

Mid-Valley LEPC Annual Meeting

March 10, 2010

10:00 a.m. – 11:20 a.m.

Northwest Natural Gas

7150 Supra Drive SW

Albany, Oregon

Minutes

Members Present:

Keith Ayers, ODOT Region 2
Douglas Baily, Corvallis Fire Department
Karla Caudell, City of Halsey
Scott Coffin, Wah Chang
Jane Fleischbein, Linn County Health Services
Douglas Freeman, RCO International
Kevin Harding, Hwelett-Packard
Lorri Headrick, Albany Fire Department
Jim Howell, Linn County Emergency Mgmt.
Tori Jager, Pacific Cast Technologies

Stephen Kalb, Samaritan Health Services-Albany
Deron Neukomm, Synthetech
Marcene Olson, LBCC
Evan Osterlund, SnoTemp Cold Storage
Robert Rieker, Samaritan Health Services-Lebanon
Karol Schrems, National Energy Technology Lab
Karen Selander, Corvallis School District
Tom Shaddon, Ch2M Hill OMI
Marsha Swanson, Oregon Freeze Dry
Darrel Tedisch, City of Albany

Comments from Chair: No comments to share.

Introductions: Darrel explained that if he sees someone new at a meeting he will ask that each person introduce him/herself.

Review and Approval of January 13, 2010, Meeting Minutes

Douglas Baily made a motion to approve minutes of the January 13, 2010, meeting; Keith Ayers seconded the motion; and the minutes were approved by a vote of the members.

Old Business

1. Annual Meeting Review: Darrel commented that he felt the annual meeting was successful, and presentations provided good information to the audience. Several members commented that they had hoped for more representation from the cities. Lorri identified that representatives from the City of Halsey, City of Lebanon, City of Tangent, Albany School District, Corvallis School District, and a Scio citizen attended.

Darrel suggested narrowing the target next year to identify the specific person(s) who would best represent each city's interest. The next annual meeting will be held in February 2011, and the Outreach Workgroup will be establishing the goals for that meeting throughout the coming year.

Someone asked if there are other opportunities where city government officials gather where we could provide information. Carla Caudell mentioned a possible opportunity; she will do some research and report back. Jim Howell also mentioned a county manager monthly meeting, which includes more than just Linn and Benton Counties. It was felt that the information would be beneficial for other county managers as well.

2. Workgroup Assignments: Darrel announced new chairs Marcene Olson for the Presentation Workgroup and Scott Coffin for the Outreach Workgroup and thanked them for their commitment. He also asked other members to please consider all of the workgroups and to sign up for one if not already committed.

Reports from Participating Organizations

1. State Fire Marshal's Office: No report.
2. Department of Transportation: Keith Ayers reported that they are working on planning for resource allocation into other regions during inclement weather. This includes identifying locations for fuel, de-icer, and other resources they may need.
3. Department of Homeland Security: No Report.
4. Region 5 Hazardous Materials Response Team: Douglas Baily reported that the team is having a drill in Albany on March 11, and they have at least one person, possibly two, who will be receiving Technical level training in April.

5. Benton County

Emergency Management: No report.

Public Works: No report.

6. Linn County

Emergency Management: Jim Howell reported on the two-day workshop for the six-county continuity of operations planning. They had 47 people participate the first day, and 17 on the second day. The County is updating their Emergency Operations Plan. The County will be receiving a resource tracking software program through Oregon Emergency Management.

Keith Ayers asked about member interest in providing continuity of operations planning training through Oregon State University; information about this was distributed to members a few months ago. An interest was expressed; Marcene Olson will work with Keith to coordinate bringing this training to the LEPC.

Public Health: Jane Fleischbein reported that they are working on after-action reports for H1N1 to evaluate for future improvement. They have applied for grant funding for VISTA (Volunteers in Service to America) for a one-year medical reserve corp to start in August.

7. Cities

Albany Public Works: No report.

Halsey: Carla Caudell reported that they are involved in continuity of operations planning. The City has also applied for appropriations funding for a Community Center/City Hall project. Darrel Tedisch wrote a letter on behalf of Mid-Valley LEPC in support of their request based on the building being used as a location for local emergency responders to meet and the public to shelter during a disaster.

City of Adair Public Works - Tom Shaddon reported that Adair will be moving two World War II barracks for use as police and library facilities.

8. Fire Departments

Albany: No report.

Corvallis: No report.

9. Samaritan Health Services: Stephen Kalb reported that they are participating in a flood drill on April 29 with Linn and Benton Counties, Oregon Department of Transportation, and other facilities. Each area hospital (Albany, Lebanon, Corvallis) is holding a flood awareness day. Darrel Tedisch will forward an email with dates and information to the members.

Stephen mentioned the importance of providing MSDS information when admitting an injured worker to a hospital. Providing that information with the patient saves potentially valuable time. Judy Turner indicated that her employer has all MSDS information available on a portable thumb drive which is handed off to the supervisor accompanying the injured worker.

Robert Rieker reported that Lebanon will be setting up for decon during the April 29 drill.

10. Educational Facilities

Linn-Benton Community College: No report.

Corvallis: No report.

Albany: No report.

Workgroup Reports

1. Membership: Darrel Tedisch recognized a new member, Evan Osterlund with SnoTemp Cold Storage. Judy Turner indicated that Tangent Fire has expressed their interest in being an active member when staffing allows; they have also participated in a Phase I evaluation.

Karen Selander suggested changing the 2010 goals from contacting four potential LEPC members and invite them to LEPC meetings to “adding” new participating members and incorporating existing members who aren’t active. Members expressed interest in changing the goal.

2. Outreach: Scott Coffin is the new Chair. He suggested having a booth at the Linn County Fair; cost may be supported by the state. Concern would be the need to provide staffing at the booth for the entire duration of the fair. He also suggested targeting safety fairs and other community events where there would be an opportunity for exposure to the public. Suggestion was also made that the Fire Departments may already be involved in some of these events, and the LEPC could join forces with them. Another suggestion was made to see if the state could fund the cost of creating a banner to be used at these types of events.
3. Presentation: Marcene Olson is the new Chair. She asked for feedback from members on the interests of the group. One suggestion was to provide information about HAM radio operations and coordination during a disaster.

4. **Emergency Planning:** Marsha Swanson provided a handout showing the status of Phase I reviews and annual reviews. Their goals for 2010 include one tabletop exercise; nine Phase I reviews; all annual reviews of those who completed Phase I reviews in 2009, and two Phase II reviews, one in each county. Five member agencies have committed to Phase I reviews in 2010, and four more are needed to complete the year's goal. Contact Marsha if your agency is interested in participating this year.
5. **Resource Assessment:** Tori Jager reported that they have met with the Linn County Fire Defense Board and will be meeting with the Benton County Board on March 18. The presentations include a list of questions that will be asked of each Fire Department as it relates to a resource assessment. When meeting with individual departments, they will start with smaller agencies and work their way up to the larger departments. They are looking for training and equipment needs that the LEPC can help facilitate. Douglas Baily added that he had heard from Terry Wolfe that equipment is not something the state will fund. Darrel will inquire with Terry to get clarification.

Information Coordinator Report: No report.

Local Exercises & Training: Darrel reported that he will include information on each month's agenda announcing upcoming exercises and training opportunities.

- April 29, Linn County, Benton County, Samaritan Health, City of Albany
- May 22, Multi-Agency Water Rescue Drill
- March 16 & 17 PIO (Public Information Officer/JIC (Joint Information Center)
- April 19 & 20 Vulnerable Population

Robert Rieker reported that Lebanon Hospital will be holding a training opportunity on April 19 & 20 for emergency planning for special needs communities.

Jim Howell reported that Oregon Emergency Management is providing training on exercise development and evaluation on April 19-22.

Keith Ayers receives periodic information for Incident Command System training opportunities and will start sharing that information with members.

New Business

1. **Attendance to Oregon Hazardous Materials Conference:** Darrel reported that two people will be attending the conference from the LEPC. If anyone else is interested, please contact him.
2. **Training Sponsorship Opportunity - Process Hazard analysis Class:** Darrel reported that LEPC grant funds will not support this class.
3. **Railroad Involvement in LEPC:** Marsha Swanson asked how we can get more involvement in the LEPC from railroad representatives. Darrel offered to inquire about a meeting with the Transportation Security Administration.

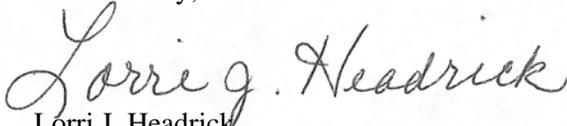
Next Meeting: The next meeting will be held at 10:00 a.m. on Wednesday, April 14, 2010, at Northwest Natural Gas.

Membership Discussion Items

Mid-Valley CAER Group - Disposition of Funds: Marsha Swanson asked any former CAER Group members to stay after this meeting to discuss ideas for spending the \$900 that remained after dissolution of that group.

ODOT Memorial for Fallen Employees - Keith Ayers reported that on April 26 ODOT will be sponsoring a memorial for fallen employees. During that time they will have a mandatory safety standdown to hold organization-wide safety meetings.

Submitted by,

A handwritten signature in cursive script that reads "Lorri J. Headrick". The signature is written in black ink and is positioned above the printed name and title.

Lorri J. Headrick
Secretary