

TO: Deer Park CAER/LEPC Team
SUBJECT: Minutes of October 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.

PRESENTATIONS

Intercontinental Terminals – Gary Cody, ITC, commented, “On September 19, 2009 the operator missed a stop and we had 45 barrels of Tolulene from a railcar believed to be on-site only. The response teams utilized a vacuum truck and applied absorbent pads to the area. During the night, we checked downstream from the site and discovered Tolulene outside the boundary of ITC along Tidal Road. At daylight, responders (ERT) returned with vacuum trucks, booms and absorbent pads and removed the contamination which prevented further contamination to Tucker Bayou which would have possibly resulted in contamination to the Houston Ship Channel. There were issues relating to the lack of visibility, underestimate of the release quantity and the operator’s setting of meters. We were unable to utilize the E-Notify System as there were internal issues with our company’s firewall. We tried to place a message on the CAER line, however, the message was not posted, and while we notified the County, State and Federal agencies, we missed Harris County and the Deer Park EOC. We are modifying our procedures to ensure that future notifications are made to all entities as required and those notifications are done in a timely manner. We will also have personnel re-trained on the CAER line and we are working with our IT Department to correct the firewall issues for the E-Notify System.”

Ed Hawthorne, Shell, asked Mr. Cody if communication via the telephone was conducted with the Deer Park EOC when they realized there were issues with the E-Notify System to which Mr. Cody replied, “No”.

Vice-Chairman Don Davis asked Mr. Cody what steps were being taken to ensure that personnel are aware of what constitutes a Level III and what communication procedures are required to the various agencies to which Mr. Cody advised that will be part of the company’s critique and follow up process.

Chairman Crabtree advised he and Emergency Services Director Sam Pipkin had met with ITC on October 2 and clarified with them what the LEPC expects for notification (within 15 minutes of incident), and the correct classification of the levels (I, II, III) of notification are, basically that if the product is off-property, it is a Level III. He commented, “Clearly the issue was not handled properly in notification to Deer Park either through the E-Notify System or a phone call, or on the CAER line message, however, ITC has assured us they will be putting procedures in place to address the events of this occurrence to ensure these types of communication issues are not present in the future.”

Mr. Cody advised ITC has resolved the firewall issues for the E-Notify System, and would be testing the system weekly, and will continue to provide training to personnel responsible for notifications, and will incorporate training in their quarterly drills.

Chuck Wolf reviewed the call in procedures for the CAER line, and showed a CAER line wallet card that is available which provides the procedures.

INTRODUCTIONS

Self introduction was given by Tracy Roberts, former employee of Clean Harbors and Deer Park LEPC Emergency Services Subcommittee Chairman, who was visiting.

MINUTES

Motion was made by Don Davis and seconded by Ray Russell to approve the minutes of the September 22, 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 September 2009.

COMMITTEE REPORTS

Sam Pipkin, Communication Subcommittee Chair, reported:

E-Notify – “The issues experienced with the OxyVinyls incident last month have been resolved. Dan is working with ITC and their firewall issues. Andy Hill, Praxair, is working with Dan on the 360 notification process. Dan is composing a program that will provide a monthly report to me that will recap both testing and live incidents by individual industry members.”

RMP - “The RMP list is at everyone’s place. We are asking you to review the list and notify Ms. Watkins of any changes. A final will be sent via e-mail to everyone by the end of November.”

Ed Hawthorne, Shell, reminded everyone of the planned event for 2010 relating to following up with the community on where the LEPC is with the RMP chemicals and emergency plans, and emphasized the importance of having the information list up-to-date.

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

2010 Calendar – “The committee has finalized photos for the 2010 Calendar and the printer is working on the first draft.”

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

Pipeline Study – Stuart Blumberg, City of Deer Park IT GIS Coordinator, gave an overview of the pipeline mapping system being compiled as an update to the current pipeline booklet.

Commodity Flow Study – “We are working on 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 committee will present a critique of the 2009 drill in November.”

NEXT MEETING

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

ATTEST:

APPROVED:

Sandra Watkins, TRMC, CMC
City Secretary

Ronald V. Crabtree
Chairman