



## **Meeting Agenda**

February 13, 2020

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
  - ☒ Incidents
  - ☒ 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
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Old Business

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New Business

- 2020 Full Scale Exercise

Presentations

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Good of the Order

- Brag Report

Adjournment



## Meeting Minutes

January 9, 2020

### Call To Order

Justin Cox called to order the regular meeting of the LEPC on **January 9, 2020** at 11:04 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 **November 14, 2019** meeting minutes. Lance Hardcastle, LyondellBasell LP, seconded the motion. A vote was taken; Motion carried.

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

In November, the total disbursements equaled \$3,379.10. The total available funds as of November 30th were \$32,993.60. The total receipts received this month equaled \$1,100.32 including Contributions and Refunds. Disbursements included Office supplies and Christmas on Main supplies.

In December, the total disbursements equaled \$765.70. The total available funds as of December 31st were \$57,690.40. The total receipts received this month equaled \$25,462.50 including 2019 & 2020 Contributions and our 2019 TCEQ Grant. Disbursements included Office supplies, Christmas on Main supplies and our Emergency Preparedness App.

A motion by Kirk Glasgow, South Coast Terminals, was made to accept the **November and December** budget reports. Lisa Boozer, Chemours, seconded the motion. A vote was taken; motion carried.

### Reports

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

##### 1. Incidents –

**Level 3:** Altivia – On 12/18/19, Altivia placed a Level 3 notification. This Level 3 was intended to be a test, but was sent in as a live incident. Altivia representative, Jeff Grimes, apologized on behalf of the site for the error in notification.

**Level 2:** LyondellBasell Bayport Polymers – On 12/6/19, an offsite power issue caused a plant upset; an electrical worker was injured, so the facility wanted to make neighbors aware of emergency traffic to the site.

**Level 2:** LyondellBasell Choate – On 12/11/19, a Level 2 was issued to announce a large equipment move to the site that was going to impact Bay Area Blvd.

**2. E-Notify Update – Dan Heiken:** Dan stated that the pipeline mapping in E-Notify has been updated. There will be more e-Notify training in the spring. As we get closer, the dates and times will be sent out.

**b. Emergency Response & Resources – Richard Bass:** The plan for 2020 is to piggyback off of the Emergency Communications Committee, working on a procedure for reporting after-hours drills and participating in any drills moving forward. There was a discussion of a social media workshop for the LEPC 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:** Christmas on Main was a huge success and the turnout was wonderful.
- f. **Membership Committee – Clayton Hackett:** Attendance is very important, so Clayton encouraged members to make sure that they sign in in the back of the room. Clayton will be contacting the companies that have less than the required attendance and encouraging them to attend more meetings in the future. Clayton also reminded the membership to make sure they are receiving LEPC emails, and if they are not to reach out to Kristin or Sydney.
- g. **Golf Tournament – Richard Bass:** An official date for the 2020 LEPC Golf Tournament has been set for March 25<sup>th</sup>. The flyer was placed in the back of the room and displayed on the front wall during the meeting. There are many different levels for sponsorship including those for companies not wanting to participate in the tournament themselves. Richard encourages members to reach out to their vendors to attend the tournament as well. The flyer will be updated with what the earnings from the golf tournament will be going toward. Proceeds from the Golf Tournament are planned to cover a full-scale LEPC exercise and possibly involvement in the Household Hazardous Waste Day with the City of La Porte.

#### **Old Business**

- a) **Tier II Training:** The Tier II Chemical Reporting Program held trainings in December and January. Members were asked if they had attended the trainings and if they had anything to share with the membership. Members were reminded to have their Tier II reports turned into the city by March 1<sup>st</sup>. Clayton Hackett, Southern Ionics, did mention that everyone needs a STEERS account now, you are unable to share it as you have in the past.

#### **New Business**

- a) **2020 Membership Dues:** The 2020 LEPC Contribution Worksheet was provided to members. Members were reminded that these must be turned in with their company's contribution by the end of March. Members are encouraged to get these dues in earlier rather than later.
- b) **2020 Member Update Forms:** The 2020 Member Update Forms were provided to members. Members were encouraged to go online and complete this form as soon as possible. Justin's expectations as Chairperson are that every company has two representatives listed and that if the primary representative is unable to attend, that they are sending their alternate representative in their place.
- c) **Nominations for Vice Chairperson:** Jeff Suggs, Kuraray nominated Richard Bass, Kuraray, Donald Ladd, City of La Porte Fire Department, seconded this nomination. No other nominations were made. Motion passed.
- d) **Bylaws Review:** Justin Cox reviewed the proposed bylaw changes with the membership in the form of a PowerPoint presentation. The main goal of these changes was to provide greater clarification on various sections, update to reflect current practices, to ensure accountability of LEPC members and to review existing Standing Subcommittees and update to streamline the efforts of the LEPC.

#### **Presentations**

- a) A presentation was made by Steve Childers of Haz Mat Special Services, providing vendor information.

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

- a) Jeff Suggs, Kuraray, recognized National Law Enforcement Appreciation Day.
- b) Johnny Morales, City of La Porte, wanted to recognize and thank Tracey Cline, Shell and Denise Lee, citizen for assisting the OEM in an evening SIP drill for the city in December.

#### **Adjournment**

- a) Motion to adjourn the meeting was made, seconded, and motion carried at 11:45 a.m.

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



REPORT DATE: February 13, 2020

**BALANCE AS OF LAST REPORT: January 9, 2020**

Checking Account Balance	\$ 7,690.40
<b>TOTAL FUNDS:</b>	<b>\$ 57,690.40</b>

**RECEIPTS SINCE LAST MEETING:**

	\$33,579.11
<b>TOTAL RECEIPTS SINCE LAST MEETING:</b>	<b>\$ 33,579.11</b>

**DISBURSEMENTS SINCE LAST MEETING:**

	\$ 197.98
<b>TOTAL DISBURSEMENTS SINCE LAST MEETING:</b>	<b>\$ 197.98</b>

Checking Account Balance as of	\$ 91,071.53
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<b>TOTAL AVAILABLE FUNDS as of January 31, 2020</b>	<b>\$ 91,071.53</b>
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*Sydney Kennedy*  
LEPC Coordinator