#  COASTAL PLAIN LEPC

#  EXECUTIVE MEETING

  **November 17, 2016**

 **Members Present:**

**Brandon Luttrell – President Rick McLester – Vice President William Zagorski - Sec/Treas.**

**Mattie Atkinson – San Pat Co Stan Upton – Refugio County John Morgan – CB Chronicle**

**Rickey McLester – Halo Flight Leroy Moody – Board Member Fred Nardini – Board Member Rick Ott – San Pat County Ricardo Ortiz – Chemours Gustav Lopez – Chemours Noel Snedeker – CPA Macy Culpepper – San Pat Co Claire Reider – SPHD PHP**

**I. Call to Order:**  The meeting was held in Sinton, TX at the BackStreet Café. President Brandon Luttrell called the meeting to order at 11:33 a.m.

# II.   Organizational Issues: Brandon said CPA Noel Snedeker can give his briefing of the financial audit under the Financial Report.

# III. Financial Report: Ski said there is $27.523.09 in the bank. Two checks at $2,500.00 each came in from NuStar and Koch. He will contact ExxonMobil Pipeline about a donation. The Port made a donation in February of this year and we will get a request letter out to them in December. We have had a good year and a good audit and we are financially sound. We do not have any major expenditures this year except another $1,000.00 to Noel Snedeker. Brandon welcomed Noel Snedeker and then asked him to give his audit report. Noel said he has done the financial audit for the CPLEPC for over nine years now with three audits. Everyone was provided a copy of his report. He said he was not going to go over the report page by page. On page 3 it mainly explains his opinions and then on page 4, he said Macy had a question about the top paragraph, which reads “the most recent financial audit was conducted for the year ending December 31, 2012. As a result, I was unable to satisfy myself for the accuracy of the balance sheet beginning balances, including fund balance.” Noel said it doesn’t mean anything is wrong and that he went through 100% of all the transactions for 2012 – 2015 and everything was in order. He then gave a quick summary of revenues, expenditures and net assets and the year we are at a healthy balance. There were no major purchases except for Code Red and there is no property to capitalize. Three years ago during the audit Noel made the recommendation that Macy stamp paid on all invoices once they were paid. This procedure has been followed and everything looks good with the current financial practices. He asked if anyone had any questions and hearing none Leroy Moody made a motion to accept the Audit Report and it was 2nd by Rickey McLester and the motion carried. Brandon asked how long are the financial reports being kept. Ski said they have them all from years back in the warehouse.

**IV. Subcommittee Updates:**
*1.* ***Communications* – Leroy Moody** – haven’t been any changes except the Feds require ID’s on their equipment now.  **2. *Exercise Design*** **– Rickey McLester** – said he will let RJ Thomas speak at the general meeting about their upcoming drill. 3***. Hazard Analysis & Vulnerability* – Rick McLester** – said he had nothing to report. Mattie Atkinson said in reference to the Mitigation Action Plan (MAP) H2O Partners has received all of the intent letters and turned everything over to the state. Just waiting on the states approval. Stan Upton said their MAP was approved by the judge and submitted to the state. Rick McLester said theirs has all been submitted for final approval from the state as well. ***4. Health and Medical –* Stefani Steel** – was not present. Claire Reider said the RAC Mass Fatalities/HazMat drill is scheduled for February. ***5. Public Information & Awareness* – Brandon Luttrell** – said he had nothing to report. Skis said six months ago they paid for CPLEPC and Code Red advertisement on the Coastal Bend Chronicle. They paid $6,900.00 for six months of advertising. Looking at the Code Red registrations within the last six months there were only 270 new registrations. Since using Code Red there were a total of 5,282 citizens and 191 business registrations. So there have not been that many new registrations in the last six months. He has been approached by John Morgan of the CB Chronicle to renew their ad subscription but he wants the executive members to decide. He then asked John to speak. John said the LEPC actually has three different ads on his website. One is for Code Red, one for emergency numbers and then the Shelter in Place program. For the three he has seen the Code Red hit 90 times, Shelter in Place 86 times. There have been over 250,000 impressions. Impressions are what people see of the ads when they get on his website. Ski said their main push is for citizens to see the Code Red ads. John said he is willing to renegotiate the price for the ads and charge $6,900 for the year instead of six months. He doesn’t just want to take our money. He does want to promote Code Red and maybe you could exclude the emergency numbers and Shelter in Place and he is willing to deal. He said he could drop his price to $6,000.00 per year. That would be $500.00 per month. Rickey McLester said he gets a lot of comments on their ads from the general public. Rick McLester questioned the ads placement and various sizes. John explained there is a big one on the bottom and two smaller ones on the side. Rick said when he gets on the website to read a story and you finish at the bottom that’s when he sees the ads. John said it even looks different when you are looking at it on a mobile device. John said if you click on any of the LEPC ads it links you to the Coastal Plain LEPC website. He said he can raise the ads higher on the website. Ski said the Shelter in Place program has fallen by the wayside. They have not done a program for any school in the last two years and they need to get the word out. He wants the group to make the decision about continuing with the ads. Rickey said if 270 have signed up in the last six months that comes out to 50 cents per person and it is worth it! Ski said they have tried other advertisement such as flyers and even billboards but this seems to work. John said his website is reaching a lot of people and it is growing. He even does radio gigs every Thursday. John said he can even do promotions for the LEPC and can add stories pertaining to industries, first responders, etc. Rick said if they reduce the fluff on the ads and John lowers the price they will keep the subscription. John said he can reduce his cost and he will get a new invoice out to Ski soon. Rickey said he makes the motion to keep the subscription with the Coastal Bend Chronicle for the same price for a year and it was 2nd by Rick Ortiz. Rick told John thank you for explaining to the group. John told the group he is there for them and if they have any questions or need anything just let him know. Ski said the LEPC website has not been updated in months and he approached Victoria Nerios from the IT Department for San Patricio County and asked her how much she would be willing to charge to take care of the website. After some discussion with her they decided $2,000.00 per year. Everyone was in agreement with the price and that the website needs to be maintained. **6. *Resource & Funding* – Fred** **Nardini** – said they received $5,000 this past month, $2,500 each from NuStar and Koch. We are pretty much set until the end of the year then the Tier II Contributions will start coming in once again. Fred then said he would like to introduce Rick Ott. Rick will be taking over his position once he retires. Fred asked if anyone has been in touch with Nueces LEPC about their HazMat Routes Study. Ski said they called him about it. Fred said it will affect our county. Fred said a new HazMat Routes study is being done for Nueces County by Texas A & M and should be out soon.  **7. *Training* – William Zagorski** – said he had nothing to report. Claire said they will be doing Stop the Bleed Training next month. They will also learn how to properly apply a tourniquet and get a kit. There will be MG319 training March 22-23. Rick McLester said back in March a new position for Emergency Manager for the Port of Corpus was opened up and our own Ms. Danielle Hale is now the Emergency Manager for the Port. Rick Ortiz said he would like to introduce Gus Lopez from Chemours. He comes onboard with ten years of experience.

**V. Other Business:** Appoint/Elect Subcommittee Chairs – Ski said with Sherwin Alumina closing they will be losing Danny Bickham as a Board of Director and his position will need to be replaced. Brandon said the big three industries have always been represented in the LEPC and with the industrial growth they might need to call it the Big 7 now. Ski said it would be nice to have a representative from some of the newer places like Voestalpine, TPCO, Cheinere, etc. Fred Nardini said he would like Rick Ott to take his place as Resource and Funding Chair sometimes next year. Mattie Atkinson said if Rick Ott does not want that position she will take it. After some more discussion Ski said he makes a motion to leave the subcommittee chairs the same. Brandon said he would like to nominate Rick Ortiz as the Public Information and Awareness Chairman. Ski made the motion to leave the subcommittee chairs the same with the exception of Rick Ortiz as Public Information and Awareness Chairman and it was 2nd by Claire Reider.

**VI. Adjourn:** With no further business Ski made a motion to adjourn the meeting and it was 2nd by Leroy Moody and Brandon adjourned the meeting at 12:56 p.m.

William E. “Ski” Zagorski Sr. - LEPC Secretary/Treasurer