

TO: Deer Park CAER/LEPC Team
SUBJECT: Minutes of March 23, 2010 - Hosted by the City of Deer Park

CALL TO ORDER

Don Davis, Vice-Chairman, called the meeting to order at 11:00 a.m.

INTRODUCTIONS

Self introductions were given by Jay Brown, Exxon Mobil Pipeline; and Kevin Machemehl. Police Chief Grigg introduced Sheila Plovanich, Community Liaison and Mayor Riddle introduced the new City Manager Jay Stokes.

MINUTES

Motion was made by Ricky Anorga and seconded by Sam Pipkin to approve the minutes of the February 23, 2010 meeting as submitted. Motion carried unanimously.

FINANCIAL REPORT

Motion was made by Ricky Anorga and seconded Sam Pipkin to accept the financial report for February 2010. Motion carried unanimously.

COMMITTEE REPORTS

Vice-Chairman Davis reported for the Executive Committee:

LEPC Chairman – Vice-Chairman Davis commented, “The Executive Committee met with Mayor Riddle who is here today. The Mayor and new City Manager, Jay Stokes, will attend the LEPC meetings to familiarize themselves with the business of the LEPC and the meeting process. In December, when the elections are due, a decision will be made to decide which will be able to work with the LEPC as Chairman.”

ACTION ITEM: - *Mayor Riddle and City Manager Jay Stokes to attend LEPC meetings in 2010 as candidates for Chairman in 2011.*

Sam Pipkin, Communication Subcommittee Chair, reported:

E-Notify – “We are getting more and more participants who are using the system for actual Level I and Level II notifications which are working well. Kevin Machemehl is now on our committee and has assisted with screen updates which will make using the system simpler. The second thing we need to for everyone to make sure there is an emergency contact person and phone number on your screen as well as a 24-hour contact and phone number each time you make a report. The Dispatchers, as well as myself, may have a need to call back to the facility for updated information. We will conduct training on the new screen next week.”

Vice-Chairman Davis commented, “It is the understanding of the LEPC, from the beginning, that industry be a member of the Emerge/E-Notify System, and everyone is to be conducting monthly tests to improve efficiency in using the system should an actual event occur. This system allows instant notification to the Dispatchers and Sam Pipkin so that the City is aware of the situation, and the potentials associated with the situation which will allow the city to proceed with their emergency programs to ensure the safety of the citizens.”

ACTION ITEM: *All industrial members to continue monthly testing of E-Notify System*

Beth Dombrowa, Community Awareness Subcommittee Chair, reported:

Totally Texas – “The committee met to discuss the activities for the Community Awareness Booth for the Totally Texas Festival and one thing we will continue this year is a survey to test citizen’s knowledge of the LEPC and Shelter-In-Place. We are looking for volunteers to assist in the booth and I am passing around a sign-up sheet.”

2011 Calendar –The Committee has decided on the theme for the 2011 LEPC Calendar which will require assistance from each industry member. The theme will be “Industry Partnering with The Community”. We want to highlight those industries in Deer Park who have volunteer organizations and/or outreach programs within the Deer Park community along with the organization/program members who they sponsor. We will be getting with each industrial member later in the year.”

ACTION ITEM: *Community Awareness Subcommittee to work with industry on the 2011 Calendar which will feature industry and the organizations/programs they support in the community of Deer Park.*

Chris Hext reported for Ed Hawthorne, Emergency Response/Transportation Subcommittee Chair:

RMP 2010 Event – “The committee will meet after the regular meeting to discuss details of the booths for the Totally Texas Festival.”

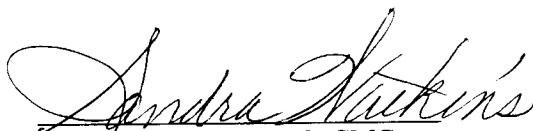
Pipeline Manual - “We are continuing work on the Pipeline manual.”

2010 Drill - “The drill will be June 9th which will cover communications for the EOC, Unified Command, and the Deer Park Independent School District. We will then do a full scale drill in 2011.”

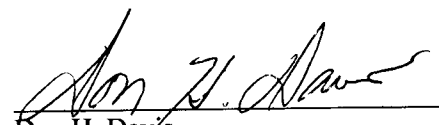
NEXT MEETING

The next meeting will be March 23, 2010 at Deer Park City Hall.

ATTEST:


Sandra Watkins, TRMC, CMC
City Secretary

APPROVED:


Don H. Davis
Vice-Chairman