

TO: Deer Park CAER/LEPC Team
SUBJECT: Minutes of November 25, 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 Lawrence Waldron, General Manager of Vopak; and Laura Couvillon of Industrial Fire, Safety and Security.

PRESENTATION – VOPAK – OCTOBER 10, 2008 LEVEL III

Lawrence Waldron, General Manager 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 to revise our procedures to establish better communication practices in the future.”

Ed Hawthorne, Shell, commented, “At the last meeting, one focus of the LEPC was on the time it took for communication to the LEPC to ensure protection for the community and offsite businesses. It is the expectation of the LEPC that notification be made to the City within ten to fifteen minutes of an event.”

Mr. Waldron commented, “We are educating our shift supervisors on the communications required for this level of severity, and making the necessary changes to our process of notification.”

Chairman Crabtree called upon Sam Pipkin, Director of Emergency Services for the City of Deer Park, for comment. Mr. Pipkin commented, “We met with Mr. Waldron and company representatives, and discussed the LEPC’s and city’s expectations for communications during a Level III incident. They have assured us that they will be making changes to their procedures so that the City is called first instead of fourth or fifth. They are looking at the employee structure to ensure proper education is provided so that proper communication can be given in a more timely manner.”

Mr. Hawthorne asked if the EOC was activated to which Mr. Pipkin advised the EOC was not activated based on the information given by Vopak; however, the City will change their process to make contact with an industry regardless if the EOC is activated.

Chairman Crabtree reminded everyone a second issue is the CAER line notification to which Mr. West advised Vopak will have two representatives, one from the Deer Park location and one from the Galena Park location, in attendance at the upcoming CAER line training.

Russ Kuykendall, Texas Parks & Wildlife and Monument, asked if the Battleground personnel could be notified in the future to ensure shelter-in-place procedures were activated due to this having been a Level III.

Mr. Hawthorne asked Mr. Waldron to revise their procedures to ensure a representative from Vopak would be dispatched to the Deer Park EOC on all future Level III incidents. Mr. Waldron advised he would make that recommendation part of their procedures.

Rick Deel, Lubrizol, asked if Vopak conducted monthly training for supervisors to which Mr. Waldron advised the training is done annually. Mr. Deel recommended training be conducted on a more frequent basis as monthly practice would enable the supervisors to be more familiar with the process. Mr. West said they would incorporate more training.

Chairman Crabtree commented to Mr. Waldron, "The LEPC expectations are high regarding communications from industry members to ensure safety. We expect Vopak to take this communication issue seriously and implement into your procedures a better communication process. It is important to maintain interest among your employees keeping communication to the forefront. The LEPC will be looking to management to move the company forward in a positive nature."

Mr. Waldron commented, "We don't want an incident like this to happen again. We are taking this seriously and will follow up with the recommendations we have received, and take the actions we find from our internal investigation incorporating everything into our emergency procedures."

Mr. Kuykendall provided a 24-hour emergency phone number for the ferry (713-455-0062) to Mr. Waldron and advised him the hours of operation for the ferry are 4:00 a.m. until 8:00 p.m. daily. He gave a 24-hour emergency phone number for the San Jacinto Battleground office as well. (713-819-3990).

MINUTES

Motion was made by Don Davis and seconded by Sam Pipkin to approve the minutes of the October 28, 2008 meeting. Motion carried unanimously.

FINANCIAL REPORT

Motion was made by Don Davis and seconded by Sam Pipkin to accept the financial report for October, 2008 as follows:

LEPC Fund Balance	\$ 87,852.83
Wally Wise Guy Campaign	\$ 9,639.65

Motion carried unanimously.

COMMITTEE REPORTS

Ron Crabtree, Chairman Executive Committee, reported:

2009 Budget - "The Executive Committee has determined there is \$35,000 unspent funds which can be allocated towards the 2009 LEPC operating budget to support the LEPC work programs. We will be mailing letters requesting your company's current employee count so that a final calculation can be made for billing for the 2009 budget."

Sam Pipkin, Chairman Communication Subcommittee, reported:

Communication Procedures for Level III Notification - Preview – “From the LEPC and the city’s perspective, dispatch is the first call for each incident by industry, whether the incident is a Level I, Level II or Level III. The procedures in place will determine the process for further notification in accordance with the 360 Plan. We look at this as no grey area; it is all black and white. The city’s dispatchers are trained to move forward with the city’s procedures and notify either myself or Mr. Crabtree.”

Mr. Hawthorne commented, “The E-Notify system will be an asset in future communications for industry to communicate better with the city.”

Mr. Deel commented, “The E-Notify system is the next generation of tools that has the potential for various uses from emergency incident notification to odor network. It will also allow dual facilities (LaPorte and Deer Park) to share information.”

Mr. Pipkin commented, “Since the ENS phone bridge system is no longer active and only the lines work on an individual basis, the E-Notify will be the new technology for multiple notifications.”

David McKinney, Chairman, Community Awareness Subcommittee, reported:

2009 Calendar – “The calendar is at the printer for publication and will be delivered the week of December 22, 2008.”

Focus Group Meetings for 2009 – “We began the focus groups in 2008 as a departure from the surveys to measure awareness. We will continue the focus groups and schedule a meeting in January or February.”

ACTION ITEM: *Community Awareness Committee to conduct focus group meeting in January or February 2009.*

Level III Incident Postcard – “When there is a Level III, a postcard is sent to the residents as a reminder on what to do when there is a Level III incident as to sheltering-in-place. A postcard is being mailed due to the OxyVinyls incident on November 19, 2008.”

Ed Hawthorne reported for the Emergency Response/Transportation Subcommittee:

Pipeline Company Meetings - “We are continuing to work on identifying pipelines in Deer Park and the immediate region, and will be working on a specific policy/procedure for pipeline emergency response incidents.”

Drill 2009 – “The committee is looking at a new drill program which will be a monthly drill scenario where company ABC will notify Deer Park Dispatch (identifying they are doing a monthly drill) as a way of going through their standard procedures and communication process for Level III’s, utilizing the E-Notify System in the process.”

Committee Meeting – “There will be a meeting of the Emergency Response/Transportation Subcommittee on December 2, 2008 at 10:30 a.m. at Deer Park Fire Station #1 on Center Street. We will have a pizza lunch.”

Mr. Deel commented, “Maybe we can add rail and tank trucks to the Pipeline Survey for 08/09. Last week the Department of Homeland Security and Texas Southern University Center for Excellence met to discuss points of contact information on problems associated with the large number of trucks on the highways as well as rail security. It was suggested they look to their LEPC’s.”

Chairman Crabtree referred this information to Mr. Hawthorne and the Emergency Response/Transportation Subcommittee.

ACTION ITEM: *Emergency Response/Transportation Subcommittee include truck and rail transportation issues with the pipeline study.*

NEW BUSINESS

By-Law Revision – After the revision was reviewed, motion was made by Greg Bridges and seconded by Sam Pipkin to accept the proposed amendment to the By-Laws. Motion carried unanimously

Election of Officers – Ed Hawthorne nominated Ron Crabtree for Chairman and Don Davis for Vice-Chairman. There being no further nominations, nominations ceased. Ron Crabtree was elected Chairman and Don Davis was elected Vice-Chairman by acclamation.

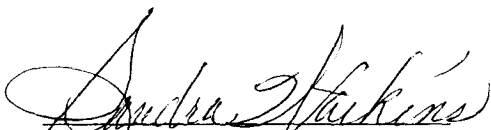
EPA Conference – Sam Pipkin and Don Davis will represent the Deer Park LEPC at the Region 6 EPA Conference in Corpus Christi.

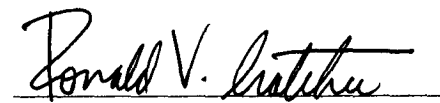
NEXT MEETING

The next meeting will be January 27, 2009 at Deer Park City Hall.

ATTEST:

APPROVED:


Sandra Watkins, TRMC, CMC
City Secretary


Ronald V. Crabtree
Chairman