

**Morrow County Local Emergency Planning Committee**  
Riverfront Room of Port of Morrow Conference Center, 2 Marine Dr. Boardman, Oregon

**January 24, 2012**  
**Minutes**

**10:04** ~ Meeting called to order

- A. Motion to approve November 15, 2011 meeting minutes- Don Kennedy made a motion to approve minutes, motion seconded by Travis Hyder, motion carried by group.
- B. Introduce new Attendee/ New Member
  - 1. Connie McElrath- Simmons Agency, Insurance Agent  
And Certified FEMA Disaster Response Chaplain
  - 2. Dave Hodges- Columbia River Processing- Safety administrator
  - 3. Sue Otjen – Office of the State Fire Marshal
    - a. Explained recent staff changes due to a loss of funds
    - b. EPSST-purchased and being used for all first aid responder needs
    - c. Sue Explained upcoming resources from her department for LEPC.
    - d. Don Kennedy commented on the HMEP grant approval process and inquired if there were any recent changes. Sue explained there were little changes in the process
    - e. Don Kennedy opened the floor for questions and none were asked by the committee.
- C. Member voting eligibility
  - a. Suzanne Gray- asked about the voting requirement of new members
    - i. Dan Turley- clarified that once the application is received and processed, and the member attends a meeting, they become a voting member.
- D. Chair report
  - 1. Confined Space Update
    - a. Umatilla LEPC grant funding for Confined Space
      - i. Don Kennedy explained that Kerry Deal was overseeing the process, but she is no longer with ConAgra.
      - ii. Sue Otjen- did attend and informed the committee that the funding was received (approximately \$15, 000) and the meetings are taking place regularly.
    - b. Confine Space training schedule – Mike Garrett
      - i. Mike Garret will assume a responsibility due to Kerrie Deal’s leaving.
      - ii. Kevin Gilbertson- reported on behalf of Mike Garret, that there would be a training in Madras in April, but no date is set as of yet.

2. Carla McClain- Morrow County Mitigation Committee update
  - a. Carla McClain was absent and the item did not proceed further.
  
3. Review of 11-15-11 motion regarding sub-committee(s)
  - a. Mike Garrett- Membership
    - i. Don Kennedy asked for a motion to add the new subcommittee of “Membership” to the bylaws, with Mike Garrett as Chair. Suzanne Gray moved the motion, Dave Marsing seconded the motion, and the committee voted towards the addition at 10:25am.
    - ii. Kevin Gilbertson- suggested that the new Chief of Police should be contacted to join our committee.
    - iii. Dan Turley- suggested that Don Kennedy send out a note to the new Chief of Police- Richard Stoke- due to the importance of this committee.
    - iv. Travis Hyder- volunteered to personally speak with the Chief of Police concerning attendance.
    - v. Kevin Gilbertson- volunteered to speak with local school administrators about our committee and attendance.
  - b. Kerri Deal- Confined Space
    - i. Don Kennedy- asked to fill the chair position, and it was decided that Mike Garrett should remain on the committee and assume chair responsibilities.
  
4. Available Trainings for 2012:
  - I. Don Kennedy- discussed the upcoming Grants Management “Enhanced Threat and Risk” training. The upcoming training dates will be on April and October.
  - II. Travis Hyder- suggested that it would be a good idea to send reminders on trainings to be referenced on State LEPC website.
  
- E. Notification of releases to LEPC/ neighboring agencies/emergency services
  - a. Call tree for LEPC members- Don Kennedy reminded committee regarding the committee’s last discussion on the action to take in the event of a catastrophic event. Specifically pertaining to notification to local businesses. Some of the options previously discussed were:
    - i. Phone line that is manned 24/7
    - ii. Email list that would notify pertinent personnel of the emergency.
    - iii. Phone system that would automatically notify pertinent parties.
    - iv. Don Kennedy explained that the goal is to agree on an option that would be suitable for such purposes.
    - v. Casey Beard- explained that our county should find a suitable option through other than through grants. The cost for such

systems is high (approximately \$10,000) and the options are now limited due to the removal of CSEPP.

- vi. Kristi Johnson- discussed Health Alert Network the option is called “Alert by List” which requires minimal contact information entered into the system. The system would work during and after hours to contact pertinent parties. She will be researching a similar option. She also suggested that the technology is available, but that the decision would have to be made on the central location for dispatching the information.

F. Annual Meeting via Boardman Chamber of Commerce luncheon

- a. Suzanne Gray- discussed the possibility of being the guest speaker in May.
- b. Dan Turley volunteered to be the speaker for this event. He explained that he would confer with the Chamber to discuss details. He also pointed out that the luncheon would serve as the annual community awareness meeting that is necessary to remain in compliance with LEPC standards.

G. Conference Call for regular meetings

- a. Suzanne Gray- discussed the need to open the meetings up to our members that work outside of the area.
- b. Travis Hyder- volunteered to set up the conference call number through ConAgra. He will discuss additional details with the Port of Morrow.
- c. Casey Beard- discussed the possibility of bringing cell phones into the conference call that would facilitate the phone conferencing.

H. Other New Business

- a. Suzanne Gray- asked about the probable functions of current CSEPP employees.
- b. Casey Beard- discussed the upcoming changes due to the completion of CSEPP.
- c. Casey Beard- discussed the safety protocol that would take place in upcoming days, months, years.
- d. County will be applying for emergency planning grant, however the funds are minimal.
- e. Maria Duron- explained that the “TARs” should be recycled by February 28, 2012. She explained that CSEPP would facilitate a process to pick up “TARs” from employers with a large number of employees.
- f. Legacy Books- are being handed out within the community.

I. PGE Updated Emergency Plans

- a. Dan Turley explained the update version includes protocol for terrorism and sabotage.

J. Meeting Adjourned at 11:30am

K. Next Meeting will be held on March 20, 2012

**Minutes respectfully submitted by Yvette Medelez.**

