



Greater Baytown Area LEPC
205 East Wye Drive
Baytown, TX 77521

AGENDA
Meeting No. 411
October 10, 2023

1. Submission and approval of the minutes of the previous meeting
2. Standing Committee Reports
 - Communications – David Alamia
 - Planning – Matt Trail
 - Emergency Response and Resources – Asst. Chief Ronald Roberts
 - Public Education and Information – Connie Tilton
3. Old Business
 - Baytown Nurture Nature Festival – Saturday, October 14th from 10-4:00
 - Hot Zone Conference October 19-22, 2023
4. New Business
 - LEPC Expenditure Report
 - Buxus Presentation – Lindsay Sander and Jay Prothro
 - Incidents To Report
5. Good and Welfare
6. Adjourn



Local Emergency Planning Committee

Greater Baytown Area LEPC
205 East Wye Drive
Baytown, TX 77521

October 10, 2023

To: All LEPC Members

RE: Minutes of Meeting No. 411 Held October 10, 2023

The following people attended the meeting:

Tony Irby	David Wade	Brett Conaway	David Alamia	Clifford Sorg	Samuel Saucedo
Dalton Rein	Meredith Schimek	Ronnie Wilson	Thomas Quinn	Pat Neel	Jonathan Royder
Amanda Schonier	Blake White	Erik Pierce	Lisa Spence	Jeremy Rawlinson	Melinda LeJeune
Matt Trail	Wesley Hallof	Jennifer Randolph	Michael Lowe	Mark Winter	Ashlyn Campo
Allysia Kizzee					

Meeting called to order.

September’s meeting minutes were emailed to members before the meeting. The request was made for any corrections/questions/comments.

Motion to accept minutes was made by Matt Trail and seconded by Ronnie Wilson. Motion carried.

Sub-Committee Reports:

- Communications – Thomas Quinn: We currently have one siren out. Goddard came in and did preventative maintenance as well as upgraded four sites. Trained dispatch on Rave and Baytown Alert.
- Planning – Matt Trail: We are one week away from our Cyber Security exercise on October 20th. There are still slots available for those who have not signed up yet. So far, we have five companies participating, a few local governments and seven observers. There is no cap except the occupancy of the room and check-in will start at 7:30am. The planning team has been working for almost a year planning this exercise. The focus will be what are our plans for cyber response targeted attack using a new vulnerability and he gave us a detailed description of the scenario. Matt would like to make a motion for the LEPC to provide no more than \$1,000 to be spent on breakfast and lunch for all participants. Ronnie seconded the motion, vote taken, motion carried. In addition, this will be Matt’s last week in his current position and Wesley Hallof will be taking his place.
- Emergency Response and Resources – Fire department has participated in a couple of exercises with industry. They participated in one with ExxonMobil on Friday and they have another coming up soon with Raven as well.
- Public Education and Information – Connie Tilton: Nurture Nature Festival on Saturday.

Old Business

- Hot Zone Conference – attendees have been registered that requested to attend.

New Business

- Additional Budget Discussion – Tony Irby wanted to make an amendment to the budget that was voted on and approved last month. Tony would like to make a motion to raise the secretarial services line item by 10%, David Alamia seconded. Vote was taken and motion carried. Matt Trail thinks the number sounds very low and suggests we do a salary study of other LEPC’s to see if we are close to the benchmark they are at. David said he would ask around and bring the information to November’s meeting.
- LEPC Expenditure Report – Misty Bridges presented the monthly expenditure report for October. A motion to accept was made by Erik Pierce and seconded by Clifford Sorg. Motion Carried.
- 2024 Budget Approval – Budget was presented at last month’s meeting. A motion was made by Erik Pierce and seconded by Ronnie Wilson. Motion carried; budget passed.
- Incidents to report:
Matt Trail: They received calls about a ground flare they had going off a couple of months ago.


Good and Welfare

- Robert Marquez – Wanted to thank everyone on behalf of GCCISD for the SIP Kits put together by the LEPC. He is in the process of putting final touches on the one page insert that will be placed inside.
- Raven representative says he is looking forward to working with everyone.
- David Wade – David wanted to introduce Brett as the new Industrial Relations Liaison who will backfill Blake’s position. Brett comes from an industry background.
- There will be E-Notify Training Oct. 24th in La Porte and October 25th in Pasadena. Misty will email out information for those interested in attending. Please send anyone who needs training or who could use a refresher. You should have at least five people at your facility trained to put them out in the event your primary is not available.
- Erik Pierce – Chevron is going well, and they are hoping to be finished by next month.

Motion to adjourn was made by Matt Trail and seconded by Robert Marquez. Motion carried.

Signatures:


Misty Bridges
Secretary


Tony Irby
Chairperson

LEPC Expenditure Report

23-Oct

DEPOSITS

Descriptions	Amount	Check #	Deposit Date
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Total	\$0.00		
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EXPENSES

Descriptions	Amount	Check #	Date
Wix.com	\$181.86	CC	9/6/2023
Amazon (SIP Kits Grant Funded)	\$1,250.52	CC	9/9/2023
Luna's	\$510.70	CC	9/13/2023
Nafeco (shipping charge)	\$76.96	CC	9/14/2023
Nafeco (Grant Funded)	\$2,615.50	CC	9/14/2023
Misty Bridges	\$600.00	1164	9/19/2023

Total	\$5,235.54		
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Balance from <u>previous meeting</u>	\$126,586.02		
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Balance as of 9/30/23	\$121,350.48		
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LEPC Sign-in Sheet

Today's Date: October 10, 2023

Print Name	Company	Email Address (If Not On File)
1. David Wake	HCOHSEM	N/C
2. Brett Conaway	HCOHSEM	brett.conaway@orn.hctx.net
3. Tony IRBY	LCY ELASTOMERS	ON FILE
4. DAVID ALAMIA	COBOEM	_____
5. Clifford Sotg	Energy Transfer	Clifford.Sotg@energytransfer.com
6. Samuel Saucedo	Harris County PCTA CO	Samuel.Saucedo@PCTA.HCTX.NET
7. Dalton Rein	Pure Salt	on file
8. Meredith Schuck	Pure Salt	
9. RONNIE WILSON	EXXON BTEC	On file
10. FAT Neel	ARCANUM	fat.neel@Arcanumchem.com
11. Jonathan Royder	Citivan	royderjd@yahoo.com
12. AMANDA SACHNER	SPCC	AMANDA.SCHNER@SHELL.COM
13. Bruce White	HCOHSEM	on file
14. Jennifer Randolph	CPChem	jrandje@cpchem.com
15. Erik Pierce	CPChem	on file
16. Lisa Spence	Pure salt	on file
17. TERRY RABINOV	MBED	trabinov@montbelvieu.net
18. Melinda LeJeune	MB	mlejeune@montbelvieu.net
19. Matt Trail	XOM	of
20. Wesley HALLOF	XOM	Wesley.M.Hallof@ExxonMobil.com
21. Michael Lowe	HCPCS	Michael.lowe@pcs.hctx.net
22. Thomas Quinn	COB OEM	thomas.quinn@baytown.org
23. MARK WINTER	SETPC - UTMB	mwinter@utmb.edu
24. Ashlyn Campu	Resolute Enviro.	ashlyn@resolute-response.com
25. Allysia Kizzee	Houston Baytown Methodist	akizzee@houstonmethodist.org
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