

TO: Deer Park CAER/LEPC Team
SUBJECT: Minutes of September 22, 2009 - Hosted by the City of Deer Park

CALL TO ORDER

Ron Crabtree, Chairman, called the meeting to order at 11:00 a.m.

PRESENTATIONS

Houston Ship Channel Security District - Chris Hext introduced Pat Bellamy who gave an overview of the Houston Ship Channel Security District program from inception to current programs and participants, highlighting those areas requiring consideration which include various types of transportation across the region; manmade and natural disasters; areas of concentration associated with economic losses should an event occur such as the 610 and Beltway 8 bridges. He then gave an overview of the board members which will include two industry representatives from each of four zones, a representative from the Harris County Mayors and Councils Association, and a representative from the Port of Houston.

Texas General Land Office – Oil Spills – Marian Harding of the Central Texas Coastal Area Committee gave an overview of their experience with volunteers, and the program developed to assist in future cleanup efforts. She advised that as part of the program, seven man teams supervised by trained personnel will be coordinated.

Discussion included designation of a volunteer coordinator; gathering of information on volunteers; and various types of volunteer assignments and training.

INTRODUCTIONS

Self introductions were given by Shayne Wilson, Texas Molecular; Mike Macha, City of Houston Homeland Security; Beth Davis, Praxair; and Robert Riley, Kinder Morgan.

MINUTES

Motion was made by Sam Pipkin and seconded by Don Davis to approve the minutes of the August 24, 2009 meeting as submitted. Motion carried unanimously.

FINANCIAL REPORT

Motion was made by Sam Pipkin and seconded by Don Davis and carried unanimously to accept the financial report for August 2009.

COMMITTEE REPORTS

Ron Crabtree, Chairman Executive Committee reported:

Budget 2010 - Chairman Crabtree presented the proposed 2010 Budget to the committee for adoption. Motion was made by Ed Hawthorne and seconded by Ricky Anorga to adopt the 2010 Budget as presented. Motion carried unanimously.

Sam Pipkin, Communication Subcommittee Chair, reported:

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

E-Notify – “The E-Notify System was utilized by Oxy this month. There were a few issues regarding the 360 notification, but those are being worked. The weekly tests are being conducted by Dow, Lubrizol, Oxy and Shell. He stated, “We need the rest of the users to do the weekly tests so that their personnel are familiar with the process, so that when an incident occurs they will be able to expedite their notification process. The training is all live with the exception of actually sending out the message.”

Discussion followed regarding plant to plant notification and the 360 notification process with Chris Hext expressing concern on the correct process for plant to plant notification. Mr. Pipkin advised that the only mandatory notification using the E-Notify System is for notification to the City of Deer Park EOC. Mr. Pipkin advised the system is programmed so that the receiving industry can acknowledge receipt of the message, however the sending industry may want to continue following through with a phone call to ensure that their neighbors are not only getting the messages, but they are following through with internal notification. He also suggested that everyone ensure the contact phone numbers for plant to plant calls are correct and located in an area where the call can be answered as there have been incidents where there was no one answering the calls.

Chairman Crabtree suggested that each industry have written procedures for the use of the E-Notify System and any follow-up requirements they deem necessary for each incident notification, and send that protocol to Mr. Pipkin.

Sandra Watkins reported for Beth Dombrowa, Community Awareness Subcommittee Chair:

2010 Calendar – “The committee will be finalizing photos for the calendar October 5th.”

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

Pipeline Study - “We are reviewing the city’s existing mapping program and looking at an overlay process as well as developing a procedure to deal with pipeline events. Once the study is complete, we will produce new pipeline maps.”

Commodity Flow Study – “Rick Anorga is working with Sam Pipkin on getting a grant to support the study to be conducted by Texas A&M on what hazardous commodities are coming in/out of the city and what the appropriate processes will be for handling those products.”

Drill – “The drill was successful, and the committee is following through on various critique action items with Don Dean at Deer Park ISD.”

NEXT MEETING

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

ATTEST:

APPROVED:

Sandra Watkins, TRMC, CMC
City Secretary

Ronald V. Crabtree
Chairman