

TO: Deer Park CAER/LEPC Team
SUBJECT: Minutes of August 25, 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 Todd Turner, Governmental Account Manager for Granger; and Mike Macha, City of Houston Office Homeland Security

MINUTES

Motion was made by Sam Pipkin and seconded by Don Davis to approve the minutes of the June 23, 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 June and July 2009.

COMMITTEE REPORTS

Ron Crabtree, Chairman Executive Committee reported:

Budget 2010 - Chairman Crabtree commented, "Looking at the budget you will see an amount of \$12,500 under the Community Awareness Subcommittee request for a survey. It has been a number of years since we have conducted a citizen survey to determine the effectiveness of the Deer Park LEPC program, so we would like to contract with the University of Houston to do a survey in 2010. They have conducted the previous two surveys."

Chairman Crabtree then called upon each subcommittee chairperson to give a brief overview of their budget requests. Each subcommittee chairperson reviewed their budget requests with the LEPC.

Ed Hawthorne, Emergency Response/Transportation Subcommittee Chair, commented, "While the request for a Commodity Flow Study is only \$1,000, that amount represents the LEPC's portion as matching funds for a grant that the City of Deer Park, LaPorte and Pasadena have submitted. The study will encompass commodities currently being transported through these cities by truck, rail and pipeline. This report will be used to prepare plans for hazardous mitigation. Our last study was ten years ago, so the State has advised we have reached our liability limit and are not eligible for grants unless we do a new study."

Sam Pipkin, Communication Subcommittee Chair, reported:

Aerial Maps – “I have the final draft of the new aerial maps which I need everyone to review to ensure your company names are correct. Once this has been done, we can finalize the map for production.”

Communication Procedures for Level III Notification (Tests) – “Industry participants (Lubrizol, OxyChem, and Dow) are continuing to conduct tests. Those tests will help determine the standards for a program of communications between industry and the city. We have utilized the system twice for one Level I and one Level II incident, and the communications worked well.”

Ed Hawthorne, Shell, asked if the 360 notification was a feature of the system, to which Mr. Pipkin advised messages are sent to other LEPC’s, and the notification cascades up as the levels change. He advised that Level I reports go to the Deer Park Dispatcher and him; Level II reports go to the dispatcher, to him, and surrounding LEPC’s; and Level III reports go to all those. The activation of EOC’s are then determined based on the level reported.

RMP Chemical – “The RMP Chemical submissions were due by the end of July. We have a list here today which indicates your company’s RMP Chemicals which requires your review, so please mark the list before leaving today so that a final list can be provided to our members.”

Beth Dombrowa, Community Awareness Subcommittee Chair, reported:

2010 Calendar – “With the transition of our company, our committee work has been a little, slow, but we are still on schedule for the 2010 calendar. The theme for 2010 is “Life in Deer Park”.

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

Pipeline Study - “We are looking at mapping systems and existing overlays for current pipelines within the city, and compiling a list of companies and products. Once the study is complete, we will produce new pipeline maps.”

Commodity Flow Study – “We are going to participate with LaPorte and Pasadena in a joint grant application for this study for financial assistance. Once we have completed the new study, current one is ten years old, the committee will take a proactive initiative to provide information to the public. When we did the RMP Rollout, we had over 400 participants (citizens, industry, school district officials and teachers), so feel this may be a good avenue to pursue.”

Motion was made by Ricky Anorga and seconded by Don Dean to approve the submission of a joint grant application with LaPorte and Pasadena LEPC’s for a Commodity Flow Study. Motion carried unanimously.

NEW BUSINESS

Shelter-In-Place Flyers – Chairman Crabtree reviewed the process that when a Level III event occurs, the LEPC mails a flyer to all residents immediately after the event which provides Shelter-In-Place information as a fresh reminder of the program and process, and stated, “Our supply of the postcard flyers has been depleted, and since this was not a budgeted item for 2009 we are asking your approval to order 30,000 (three mail outs) for \$3,500 from the contingency fund.” Motion was made by Ed Hawthorne and seconded by Ricky Anorga to approve the expenditure of \$3,500 from the contingency fund for 30,000 postcard flyers. Motion carried unanimously.

Texas General Land Office – Ed Hawthorne advised he had received a call from the Texas General Land Office requesting an opportunity to brief the LEPC on the use of volunteers for incident management. He commented, “This effort is being provided as a result of the volunteers who came forward for an oil spill in the San Francisco Harbor. They are making presentations to LEPC’s on how industry, government and LEPC’s can use volunteers in an incident command structure. If it is agreeable with the LEPC, they can attend the September meeting and make a 15-20 minute presentation.”


Chairman Crabtree advised the LEPC there is also a presentation scheduled by the Houston Ship Channel Security District for the September meeting.

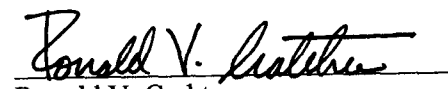
NEXT MEETING

The next meeting will be September 22, 2009 at Deer Park City Hall.

ATTEST:

APPROVED:


Sandra Watkins, TRMC, CMC
City Secretary


Ronald V. Crabtree
Chairman