

Latah County  
**Local Emergency Planning Committee (LEPC)**  
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**LEPC Minutes**  
**Meeting of October 9, 2014**

Elizabeth King opened the meeting at 9:01 am. The meeting began with introductions.

There were in attendance (14):

Kayla Moehrle, Planner, Public Health Idaho North Central District  
Penny Martinez, Campus Security Director, University of Idaho  
Elizabeth King, LEPC Chairperson/WSU Emergency Management Coordinator  
Geoff Billin, LEPC Vice Chair; Amateur Radio Emergency Services Coordinator  
David Duke, Police Chief, City of Moscow  
Dick Walser, Latah Board of County Commissioners  
Bill Ward, Amateur Radio Emergency Services, concern citizen  
Mike Neelon, Latah County Disaster Services, LEPC Coordinator  
Laurel Caldwell, Director Latah County Information Technology Services  
Casey Strong, Assistant Fire Warden Idaho Dept. of Lands  
Sandy Johnson-Rollins, Representative for City of Kendrick Program Manager CERT  
Todd Perry, Emergency Manager for University of Idaho  
Alan Martinson, Latah County Noxious Weed Supervisor  
\*James Pickard, Representative of Disable Action Center

(\* Indicates new attendees)

**Williams Pipeline**

Guess Speakers; Marc Edwards and Sheldon Shirey

Williams Pipeline is a business that is designed to transport pressurized natural gas throughout the United States. Marc started off their presentation with a video about a pipeline rupturing in Appomattox, Virginia. This video showed some of the devastation and response from local EMS agencies and Williams Pipeline. In an attempted to prevent such events, Williams Pipeline conducts weekly inspection of their pipeline by flying over every mile of their pipelines. They also conduct yearly helicopter inspection which is designed to detect leaks. Williams Pipeline conducts monthly inspections of their system and performs routine pipe cleaning about every 7 years. On average the pipeline is rebuilt every 10 years. Williams Pipeline has marked their pipeline routes and easements with yellow markers that contain their name and contact number.

Natural gas is odorless and 40% lighter than air. Natural gas will raise and dissipate fast in the atmosphere. Latah County only has one pipeline feed entering the county. This feed is at Stadium Way Trailer Court on Old Pullman Road. The pipeline runs through the trailer court to a transfer station. The

gas pressure in the Williams Pipeline is reduced from 750 lbs. to about 3 lbs. for Avista Customers. At the transfer station, Avista adds in Mercaptan that provides the odor for gas detection.

There are several things that can happen regularly with a pipeline that citizens might call in to a dispatch center. A jet engine sound that goes on and off could be the result of a relief valve jetting off gas because of the high pressure regulator going bad. This type of problem can be handled by a Williams Pipeline employee and local responders need to keep people away from the pipeline area. A sound like a jet engine (with or without fire) could be a broken pipeline with gas rushing out of it at high pressure. In this case, it is recommended that ¼ mile perimeter be evacuated as a precaution. Note: This perimeter could affect the Kibbie Dome and school parking. Before any digging, creating any fire lines, or when in doubt call, Williams Pipeline at 1-800-972-7733 (available 24/7).

Williams Pipeline can conduct a 2 day emergency response class that involves the Incident Command System.

### **Cyber Security**

Guest Speaker: Laurel Caldwell

What is a Cyber Security Event? Any adverse event that threatens the confidentiality, integrity, or availability of any agencies information or resources.

Laurel went over different types of security issues like Social Engineering, changing passwords, and protection layering. An example of Social Engineering is when you find a USB data device and insert it into your computer to see what's on it. There might be corrupted files that place a virus on your computer or a code to expose the backdoors to programs which will allow hackers to enter.

Laurel discussed changing your password and using a variety of different character or combinations besides just letters to create a strong password. Never use words that are found in the dictionary since hackers can run programs that search out these common words. Here is a list of things to watch to see if your computer has been compromised. You find yourself locked out of your accounts; your browser has changed, or can't connect to the internet. Your computer is running out of space or your system crashes. If there are abnormal response times or things are not quite right, you might need to run your antivirus software. While on a computer you see something happening, the simplest thing to do is unplug your computer from the internet. Don't forget your wireless system because it still provides a method to access your computer.

Precautions you can take daily are to lock your computer when you are not at your workstation (Windows +L). Limit or setup restrictions to other network areas or files on your computer. If you have an old hard drive, erase the files and write over them. Do this several time to make it harder for a hacker or a program to gain access to your information. Remember, a hacker can read an old hard drives that have been erased or written over one time, even two times. To make sure your hard drive data is not found, destroy the hard drive physically (like into pieces). Taking a cyber-security class yearly will help refresh your memory about computer safety.

### 3. **Old Business or New Business**

- A. Elizabeth- County alert system. There is no funding for a county wide alert system. There were issues about who would maintain it and who would be the agency to put out the alerts, etc.
- B. Sandy-American Red Cross celebrating 100 years of service. Display at Lewis and Clark State College.

- C. Sandy-Inland Cellular to have a cell tower in Kendrick area hopefully within the next few months.
- D. Kayla-Ebola and other diseases issues
  - a. Ebola update
  - b. Flu season- Recommend Trivalent flu shot
  - c. Meningitis at University of Idaho campus.
  - d. Enterovirus- Lewiston child being tested.
- E. Elizabeth-WSU has restricted non-essential travels to Africa due to Ebola.
- F. Bill-Search & Rescue went from a mock search to a medical emergency.
- G. Chief Duke-Moscow Police Department accepting Police reserve Academy applications.
- H. Casey-IDL states they are still fighting fires (about 21). Some new ones as of last week.
- I. Todd-U of I is working on Vandal Alert.
- J. Laurel-Latah County ITS Department hired a new person.

#### **4. Training/Events**

October 11-12 = Amateur Radio will be out at Spring Valley Reservoir for their annual test  
October 18 = U of I Homecoming  
October 25 = Great Idaho Shakeout Workshop, (9:30 am- 12:00pm) Latah County Courthouse Room2B  
November 4 = Elections, Latah County  
November 6= Fire Coop in Clearwater Co.  
November 27= Thanksgiving Day  
November 28= Latah County Employee Appreciation day off  
December 25= Christmas Day  
January 1, 2015= New Year's Day

Some of the recording was inaudible, so sorry for any inconvenience. If anyone would like to listen to the recording of the minutes, please contact me so we can set a time for you to do that.

**The next meeting is December 11, 2014 at 9:00 am.**

Being no further business, the meeting adjourned at 11:19 am.

Respectfully submitted,  
Mike Neelon