

*The Deer Park LEPC is a cooperative partnership between community, government, emergency response agencies, businesses, and industry striving to promote and maintain public health and safety by preparing for hazardous materials-related incidents as part of a comprehensive community program. Our goal is to protect citizens and the environment by providing hazard awareness education, training exercises, emergency response plans and an emergency notification system.*

DEER PARK LOCAL EMERGENCY PLANNING COMMITTEE  
P. O. BOX 700  
DEER PARK, TEXAS 77536

AGENDA  
of

A MEETING OF THE DEER PARK LOCAL EMERGENCY PLANNING COMMITTEE EXECUTIVE COMMITTEE TO BE HELD AT DEER PARK CITY HALL, LOBBY CONFERENCE ROOM, 710 E SAN AUGUSTINE, DEER PARK, TEXAS, ON JANUARY 6, 2020 BEGINNING AT 11:00 A.M. TO DISCUSS THE FOLLOWING BUSINESS:

Minutes – Approval of Minutes of November 4, 2019

COMMITTEE REPORTS

Executive Committee

Plant Manager Breakfast (Date)  
Programs for 2020  
LEPC SubGrant Application

Communications

Additional siren funding

Community Awareness

Shelter-In-Place Training at Maxwell Center – January 31<sup>st</sup>  
2020 Volunteer Opportunities

Emergency Response/Transportation

2020 Drill Plan

NEW BUSINESS

Administrative

2020 Meetings (Mar 2, May 4, Aug. 10, Sept 14, Nov. 2)

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Shannon Bennett  
Secretary/Treasurer



DEER PARK LOCAL EMERGENCY PLANNING COMMITTEE

710 EAST SAN AUGUSTINE STREET

DEER PARK, TEXAS 77536

Minutes

of

A MEETING OF THE EXECUTIVE COMMITTEE OF THE DEER PARK LOCAL EMERGENCY PLANNING COMMITTEE HELD ON JANUARY 6, 2020 AT 11:00 A.M. AT CITY HALL, CONFERENCE ROOM. 105, 710 EAST SAN AUGUSTINE, DEER PARK, TEXAS, WITH THE FOLLOWING MEMBERS PRESENT:

JAMES STOKES	CHAIRMAN
KEVIN MACHEMEHL	VICE-CHAIRMAN
SHANNON BENNETT	SECRETARY/TREASURER
ROBERT HEMMINGER	COMMUNICATIONS CHAIR
CHRISTINA PEREZ	COMMUNITY AWARENESS CHAIR
ROBERT CAMPISE	EMERGENCY RESPONSE/ TRANSPORTATION CHAIR

CALL TO ORDER – Chairman Stokes called the meeting to order at 11:00 a.m.

**APPROVAL OF MINUTES**

Motion was made by Christina Perez and seconded by Kevin Machemehl to approve the minutes of the September 9, 2019 meeting. Motion carried unanimously.

New Board Member Robert Campise introduced himself and gave an overview of his work history.

**COMMITTEE REPORTS**

**James Stokes, Executive Committee Chairman, reported:**

**Plant Manager Breakfast (date)** – The Committee discussed the Plant Manager’s breakfast and scheduled the breakfast for Thursday, March 5, 2020 at 7:30 a.m. in the City Hall Council Chambers.

**Programs for 2020** – Chairman Stokes advised he would like to have as many programs as possible and solicited ideas from the Committee. Mr. Hemminger suggested getting CTEH to speak on air monitoring.

Secretary/Treasurer Shannon Bennett commented, “I will have Loretta create a list of all programs and reach out to the other local LEPC’s for ideas.”

Vice Chairman Machemehl suggested the City conduct a training with City employees on Shelter-in-Place.

**LEPC SubGrant Application** – Mr. Hemminger commented, “This is the same grant we received a couple of years ago, but it’s much more limited. That first year they had a lot of money, now they are limiting it to \$15,000. There was not anything that stood out to me, which we needed to ask for funds for any projects.”

Ms. Perez suggested the residential and business packet be funded with the grant.

Mr. Stokes suggested using the grant for public outreach items given away at events.

**Robert Hemminger Communications Committee Chair, reported:**

**Additional Siren Funding** – “The City pre-funded the full three phase siren and front panel upgrade estimated to be \$180,000. The LEPC was going to fund it with budgeting \$60,000 a year over three years. With replacing the components, it was discovered that the 25 year old speaker drivers were out as well. There are 10 siren sites with five speakers each, a total of 50 speaker drivers in all, 25 are not working. The repair of that component is \$52,517 quoted from CrossPoint. With that quote, they also quoted a cost for the preventive maintenance, which will cost \$13,200 per year. That is two visits twice a year to all 10 siren sites. If we couple them and budget a fourth year of the project it’s a total of \$65,700 which is close to what we budgeted for the three years and with adding a fourth year.”

Vice Chairman Machemehl asked, “What does the preventive maintenance cover?”

Mr. Hemminger responded, “They perform a diagnosis and identify non-working parts such as the batteries.”

Motion was made by Christina Perez and seconded by Robert Hemminger to approve a recommendation to fund \$52,517 through a fourth year and ask the City Council to amend their budget to pre-fund the project. Motion carried unanimously.

**Christina Perez, Community Awareness Subcommittee Chair, reported:**

**Shelter-In-Place Training** – “We are conducting a Shelter-In-Place training at the Maxwell Center on January 31, 2020 in conjunction with Parks and Recreation at 10:00 a.m. It is similar to the Shelter-In-Place presentation given at the Community Advisory Council. Also, we will have a couple of people helping the seniors fill out the form to sign up for the Code Red notifications.”

Chairman Stokes advised that Kristen Callahan could do a press release through the City’s Facebook page.

**2020 Volunteer Opportunities** – Ms. Perez presented a list of events the Committee will participate in this year and solicit volunteers, which includes San Jacinto Day, Shell Fun Run, Salute to Education, National Night Out and the Hot Zone Conference.

**Robert Campise Emergency Response/Transportation Committee Chair, reported:**

**2020 Drill** – “Once we get with CIMA, we will be able to see what the drill plans are. Mr. Turvey mentioned there were funds to get an outside facilitator.”

Vice Chairman Machemehl advised the budget has funds budgeted for a facilitator and meals.

**NEW BUSINESS**

Ms. Bennett advised the committee that the employee count was emailed to each plant. They are due at the end of January. If there is no response, we will use the count from the previous year.

Vice Chairman Machemehl mentioned the attendance of the LEPC membership and noticed a few companies that only attended once. They should attend five per our by-laws. We can disqualify them and report them to the County Judge and SERC for no attendance and participation.

Chairman Stokes suggested in advance of the meeting, send the invite out and state the attendance record of the plant so the plant managers can know the attendance of their representative of their plant.

Ms. Perez suggested that we recognize the plants who have good attendance on the LEPC website.

**NEXT MEETING**

The next meeting of the Deer Park LEPC Executive Committee will be March 2, 2020 at 11:00 a.m. at City Hall.

Meeting adjourned at 11:30 a.m.

ATTEST:

APPROVED:

  
Shannon Bennett, TRMC  
Secretary/Treasurer

  
James Stokes  
Chairman

