

**TO:** Deer Park CAER/LEPC Team

13-148

**SUBJECT:** Minutes of February 23, 2016 - Hosted by the City of Deer Park

**CALL TO ORDER**

Chairman James Stokes called the meeting to order at 11:00 a.m.

**INTRODUCTIONS**

Self introductions were given by Ray Cunningham, David Ford and Jay Gantenbein of Shell; Angelina Hensley of Phoenix Pollution Control; Azell Carter with Pasadena EOM; Bob Patterson with Witt O'Brien's; Gary Scheibe with Shell and Houston Ship Channel Security District; Mark Turvey and Dan Timmons.

Sandra Watkins, LEPC Secretary-Treasurer, commented, "In 2015, the LEPC approved funding to assist in the financial support of a Clerk for the City Secretary's Department for the purpose of helping with LEPC. Today, I'm happy to introduce Loretta French. Loretta has hit the road running and she loves LEPC."

**PRESENTATION – NEW LEPC WEBSITE**

Chairman Stokes commented, "For years, Chuck Wolf has worked with the LEPC to maintain upgrades and information for the Deer Park LEPC. The Executive Committee discussed the creation of a new website and Norma Hysler suggested we contact the school district's high school computer science coordinator. We spoke with Melinda Williams who was excited that she and her students could assist us with creating a new website. She is here today to give an update on the progress they have made."

Melinda Williams gave an overview of the to-date work on the creation of a new Deer Park LEPC Website. After discussion relating to the current text on the current website, it was agreed Ms. Williams will meet with the sub-committee chairs to discuss their individual pages to ensure the information is current and to look at new ideas for displaying the information.

Chuck Wolf questioned who would maintain and submit upgrades to the website during the summer months when the students were out of school to which Ms. Watkins advised her staff will be instructed on that process and be responsible for the maintenance during the summer months.

**PUBLIC COMMENTS ON LEPC MISSION/FUNCTION (3 MINUTE TIME LIMIT)**

There were no comments.

**MINUTES**

Motion was made by Chief Greg Grigg and seconded by Robert Hemminger to approve the minutes of the January 26, 2016 minutes. Motion carried unanimously.

**FINANCIAL REPORT**

Motion was made by Chief Greg Grigg and seconded by George Tullgren to accept the financial report for January 2016. Motion carried unanimously.

## COMMITTEE REPORTS

### Robert Hemminger, Communications Subcommittee Chair, reported:

Level Report – Level II/III - Robert Hemminger, Deer Park Emergency Management Coordinator and Deer Park LEPC Communications Subcommittee Chair, advised the LEPC that Shell and ITC had incidents in February.

Shell - Stephen Greco, Shell, reported, "On February 22, there was a leak in the Coker unit on a vent used for clean/steam out which was reported as a potential off-site incident, but was cleared/resealed within three minutes with no affect. On February 4, the number one Crude line had a Level II."

ITC - There being no representative from ITC for a report, Robert Hemminger advised the incident involved approximately five gallons of Diesel released into the channel.

### Norma Hysler, Community Awareness Subcommittee Chair, reported:

Website - "As you've just previewed, Melinda and the students are doing a great job on creating a new website for the LEPC."

Totally Texas Festival 2016 - "The City will not be hosting a Totally Texas Festival in 2016, so this year the LEPC will not be able to provide this outreach program to the citizens of Deer Park. The committee will visit to determine if there are other opportunities. We will have a booth at the annual Salute to Education and the Hot Zone Conference."

Suggestions were made for possible activities by local industry, other LEPC's, and at the Hurricane Conference.

### Stephen Greco, Emergency Response/Transportation Subcommittee Chair, reported:

2016 Drill - "We are in the process of building the committee to move forward on planning a drill and are looking at a scenario that would include industry and city EOC's."

Website - "I will meet with Ms. Williams to discuss the Emergency Response/Transportation pages for the Website."

## ANNOUNCEMENTS

Chairman Stokes reminded everyone of the annual plant manager's meeting scheduled for Wednesday, February 24, 2016 at the Battleground Golf Course at 7:30 a.m.


David Wade, Harris County OEM, advised there will be a regional hurricane exercise by the Coast Guard on Wednesday, February 24, 2016 at 5:00 a.m.

Robert Hemminger reminded everyone annual contributions invoices have been mailed.


NEXT MEETING

The next meeting will be on March 22, 2016 (4th Tuesday) at Deer Park City Hall.

ATTEST:

  
Sandra Watkins, TRMC CMC  
Secretary/Treasurer

APPROVED:

  
James Stokes  
Chairman