

Morrow County Local Emergency Planning Committee
Port of Morrow Building, 2 Marine Dr. Boardman, Oregon
July 15, 2014

Meeting Minutes

In attendance:

Boardman Foods, Cindy Burreight; **Boardman Rural Fire Dept**, Marty Broadbent; **Calbee North America**, Liz Morris; **City of Boardman**, Dave Winters; **City of Heppner**, Chad Doherty; **Morrow Cold Storage**, Roy Brown, Lani Bass; **Morrow County Health Department**, Kristi Wheeler-Johnson; **Morrow County Sheriff's Dept**, Steve Myren; **PGE – Coyote Springs**, Dan Turley, Jeff McCauley; **Tillamook, Columbia River Processing**, Scott Lillie; **Watts Brothers**, Travis Hyder, Don Kennedy, Tina Livingston; **State Fire Marshal's Office**, Terry Wolfe

10:00am ~ Call the meeting to Order: - **10:14am**

- A. Review and approve the May 20, 2014 meeting minutes:
 - Dan requested a motion to approve the minutes. Don Kennedy made a motion to approve, Jeff McCauley seconded. All were in favor.

- B. Review any 'Lessons Learned', any information to share with committee members that could help others improve safety and/or communication within our group and/or the community.
 - Liz Morris reported Calbee NA had an outside audit on PSM to see where their program stands. They found it a useful process and found lots of resources to improve their program. They didn't have any severe findings, but have some opportunities to improve.
 - PGE hired a consultant to help us put our PSM program into order, but he's pretty busy. He can come into the facility and get all the elements into the format the regulatory agencies are looking for. Their company name is PSIG and the primary contact is Michael Schreck.
Contact information is:
PSIG- Michael R. Schreck
9630 Bruceville Road
Suite 106, Box 345
Elk Grove, Ca. 95757
Mobile 831-210-8960

- C. Liquefied Natural Gas and Ammonia Release Brief - Scott Stanton, Hermiston Fire Chief
 - Scott Stanton and his assistant had to cancel this morning to head to La Grande. So, we'll invite him back to our next meeting, as we still do want him to report on the above.

- D. Review LEPC Conference and Emergency Response Plan Template.
 - Steve Myren to insert information in the draft plan that would be covered by the Sheriff's Office.

- E. Subcommittees Reports:
 - 1. Information & Emergency Response – Travis Hyder
Review actions in the previous Minutes – **nothing new**
 - 2. Training –Mike Garrett
Begin preparation of Hazardous Materials Emergency Preparedness Grant application for consultant support to develop emergency response plan next year.
 - Dan will check with Mike on grant applications for training.

- F. Old Business
 - Draft letter for the facilities with hazardous chemicals that are not attending the meetings. –
 - **DONE** – went out to North Morrow Times and the Boardman Chamber of Commerce newsletter. Tina will send out to Irrigon Chamber and Heppner Chamber as well. Heppner Gazette wouldn't print as a free public service announcement and were going to charge us \$75, so we opted not to as the LEPC doesn't have money.

- Ask for Emergency Response Plans, following facilities still not on file:

City of Heppner
Columbia River Community Health Services
Morrow Co. School Dist
Morrow County Fair
Willow Creek Energy Center

- Dan will contact Mark Johnston to get an update list of EHS facilities. The county was surveyed in spring and therefore we should be able to get a list soon to check if the above facilities are still EHS facilities and if there are any those that we don't have on our list.

- Other?

- *We still need a new Vice Chair. Dan can continue out his term as Chair and will not leave the group stranded. However, we need to have another organization step up to help take charge. The new 2-year term starts January 2015. Any suggestions on new Chair and Vice Chair are welcomed. THANKS!*
- *We need BEST emergency contact phone number for ALL facilities to be able to contact facilities in case of emergency. When numbers change, please notify LEPC Chair to keep up to date list.*
- *Is everyone aware of the EPA list of lists chemicals and the thresholds requiring emergency response plans in place?*
<http://yosemite.epa.gov/oswer/lol.nsf/homepage> When in doubt, report release/leak anyway. There's not a fine for reporting when you're not required to.

G. New Business

- Other?

- OSHA Training – Safety and the Supervisor – English from 8am to 12pm and Spanish 1pm to 5pm on July 16th. There is still room available, let Cindy know. If you aren't getting notified of when these OSHA trainings are happening here in Boardman, please contact Cindy Burright at Boardman Foods.
- Boardman Foods reported that they just passed their 5 year anniversary as a SHARP facility – Good job!

Meeting adjourned at 10:55am

****PLEASE STACK CHAIRS ALONG WINDOW WALL****

Next meeting: September 16, 2014 10am