

## Umatilla County LEPC - Planning Subcommittee Minutes

March 30, 2010

### Present:

Tom Bohm, Hermiston Fire and Emergency Services  
Doug Paine, Good Shepherd Medical Center  
Tyler Nokes, Pendleton Fire

At the next LEPC the following actions need to take place.

1. Tyler will report on the following items that the subcommittee needs to accomplish:
  - a. Create a list of all organization / businesses starting with the most severe to least of chemicals in use in the county.
  - b. Create list of the contact person for each the organization / businesses for the above list.
2. Tom will report on the following items that the subcommittee needs to accomplish:
  - a. Generate a cover letter for the Phase One Questionnaire program.
    - i. Who we are
    - ii. What we need
    - iii. Why you should help
    - iv. Who is your contact person
    - v. Is that contact person different than the one listed in the state HSIS program
    - vi. What is the contact persons e-mail, phone number and address
3. Doug will report on the following items that the LEPC needs to accomplish for the subcommittee to complete their mission:
  - a. E-Mail address from the LEPC for correspondence with the committee.
  - b. A page on the county website for forms and or FAC for the committee.
  - c. An assignment of an Information Coordinator to coordinate the distribution and follow-up of the Phase One Questionnaires. (Jodi Florence)
  - d. Contact with all Fire Chiefs in the County for buy in on the inspection / form completion (Phase One Questionnaire) that is required.
4. The LEPC will than be able to start the process:
  - a. A representative from the LEPC will meet with the organization / business to explain the program.
  - b. The Information Coordinator will send a questionnaire to the organization / business with the attached cover letter.
  - c. The local first responders / Fire Chief will then review the questionnaire and request corrections or accept as submitted
  - d. The local first responders / Fire Chief will then complete their portion of the form.
  - e. The local first responders / Fire Chief will in some cases tour the facilities.
5. Where do we go from here?

**Next meeting: LEPC April 13, 10:00 am, Fire Station #3, Hermiston**  
**No Subcommittee meeting date is scheduled at this time.**