

**TO:** Deer Park CAER/LEPC Team  
**SUBJECT:** Minutes of January 27, 2009 - 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 Jason Green, Adler Tank Rentals; Scott Riggs, U. S. Environmental; Dave Riggs and James Stone, Center for Toxicology & Environmental Health; James Jackson, Port of Houston; Kerry Spaulding, Department of Homeland Security; and Tina Mikes, Oil Mop, LLC.

### **PRESENTATION – DAVID MCKINNEY, COMMUNITY AWARENESS SUBCOMMITTEE CHAIR**

Chairman Crabtree called upon Don Dean, Deer Park ISD representative, to present David McKinney a plaque and Wally watch as a token of the LEPC's appreciation to him for his service as the Chairman of the Community Awareness Subcommittee from September 2000 – December 2008. Mr. McKinney thanked the committee for allowing him to serve as a part of the best LEPC in the nation.

### **PRESENTATION – OXYVINYLS – NOVEMBER 18, 2008 LEVEL III**

Plant Manager of OxyVinyls advised there had been a release at their Deer Park VCM site inside Shell on November 18, 2009 at 7:00 a.m. which resulted in a furnace fire confined to the area. Shell's emergency response crews and mutual aide were contacted and the fire was contained with twenty minutes. There were no injuries. She advised they are reviewing the incident and taking corrective actions to ensure no future opportunity for this type of incident. Since there was no formal process for notification used, they are reviewing their notification process and will be doing quarterly training to ensure methods of communication for the various emergency levels (I, II, III) are incorporated into the plant's emergency process.

Chairman Crabtree advised he and Sam Pipkin, Communications Subcommittee Chair for LEPC and City of Deer Park Emergency Services Director, and discussed the incident and reviewed learning opportunities to be implemented into OxyVinyls communication process. He advised Mr. Pipkin could make a report at the February meeting.

***ACTION ITEM: Sam Pipkin to report at the February LEPC meeting on the meeting with OxyVinyls regarding the November 18, 2008 incident.***

### **MINUTES**

Motion was made by Don Davis and seconded by Ricky Anorga to approve the minutes of the November 25, 2008 meeting. Motion carried unanimously.

### **FINANCIAL REPORT**

Motion was made by Don Davis and seconded by Mark Slezak to accept the financial report for November and December, 2008 as follows:

LEPC Fund Balance	\$ 103,440.34
Wally Wise Guy Campaign	\$ 9,629.65

Motion carried unanimously.

### **COMMITTEE REPORTS**

#### **Ron Crabtree, Chairman Executive Committee, reported:**

**Appointment Community Awareness Subcommittee Chair** – Chairman Crabtree advised the LEPC that Beth Dombrowa is being appointed as the new Chair for the Community Awareness Subcommittee.

**2009 Budget** - “Anyone who has not submitted your company’s employee count should do so by next week so that the final calculations can be made and contributions letters for 2009 be mailed.”

#### **Don Davis, Vice-Chairman, reported for Sam Pipkin, Chairman Communication Subcommittee, reported:**

**Aerial Maps** – “It is time to update the aerial maps with current company locations and names. Anyone interested in obtaining new maps should contact Sam Pipkin with their request.”

**E-Notify** – “The test facilities met earlier in the month and agree they like the process and what the system does. They are discussing who should be notified, the chain of command, and how the communications are should go throughout the community. They are working with the company through Sam and Harris County to determine training schedules. They would like an additional two months to continue testing the system.”

***ACTION ITEM:*** *The test facilities will continue testing the E-Notify System through March and make a final report to the LEPC at that time.*

Ed Hawthorne advised there are a couple of other companies interested in participating in the E-Notify pilot program, and they have been advised to notify Sam Pipkin who will arrange for them to become part of the program.

**Grant** – “We have received communication that the Deer Park LEPC will receive grant funds for the calendar, but an amount has not been disclosed.”

**EPA Conference** – “Sam and I attended the EPA Regional Conference in Corpus Christi and obtained valuable information on the Cameo Aloha Mapping Program. They will have the newer version available for download from the EPA’s website the first of February.

They also advised us that they had received 40% of the surveys from Region 6 members (New Mexico, Oklahoma, Louisiana, Arkansas, and Texas) and will be providing that information to the members once it has been finalized.”

**David McKinney, Chairman, Community Awareness Subcommittee, reported:**

**2009 Calendar** – “The 2009 calendar has been delivered and along with other useful information, information on pipeline safety has been added providing telephone numbers and what to do information.”

**Focus Group Meetings for 2009** – “The focus group meetings will resume in 2009.”

**ACTION ITEM:** *Community Awareness Committee to schedule focus group meetings for 2009.*

**Ed Hawthorne reported for the Emergency Response/Transportation Subcommittee:**

**Drill 2009** – “The committee is looking at the scenario of an Ammonia release, as previously planned for 2008, but is also looking at adding a pipeline incident as well.”

**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.”

**Communication Drills** – “As previously discussed, we will make a formal presentation on the process of the once a month communication drills being conducted through the Deer Park Dispatchers rotating through the list of industry members to ensure continuous practice of each industry’s emergency communication process for Level III incidents.”

**ACTION ITEM:** *Emergency Response/Transportation Subcommittee report on communication drills conducted in February.*

**NEXT MEETING**

The next meeting will be February 24, 2009 at Deer Park City Hall.

ATTEST:

APPROVED:

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Sandra Watkins, TRMC, CMC  
City Secretary

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Ronald V. Crabtree  
Chairman