

TO: Deer Park CAER/LEPC Team

SUBJECT: Minutes of November 24, 2009 - Hosted by the City of Deer Park

CALL TO ORDER

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

Chairman Crabtree announced his retirement from the City of Deer Park effective February 28, 2010, and advised the LEPC that a recommendation for a new Chairman will be made by the Executive Committee at the January meeting.

PRESENTATIONS

City and County Response Procedures for Level IIs and Level IIIs – Sam Pipkin gave an overview of the City of Deer Park response procedures for Level IIs and Level IIIs which included information on the E-Notify System, the 360 notification system/process, notification to Deer Park Dispatch for activation of the alerting systems, and proper and timely CAER messages.

David Wade gave an overview of Harris County's response procedures for Level IIs and Level IIIs highlighting the primary purpose, roles and responsibilities of the County Emergency Response Group for monitoring of incidents in the County which included information on the 800 MH Radio System; activation of the Harris County EOC; communication sources for receiving emergency information and applied restrictions. He advised that confidential information is provided to the Judge, Emergency Management Coordinator, Deputy EMC, and the Public Information Officer for 'office use only, stays internal information'. He described the roles and responsibilities of the EOC staff.

Industrial Fire, Safety & Security Conference – Laurie Kubian provided information on and extended an invitation to the 5th Annual Industrial Fire, Safety and Security Planning, Preparedness and Response Workshop to be held at the George R. Brown Convention Center, February 2-4, 2010.

INTRODUCTIONS

Self introduction was given by Julie Pascoe, Shell and Scott Riggs, U.S. Coast Guard.

CORRESPONDENCE

Chairman Crabtree read an e-mail from Ralph Kennedy. (Exhibit A)

MINUTES

Motion was made by Ed Hawthorne and seconded by Chuck Wolf to approve the minutes of the October 27, 2009 meeting as submitted. Motion carried unanimously.

FINANCIAL REPORT

Motion was made by Ed Hawthorne and seconded Mark Slezak to accept the financial report for October 2009. Motion carried unanimously.

COMMITTEE REPORTS

Chairman Crabtree reported for the Executive Committee:

RMP Event 2010 – Chairman Crabtree commented, “The Executive Committee is proposing an RMP event in 2010 focusing on updated information from the original event. Beth Dombrowa, Chairperson for the Community Awareness Subcommittee will give an overview of the proposed event.”

Ms. Dombrowa gave an overview of the proposed event along with the rationale, possible participants, stakeholders, timing of event, and potential cost. (Exhibit B)

Ed Hawthorne commented, “As we reflect on the journey, we had the RMP rollout as an outreach to the local area and citizens to show the measures in place for their protection, and had a very strong turnout with participation from industry, local businesses, the city and the school district. This was a proactive effort to provide awareness that was very successful. We want to provide another opportunity.”

Discussion then followed on a possible date (April 22 – Earth Day); likely participants and stake holders; program on community relations, shelter-in-place; and give-a-ways.

ACTION ITEM: - *Chairmen Pipkin (Communications) and Hawthorne (Emergency Response/Transportation) to continue work on a 2010 RMP Event.*

Sam Pipkin, Communication Subcommittee Chair, reported:

E-Notify – “The system is in place and tests are being conducted.”

David Wade, Harris County Office Emergency Management, advised the LEPC that E-Notify notifications for Levels II and III are received by the following HCOEM officials: David Wade and on call person, Fire Marshall, Emergency Operations Chief, Environmental/Public Health Officer, Emergency Response Manager, and Ricky Anorga of the Sheriff’s Department.

RMP - “The update to the RMP list has been completed and will be forwarded to the members next week.”

Beth Dombrowa, Community Awareness Subcommittee Chair, reported:

2010 Calendar – “The committee has finalized the final draft and the calendars will be delivered the last week of December.”

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

Pipeline Study – “In October, 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. The pipeline data will be accumulated into a new pipeline reference manual which will also include updates to the Fire and Police procedures for responding to pipeline events, and communication procedures.”

Commodity Flow Study – “We are waiting on the State to provide information on funding.”

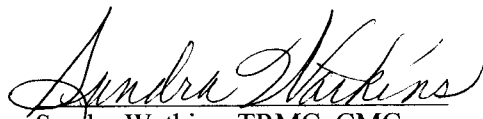
Drill – “The committee will present a critique of the 2009 drill in January.”

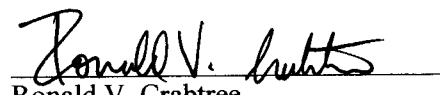
NEXT MEETING

The next meeting will be January 26, 2010 at Deer Park City Hall.

ATTEST:

APPROVED:


Sandra Watkins, TRMC, CMC
City Secretary


Ronald V. Crabtree
Chairman