

*April 14, 2011- Local Emergency Planning Committee; Coos Bay Fire Station*

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Bill Brauer chaired the meeting in Chief Gibson's absence and the meeting was called to order at 1:34 pm. Please see the sign in sheet for attendance. After reviewing minutes from March meeting, Paul Strader made a motion to approve the minutes. Jennalyn Ford seconded and the motion passed unanimously. An introduction of all attendees was conducted.

New Business:

1. **Hazards Materials Preparedness Grant:** Application deadline is May 15<sup>th</sup>. The main purpose for this grant is to furnish reimbursement fund for training and planning. Currently 10 LEPCs in Oregon receive help with requisitions to fund LEPC functions, training, and to help others learn more about LEPC.
  - a. Does anyone have any ideas as to training to use funds? Kathy suggested Anhydrous Ammonia training. Bill said they do have first responder training available, however Kathy recommended just some basic training. Amy suggested contacting Airgas as they provide training for their company. Kathy will call Airgas to find out if they will do training for our group and get a quote.
  - b. What about the fire department and training? Coos Bay fire is scheduled for hazmat training in May already.
  - c. The application process is pretty extensive except for LEPC groups it is one page. However, it would be beneficial to help companies. What have other LEPC submitted training or requests for? Bill said they have requested for confined space training and the other are mainly exercise training such as train derailment. Deadline is coming so any ideas email Chief Gibson. Also on the Fire Marshal website: <http://www.oregon.gov/OSP/SFM/> on right side chose LEPC. Minutes to other information is also posted there from other LEPC groups.
2. **This group is about information sharing.** Are there any presentations you would like to see or other information such as DEQ, OSHA, etc... Need to do research and put plans together to see what we might be interested in or need. Each group may have different priorities. Ideas shelter in place, earthquakes, etc... Health department, Karin Kenney, could bring copies to help out giving information about different things as well.
  - a. Can we invite other companies to training such as Ammonia training? Bill said yes would be great.
  - b. Glenda copied some information for everyone RCRA Hazardous Waste Basics. Maybe people would want to attend, there are copies available.
  - c. Looking at other LEPC groups and their minutes and see what they are doing it will help give ideas as to how we may proceed. This is our committee so use it as an advantage to grow.
3. **Vulnerable Zone Indicator System** found online and it tells people if you're near zones at which you might be vulnerable to hazardous materials. Bill hasn't seen this before but will look into it. Karin Kenney said it named different businesses, chemicals, etc... Similar to HSIS.

4. **Any agencies have any announcements you want to talk about?** Most are still trying to figure out how this all works. Most of us don't know what everyone else does so if they are helping with public health, fire. Maybe discuss agency report with any new items, so this may help everyone think of topics.
  - a. Public health is having training May 13<sup>th</sup> for Basic Disaster Training at the public health training building and you can earn CEU credits.
  - b. June 21 ICS Incident and Action Plan Training at Bay Area Hospital. Will email Amy flyers and I will sent out to everyone.
  - c. Emergency Preparedness Fair April 30<sup>th</sup> @ sunset elementary. Do we have anything to give out i.e. flyers, marketing information? Maybe not this time but next time. Several training through public health. Map your Neighbor and more. This provides for medical reserve teams that are registered and have criminal records checks completed.
  
5. **Review Subcommittees sign-up sheets and brainstorm activities to get us started.** Review executive subcommittees, maintaining BI-laws. Chief Gibson last asked about format and we haven't heard any more about it yet. However, Bi-laws are needed to completely be a certified LEPC. Bill suggests subcommittees should share contact information and begin to discuss information to present at the next meeting and maybe we should also a couple people work on a membership subcommittee to ensure facilities routinely show up and participate in planning activities. But also to bring in or encourage other companies and first responders to participate in LEPC meetings.
  - a. **Executive Sub Committee:** Mich Sneddon, Jennalyn Ford, Andrew Carlstrom, Paul Strader-This committee should work on a draft of Bi-Laws for the meeting. Kathy Wall has offered to help and can email the draft to Chief Gibson and Amy to review.
  - b. **Public Outreach Committee**-Karen Kenny and Kathy Wall - not a whole lot yet just think about information that you can share or come up with ideas. Maybe inform them that we are starting evaluation on EHS facilities.
  - c. **Planning Sub-Committee:** Amy Richards, Ardith Lewis, Mike Andrews, Willie Burris-Plan and start Phase 1 evaluation forms
  - d. **Training and Exercise Sub Committee:** Mich Sneddon, Dennis Borgens, and Willie Burus-Simple as a small group agency wide training.
  - e. **Resource Development Sub-Committee:** Stacy Houston, Willie Burris, Jennalyn Ford- –main purpose is to go do research equipment, resources, or whatever it takes to handle a large scale incident would be located. Asking what can people provide in a large event. Public works may have a list and may just need help to update it rather than starting from scratch. The city and fire department has a list of Coos Bay contacts for businesses even a person for after hours. The city should be the first source to help companies to ensure the right people are contacted.
  
6. **We talked about including Reedsport and Curry County, have we done that yet?** Bill and Chief haven't discussed yet. This would expand the jurisdiction to match Coos County Hazmat. We have yet to extend invites to this.

7. **Planning Sub-Committee had training this morning:** HSIS information system is a computerized program broken down by a bunch of things and list any agencies that are listed as EHS companies and the chemicals. This helps prioritize planning for Phase 1 information by risk and hazards. Also, discussed how to distribute phase 1 and how it works. Who fills it out and mailing out or handing out for everyone to fill out and having it done in a certain time frame and some of us then go talk about gaps and keep list of needed to do items. Establish time frames to complete action items. Only about 15 – 20 companies to review. Who has access, if requested anyone here, maybe next time Bill can give an overview with everyone. Hazardous Substance Information Systems – holds all information from surveys that are filled out by companies for hazardous materials.
  - a. Anyone have questions about the surveys? Kathy would like to know how to report because they have a different facility they purchased with different street addresses but same mailing address. So would need to report separately. Fire Marshal requires anything that has a MSDS over a certain amount of pounds, gallons, and gas. Kathy asked is there conversions? Bill will bring a conversion chart he made to help.
8. **Bill has been reminding facilities with emails about meetings and we need to eventually grow into our own LEPC.** Finishing Bi-laws are a key element and should be first done to help so the LEPC can plan and get others involved such as law enforcement and hospitals. Bill will send the group list of contacts to Amy to help distribute information.
9. **The next meeting will be held May 19<sup>th</sup> at 1:30pm the Coos Bay Fire Department.** If someone else wants to host a future meeting, we will change locations. Want to have the next meeting with Chief Gibson present. If there are conflicts in this schedule, changes will be emailed.

Meeting adjourned at 2:43 pm.