

TO: Deer Park CAER/LEPC Team
SUBJECT: Minutes of June 23, 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 Michael Haas of ES&H Consulting Services; Royce Sunday, Safety Special for Vopak; Jessica Ivey and Kryslyn Starett from Harris County Pct. 2; Phillip Barker of Shell Pipeline Company, and Richard Brenner of Hexion.

MINUTES

Motion was made by Sam Pipkin and seconded by Ricky Anorga to approve the minutes of the May 26, 2009 meeting as submitted. Motion carried unanimously.

FINANCIAL REPORT

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

LEPC Fund Balance	\$ 170,736.19
Wally Wise Guy Campaign	\$ 9,599.65

COMMITTEE REPORTS

Ron Crabtree, Chairman Executive Committee, reported:

Plant Manager Meetings – “The Executive Committee met with the plant managers on June 17, 2009 at Lubrizol with Steve Oxley has host. There were eleven industry managers/representatives at the meeting. The meeting purpose was four fold. We thanked the plant managers for their continued financial support as well as their encouraging attendance, and presented them with the membership rosters and attendance lists for 2008 and 2009. We encouraged their support of their representatives in the subcommittee process and emphasized the importance of their participation and support. We invited the managers to attend the regular LEPC monthly meetings. Lastly we emphasized the importance of prompt communications between industry and the city and reiterated our expectations for good communication information pre and during an event. Each subcommittee chairperson then gave an overview of the work being done by their respective committees: Sam on the E-notify System; Beth on the calendar, website and Wally Wise; and Ed on the merging of the Emergency Response and Transportation Subcommittees and the work they have done on the drill and will be doing on the pipeline study maps and commodity flow study. We again acknowledged their support and communicated the LEPC wishes to maintain the track record established over the past years which has resulted in the Deer Park LEPC being recognized not once but twice by CEF as top LEPC in the Country for 2004 and 2006, and how as a result of our track record we are recognized across the country as well as internationally. We plan on meeting with the plant managers on an annual basis to discuss what the LEPC is doing.”

Budget 2010 – “The subcommittee chairpersons will submit their budget requests for 2010 by August 14, 2009. Those requests for a proposed budget will be presented to the full LEPC at the August 25, 2009 meeting and the Executive Committee will review and finalize the requests at their September 8, 2009 meeting for presentation to and adoption by the full LEPC September 22, 2009. In October, preliminary budget estimates and requests for employee counts will be mailed, and a final billing will be submitted in late December or early January.”

Sam Pipkin, Communication Subcommittee Chair, reported:

Communication Procedures for Level III Notification (Tests) – “The committee continues to work meeting monthly to establish standards for the entire Southeast LEPC Region. The main purpose for these standards is to allow for improvement of communications between industry and the city.”

ACTION ITEM: *Update report on Level III communication processes at August meeting.*

E-Notify – “The committee will meet on June 24 to continue discussion on developing standards for use of the E-Notify System. We will make a report to the LEPC in August. We are also continuing training for those who have not trained to date.”

ACTION ITEM: *Representatives to continue training, and committee to report on developed standards at the August meeting.*

Beth Dombrowa, Community Awareness Subcommittee Chair, reported:

2010 Calendar – “The committee has continues to work on the selection of photos to be used for the calendar, and hopes to have this process completed by the end of August.”

Ed Hawthorne, Emergency Response/Transportation Subcommittee Chair, reported:

Drill 2009 – “The tabletop drill was held on May 21, 2009 and was very effective, and there were some lessons learned. We will be doing a critique of the drill on July 7, 2009, and will make a final report back to the LEPC in August. The drill process is on a three year cycle with a tabletop, followed by communications drill and finally a full scale drill.”

Pipeline Study - “Now that the drill is complete, meetings will resume and emphasis will be placed on updating the pipeline study.”

Commodity Flow Study – “We are looking at grant opportunities for this study, and will contact Texas A&M University to determine the process needed to put the study in place. This will be a two year process.”

NEW BUSINESS

Houston Ship Channel Security District – Chris Hext, Lubrizol, gave an update on the HSCSD and advised a report will be given at the August meeting.

Hurricane Conference – Chairman Crabtree advised the LEPC that the Hurricane Conference held on June 9 – 10, 2009 was well attended with approximately 150 industry members at the event, and Tim Heller of the National Weather Service gave a good presentation.

Aerial Maps – Sam Pipkin asked that members review the final draft of the aerial map so that production can begin.


Burn Ban – David Wade advised the LEPC that Harris County has established a burn ban for unincorporated areas of the County.

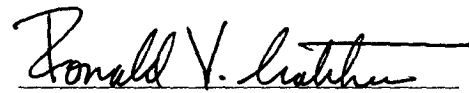
NEXT MEETING

The next meeting will be August 25, 2009 at Deer Park City Hall.

ATTEST:

APPROVED:


Sandra Watkins, TRMC, CMC
City Secretary


Ronald V. Crabtree
Chairman