



## Meeting Agenda

November 14, 2019

11:00 AM

La Porte ISD Support Services Building, located at 2015 Sens Road, La Porte, TX

Call to Order

Pledge of Allegiance

Introductions

Approval of Minutes from Prior Month

Approval of Treasurer's Report

Committee Reports

- Emergency Communications: Kristin Gauthier
  - A. Incidents
  - B. E-Notify Updates: Dan Heiken
- Emergency Response and Resources: Richard Bass
- Hazardous Materials Facilities Liaison: Burch Estes
- Planning: Lance Hardcastle
- Public Education & Information: Denise Lee & Sydney Kennedy
- Membership Committee: Clayton Hackett
- Golf Tournament: Richard Bass

Old Business

2019 Member Contributions  
2019 Member Update Forms  
Tier II Training  
Subcommittee Update

New Business

Vote on Chairperson Position  
2020 Membership Dues

Presentations

- Presentation by Steve Childers, Haz Mat Special Services

Good of the Order

- Brag Report

Adjournment

**NO MEETING IN DECEMBER**



## Meeting Minutes

October 10th, 2019

### Call To Order

Jeff Suggs called to order the regular meeting of the LEPC on **October 10th, 2019** at 11:03 a.m. at 2015 Sens Rd., La Porte, Texas.

### Introductions

Introductions were made around the room. Members are reminded to sign in at the back of the room.

### Approval of Minutes from Last Meeting

A motion by Richard Bass, Kuraray, was made to accept the **September 12, 2019** meeting minutes. Sherri Ditrich, City of Morgan's Point, seconded the motion. A vote was taken; Motion carried.

### Approval of Treasurer's Report from the Last Meeting

In September, the total disbursements equaled \$6,652.21. Disbursements included September LEPC Lunch, Safety Fair support, and TCEQ purchases (\$4,183). The total receipts received in September equaled \$723.45, including Safety Fair donations. The total available funds as of September 30th were \$45,226.46.

A motion by Haney Robertson, Nouryon, was made to accept the **September** budget report. Lisa Boozer, Chemours, seconded the motion. A vote was taken; motion carried.

### Reports

#### a. Emergency Communications – Kristin Gauthier:

1. **Incidents** – On September 21<sup>st</sup>, Celanese had a Level 2 incident involving a cooling tower that caught fire, causing heavy smoke to be seen south of the city. It took time before an E-Notify was submitted, and La Porte OEM was unable to talk to anyone at the site. Celanese representatives met with La Porte OEM to discuss the challenges they experienced with communication. The following were lessons learned: make sure to verify your phone numbers in E-Notify, so that we are able to reach you in the event of an incident; Kristin warns against sharing E-Notify login information, in the event someone changes a password and that information isn't shared with everyone on your team; if you are unable to access E-Notify for some reason, please call La Porte dispatch, Kristin or Johnny to let them know what is taking place. Also, remember that you can access E-Notify from your phone/tablet as well.

2. **E-Notify Update – Dan Heiken:** La Porte and Pasadena will be hosting E-Notify and CAER Online User Trainings on November 5th and November 7th. There will be a morning and afternoon session on both dates.

b. **Emergency Response & Resources – Richard Bass:** The ER&R Committee is working to hold a social media class to see how the community reacts to various situations, and encourage getting La Porte OEM the information ahead of time, so they can be prepared for a community response.

c. **Hazardous Materials Facility Liaison – Burch Estes:** No report.

d. **Planning – Lance Hardcastle:** No report.

e. **Public Education & Information – Denise Lee & Sydney Kennedy:** The PE&I Committee is currently working on preparation for Christmas on Main which will take place on December 5th this year. There was a sign-in sheet passed around.

f. **Membership Committee – Clayton Hackett:** No report.

- g. Safety Fair – Kristin Gauthier & Sydney Kennedy:** The 2019 LEPC Health & Safety Fair was successful. Kristin would like to see more industry involvement outside next year. A slide was shown of the pictures taken at the event.
- h. Golf Tournament – Richard Bass:** An official date for the 2020 LEPC Golf Tournament has been set for March 25<sup>th</sup>. More information will be provided in the coming months.

#### **Old Business**

- a) 2019 Member Contributions:** 2019 Membership Dues should have been received by the April meeting. Sydney will bring an updated list of who has and has not paid to the November meeting.
- b) 2019 Member Update Forms:** For the companies still missing contact information, corrected 24-hour numbers are still needed. The membership form has to be done online, and the link will be emailed again. The link was displayed on the screen for the membership. Sydney will bring an updated list on any contact information still missing to the November meeting.

#### **New Business**

- a) Open Nominations for Chair:** The floor has been opened to receive nominations for the position of Chairperson. Nominations can be made from the floor or by email to Sydney Kennedy. Voting will take place at the November membership meeting.
- b) Evaluation of Subcommittees:** The Executive Committee is looking at modifying the current subcommittees of the LEPC. This is to consolidate any redundancies that may exist.

#### **Presentations**

- a)** A presentation was made by Jeff Suggs, LEPC Chairman, on the Emergency Planning and Community Right-to-Know Act (EPCRA).

#### **Good of the Order**

- a)** Bob Wolff, Zeon Chemicals, encouraged the membership to call Union Pacific's damage reporting line (800-848-8715) about the damaged area on Bay Area Blvd. near Port Rd.
- b)** Mark Turvey, Lubrizol, mentioned that the Joint LEPC Drill, that will be taking place on November 6<sup>th</sup>, will now be including the Baytown, North Channel and Greater Harris County LEPCs. Mark also took the time to brag on the Southeast Harris County PIO Group that has been working together to share best practices.

#### **Adjournment**

- a)** Motion to adjourn the meeting was made, seconded, and motion carried.

LA PORTE, MORGAN'S POINT, & SHOREACRES LEPC **TREASURER'S REPORT**



REPORT DATE: November 14, 2019

**BALANCE AS OF LAST REPORT: October 10, 2019**

Checking Account Balance	\$ 45,226.46
<b>TOTAL FUNDS:</b>	<b>\$ 45,226.46</b>

**RECEIPTS SINCE LAST MEETING:**

	\$32,143.42
<b>TOTAL RECEIPTS SINCE LAST MEETING:</b>	<b>\$ 32,143.42</b>

**DISBURSEMENTS SINCE LAST MEETING:**

	\$ 42,097.50
<b>TOTAL DISBURSEMENTS SINCE LAST MEETING:</b>	<b>\$ 42,097.50</b>

Checking Account Balance as of October 31, 2019	\$ 35,272.38
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<b>TOTAL AVAILABLE FUNDS as of October 31, 2019</b>	<b>\$ 35,272.38</b>
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*Sydney Kennedy*  
LEPC Coordinator