

TO: Deer Park CAER/LEPC Team
SUBJECT: Minutes of October 28, 2008 - Hosted by the City of Deer Park

CALL TO ORDER

Ron Crabtree, Chairman, called the meeting to order at 11:00 a.m.

INTRODUCTIONS

Self introductions were given by Pat Bellamy, Ship Channel Security District who is working with Chris Hext of Lubrizol, and Morgan Menard, Shell Pipeline.

PRESENTATION – VOPAK

Daniel West, Safety Supervisor of Vopak, gave an overview of the timeline, responses, scene security and communication associated with the Level III Benzene spill (100 gallons) which occurred on October 10, 2008, and commented, “We realize the notification to the CAER line and City of Deer Park were not in compliance with the established processes, and are working with new management to instill the importance and urgency for providing information on an incident which will impact the community.”

Chairman Crabtree thanked Mr. West for the report and commented, “It is the expectation of the LEPC that the plant manager be present and participate in the reporting aspect and discussion for all Level III incidents to the LEPC.”

Ed Hawthorne, Shell, asked Chairman Crabtree, “Were you and Sam Pipkin, Director Emergency Services for Deer Park and LEPC Communications Subcommittee Chair, able to meet with Vopak to discuss those areas of concern regarding communications?”

Mr. Pipkin advised there was a meeting, but the plant manager was not in attendance.

Mr. Hawthorne asked Chairman Crabtree if there would be a subsequent meeting with the plant manager to discuss the LEPC’s expectations for communications related to all incidents to which Mr. Crabtree advised there would be.

Chuck Wolf commented, “It is the expectation that a message is placed on the CAER line within fifteen minutes of an incident where there will be odors, visuals. Your timeline indicated you notified TCEQ, Harris County Pollution Control, and then Deer Park. When critiquing your event, you should move notification to Deer Park to the front of the list.”

Mr. Pipkin commented, “We discussed the timeliness of notification with Vopak when we met to discuss the incident. Mr. West and Mr. Collins are aware of the importance of notification, and will be working with their management to convey the LEPC’s thoughts and wishes. In the meantime, Mr. Crabtree and I will be meeting with the plant manager.”

David Wade, Harris County Fire Marshal’s Office, commented, “Since there were south winds, notification should also have been made to the Coast Guard and the North Channel LEPC. Secondly, when an incident like this has occurred in the past, a representative from the company usually makes a report to the Community Advisory Committee, and there was no representative from Vopak at this month’s meeting. This is something which should be brought to Vopak management’s attention.”

Chairman Crabtree advised the LEPC that he and Sam Pipkin would be meeting with the Vopak plant manager to discuss the issues discussed by the LEPC, and what the LEPC expects from all member companies.

ACTION ITEM: Chairman Crabtree and Communications Subcommittee Chairman Sam Pipkin will meet with Vopak management to discuss LEPC expectations for emergency notification, and make a report back to the LEPC at the November meeting.

Ed Hawthorne suggested the Communications Subcommittee review the actions taken by Vopak in relation to established policy and procedures for all industry and look at the communication holes, pulling all this together as a learning experience and bring back any additional aspects for updating the policy and procedures currently in place for industry reporting to the City of Deer Park Emergency Operations Center.

ACTION ITEM: Communications Subcommittee review policy and procedures relating to emergency incident notification by member industrial plants to the Deer Park EOC, and make a report back to the LEPC at the November meeting.

MINUTES

Motion was made by Sam Pipkin and seconded by Chuck Wolf to approve the minutes of September 23, 2008. Motion carried unanimously.

FINANCIAL REPORT

Motion was made by Sam Pipkin and seconded by Ed Hawthorne to accept the financial report for September, 2008 as follows:

LEPC Fund Balance	\$ 88,292.43
Wally Wise Guy Campaign	\$ 9,649.65

Motion carried unanimously.

COMMITTEE REPORTS

Ron Crabtree, Chairman Executive Committee, reported:

Emergency Response Subcommittee Chairperson - "The Executive Committee would like to propose combining the Emergency Response and Transportation Subcommittees into one subcommittee chaired by Ed Hawthorne."

Ed Hawthorne commented, "The first issue for Transportation is focusing on particular risk factors and developing plans to remedy those risks which can be handled on an as needed focus such as the current work being done on pipelines. Emergency Response deals with some of the same responses, so it would be reasonable to merge the two committees combining the strengths of both."

Mark Slezak asked if there were defined functions for the two subcommittees to which Chairman Crabtree advised those are outlined in the current By-Laws which would require an amendment to be voted on by the LEPC.

2009 Budget – “The Executive Committee discussed the requests for 2009 and changes that were suggested in September, and is recommending the Household Hazardous Materials Collection Event funding be eliminated as the Executive Committee feels that while the LEPC has assumed the responsibility for the HHMCD event, it actually began as a separate and independent event not supported by the LEPC as there were initial promoters and sponsors. The torch was passed to the LEPC who agreed to fund the event to keep the event going for the continuation for the proper handling and disposal of materials. During discussion, the Executive Committee asked, ‘Is this an LEPC function?’ Originally, the event was a separate function with separate financing and administration of both funding and the event. If the event is to be continued, the recommendation is that the event become a city sponsored and managed event with the City developing independent relations with disposal companies such as Clean Harbors. Consensus of the LEPC was allow the HHMCD event to become a city sponsored and managed event.

Other aspects of the budget discussed included possible funds from a grant application to support the calendar, use of unallocated funds from the 2008 budget to help offset the 2009 Budget, and additional costs for 2009 associated with the E-Notify System.”

Ed Hawthorne commented, “We are in the process of conducting the pilot program for the E-Notify System and those companies involved will make a report to the LEPC in January on the merits of the system. If it is deemed to be a useful tool, then the system will become a tool of choice for the Deer Park LEPC.”

Motion was made by Ed Hawthorne and seconded by Dave McKinney to approve the proposed 2009 Budget as presented. Motion carried unanimously.

Sam Pipkin, Chairman Communication Subcommittee, reported:

E-Notify Pilot Program – “Shell hosted a meeting with the representatives from Shell, Rohm & Haas, Lubrizol and Dow who are the members conducting the Pilot Program for the E-Notify system, and will make a report in January.

The one area that is needed to help in the assessment of the program is for each industry involved in the pilot program to conduct tests on the system. A test schedule should be set up by each industry and conducted routinely over the next two and one-half months. The tests will be notified by the host, and the tests will also allow the host to fix any problems they are experiencing from their end. Dan from E-Notify is available to work with each individual industry member on-site for additional training if necessary.”

After discussion, it was decided that the industry members involved in the pilot program would conduct weekly tests with Shell doing a test on Monday, Lubrizol testing on Tuesday, Dow testing on Wednesday, and Rohm & Haas testing on Thursday.

ACTION ITEM: Members of the E-Notify Pilot Program will make their reports to the LEPC at the January 2009 meeting.

ENS SYSTEM – “The phones on the ENS System work for calling one on one, but the bridge for making several calls at once cannot be fixed.

Hurricane Status Website – “During Hurricane Ike, communications were maintained through the hurricanestatus.com website between the City and Harris County, and provided information to all parties on where everyone was during the various stages of the hurricane. This is another beneficial communication tool which should be taken advantage of by everyone.”

David Wade commented, “Fifty percent of the member companies participated, and pending approval by EHCMA Board a statistical summary of usage will be prepared. This summary can be mailed or presented to the LEPC.”

Chairman Crabtree asked Mr. Wade to make a presentation to the LEPC.

ACTION ITEM: David Wade to coordinate with Sandra Watkins a date for presenting the statistical summary for the usage of the hurricane status website during Hurricane Ike and Hurricane Gustav.

Chuck Wolf provided the address: hurricanestatusreportingsystem.com and advised a user name and password is applied and the site is available for all EHCMA members.

David McKinney, Chairman, Community Awareness Subcommittee, reported:

2009 Calendar – “The calendar is at the printer for the first draft. It is not too early for looking at a theme for 2010, so anyone who has ideas should let provided to me or Ms. Watkins.”

CAER Line Training – “There will be CAER line training on November 14, 2008 at Shell.”

Ed Hawthorne reported for the Emergency Response Subcommittee:

Drill 2008 – “The drill scheduled for September 12, 2008 did not occur due to Hurricane Ike. We will be working with the city, school district and industry on a date to move forward with a table top drill in 2009 with the same scenario, and look at a full-scale drill in 2010. We can look at Hurricane Ike as a live experience drill for 2008.”

Ed Hawthorne, Chairman Transportation Subcommittee, reported:

Pipeline Company Meetings - “We are reviewing the present pipeline book and will be making required updates. The city has pipeline franchises which contain information on the location of pipelines we will verify are included in the current book, and we also have information that the Police department has a list of pipelines. The new pipeline book will be in electronic format. We are also looking at developing a Pipeline Standard Operating Procedure and Guide which will help clarify actions to be taken by all responsible parties. Our next meeting will be November 4, 2008 at 10:30 a.m. at Fire Station #1.

NEW BUSINESS

By-Law Review – “A recommendation to change the By-Laws to combine the Emergency Response and Transportation Subcommittees into one subcommittee will be presented for vote by the LEPC at the November meeting.

Website – Sandra Watkins, LEPC Secretary/Treasurer reported, “The Deer Park LEPC minutes and agendas have been maintained for a three month period on the City of Deer Park website, however the City has redesigned and implementing a new website. Therefore, I would like to recommend that the LEPC agendas and minutes be placed on the actual LEPC website with a link from the City’s website and that we maintain one year of agendas and minutes instead of just the current three months.” Consensus of the LEPC was to proceed with placing the LEPC agendas and minutes on the LEPC website with a link from the City’s website.

Election of Officers (Chairman and Vice-Chairman) – Chairman Crabtree advised the LEPC that the terms for the Chairman and Vice-Chairman are two year terms which expire on December 31 of even years, and the Secretary/Treasurer position is a position filled by a city staff person. He advised the current terms of the Chairman and Vice-Chairman will expire December 31 and, therefore, a vote is required at the November meeting. He advised nominations can be submitted to the Secretary/Treasurer prior to the meeting for a ballot vote, or nominations can be made from the floor at the November meeting.

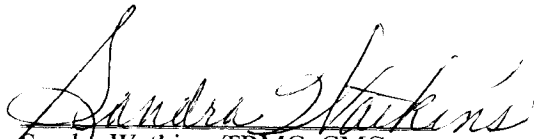
Grant Application – Sam Pipkin reported, “We have the opportunity to submit a grant application that will assist in funding for the 2009 Calendar and 2009 Emergency Response Drill, but authorization has to be given by the LEPC.”

Ed Hawthorne commented, “I would like to propose we re-open discussion by the Community Awareness Subcommittee to propose authorizing Mr. Pipkin to make grant application funding for the 2009 calendar, and to re-open discussion by the Emergency Response Subcommittee to propose authorizing Mr. Pipkin to include funding for the 2009 Emergency Response Drill in the same application.” After discussion, motion was made by Chuck Wolf and seconded by Rick Deel to authorize Sam Pipkin to make a grant application for funding for the 2009 Calendar and the 2009 Emergency Response Drill. Motion carried unanimously.


NEXT MEETING

The next meeting will be November 25, 2008 at Deer Park City Hall.

ATTEST:


Sandra Watkins, TRMC, CMC
City Secretary

APPROVED:


Ronald V. Crabtree
Chairman