



## **Meeting Agenda**

July 9, 2020

11:00 AM

Virtual Meeting due to COVID-19 concerns

Call to Order

Pledge of Allegiance

Introductions

Approval of Minutes from Prior Month

Approval of Treasurer's Report

Committee Reports

- Planning: Lance Hardcastle
- Emergency Response and Communications: Johnny Morales
  - A. Incidents
  - B. E-Notify Updates: Dan Heiken
- Public Education & Information: Denise Lee & Sydney Kennedy
- Training and Exercise: Jeff Suggs
- Membership: Clayton Hackett
- Golf Tournament: Richard Bass

Old Business

- 2020 Membership Dues
- 2020 Membership Update Forms
- LEPC Email Address Change
- Commodity Flow Study - Kristin

New Business

- Wally Wise Program Video - Kristin

Presentations

- Presentation by April Steger, CTEH

Good of the Order

- Brag Report

Adjournment



## Meeting Minutes

June 11, 2020

### Call To Order

Justin Cox called to order the regular meeting of the LEPC on **June 11, 2020** at 11:00 a.m. on a virtual Teams meeting.

### Introductions

Members are reminded to sign into the meeting with their company name so as to record proper attendance.

### Approval of Minutes from Last Meeting

A motion was made to accept the **March 12, 2020** meeting minutes and seconded. A vote was taken; motion carried.

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

In March, the total disbursements equaled \$33,739.77. The total available funds as of March 31st were \$98,623.18. The total receipts received this month equaled \$34,619.28 including Contributions, refunds and Golf Tournament registrations. Disbursements included office supplies, insurance, Golf Tournament supplies, March member lunch and a \$25,000 payment to Emerge.

In April, the total disbursements equaled \$22.72. The total available funds as of April 30th were \$98,600.46. No receipts were completed in April. Disbursements included office supplies.

In May, the total disbursements equaled \$45,736.30. The total available funds as of May 31st were \$80,559.66. The total receipts received this month equaled \$27,695.50 including Contributions and Golf Tournament registration. Disbursements included office supplies, LPHS \$1,000 scholarship, siren repairs (5,000), Secretarial services (13,000) and a \$25,000 Emerge payment.

A motion was made to accept the **March, April and May** budget reports and seconded. A vote was taken; motion carried.

### Reports

- a. **Planning – Lance Hardcastle:** Planning Committee is working on the Haz Mat Annex Q review for this year.
- b. **Emergency Response and Communications – Johnny Morales:**
  1. **Incidents –**

**Level 1:** LyondellBasell La Porte had one Level 1 incident which included loss of containment on a pipe rack. The pipe rack was near a county ditch but the material itself never got offsite. The ERT responded and mitigated the emergency. All downwind monitoring and sampling showed that there was no offsite impact. This incident was well communicated.
  2. **E-Notify Update – Dan Heiken:** No report.
- c. **Public Education & Information – Denise Lee & Sydney Kennedy:** Since the PE&I Committee depends so heavily on the school districts, we are waiting for their go ahead before we continue work on any projects we had started such as the Wally Wise Program right now.
- d. **Training and Exercise – Jeff Suggs:** The Fall Drill is currently on hold due to COVID19 precautions. CIMA is unable to meet currently for preparation for this drill. This will be monitored and changes will be made accordingly.

- e. **Membership Committee – Clayton Hackett:** No report.
- f. **Golf Tournament – Richard Bass:** The Golf Tournament has been rescheduled for October 14, 2020 and we do not currently see any issues arising with that as golf courses are currently open within COVID19 restrictions. In August we will begin discussing preparation for the 2020 Golf Tournament.

#### **Old 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.
- c) **LEPC Email Address Change:** Sydney reminded the membership that the LEPC email has changed to [lepc@laportetx.gov](mailto:lepc@laportetx.gov). This will be sent out with the follow-up to this meeting.

#### **New Business**

- a) **Transportation Study:** Kristin received a quote in the amount of \$27,500 for the locations that had been requested to study. This amount does call for general membership approval, which was requested via survey link in Teams meeting. Vote was taken and this amount was approved as a non-budgeted item for this year.

#### **Presentations**

- a) A presentation was made by Kevin Sharp of Nouryon Battleground, providing an overview of the company.

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

- a) David Wade spoke briefly on the new credentialing process. Harris County is no longer going to require any specialized credentialing from industry within Harris County. Any questions regarding this, please reach out to David Wade.
- b) Kristin Gauthier gave a huge shout out to industry for being such supporting partners during COVID-19. The City of La Porte is extremely grateful for the outpour of assistance including providing PPE, hand sanitizer, food for first responders and more. There was a slide created in thanks that will be sent out with the meeting follow-up.

#### **Adjournment**

- a) Motion to adjourn the meeting was made, seconded, and motion carried at 12:00 p.m.

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

REPORT DATE: July 9, 2020

**BALANCE AS OF LAST REPORT: June 11, 2020**

Checking Account Balance \$ 80,559.66

**TOTAL FUNDS: \$ 80,559.66**

**RECEIPTS SINCE LAST MEETING:**

\$16,287.11

**TOTAL RECEIPTS SINCE LAST MEETING: \$ 16,287.11**

**DISBURSEMENTS SINCE LAST MEETING:**

\$ 22.72

**TOTAL DISBURSEMENTS SINCE LAST MEETING: \$ 22.72**

**Checking Account Balance as of June 30, 2020 \$ 96,824.05**

**TOTAL AVAILABLE FUNDS as of June 30, 2020 \$ 96,824.05**

*Sydney Kennedy*  
LEPC Coordinator