as future agenda items. If you need a new binder, please let us know.

Meeting adjourned at 11:47am

NEXT MEETING: March 19, 2013 @ 10:00am – Port of Morrow