

**Local Emergency Planning Committee**  
**Minutes – January 10, 2012**  
**Hermiston Fire Station # 3**  
**Westland Road**

Present:

Bob Allstott, Pendleton Flour Mills  
Ben Weinke, City of Hermiston  
Jim Lund, City of Hermiston  
Pat Hart, Hermiston Fire  
Sue Otjen, Oregon State Fire Marshal's Office  
Clarke Hughbanks, Continental Mills  
Thane Jennings, Calpine  
Robert Harrington, ConAgra Foods  
Larry Orsten, ConAgra Foods  
Mark Swanson, PGG  
Kerri Deal, Shearer's Foods  
David Stewart, UMCDF  
Mike Palmer, Hermiston Generating  
Jacob Beach, Smith Frozen Foods  
Craig Williams, Hermiston Foods  
Rod Newhouse, Hermiston Foods  
Julie Christopherson, Umatilla County Health Dept.  
Tyler Nokes, Pendleton Fire  
Sean Basford, City of Hermiston  
Kym Peterman, American Red Cross  
Seth Cooney, Oregon State Police  
Richard Winter, City of Echo  
Jodi Florence, Umatilla County Emergency Mgmt  
Doug Paine, Good Shepherd Medical Center

Approval/Correction of Minutes  
Approved

**Natural Hazards Mitigation Plan**

Doug and Pat attended first meeting with Umatilla County to begin the process of updating the Plan. The Steering Committee is made up of public and government agencies. The steering committee has been formed to give various perspectives and to ensure that the plan is complete. The next meeting will be in February.

**Hazardous Materials Conference**

There is grant money available to LEPC members for the Oregon State HazMat Conference in Sun River. There are several Firefighters that want to go and could represent LEPC. If someone from LEPC wants to go, we can arrange it. The grant money will pay for mileage, lodging, meals and conference registration. Let Pat Hart know if you are interested in attending. Registration closes on Jan. 15.

## **HMEP Grant - \$15,300**

The grant we received is for training related to hazardous materials in confined spaces. We have about 8 months to spend this grant. The Confined Space Sub-Committee is meeting next week. They are planning awareness training with OSHA in several locations (Boardman, Hermiston, Pendleton and Milton Freewater). All facilities are reserved, with the exception of one in Milton Freewater. The speaker and facilities are donated.

The awareness class will help people understand what confined spaces are and then be able to determine what they need at their facility.

The grant needs to have a match of cash or equivalent. The plan is to benefit the most people / facilities as possible. Scott Stanton is the manager of the grant. Kerri Deal will work with Scott after the Sub-Committee meeting to give the group updates.

Mark Swanson (PGG) is working with a company to do a Train the Trainer class (this is not part of the HMEP grant). They can take 8 people in the class. Chief Woodson (Pendleton Fire) wondered about doubling the class size. The cost would be \$24,250 for 16 people. The class is a 32 hour course that will include entries, rescue and train the trainer.

No date is set until attendance is confirmed. If you are interested, contact Mark Swanson at PGG as soon as possible. The class is tentatively set for Pendleton.

There was a question about the class and the training being site specific. Mark will check with instructor.

## **Sub-Committee Reports**

Planning - The committee has two Phase One questionnaires being filled out. They plan to meet with Sean Basford at City of Hermiston today. Bob Allstott (Pendleton Flour Mill) also has a questionnaire to fill out.

Resource Development – Jack Remillard (Umatilla County) will plan on talking with companies to develop a resource list.

Confined Spaces – See HMEP Grant

## **Information Officer Position**

Kerri Deal has agreed to take on the position of Secretary. This is an appointed position (Information Coordinator is elected).

The By Laws state:

Secretary: The Secretary shall:

- Cause the minutes of the meetings of the membership and Board to be kept and disseminated.
- See that all notices are given in accordance with these Bylaws and as required by law.
- Be custodian of any administrative records.
- Perform all duties as may be assigned by the Chair.
- Sign any document that the Board has authorized to be executed.

Motion was made to accept Kerri's offer as Secretary and add some of the Information Coordinator duties to the job. Motion was approved

### **Oregon State Fire Marshal's office**

Sue Otjen encouraged anyone who is interested to attend the HazMat Conference. There is a lot of networking and information shared. The date is February 22 – 24 in Sun River. Registration ends Jan. 15

Tyler Nokes requested the Phase One Questionnaire be a fillable form online. OSFM is working on it and it will be available soon. Sue will email it and it will be on the website once it's finished.

Sue will continue to support LEPC's as she can. She asked what the most valuable resources OSFM can provide to us.

Doug Paine said that as a new committee we needed a lot of hand holding. Now we need reminders of deadlines, HazMat information, and what we can and can't do.

Pat Hart said having input from OSFM at the meeting is valuable.

Sue will continue to support our LEPC members as best she can and will keep the website updated with minutes and other information.

**Next Meeting Date: March 13<sup>th</sup> @ Good Shepherd Medical Center, Conference Center #1**

#### *Members in Good Standing:*

Pendleton Flour Mills  
City of Hermiston  
Smith Frozen Foods  
Oregon State Police  
ConAgra / Lamb Weston  
Umatilla County Emergency Management  
Hermiston Fire and Emergency Services  
Stanfield Fire Department  
Pendleton Fire Department  
Good Shepherd Medical Center  
American Red Cross  
URS – Depot  
Pendleton Grain Growers  
City of Echo  
Hermiston Foods