



Meeting Agenda

October 8, 2020

11:00 AM

Virtual Meeting

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
- Training and Exercise: Jeff Suggs
- Membership: Clayton Hackett
- Golf Tournament: Richard Bass

Old Business

New Business

Presentations

- Presentation by Agustin Benavides, Enterprise Products

Good of the Order

- Brag Report

Adjournment



Meeting Minutes

August 13, 2020

Call To Order

Justin Cox called to order the regular meeting of the LEPC on August 13, 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 accurately record attendance. No new members or guests were announced.

Approval of Minutes from Last Meeting

A motion was made to accept the July 9, 2020 meeting minutes and seconded. A vote was taken via an electronic poll; Motion carried.

Approval of Treasurer's Report from the Last Month

The total available funds as of the last report was \$96,824.05. The total receipts received this month equaled \$14,980.50 including a donations from Chemours of \$3,000.00 dollars for Automatic Hand Sanitizer Dispensers. In July, the total disbursements equaled \$13,772.72. Disbursements included office supplies and first payment on the commodity flow study. The total available balance as of July 31st was \$98,031.83. A motion by a member was made to accept the August budget report and seconded. A vote was taken via an electronic poll; motion carried.

Reports

- a. **Planning – Lance Hardcastle:** No report or updates.
- b. **Emergency Response and Communications – Johnny Morales:**
 1. **Incidents –**
 - a) The City of La Porte experienced a siren malfunction during a routine test. A CAER message was the only notification method not used; will be used in the future.
 - b) INEOS – Level. 2 - Small product leak from side of truck due to cap not being sealed correctly. No off-site impact.
 - c) Flaring from LyondellBasell La Porte - A concerned resident from Baytown was seeking more information. We as industry and the City could do a better job explaining what flaring is and why it occurs.
 2. **E-Notify Update – Dan Heiken:**

Dan investigated City of La Porte malfunction; log files reported no issues. Monitored Saturday and Tuesday tests and found no issues. Training is available to anyone who needs it for E-Notify.
- c. **Public Education & Information – Denise Lee & Sydney Kennedy:** The PE&I Committee will be working on developing virtual training ideas for daycares.
- d. **Training and Exercise – Jeff Suggs:** The full-scale drill has been canceled due to COVID-19 precautions. Another drill may happen around November; will update the LEPC as we get closer.
- e. **Membership Committee – Clayton Hackett:** No updates.
- f. **Golf Tournament – Richard Bass:** The Golf Tournament has been rescheduled for October 14, 2020 and we do not currently see any issues arising as golf courses are currently open within COVID-

19 restrictions. A survey will be sent out to membership to gauge interest and what would be our path forward, while remaining safe.

Old Business

- a) **2020 Membership Dues and Contact Updates:** 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. The 2020 Member Update Forms were provided to members. Members were encouraged to go online and complete this form as soon as possible. Kristin mentioned that we have done a really good job this year, and thanked the LEPC for being diligent.
- b) **Wally Wise Program Video:** Johnny showed a draft of the new Wally Wise program video for kids. LEPC can expect a complete video by end of October. Updates will be shared as the project nears completion.

New Business

- a) **2021 LEPC Budget Proposal:** Justin presented the LEPC 2021 proposed budget to the membership. Changes include: Increases include: Whelen Repairs of \$1,000, Emergency Preparedness App – \$300 to cover a 2-year subscription, and LPHS scholarship of \$1,000 to cover two scholarships. Decreases include: \$1,000 for LEPC workshop as the workshop is no longer being conducted, and \$500 decrease for SIP performance. The proposed budget will be voted on at the next meeting.
- b) **2021 Safety Fair:** The Safety Fair has been canceled. We are looking for virtual options and will reach out to organizations as needed.

Presentations

- a) A presentation was made by David Bierling, Texas A&M transportation Institute on the Commodity Flow Study.

Good of the Order

- a) Kristin Gauthier thanked the LEPC and industry for all of their support and assistance to the City of La Porte and the surrounding areas during COVID-19.

Adjournment

- a) Meeting was adjourned at 11:47 a.m.



Meeting Minutes

September 10, 2020

Call To Order

Kristin Gauthier called to order the regular meeting of the LEPC on **September 10, 2020** at 11:02 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. No new members or guests.

Approval of Minutes from Last Meeting

The August meeting minutes will be voted on at the October membership meeting.

Approval of Treasurer's Report from the Last Month

The total available funds as of the last report were \$98,031.83. The total receipts received this month equaled \$1,500.00 for the LEPC Golf Tournament. The total disbursements equaled \$6,255.32. Disbursements included office supplies and hand sanitizer stations that were funded by a \$3,000 grant from Chemours. An initial purchase made for the hand sanitizer stations will be refunded. As of August 31st, the total available balance was \$93,276.51.

A motion by a member was made to accept the **September** budget report and seconded. A vote was taken via an electronic poll; motion carried.

Reports

- a. **Planning – Lance Hardcastle:** Lance met with David Bierling regarding the transportation study to establish a project schedule. In October, TTI will focus on development of a safety and communications plan, and will share with the subcommittee for review. The LEPC will share the plan with the City so they are aware about where the data collection points will be located. November 2020 through May 2021 will be the timeframe for data collection. Analysis will occur from May 2021 through July, and the final report will be ready by July 2021. Progress is being made.
- b. **Emergency Response and Communications – Johnny Morales:**
 1. **Incidents –**
 - a) No incidents to report
 2. **E-Notify Update – Dan Heiken:**
No report
- c. **Public Education & Information – Denise Lee & Sydney Kennedy:** We are on track for the Wally Wise animated video to be completed by October. A lot of our educational programs have been canceled this year, so we are looking at ways we can continue outreach in a virtual environment.
- d. **Training and Exercise – Jeff Suggs:** Committee wants to do a tabletop exercise with the City this year, since the full-scale exercise was canceled. Will discuss more over the next couple of months.
- e. **Membership Committee – Clayton Hackett:** No updates.
- f. **Golf Tournament – Richard Bass:** The Golf Tournament has been canceled based on the number of teams that were going to participate. The subcommittee is planning to provide some sort of recognition to companies that made their registration fees a donation to the LEPC.

g. Safety Fair – Kristin reminded the membership that the Safety Fair has been canceled this year.

Old Business

a) 2021 Budget Approval: The proposed budget was presented last month, and sent to the membership for review. A vote was taken via an electronic poll; motion carried.

New Business

No new business

Presentations

The presentation scheduled for today was canceled, and will be rescheduled for a later date.

Good of the Order

- a)** Lisa Boozer announced that Chemours is starting a big turnaround on September 25th for six weeks, so you may see increased traffic on Sens Road.
- b)** Herbert Ratcliff with Praxair announced that, as of September 1st, Praxair has become Linde Corporation.
- c)** Kristin once again thanked industry for their support during the COVID-19 pandemic, especially Chemours for the \$3,000 grant they provided to purchase hand sanitizer stations for all City buildings. Shell Deer Park has also awarded a \$3,000 grant to the City to purchase disinfectant foggers for City facilities and equipment. The City continues to appreciate the support from industry.

Adjournment

a) Meeting was adjourned at 11:20 a.m.

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



REPORT DATE: October 8, 2020

BALANCE AS OF LAST REPORT: September 10, 2020

Checking Account Balance \$ 93,276.51

TOTAL FUNDS: \$ 93,276.51

RECEIPTS SINCE LAST MEETING:

\$6,627.25

TOTAL RECEIPTS SINCE LAST MEETING: \$ 6,627.25

DISBURSEMENTS SINCE LAST MEETING:

\$ 4,372.72

TOTAL DISBURSEMENTS SINCE LAST MEETING: \$ 4,372.72

Checking Account Balance as of September 30, 2020 \$ 95,531.04

TOTAL AVAILABLE FUNDS as of September 30, 2020 \$ **95,531.04**

Kristin Gauthier