

TO: Deer Park CAER/LEPC Team
SUBJECT: Minutes of February 24, 2009 - Hosted by the City of Deer Park

CALL TO ORDER

Don Davis, Vice-Chairman, called the meeting to order at 11:00 a.m.

INTRODUCTIONS

Self introductions were given by Ginger Lambert, San Jacinto College; Jeff Suggs, LaPorte OEM; and Tony Bundick, Vopak.

MINUTES

Motion was made by Sam Pipkin and seconded by Chuck Wolf to approve the minutes of the January 27, 2009 meeting. Motion carried unanimously.

FINANCIAL REPORT

Motion was made by Sam Pipkin and seconded by Chuck Wolf to accept the financial report for January 2009 as follows:

LEPC Fund Balance	\$ 103,440.34
Wally Wise Guy Campaign	\$ 9,609.65

Motion carried unanimously.

COMMITTEE REPORTS

Sam Pipkin, Chairman Communication Subcommittee, reported:

Aerial Maps – “We will send out a price list to all members for the new aerial maps, and all orders need to be placed by March 2nd.”

E-Notify – “At the EHCMA CECC meeting last week, there was discussion on how the Deer Park E-Notify will affect surrounding areas. The pilot group is working this issue to develop standards for all users, and development of educational aspects prior to rolling out the system.”

After discussion, motion was made by Ed Hawthorne and seconded by Sam Pipkin to roll out the E-Notify Communication System effective July 1, 2009. Motion carried unanimously.

ACTION ITEM: *E-Notify Communication System process will roll out July 1, 2009.*

Communication Procedures for Level III Notification (Test Program) – “We are continuing the weekly tests with each member conducting a test on their respective 360 notification process, and will make a report in March.”

Chris Hext recommended Mr. Pipkin prepare a test schedule for the participating industry members which would assist in the verification process as to who is actually doing the tests. Mr. Pipkin agreed.

ACTION ITEM: *Report on Level III – 360 Notification Tests at March meeting.*

Beth Dombrowa, Chairwoman, Community Awareness Subcommittee, reported:

2010 Calendar – “The theme for the 2010 calendar will be “Life/Living in Deer Park”, and the committee has established a monthly issue theme guide and will begin working on photos, etc. to fit the respective monthly themes.”

Totally Texas Festival – “There will be a LEPC booth at the Totally Texas Festival on April 17th & 18th, and a sign-up sheet will be distributed at the March meeting.

ACTION ITEM: *Committee members to sign-up to at the March meeting to assist with the Totally Texas LEPC Booth*

Focus Group Meetings for 2009 – “We are going to seek information from the participants at the Totally Texas Festival to determine what level of knowledge citizens have on sheltering-in-place. This will take the place of a focus group meeting for 2009.”

Ed Hawthorne reported for the Emergency Response/Transportation Subcommittee:

Drill 2009 – “The committee has decided on a tabletop drill in May, and is looking at a possible pipeline incident encompassing communication procedures for a Level III incident. Final details will be provided at the March meeting.”

ACTION ITEM: *Full details for May tabletop drill will be presented at the March meeting.*

Pipeline Company Meetings - “We have no report at this time.”

NEW BUSINESS

Grant – “We have received information that we will be receiving an undesignated amount from the Grant application we submitted for the Calendar and the 2009 Drill. We will only receive funds for the drill as they did not approve the calendar funding because the last Commodity Flow Study was done more than ten years ago.”

Ed Hawthorne, Shell, commented, “The last Commodity Flow Study was conducted by Texas A&M as a regional study, and was not specific just to Deer Park, but covered the Deer Park, LaPorte and Pasadena area.”

ACTION ITEM: *Mr. Pipkin will research when the last CFS was conducted and whether a new study is planned.*

County Assigned Industry Liaison – David Wade, Harris County OEM, advised the LEPC Team that Harris County developed industrial liaisons in 2004 to work with industry during emergency situations, and these liaisons are available resources for industry. He advised he is available to assist with any concerns or issues the LEPC members may have.

Emergency Videos – David Wade advised the LEPC that the City of Houston has produced a video which addresses all types of emergencies which includes information on tornadoes and hurricanes, and chemical and hazardous emergencies, and that this video can be reproduced. He said, “The funding for the videos came from Federal Funding, so everyone needs to take advantage of the video. He suggested the videos could be used for weekly/monthly safety meetings.”

NEXT MEETING

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

ATTEST:

APPROVED:

Sandra Watkins, TRMC, CMC
City Secretary

Ronald V. Crabtree
Chairman