



**Greater Baytown-Chambers County LEPC**  
205 East Wye Drive  
Baytown, TX 77521

**AGENDA**  
**Meeting No. 378**  
**November 17, 2020**

1. Submission and approval of the minutes of the previous meeting
2. Standing Committee Reports
  - Communications – David Alamia
  - Planning – Esteban Garcia
  - Emergency Response and Resources – Vacant (will seek replacement once in person meetings resume)
  - Public Education and Information – Connie Tilton
3. Old Business
  - None
4. New Business
  - LEPC Expenditure Report
  - 2021 Budget
  - December meeting
  - Incidents To Report
5. Good and Welfare
6. Adjourn



November 17, 2020

To: All LEPC Members

RE: Minutes of Meeting No. 378 Held November 17, 2020

The following people attended the meeting:

Tony Irby	Jamie Galloway	David Alamia	Larry Cloud	Gerard Gutowski	Julie DeTorre
Connie Tilton	Kiska Boyd	Steve Garcia	Gerard Gutowski	Blake White	Dan Heiken
Danny King	David Wade	Kyle Bilnoski	Jhulio Rivera	Jesse Legros	Tammy Myers
Richard Curtis	Rick Deel	Ryan Holzaepfel	Michael Wong		

Meeting called to order.

October's meeting minutes were emailed to members prior to the meeting. The request was made for any corrections/questions/comments.

Motion to accept minutes was made by Julie DeTorre and seconded by Connie Tilton. Motion carried.

**Sub-Committee Reports:**

- Communications -- David Alamia: No updates, everything working well. The maintenance contractor came and serviced all the sirens.
- Planning -- Esteban Garcia: No updates.
- Emergency Response and Resources -- Vacant
- Public Education and Information -- Connie Tilton -- Wanted to thank the group for the approval last month to spend the money on the Public Outreach campaign developed by her intern. She is working on making calls and getting a plan in place and will move forward with the plan in January or February.

**Old Business**

- None

### New Business


- LEPC Expenditure Report – Misty Bridges presented the monthly expenditure report for November. A motion to accept was made by Jamie Galloway and seconded by Connie Tilton. Motion carried.
- Budget 2021 – Recommended we carry over a flat budget with the following exceptions:
  - 1) Lowered expected income to \$20k due to split with Chambers County
  - 2) Added in the \$50k to Public Education line item for the Public Outreach Campaign approved last month
  - 3) Removed the HAM Radio Computer line item due to it being a one time purchase\*Motion to approve 2021 Budget was made by Kiska Boyd, seconded by Steve Garcia. Motion carried and budget for 2021 was approved.
- December Meeting – Discussion as to whether or not to cancel the December meeting as we have in years past. Motion made to cancel by David Alamia and seconded by Julie DeTorre, motion carries.
- Incidents to Report: None


### Good and Welfare

- Steve Garcia – ExxonMobil had a Site evacuation drill for the Admin Building inside the plant to test their evacuation plan. In 2019 when they released non-essential personnel during an incident they experienced the Katrina effect. This time they released the buildings floor by floor to help control traffic. Everyone was out in 35 minutes so it was very successful.
- Jamie Galloway – After some restructuring at the Fire Department, Emergency Management now reports directly to Chief Dobson from this point forward.
- David Wade – 2021 CERT Rodeo has been postponed and could possibly be rescheduled for October. He will let us know as soon as he has more information.

Motion to adjourn was made by Connie Tilton and seconded by Kiska Boyd. Motion carried.

Signatures:

  
Misty Bridges  
Secretary

  
Tony Irby  
Chairperson

# LEPC Expenditure Report

Nov-20

## DEPOSITS

Descriptions	Amount	Check #	Deposit Date
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<b>Total</b>	<b>\$0.00</b>		
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## EXPENSES

Descriptions	Amount	Check #	Date
CNASurety	\$157.00	CC	10/14/2020
Doordash Outback Steakhouse	\$73.99	CC	10/20/2020
Misty Bridges	\$525.00	1108	11/3/2020

<b>Total</b>	<b>\$755.99</b>		
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Balance from <u>previous meeting</u>	\$114,121.50
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Balance as of 11/10/2020	\$113,365.51
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## 2021 Budget Proposal

	<u>2020 Budgeted</u>	<u>2020 YTD</u>	<u>Recommended 2021 Budget</u>
<b><u>Income</u></b>			
Annual Dues	\$35,000.00	\$20,098.28	\$20,000.00
			*Lowered due to split from Chambers County
<b>Total Income:</b>	<b>\$35,000.00</b>	<b>\$20,098.28</b>	<b>\$20,000.00</b>
<b><u>Expenses</u></b>			
Secretarial Services	\$6,300.00	\$5,250.00	\$6,300.00
Meetings Food/Misc	\$6,500.00	\$1,385.03	\$6,500.00
Office Supplies	\$300.00	\$95.10	\$300.00
Postage Supplies	\$120.00	\$33.00	\$120.00
Bank Fees	\$500.00	\$25.32	\$500.00
Contractual Services	\$6,600.00	\$3,438.86	\$6,600.00
Public Education	\$20,000.00	\$0.00	\$50,000.00
LEPC Scholarship Fund	\$5,000.00	\$0.00	\$5,000.00
Education and Training	\$500.00	\$0.00	\$500.00
Taxes/Audit	\$4,500.00	\$900.00	\$4,500.00
Miscellaneous Expenses	\$500.00	\$0.00	\$500.00
CERT Rodeo Sponsorship	\$1,500.00	\$0.00	\$1,500.00
Computer Purchase HAM Radio	\$2,000.00	\$1,817.96	\$0.00
			*Lowered due to one time purchase
<b>Total Expenses</b>	<b>\$54,320.00</b>	<b>\$12,945.27</b>	<b>\$82,320.00</b>
<b><u>Banking</u></b>			
Community Resource	\$113,365.51		
Paypal (2020 Dues Paid)	\$11,449.06		
<b>Total LEPC Assets</b>	<b>\$124,814.57</b>		