LOCAL EMERGENCY PLANNING COMMITTEE
Minutes
March 20, 2014

ATTENDEES

Shayne Carter	Fluor Corporation
Daniel Corona	Nalco Champion
Chris Davis	Exxon Mobil Pipeline
Ron Drachenberg	Community Liason
Raymond Engelhardt	NRG Energy
Bob Gresser	Media Consultants
Denise Lee	John Crane Production Solutions
Ed Norman	FBC OEM
David Olinger	FBC OEM
Alan Spears	FBC OEM
Bob Stone	FBC OEM
Dan Trevino	Akzo Nobel
Vic Wade	Dow Chemical
David Walker	TDCJ Jester III Unit
Chuck Wolf	Media Consultants

The March meeting of the Fort Bend County LEPC was called to order at 3:00 pm by Chairman Raymond Engelhardt. Raymond thanked everyone for their attendance and mentioned to all to be sure to sign/update the LEPC & FBC OEM rosters before leaving.

MINUTES – Approval

The attending members of the Fort Bend County LEPC were asked to review the minutes from the February 20, 2014 meeting. It was mentioned that the November 12, 2013 date noted in the "MINUTES – Approval" section noted in last month's minutes needed to be changed to February 20, 2014. A motion to accept the minutes inclusive of the revision was made by David Walker and 2nd by Ron Drachenberg. Motion for approval of minutes passed.

TREASURER'S REPORT

Current account balance:	Checking	$216.86
	Savings	$8,054.21
	Total	$8,271.07

A motion was made by David Walker to accept the Treasurer's report and 2nd by Alan Spears. Motion for approval of Treasurer's report passed.

Raymond Engelhardt went on to state that he and Denise Lee needed to schedule a time to go to the bank and have the signatory authority transferred from his name into hers.

Ron Drachenberg also mentioned the need to formalize, adopt and communicate the LEPC's annual budget. He explained that showing a company a budget helps when asking for monetary assistance in the form of a donation. Ron went on to enumerate

the various categories previously included in past LEPC budgets; namely (1) monthly meeting expenses, (2) bank charges, (3) printing services, (4) membership fees, (5) postage, (6) photo ID's, (6) training, (7) travel & expenses, (8) advertising costs, (9) educational videos, (10) public education, (11) TDEM conference, (12) drills/exercises, (13) contingency fund,...

COMMITTEE REPORTS

Public Education – Ron Drachenberg

Nothing new to report

Administrative Finance –

It was mentioned that a Committee Chairperson has yet to be appointed for this committee.

Hazardous Materials – Mike Hafer/Ray Burciaga

No members present had knowledge of any incidents in and around the county.

Emergency Response – Alan Spears

Nothing new to report

OLD BUSINESS

- As mentioned during the February 20, 2014 meeting, Shayne Carter drafted a letter instituting both a dues structure and indicating that employers had an obligation to have a representative participate on the LEPC. It was decided that this letter would be emailed to all LEPC members for review and approval at the April 17, 2014 meeting.
- Chuck Wolf mentioned that all of the documentation, photos, etc. on the old LEPC website have now been transferred to PIERS. In addition, should you forget and type www.fbclepc.org you will be automatically redirected to http://www.fbcoem.org/go/doctype/1528/29907/. Chuck also asked all LEPC members to please review the new website and provide feedback at the April 17, 2014 LEPC meeting.
- Dan Trevino accepted the plaque from the FBC LEPC on behalf of Akzo Nobel. The plaque was presented to Akzo Nobel for a sizeable donation made to the FBC LEPC several months ago. [Note: A similar plaque will be bestowed upon Dow Pipeline.]

NEW BUSINESS

- Chuck Wolf inquired as to whether there is a requirement for the LEPC to conduct an annual exercise/drill. Alan Spears with FBC OEM said that he would look into this and report back at the April 17, 2014 LEPC meeting.
- Denise Lee to send out "UPDATE to Fort Bend County LEPC Membership" form in order to compile one joint attendance roster for both the FBC LEPC and FBC OEM with current contact information. Chuck Wolf to provide Denise Lee with the electronic version of the FBC LEPC and FBC OEM logos for inclusion insertion in the roster's header.

ANNOUNCEMENTS

- The Cat Spring VFD is holding its 2014 Annual BBQ & Auction Fundraiser on Saturday, April 26th.
- Fort Bend Household Hazardous Waste Events:
  - Saturday, May 17, 2014
  - Saturday, May 31, 2014

  [Note: It is currently though that these events will be free to residents of Fort Bend County.]

  Please contact Ron Drachenberg (281-793-8099) if you or a civic group with which you are affiliated might like to volunteer to participate in one or both of these events.

  More details (i.e., time, location, accepted materials, etc.) will be forthcoming!

NEXT MEETING DATE

April 17, 2014 at 3:00 pm

ADJORN:

Raymond asked for a motion to adjourn
Chuck Wolf made a motion to adjourn and 2nd by David Walker
Motion for adjournment passed
Meeting adjourned at approximately 4:00 pm

Prepared and submitted by: Denise Lee

Raymond Engelhardt, Chairman
Shayne Carter, Vice Chairman
Denise Lee, Secretary / Treasurer

Approved By: Raymond Engelhardt