

TO: Deer Park CAER/LEPC Team

13-105

SUBJECT: Minutes of February 25, 2014 - Hosted by the City of Deer Park

CALL TO ORDER

Secretary Sandra Watkins called the meeting to order at 11:00 a.m.

INTRODUCTIONS

Self introductions were given by Mike Mocha of Homeland Security FBI Region Representative.

MINUTES

Motion was made by Buddy Rice and seconded by Tracie Copeland to approve the minutes of the October 22, 2013 meeting. Motion carried unanimously.

FINANCIAL REPORT

Motion was made by Gary Jackson and seconded by Buddy Rice to accept the financial report for the month of November 2013. Motion carried unanimously.

COMMITTEE REPORTS

Malcolm Swinney, Communications Subcommittee Chair, reported:

Level II's and Level III's Incident Reports – There were no reports this month.

CAER Line Update – Mr. Swinney thanked everyone who attended the CAER Line training that was given at Lee College and San Jacinto College, and advised the new projected go-live date is scheduled for December 15, 2013.

Sirens Test Change Plans – Mr. Swinney reviewed the recommendation that the monthly siren test be changed from a once a month on the first Thursday at 6:00 p.m. to a weekly test on Saturday at noon which is planned beginning January 2014. He advised there will be articles placed in the city's newsletter, The Messenger, on Facebook, Twitter, DPTV, the City Website and Blackboard Connect, and on each calendar month of the 2014 LEPC Calendar as a campaign for notifying the citizens.

Tracie Copeland, Community Awareness Subcommittee Chair, reported:

2014 Calendar – Ms. Copeland thanked Sandra Watkins and Malcolm Swinney for all their hard work on the calendar.

Scott Greene, Emergency Response/Transportation Subcommittee Chair, reported:

2013 Drill - There was no report this month.

NEW BUSINESS

Johan Zaayman, Communications Manager of Shell, commented, "I wanted to briefly update you about a Consent Decree or voluntary settlement that Shell Deer Park entered into in 2009 with two local NGOs - Environment Texas and the Sierra Club. We have now satisfied the requirements of this settlement which minimizes emissions events at Shell Deer Park and meets targets on reductions of emission events. The Consent Decree was the result of negotiations with the National Environmental Law Center to settle a lawsuit filed on behalf of these NGOs for alleged "violations of air pollution emission limits" under the US Clean Air Act. The next step is for the Southern District Court of Texas to terminate the Consent Decree, which should take place in the weeks ahead."

Mike Mocha introduced Angela Hahn of the FBI Cyber Taskforce which advised there will be a Cyber Security workshop on December 10, 2013 at the University of Houston.

NEXT MEETING

The next meeting will be January 28, 2014 (4th Tuesday) at Deer Park City Hall.

ATTEST:

APPROVED:


Sandra Watkins, TRMC, CMC
Secretary


Jay Stokes
Chairman

TO: Deer Park CAER/LEPC Team

13-105

SUBJECT: Minutes of March 25, 2014 - 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 Toni Atwell of Shell Pipeline Logistics.

MINUTES

Motion was made by Buddy Rice and seconded by Ron Brown to approve the minutes of the February 25, 2014 meeting. Motion carried unanimously.

FINANCIAL REPORT

Motion was made by Danny Rouen and seconded by Ron Brown to accept the financial report for the month of January and February 2014. Motion carried unanimously.

COMMITTEE REPORTS

Malcolm Swinney, Communications Subcommittee Chair, reported:

Level II's and Level III's Incident Reports – Communications Chairman and Deer Park Director of Emergency Services Malcolm Swinney reported on an incident which occurred on Friday, March 21st from a packet of yellow material which fell from a truck on Highway 225 east of Beltway 8 which caused smoke and dust. He advised TXCOT Hazmat determined it to be a Sulphur compound and the incident was cleared within approximately thirty minutes.

He reported AKZO experienced a Level II incident on March 16th which involved a transfer hose which became disconnected and was burning out which resulted in a relatively non event.

Mr. Swinney then commended AKZO for reporting the incident even though it was only a Level II as it is best to overestimate in the beginning for what might be a release or fire than to minimize the incident. He then reminded the LEPC members that a Level II or Level III report does not automatically initiate a shelter-in-place and immediate sounding of the siren, but is evaluated based on the report from industry and what is communicated to the city as to what the incident is, the effect it might have on the city and the duration of the incident.

Sirens Test Change – Mr. Swinney reminded the LEPC the outside siren test will change on Saturday, April 4th with the messages being at noon on every Saturday rather than the first Thursday of every month at 6:00 p.m.

Sandra Watkins reported for Tracie Copeland, Community Awareness Subcommittee Chair:

Totally Texas Festival – "The Totally Texas Festival is April 12th and a volunteer sign-up sheet will be sent to the Community Awareness Subcommittee and LEPC members later in the day for assistance with the booth."

New Resident and New Business Outreach - "The Community Awareness Subcommittee met prior to the regular meeting today to discuss the 2014 outreach programs for new residents and new businesses who have moved to Deer Park within the past three years. Over the next few months, the committee will be preparing informational packets for mailing to these citizens."

Scott Greene, Emergency Response/Transportation Subcommittee Chair, reported:

2014 Drill - There was no report this month.

Presentation - Melanie Bartis of Regional Catastrophic Preparedness Initiative

Melanie Bartis gave a presentation on the Regional Catastrophic Preparedness Initiative, accomplishments and their use of ICS and NIMS. (Power Point attached).

NEW BUSINESS

Region 6 Workshops- Region 6 will conduct workshops during 2014 and the one in Houston will be on September 24, 2014.

ANNOUNCEMENTS

Regional Hurricane Conference - Malcolm Swinney advised the LEPC the annual hurricane conference sponsored by the Southeast Regional LEPCs will be held on May 24, 2014 at the Pasadena Convention Center, and while it is Memorial Day weekend, all area schools will be holding school on Memorial Day as a bad weather make-up date. The cities of Deer Park, LaPorte and Pasadena will conduct the event and it will be held 9:00 a.m. to 2:00 p.m.

NEXT MEETING

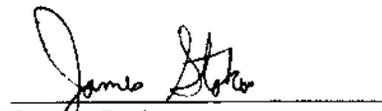
The next meeting will be April 22, 2014 (4th Tuesday) at Deer Park City Hall.

ATTEST:



Sandra Watkins, TRMC, CMC
Secretary/Treasurer

APPROVED:



James Stokes
Chairman
ATTEST:

TO: Deer Park CAER/LEPC Team

13-107

SUBJECT: Minutes of April 22, 2014 - Hosted by the City of Deer Park

CALL TO ORDER

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

Chairman Stokes then recognized Chief Greg Grigg for his birthday and the committee sang Happy Birthday.

INTRODUCTIONS

Self introductions were given by Mike Nebgen of John's Trim Shop; Candace Miller of Logic-Spot; Stephen Greco of Shell; Terry Kimball, Nathan Douglas and G. L. Harrison of Harris County Sheriff Department; and Eric Berghouz and Johnathan Martin of Harris County Pollution Control.

MINUTES

Chuck Wolf noted a mis-spell on page 2 referencing TXCOT which should be TXDOT.

Motion was made by George Tullgren and seconded by Chuck Wolf to approve the minutes of the March 25, 2014 meeting with the one correction. Motion carried unanimously.

FINANCIAL REPORT

Motion was made by Greg Grigg and seconded by Ron Brown to accept the financial report for the month of March 2014. Motion carried unanimously.

COMMITTEE REPORTS

Jay Stokes, Executive Committee Chair, reported:

Wally Wise Guy Trademark Litigation – Mr. Stokes advised the LEPC that Mr. Edmonds had sent a letter to MLB Red Sox over two months ago relating to the final agreement, but has had no word. He advised the LEPC that Mr. Edmonds has advised if no response is provided from MLB, we will be moving forward as always, and there is no jeopardy of the Deer Park LEPC losing their Wally trademark, and the trademark will be renewed.

Malcolm Swinney, Communications Subcommittee Chair, reported:

Level II's and Level III's Incident Reports – Kerry Collins of Vopak reported there was some runoff along the land side of the bulkhead from a 3-inch Styrene line but there was no impact outside the plant area or to the neighboring plants. He advised the incident was over within an hour, and they are in the process of their investigation.

Tracie Copeland, Community Awareness Subcommittee Chair, reported:

Totally Texas Festival – Ms. Copeland called upon Sandra Watkins for a report on the Totally Texas Festival booth to which Ms. Watkins reported, "The LEPC booth at the Totally Texas Festival was well visited with a continuous stream of folks interested in Wally and the LEPC. We want to thank those who volunteered their time to assist with the booth."

Chairman Stokes commented, "I would like to thank Ms. Watkins for providing such unique items to handout. They made the LEPC booth the most popular booth."

New Resident and New Business Outreach – Ms. Copeland advised the LEPC the Community Awareness Subcommittee is reviewing information previously sent to new residents and new businesses and will be finalizing the updated versions for printing over the next few months

Scott Greene, Emergency Response/Transportation Subcommittee Chair, reported:

2014 Drill - There was no report this month. The committee was meeting after the LEPC meeting.

NEW BUSINESS

Emergency/E-Notify – Malcolm Swinney, Director of Emergency Services, advised a company was able to send a message through E-notify from a plant in Louisiana and that the individual had never logged into the system previously. He advised attention to strict login passwords had not been an issue in the past, but with this experience they will be looking at passwords differently. He advised there are fifty-seven (57) users with the word "password" as their password. He advised training will be addressed for all new users and those individuals who use the system rarely.

ANNOUNCEMENTS

Annual San Jacinto Battleground Reenactment – Craig Van Baarle of the Texas Parks and Wildlife of San Jacinto Battleground Park advised the annual reenactment will take place on April 26th which will result in additional traffic throughout the day's event, and that some of the area industries are allowing parking on their premises.

He advised the 100th anniversary of the Battleship Texas went well with the exception of some rain time, and that the off-site parking and transporting buses worked well accommodating the visitors.

Hurricane Conference - Malcolm Swinney advised there will be a LEPC booth at the Hurricane Conference at the Pasadena Convention Center on May 24th from 9:00 a.m. until 2:00 p.m., and asked that anyone who could assist could contact him. He advised the LEPC the featured speaker will be Tim Hellyer.

Additional conferences/summits will be held at the George R. Brown Convention Center which are the Harris County Hurricane Conference on May 31, 2014 from 10:00 a.m. until 3:00 p.m., and the Houston Healthcare Hurricane & Emergency Preparedness Summit on June 10th.

NEXT MEETING

The next meeting will be May 27, 2014 (4th Tuesday) at Deer Park City Hall.

ATTEST:


Sandra Watkins, TRMC, CMC
Secretary/Treasurer

APPROVED:


James Stokes
Chairman

ATTEST:

TO: Deer Park CAER/LEPC Team

13-110

SUBJECT: Minutes of May 27, 2014 - Hosted by the City of Deer Park

CALL TO ORDER

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

PRESENTATION

Malcolm Swinney introduced Dan Reilly of HGX NWS, and Mr. Reilly presented a power point presentation to the LEPC relating to the predictions for the 2014 hurricane season and highlighted the areas of the 2014 forecast: the differences between an El Nino (warm water, Pacific, equator, more rain) and a La Nino (Atlantic);

MINUTES

Motion was made by Tracie Copeland and seconded by Malcolm Swinney to approve the minutes of the April 22, 2014 meeting. Motion carried unanimously.

FINANCIAL REPORT

Motion was made by Greg Grigg and seconded by Danny Rouen to accept the financial report for the month of May 2014. Motion carried unanimously.

COMMITTEE REPORTS

Jay Stokes, Executive Committee Chair, reported:

LEPC Self Evaluation Checklist and Detailed LEPC Report Process – Mr. Stokes advised the LEPC Chuck Wolf met with the Executive Committee on May 5th to review the evaluation and checklist at which time he identified a number of areas for changes.

Malcolm Swinney, Communications Subcommittee Chair, reported:

Level II – Mr. Swinney reported there was a Level II on May 6th at Akzo from a line breakage which released some smoky material.

Level II – Jesus Davilar, ITC, reported on a release on May 9th of approximately three to five barrels of Benzene and water which resulted in approximately three gallons that was secured and contained.

Level I - Tim Menard of OxyVinyls, LaPorte, reported a small amount of thermal oxidizer was released causing a plum of blackish smoke, but there were no abnormal readings around the perimeters or along Independence Parkway, and they are still investigating the incident.

Hurricane Conference - Mr. Swinney reported the Hurricane Conference sponsored by Deer Park, LaPorte and Pasadena on May 24th had a low attendance due to it being a holiday weekend, but the Deer Park booth experienced visits from around three dozen Deer Park residents. He thanked Deer Park Mayor Mouton and Candice Miller of Logics Spot for their help with the booth.

E-Notify Passwords - Dan Hieken gave an update on implementing a stronger password program for the E-Notify system advising passwords will possibly contain one upper case, one lower case, one number and eight characters, and there were fifty-seven users with the same password – PASSWORD from seven plants. He said LaPorte was reporting to the State of Louisiana.

Tracie Copeland, Community Awareness Subcommittee Chair, reported:

New Resident and New Business Outreach – Ms. Copeland advised the LEPC the Community Awareness Subcommittee is reviewing information previously sent to new residents and new businesses and will be looking to the Audit Report for any additional information with a projected mailing in September.

Malcolm Swinney reported for Scott Green, Emergency Response/Transportation Subcommittee Chair:

2014 Drill - There was no report this month. The committee will be meeting after the LEPC meeting.

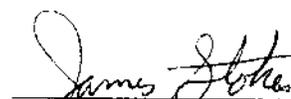
NEXT MEETING

The next meeting will be June 24, 2014 (4th Tuesday) at Deer Park City Hall.

ATTEST:


Sandra Watkins, TRMC, CMC
Secretary/Treasurer

APPROVED:


James Stokes
Chairman

ATTEST:

TO: Deer Park CAER/LEPC Team

13-112

SUBJECT: Minutes of June 24, 2014 - Hosted by the City of Deer Park

CALL TO ORDER

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

PRESENTATION

Self introductions were given by Adrian Shelley of Air Alliance Houston; Nicole Pearsall of TCEQ; Stacey Simpson and Candace Miller of Logic Spot; and Kevin Hare and Casey Aims of Center Point Energy.

MINUTES

Tim Lancelin made a correction to the minutes of May 27, 2014 relating to the Level I incident requesting language be added to state, "*there was a release from the thermal oxidizer causing a plum of blackish smoke*, but there were no abnormal readings around the perimeters or along Independence Parkway, and they are still investigating the incident." Motion was made by Danny Rouen and seconded by Sharon Massey to approve the minutes of the May 27, 2014 meeting with the correction as noted by Mr. Lancelin. Motion carried unanimously.

FINANCIAL REPORT

Motion was made by Malcolm Swinney and seconded by Gary Jackson to accept the financial report for the month of June 2014. Motion carried unanimously.

COMMITTEE REPORTS

Jay Stokes, Executive Committee Chair, reported: Mr. Stokes advised he had received an update from Rod Edmonds on the Wally Trademark. The final agreement is still being reviewed and worked up on the final comments, and it is recommended not to give any extensions.

Amendments to By-Laws – Result of Audit review – Mr. Stokes advised the LEPC Chuck Wolf was hired to perform an audit on the LEPC, and amendments to the By-Laws are being recommended as a result of the audit.

Chuck Wolf of Media Consultants gave an overview of the Audit and By-Laws highlighting the fifteen major legal responsibilities of LEPCs listed in EPCRA, and he recommend changes to the current By-Laws.

Motion was made by Malcolm Swinney and seconded by Tim Lancelin to accept the results of the first draft of the By-Laws. Motion carried unanimously.

Motion was made by Chuck Wolf and seconded by Tracie Copeland to accept the changes to the revised By-Laws. Motion carried unanimously.

Malcolm Swinney, Communications Subcommittee Chair, reported:

Level I - Tim Lancelin of OxyVinyls, LaPorte, reported, "On June 2, 2014 the Deer Park PVC facility experienced an Ammonia leak on a flange on the liquid supply header to the Ammonia unit. It was only a drip but was vaporizing to a gas. It was reported as a CAER Level II incident. The Ammonia header was isolated and decommissioned. The surrounding area was monitored and there was no off-site impact."

Tracie Copeland, Community Awareness Subcommittee Chair, reported:

Upcoming Events for Community Awareness – Ms. Copeland advised the Salute to Education event is August 19, 2014 and the Hot Zone Conference event is October 16-19, 2014, and volunteers are needed for both.

New Business and Resident Packets – “The New Business and New Resident packets on Shelter-in-Place are being reviewed.”

2015 LEPC Calendar – “We are in the planning stages.”

Chairman Stokes commented, “Every member should be on a committee. The City shares the responsibility with the LEPC members, but the members should volunteer for the LEPC sponsored events as well.”

Malcolm Swinney reported for Scott Green, Emergency Response/Transportation Subcommittee Chair:

Mr. Swinney advised the City of Deer Park, City of LaPorte and the City of Pasadena have come together to divide the duties of the October drill. The City of Deer Park will be responsible for the EOC and field operations, the City of LaPorte will be the Public Information Officer (PIO), and the City of Pasadena will be in charge of logistics. The drill is being planned for October 8, 2014. Michael Macha of Homeland Security volunteered to replace Kerry Spaulding who has retired.

NEW BUSINESS

November LEPC Meeting – Chairman Stokes advised the November LEPC meeting will be changed to December 2, 2014 due to past lack of attendance at the meeting during the Thanksgiving holidays that week.

Financial Support for Clerk Position – Chairman Stokes advised the City Secretary has budgeted for a new clerk position. A recommendation has been made to fund half of the salary out of the LEPC budget and the other half out of the City budget.

Motion was made by Chuck Wolf and seconded by Tracie Copeland to approve financial support for the new clerk’s position for a maximum of \$25,000. Motion carried unanimously.

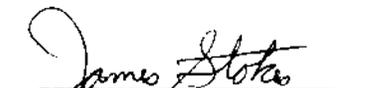
NEXT MEETING

The next meeting will be August 26, 2014 (4th Tuesday) at Deer Park City Hall.

ATTEST:

APPROVED:


Sandra Watkins, TRMC, CMC
Secretary/Treasurer


James Stokes
Chairman

TO: Deer Park CAER/LEPC Team

13-116

SUBJECT: Minutes of August 26, 2014 - 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 Mario Saenz and Derek Linder of GEO Specialty Chemicals; Bobby Stokes of Total Petrochemicals; and James Westberry of Vopak Terminals.

PRESENTATION

John Hall with Houston Fusion Center gave a general overview of the Houston Fusion Center's program highlighting the information sharing initiative, represented agencies, the FBI Joint Terrorism Task Force, and facility sharing program. He discussed focus key elements by the Department of Homeland Security for both State and Federal levels and advised there are 200+ law enforcement agencies in the Houston Galveston area who participate through various programs. He then gave an overview of the cooperation between local, State and Federal agencies based on the level of threat, methods and sources of protection, and the liaison officer program.

MINUTES

Motion was made by Greg Grigg and seconded by Danny Rouen to approve the minutes of the June 24, 2014 meeting. Motion carried unanimously.

FINANCIAL REPORT

Motion was made by Chuck Wolf and seconded by Greg Grigg to accept the financial report for the months of July-August 2014. Motion carried unanimously.

COMMITTEE REPORTS

Jay Stokes, Executive Committee Chair, reported: Mr. Stokes advised he had received an update from Rod Edmonds on the Wally Trademark, and an agreement has been reached with Major League Baseball. We will be notifying all Wally Wise Guy members of the agreement to ensure their assistance with use of the trademark under the agreement.

2015 Budget Proposals – Mr. Stokes requested committee members to work through their respective sub-committee chairs relating to items and events for 2015 as the proposals are due to the Executive Committee from the chairs by the end of August.

Malcolm Swinney, Communications Subcommittee Chair, reported:

EPA Region 6 LEPC Workshop – Mr. Swinney reminded the LEPC members the EPA Region 6 LEPC Workshop for 2015 is being hosted jointly by Deer Park, LaPorte and Pasadena and will be held at the Jimmy Burke Activity Center in Deer Park on September 24, 2014.

Chairman Stokes advised the LEPC members there will be no LEPC meeting on September 23rd as everyone is being asked to attend the EPA Region meeting.

David Wade commented, "After the West explosion, LEPC's are being scrutinized on their not knowing their responsibilities as an LEPC. This event will provide information needed by industry to comply as a representative to their LEPC and provide information to the LEPC's of their duties and responsibilities."

Level I - Tim Lancelin of OxyVinyls, LaPorte, reported, "On June 25, 2014 the OxyVinyls LaPorte facility experienced an Anhydrous leak showing abnormal readings in the housing area. The alarms were sounded due to a possible impact to the area southeast of the plant along Miller Cutoff Road and Harris County secured roadblocks in the area near Lyondell on Independence Parkway. In conclusion, the leak was contained and there was no off-site impact.

On August 21, 2014 the OxyVinyls Pasadena PVC facility was pressure testing an out of service filter pot and noticed vapor emitting gases from the top. Emergency response teams responded and off-site monitoring was conducted. The filter pot was isolated and mitigating action was taken. There was no off-site impact.

Vopak reported a ship moving at an excessive speed broke the mounting lines and stretched hoses resulting in approximately seventy-five gallons of product being released into the channel which was quickly boomed and the product contained.

Scott Greene of Lubrizol reported on an odor event involving lubricant additives, explaining Mercaptan is a stinky, Sulfur based chemical which has no health risks and resembles a natural gas. He advised one citizen had telephoned 911 around 2:00 – 3:00 a.m. reporting nausea and headaches, and that Chris Hext and Malcolm Swinney have visited with the citizen. He advised the LEPC that since there is no longer an odor network for reporting odor that Lubrizol is revisiting their internal odor protocols and suggested others do the same.

Malcolm Swinney advised the LEPC that Dan Heiken is working to add an odor component to the Emerge System for E-Notify.

Chuck Wolf advised Harris County Pollution Control is now responsible for odor complaints and responses.

Sandra Watkins reported for Tracie Copeland, Community Awareness Subcommittee Chair:

Salute to Education – "The booth was a great success with over a hundred new teachers visiting and receiving information on the LEPC."

Hot Zone Conference – "The Hot Zone Conference is October 16-18, 2014 at the Crowne Plaza – Reliant Park and the sign-up sheet for volunteers to work two-hour shifts is being passed. There are over 500 participants at this conference and the Deer Park LEPC is one of the more popular booths which provides an opportunity to provide information on sheltering-in-place and about the Deer Park LEPC."

David Wade commented, "There will be an LEPC track again this year, and for Emergency Management Lubrizol is giving a tour of their EOC."

New Business and Resident Packets – “The New Business and New Resident packets on Shelter-in-Place materials have been prepared and sent to the printer. We are anticipating final mailing in October.”

2015 LEPC Calendar – “We are in the planning stages.”

Scott Green, Emergency Response/Transportation Subcommittee Chair, reported:

2014 Drill – Mr. Greene advised the LEPC the drill has been postponed due to the audit having brought forth a need to realign various aspects for the drill to ensure the scope and players are correct. The tentative date for the drill is March 26, 2015.

NEW BUSINESS

Craig VanBaarle, Texas Parks and Wildlife, advised the LEPC the park will be conducting a burn on September 15, 2014.

Buddy Rice, Deer Park Fire Marshall, reminded everyone of Fire Prevention Week October 4-11 and of the Fire Truck Parade on October 4, 2014.

Rick Deel, Lubrizol, advised the Texas Transportation Institute is conducting a traffic study along Highways 146 and 225.

NEXT MEETING

The next meeting will be October 28, 2014 (4th Tuesday) at Deer Park City Hall.

ATTEST:


Sandra Watkins, TRMC, CMC
Secretary/Treasurer

APPROVED:


James Stokes
Chairman

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TO: Deer Park CAER/LEPC Team

13-119

SUBJECT: Minutes of October 28, 2014 - 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 Christina Perez of Texas Molecular and Jeff Suggs, Emergency Services Director for City of LaPorte.

MINUTES

Motion was made by Buddy Rice and seconded by Danny Rouen to approve the minutes of the August 26, 2014 meeting. Motion carried unanimously.

FINANCIAL REPORT

Motion was made by Danny Rouen and seconded by Buddy Rice to accept the financial report for the months of September and October 2014. Motion carried unanimously.

COMMITTEE REPORTS

Jay Stokes, Executive Committee Chair, reported on the following:

2015 Budget Proposals – The proposed budget for 2015 was presented and discussed. Motion was made by Gary Jackson and seconded by Norma Hysler to approve the 2015 LEPC Budget. Motion carried unanimously.

Malcolm Swinney, Communications Subcommittee Chair, reported:

Level I – “There was a Level I at the Akzo LaPorte facility on October 24, 2014 due to poor planning by the contractor during the vent not being cleared before the header demolition. The incident was a twenty minute duration with visible smoke on site due to a small fire. Akzo was reminded that while the incident was confined to the site that anytime smoke or fire is visible outside the plant the incident should be reported as a Level II as there’s no controlling the wind and the incident could have a potential to go off-site.”

Sandra Watkins reported for Tracie Copeland, Community Awareness Subcommittee Chair:

Hot Zone Conference – Chairman Stokes thanked all those who volunteered to assist in the booth, and advised the LEPC the Deer Park LEPC Booth was the most popular due to the promotional products and folks wanting to have their photograph taken with Wally. He commented, “There was genuine interest with lots of questions on how our program works. There were folks from cities around Texas, but also Utah and other states. Some of the heightened interest was a result of the West explosion.”

David Wade, Harris County Office Emergency Management, commented, "The Steering Committee for the Hot Zone Conference appreciates the Deer Park LEPC involvement every year and the support they provide which is a value added to the conference."

New Business and Resident Packets – "The New Business and New Resident packets on Shelter-in-Place materials have been prepared and mailed. There were approximately 4300 mailed to residents and another 360 to new businesses."

2015 LEPC Calendar – "We are in the final planning stages with a target delivery date for mid-December."

Scott Green, Emergency Response/Transportation Subcommittee Chair, reported:

2014 Drill – Mr. Greene advised the LEPC the drill has been postponed until March 26, 2015 to allow the committee to incorporate recommendations from the audit. He advised the committee will resume their planning meetings in November. He advised he has obtained a current list of the Emergency Response/Transportation Subcommittee and as he reviewed the list he realized there are some listed who are no longer members and some who should be members.

Mr. Greene reminded everyone that the LEPC By-Laws requires all members to belong on at least one sub-committee and encouraged those who have not yet committed to a committee decide which committee they wish to be a member of and contact Mrs. Watkins so she can update the respective committee lists.

He then advised the LEPC that one of the major projects from the audit for the LEPC is a review of the Emergency Plan Annex's which will begin in 2015.

Chairman Stokes advised the LEPC the Executive Committee will be meeting with the area Plant Managers to provide a review of the Deer Park LEPC, its programs, budget, Tier II reporting, recommendations from audit, to name a few.

NEW BUSINESS

Changing Future November meetings to first Tuesday of December – Chairman Stokes commented, "With the fourth Tuesday of November always falling during the Thanksgiving week and holiday, would there be any objection to scheduling future November meetings the first Tuesday of December, the week after Thanksgiving. There being no objections, the unanimous consensus was to change the November meeting to December.

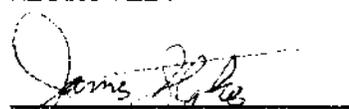
NEXT MEETING

The next meeting will be December 2, 2014 (1st Tuesday) at Deer Park City Hall.

ATTEST:


Sandra Watkins, TRMC, CMC
Secretary/Treasurer

APPROVED:


James Stokes
Chairman

TO: Deer Park CAER/LEPC Team

13-121

SUBJECT: Minutes of December 2, 2014 - Hosted by the City of Deer Park

CALL TO ORDER

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

PRESENTATION

Jacque Darbonne, Harris County Precinct 2, gave an overview of the history of the Washburn Tunnel which is over twenty-five years old and lies on the bed of the ship channel. He gave an overview of how the tunnel was installed, and the operation of the tunnel explaining no dual axle vehicles, hazardous materials or liquids are ever allowed through the tunnel and that any trailers are inspected prior to entering the tunnel to ensure safety chains are secure. He commented, "The tunnel is inspected every two years. We have a half million cars a month pass through the tunnel traveling to and from Pasadena to Galena Park. The tunnel is open 24/7 except for Thursday night from midnight to 4:00 a.m. for maintenance. We are also responsible for park equipment inspections. The tunnel serves as the after-hours call center for Harris County Precinct 2 with the Office of Safety and Emergency Management department housed at the tunnel, and we maintain relationships with local LEPC's, the County and State. We are the EOC for Precinct 2 and follow the NIMS ICS function during emergencies. A liaison from the Harris County Homeland Security Division reports to our EOC. During an emergency, a Precinct 2 liaison locates at the Harris County EOC (Transstar) and the Road and Bridge senior staff locates at the tunnel. We have backup generator power and have a mainstream communications process with area cities and LEPC's.

We are in the final completion stages of a four million dollar renovation to the entrances to the tunnel which has entailed 9,000 man hours for the maintenance and enhancements needed. During the renovation, the tunnel was only down for seventeen days."

Mr. Darbonne then gave an overview of the emergency operations activities for major events such as severe storms, winter storms, flooding, hurricanes, and industrial incidents.

Chris Hext, Lubrizol, questioned who performed the reconstruction to which Mr. Darbonne replied, "Angel Brothers Construction."

Chuck Wolf, Media Consultants, questioned whether the operation of the tunnel would be discontinued during a toxic chemical release if the chemical were to be a low to the ground chemical and what emergency management departments other than Precinct 2 would be involved. Mr. Darbonne advised a number of variables would be considered such as weather conditions, communications with industry involved, and any risk level at which time a decision would be made to stop or divert traffic at the circles at either end of the tunnel for the safety of the travelers, and that the Office of Safety and Emergency Management would coordinate with other entities or industry.

MINUTES

Motion was made by Tim Lancellin and seconded by Chief Greg Grigg to approve the minutes of the October 28, 2014 meeting. Motion carried unanimously.

FINANCIAL REPORT

Motion was made by Buddy Rice and seconded by Chuck Wolf to accept the financial report for the month of November 2014. Motion carried unanimously.

COMMITTEE REPORTS

Jay Stokes, Executive Committee Chair, reported on the following:

Election of Officers for 2015 - 2016 – There being no nominations, motion was made by Chuck Wolf and seconded by Chief Greg Grigg to elect the current officers (Jay Stokes, City of Deer Park City Manager for Chairman; Chris Hext, Industry Representative from Lubrizol for Vice Chairman; and Sandra Watkins, City of Deer Park City Secretary for Secretary/Treasurer) for the 2015 – 2016 term. Motion carried unanimously.

Committee Appointments – Chairman Stokes advised the membership that an e-mail had been sent advising the members that it is a requirement of the Deer Park LEPC By-Laws that all members participate as a member of at least one sub-committee. If the members have not advised Ms. Watkins of their subcommittee designation they would be assigned to a subcommittee upon recommendation of the Executive Committee. Chairman Stokes asked the members to submit to Ms. Watkins their subcommittee choice by December 31, 2014.

Malcolm Swinney, Communications Subcommittee Chair, had no report:

Geo Specialty Drill – Ray Cook thanked Malcolm Swinney, Deer Park Emergency Management Coordinator and Deer Park LEPC Communications Subcommittee Chair, for helping orchestrate the Geo Specialty Drill for an effective communication process with the LEPC, CIMA and the EOCs. “The communications were made within seven minutes.” He thanked the City of Deer Park and Deer Park ISD for their participation as well.

Chairman Stokes thanked Stephen Harrell of DPISD for the schools participation.

Sandra Watkins reported for Tracie Copeland, Community Awareness Subcommittee Chair:

New Business and New Resident Shelter-In-Place Campaign – “The campaign was completed in November with approximately 360 business packets and another 4300 residential packets mailed. These numbers covered the new businesses and residents in Deer Park over the past three years. We have started a campaign to provide the information to new residents through the City’s new water customer packets at the time they register for water service. We have also coordinated obtaining a monthly list of new businesses from the Building Department for those who obtain an Occupancy Permit so that the businesses are notified on a monthly basis. These two new processes will eliminate future mass mailings and provide the information more timely.”

2015 LEPC Calendar – “The calendars are scheduled for delivery the week of December 15, 2014. We have been receiving requests since the first of November. The theme is Live & Play Deer Park.”

Lee Barron reported for Scott Greene, Emergency Response/Transportation Subcommittee Chair:

2015 Drill – “The 2015 Drill is scheduled for March 26, 2015. The committee will resume planning meetings in January.”

NEW BUSINESS

Adoption of Deer Park LEPC Rules – Chairman Stokes commented, “The rules are in the final review stage by the Executive Committee and will be presented to the full LEPC in January for adoption.”

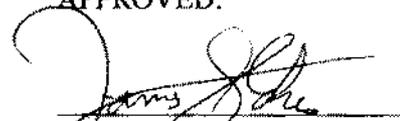
NEXT MEETING

The next meeting will be January 27, 2015 (4th Tuesday) at Deer Park City Hall.

ATTEST:


Sandra Watkins, TRMC, CMC
Secretary/Treasurer

APPROVED:


James Stokes
Chairman