#  COASTAL PLAIN LEPC

#  EXECUTIVE MEETING

  **November 21, 2019**

 **Members Present:**

**Brandon Luttrell – President Rick McLester – Vice President Sara Williams – Sec/Treas.**

**Shanna Owens – SPC OEM Tracy Nyitra – TLC Physicians Prem Bob Blaschke – Board Member**

**Noel Snedeker – CPA RJ Thomas – CBCOG Gary Moore – Resource/Funding**

**David Krebs – Board Member Gus Lopez – Public Info/Awareness Macy Culpepper – SPC OEM**

**I. Call to Order:**  The meeting was held in Sinton, TX at the Backstreet Café. President Brandon Luttrell called the meeting to order at 11:51 a.m. He thanked everyone for coming. There was not a motion to approve the September General meeting minutes.

**II**.   **Organizational Issues**: Brandon said CPA Noel Snedeker is present to give his final audit report. According to the Bylaws a financial audit is required every three years. Noel introduced himself and handed everyone a binder with his findings. The audit was for the year ending August 31, 2015 - December 31, 2015. He looked at one hundred percent of the transactions. He applied auditing procedures of the financial statements, and certain addition procedures, including comparing and reconciling underlying accounting and other records used to prepare the financial statements or the financial statements themselves. He went over the statement of financial position, statement of activities, statement of cash flows and supplemental information. Statement of activities included operating activities, expenses, net assets, cash flows, etc. He spoke about property and equipment as well as donated materials and services. The LEPC really has no capital gains as they do not retain products purchased, they are donated to various entities. All in all, Noel said everything looks good and in his opinion the financial statements have been prepared in accordance with accepted accounting principles. Brandon thanked Noel for the report. Rick McLester asked if we need to bring this upon the general members and Brandon said it was stated at the September meeting that the audit was final and approved. He said this audit report for the executive members is sufficient. Noel then said he has done the Form 990 and filed it with the state. Brandon thanked him for that.

**III. Financial Report:**  Sara said there is $14,783.84 in the bank. She said she recently received invoices for the Alert Systems. One for $13,600 for the Alert System, One for $25,000 for the Non-Alert System and one for $1,500 for Smart Notice. She went over the Alert and Non-Alert System Contribution List. Not everyone is making their donations. The first year of the Non-Alert System was paid for by the Port of Corpus Christi. This past year letters were sent out to all of the San Patricio County Industries but only four have paid. This puts us at a $15,000.00 shortfall to pay for the Alert and Non-Alert System. There was a long discussion as to whether we need the Non-Alert System or do we keep using it. Brandon said we need to reach out to our industry partners about this. Sara said letters will be sent out this month for contributions for the Alert System so we should be receiving more contributions. Also in the next couple of months Tier II contributions will start coming in. Brandon asked Judge Krebs if he can speak with the Portland Mayor to see if they still need the Non-Alert system. David Krebs said he will get with the mayor. There was not a motion to approve the financial report.

**IV. Subcommittee Updates:**
*1.* ***Communications* – Oscar Rivera** – was not present. **2. *Exercise Design*** **– Rickey McLester** – was not present, in Florida conduction training. **3.** ***Fire Chiefs*** **–** **Nathan Kelley** – was not present. ***4. Hazard Analysis & Vulnerability* – Rick McLester** – said he had nothing to report. There was some discussion on the past Commodity Flow Study and if they need to have another one done. Rick said it was paid for with a grant. He asked Sara if she can look into that. Brandon said Moda Midstream had a very successful drill last week. ***5. Health and Medical –* Tracy Nytrai** – said November is National Bone Marrow Awareness Month. Flu season is cranking up and also seeing an influx of strep. Physicians premier is giving flu shots for free in five locations. Continuing to fight against Zikka and Ebola. Salmonella Infections from ground beef, lung injury associated with vaping, listeria, brucella from raw milk, etc. CCMC December 14th Site reaccreditation for Chest Pain. She touched on Holiday safety, food poisoning, wash hands, cook foods right temperature, refrigerate perishables, etch. Cold weather safety, road and travel safety, stress and the holidays, etc. She will speak more on CBRACs trainings at the general meeting. ***6. Public Information & Awareness* – Gus Lopez** – had nothing to report. **7. *Resource & Funding* – Gary Moore** – since the last meeting we have had another $5,000.00 in contributions. **8.*Training* – RJ Thomas** – said his subcommittee will be having a planning meeting in December and will report on it at the January meeting.

**V.** **Comments:** Sara Williams handed everyone a copy of the bylaws. She said it states the Subcommittee Chairs shall meet at least bimonthly and shall present minutes of their meetings and an oral report to the board during regular LEPC meetings. She has had several individuals asking for minutes of the Fire Chiefs meetings and she has nothing to give them. Brandon said he can understand her concerns since we operate under the Open Records act. Sara said do we even need all of the Standing Subcommittees or do we make some Ad Hoc. Brandon said actually not all of them need to meet regularly. He said it is time to look at the bylaws and possible make changes. Sara said she can reach out to nearby LEPCs on how they prefer their Subcommittees to operate. Rick and Brandon asked her if she can do a proposed edit in the bylaws and have a final draft a week before the next meeting. Sara said she will take care of it. It was determined at this meeting to keep the current Subcommittee Chairs the same.

There was some discussion on the Hazard Mitigation Action Plan (HMAP). Bob Blaschke said Refugio county’s next update on theirs is due in 2022 and they have already started to rewrite theirs. Rick and Sara said theirs are current.

Tracy Nytrai asked if we can start saying the Pledge of Alliance before the General meetings and Brandon said yes.

**VI. Adjourn:** With no further business Sara Williams made a motion to adjourn the meeting and it was 2nd by RJ Thomas and Brandon adjourned the meeting at 1:00 p.m.

Sara Williams - LEPC Secretary/Treasurer