

*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 March 2, 2020 BEGINNING AT 11:00 A.M. TO DISCUSS THE FOLLOWING BUSINESS:

Minutes – Approval of Minutes of January 6, 2020

COMMITTEE REPORTS

Executive Committee

Finalize Plant Manager Breakfast

Communications

Community Awareness

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

Strides for School 5K

2020 Volunteer Opportunities

LEPC SubGrant

Security Certificate for Website domains

Emergency Response/Transportation

2020 Drill Plan

NEW BUSINESS

Administrative

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

---

Shannon Bennett  
Secretary/Treasurer

*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

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 MARCH 2, 2020 AT 11:00 A.M. AT CITY HALL, LOBBY CONFERENCE ROOM, 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

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 January 6, 2020 meeting. Motion carried unanimously.

**COMMITTEE REPORTS**

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

**Finalize Plant Manager Breakfast** – Robert Hemminger Communications Chair advised the Committee of the final updates of the presentation to include Mayor Mouton giving the welcome and an overview of significant events (ITC Fire with Lessons Learned and Best Practices). Andrew Smith will give an update on the Novel Coronavirus (COVID-19). There will be updates on the Community Awareness Committee, Communications Committee, Annual Report of Meeting Attendance, 2020 Budget and the Incident Report Summary.

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

**Update of Sirens Project** – “We have issued the purchase order and all of the equipment has been ordered. We will schedule the installation once they are delivered. The front panel is in at all of the sites. We are still waiting on a component at one site. The other nine sites are working and making communication to the Dispatch Center.”

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

**Shelter-In-Place Training Recap – January 31<sup>st</sup>** – “The Shelter-In-Place Training went well. There were at least 30 citizens in attendance and were well received. There were a lot of questions and a lot of non-related questions. We signed a total of 13 citizens up for the CodeRED notifications. It was suggested that we have this meeting annually.”

**Strides for School 5K** - “This event is coming up in April. We would like to borrow a Parks and Recreation van to allow Wally to cool down. Can we arrange that?”

Secretary/Treasurer Shannon Bennett commented, “I have spoken with the Parks and Recreation Director Charlie Sandberg and he stated as long as the driver is a City employee who is on the City insurance that will be fine. When we are ready, he will provide a part-time Staff to drive the van.”

**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.

**LEPC SubGrant** – “We would like to revise the new residential and business packets under the grant to simplify and make more appealing.”

**Security Certificate for Website Domains** – Ms. Bennett commented, “We have three domains for the LEPC website that need to be registered. There will be an upfront cost and an annual fee estimated to be less than \$300.”

Chairman Stokes suggested we ask Kenzie Copeland to maintain the LEPC website until the City gets a replacement. If Ms. Copeland agrees, the LEPC Executive Board agreed to pay \$25 an hour.

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

**2020 Drill** – No report given.

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

**NEW BUSINESS**

Ms. Perez suggested that the ENS Network Notebook be updated or come up with a new way to distribute the Industry contact information.

Ms. Bennett commented, “I will verify to see if one of our contact list will be sufficient to meet all the needs of the ENS Network notebook. We were having issues with industry responding to our request to update their contact information. At the Plant Manager’s Breakfast, we distribute forms to update their information and that is transferred to our master plant contact list.”

Chairman Stokes asked if there would be a presentation at the next meeting, to which Mr. Hemminger advised Harris County Fire Marshal would make the presentation.

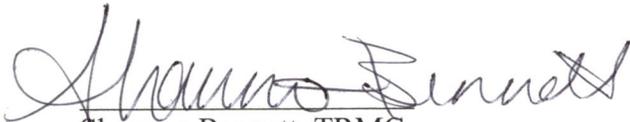
**NEXT MEETING**

The next meeting of the Deer Park LEPC Executive Committee will be May 4, 2020 at 11:00 a.m. at City Hall.

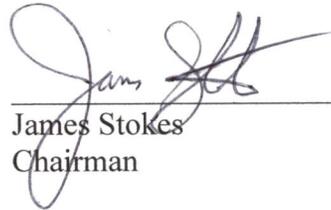
Meeting adjourned at 11:50 a.m.

ATTEST:

APPROVED:



Shannon Bennett, TRMC  
Secretary/Treasurer



James Stokes  
Chairman