

TERREBONNE PARISH LOCAL EMERGENCY PLANNING COMMITTEE AND
PARISH EMERGENCY MANAGEMENT ADVISORY COMMITTEE

Meeting Minutes
Meeting Date: March 19, 2015

Members Present:

Earl Eues, TOHSEP - Committee Chair
Benjamin Walker, TOHSEP - Emergency Management
Mike Dean, for Jerry Larpenfer, Sheriff - Terrebonne Parish Sheriff's Office - Law Enforcement
Todd Dufrene, Fire Chief - Houma Fire Department - Fire
Joe Szush, Operations Manager - Acadian Ambulance Service, Inc. - EMS
Kim Beetz, Department of Health & Hospitals, Region 3 Hospital Coordinator - Hospitals
Alan Hunsberger, Shell Pipeline Support Coordinator – Facility Owner/Operator Representative
Michael Brandt, BP HSSE District Coordinator - Facility Owner/Operator Representative
Barry Domangue, Louisiana State Police Hazmat Response – Transportation
Troy Leonard, Louisiana State Police Troop “C” – Transportation
Brian Rushing, Tri-Parish Times/Rushing Media – Print and Broadcast Media
Jane Arnette, SCIA - Community Group and Service Organization Representative
Greg Hood, Jr. for Mark Boudreaux, 911 Communications – Communications
Todd Duplantis, Chief, Houma Police Department – Other
Bethany Legendre, for Kayla Guerrero, DH&H Public Health Emergency Response Coordinator
– Public Health

Members Absent:

Michel Claudet, Terrebonne Parish – Parish President, Elected Official
Greg Hood, Sr., Terrebonne Parish Council – Elected Official
Norby Chabert, Louisiana State Senator – Elected Official
Russell DiSalvo, Chief, Coteau Fire Protection District – Other
Jack Moore, Terrebonne Parish School Board - Other

Guests:

Gene Dunegan, Program Manager Emergency Services Unit, Louisiana State Police
Pam Roussel, Region 3 Coordinator, GOHSEP
Tammy Duplantis, Executive Secretary, TOHSEP
Thomas Long, HazMat Specialist, TOHSEP

Chairman Eues called the meeting to order at 2:06 p.m. in the Parish President's Conference Room located on the 7th Floor of the Government Towers located at 8026 Main St., Houma, Louisiana. Tammy Duplantis called roll and a quorum was established.

Chairman Eues welcomed the committee and advised of the purpose of the committee.

Chairman Eues asked everyone to introduce themselves and to tell everyone a little about their background for those that don't know you to learn a little about each other.

Chairman Eues introduced Mr. Gene Dunegan, Program Manager of Emergency Services Unit with the Louisiana State Police and turned the meeting over to Mr. Dunegan.

Mr. Dunegan showed a video from a failed LEPC response. Mr. Dunegan explained the responsibility and basics of the LEPC. Mr. Dunegan went over the nine (9) elements of the LEPC plan. He also explained to the committee the process of Tier II filings and resources to obtain this information through Louisiana State Police E-Plan.

Trooper Barry Domangue with the Louisiana State Police informed the committee that they were enforcing those expired businesses that were not filing Tier II Reports with the State. There were a total of 26 throughout the Parish.

Chairman Eues advised the committee that the Terrebonne Parish Office of Homeland Security and Emergency Preparedness exercised an informational Shelter in Place Poster to business in the community to advise on what to do in the event of a Chemical Emergency.

Chairman Eues advised that the Terrebonne Parish Office of Homeland Security and Emergency Preparedness has plans on completing a Commodity Flow Study and will be meeting with Kelly Feet with the Louisiana State Police on instructions and guidance on how to perform accordingly. Chairman Eues advised that the Terrebonne Parish Office of Homeland Security and Emergency Preparedness have a Community Emergency Response Team (CERT) which is volunteers that volunteer in the Parish which could assist with the Commodity Flow Study or we could utilize students from Nicholls State University.

Chairman Eues advised the committee that he needs their assistance to make sure the Terrebonne Parish Office of Homeland Security and Emergency Preparedness is doing what they are supposed to be doing. He asked that the committee become familiar with the regulations of the LEPC and questioning if his office is doing certain things, the status of those projects, and how is it being done.

Chairman Eues advised the committee that he has met with some of the Pipeline companies in the Parish to develop a Pipeline Emergency Response Plan to come up with sectors along the pipelines for maps so that all response personnel will have the same information for response.

Chairman Eues advised the committee of the By-Laws that were adopted April 20, 1988. He requested the committee members review the By-Laws and submit any changes at next meeting. Chairman Eues advised of a suggestion to change the By-Laws as to the Proxy Statement to read as follows: Standing Board Members may designate a representative, in writing, to participate on the Board in their absence. Such representatives will function in all respects as the Board member when the standing member is not personally present. Standing positions enjoy only a single vote per organization represented by the standing board position.

Chairman Eues advised the committee of the updates of the Terrebonne Parish Office of Homeland Security and Emergency Preparedness. This office has been doing a lot of planning and hired Mr. Thomas Long, Hazmat Specialist. His position has been revamped and he will be doing 80% planning and 20% response. He will be taking care of the majority of the LEPC issues. We are in the process of getting all of the Tier II forms put into our GIS System to assist the local Fire Departments and Law Enforcement in getting resources needed. We also have a Parish Rapid Assessment Team (PRAT) that responds to hazardous material incidents with approximately 15 members that are all Hazmat Technician Certified along with a second team through the Bayou Cane Fire Department. We are in the process of building a new building which should go up for bid at the beginning of next month hoping to have the shovel in the ground by June 1 with 10 months to complete.

Chairman Eues advised the committee of the Homeland Security Grant Program and advised the committee of funding for FY 2014 SHSP and EMPG funding:

- This past year we received approximately \$40,000 from the EMPG grant. All of those monies have been spent for operating costs for OEP. It is basically a reimbursement to the Parish for the OEP's general fund.
- Chairman Eues advised the committee that the Parish was awarded \$38,513.00. These funds are split up between the Fire Departments, law enforcement, and my office. Most of the Fire Departments purchased pagers and confined space equipment.

Chairman Eues turned the meeting over to Bethany Legendre with Department of Health and Hospitals in reference to the Strategic National Stockpile/Cities Readiness Initiative. Ms. Legendre advised of completions of SNS evaluations and hurricane planning. The 48 Hour Mass Dispensing plan needs to be strengthened. Need to address on best practices to recruit staff and train them. Chairman Eues advised the committee on the Door to Door plan for Strategic National Stockpile/Cities Readiness Initiative in the event of an anthrax breakout/bioterrorism event. Chairman Eues advised the committee of what was a Closed POD.

The next meeting date is scheduled for June 18, 2015 at 2:00 p.m. in the Parish President's Conference Room located on the 7th Floor of the Government Towers located at 8026 Main St., Houma, Louisiana.

Chairman Eues asked if there were any questions or comments. Chairman Eues asked the committee to please look over the LEPC Book and to come back with questions.

There being no other business to discuss, upon motion of Mike Dean and seconded by Barry Domangue, motion to adjourn granted. Meeting adjourned at 3:18 p.m.

TERREBONNE PARISH LOCAL EMERGENCY PLANNING COMMITTEE AND
PARISH EMERGENCY MANAGEMENT ADVISORY COMMITTEE

Meeting Minutes
Meeting Date: June 18, 2015

Members Present:

Michel Claudet, Terrebonne Parish – Parish President, Elected Official
Earl Eues, TOHSEP - Committee Chair
Benjamin Walker, TOHSEP - Emergency Management
Troy Leonard, Louisiana State Police Troop “C” – Transportation
Mark Boudreaux, 911 Communications – Communications
Todd Duplantis, Chief, Houma Police Department – Other
Kayla Guerrero, DH&H Public Health Emergency Response Coordinator – Public Health
Greg Hood, Sr., Terrebonne Parish Council – Elected Official

Members Absent:

Norby Chabert, Louisiana State Senator – Elected Official
Russell DiSalvo, Chief, Coteau Fire Protection District – Other
Jack Moore, Terrebonne Parish School Board – Other
Jane Arnette, SCIA - Community Group and Service Organization Representative
Kim Beetz, Department of Health & Hospitals, Region 3 Hospital Coordinator - Hospitals
Barry Domangue, Louisiana State Police Hazmat Response – Transportation
Todd Dufrene, Fire Chief - Houma Fire Department - Fire
Alan Hunsberger, Shell Pipeline Support Coordinator – Facility Owner/Operator Representative
Jerry Larpenter, Sheriff - Terrebonne Parish Sheriff’s Office - Law Enforcement
Al Ledet, BP HSSE District Coordinator - Facility Owner/Operator Representative
Brian Rushing, Tri-Parish Times/Rushing Media – Print and Broadcast Media
Joe Szush, Operations Manager - Acadian Ambulance Service, Inc. - EMS

Guests:

Pam Roussel, Region 3 Coordinator, GOHSEP
Tammy Duplantis, Executive Secretary, TOHSEP
Thomas Long, HazMat Specialist, TOHSEP
Al Levron, Terrebonne Parish – Parish Manager
Shelley Pichet, Shell Pipeline
Donnie Garrison, Shell Pipeline
Mike Rome, Shell Pipeline
Michael Millet, Houma Fire Department

Chairman Eues called the meeting to order at 2:02 p.m. in the Parish President's Conference Room located on the 7th Floor of the Government Towers located at 8026 Main St., Houma, Louisiana. Tammy Duplantis called roll and a quorum was not established.

Chairman Eues welcomed the committee and advised of the purpose of the committee.

Chairman Eues asked for item #4 – Approval of Minutes from March 19, 2015 on the Agenda to be skipped since a quorum was not established.

Chairman Eues introduced Shelly Pichet, Public Awareness Representative for Shell Pipeline to discuss their assets and operations in Terrebonne Parish.

Chairman Eues asked for item #6 Approval of By-Laws on the Agenda to be skipped since a quorum was not established.

Chairman Eues introduced Thomas Long Hazmat Specialist to discuss Terrebonne Parish Office of Emergency Preparedness Quarterly Incident Report. There were a total of 28 Releases for the quarter. Of the releases 8 belonged to Hilcorp which were crude oil, 7 unknown releases, 2 gas releases, and vehicle accidents. The largest spill was 5 barrels by Hilcorp.

Chairman Eues advised that the Terrebonne Parish Office of Homeland Security and Emergency Preparedness have been doing a lot of training including rail training with BSNF Railway. In the upcoming months we will be holding Hazmat Training/Refresher courses in September. In October, BSNF Railway will be holding railway training for first responders. We also have a summer intern to do railway mapping, plotting the milepost and crossings of the railway in Terrebonne Parish to assist in writing the Railway Plan that will be coordinated with all the other agencies and presented to the LEPC. We will then move on to the larger pipelines and do corridor planning along the pipelines that run through Terrebonne Parish.

Chairman Eues advised the committee of the Homeland Security Grant Program and advised the committee of funding for FY 2015 SHSP and EMPG funding:

- This past year we received approximately \$36,000 from the EMPG grant. All of those monies have been spent for operating costs for OEP. It is basically a reimbursement to the Parish for the OEP's general fund.
- Chairman Eues advised the committee that the Parish was awarded approximately \$38,000. These funds are split up between the Fire Departments, law enforcement, and my office after regional purchases are deducted.

Chairman Eues advised that he will need the usual itemized equipment list from the Fire Departments and law enforcement.

Chairman Eues turned the meeting over to Kayla Guerrero with Department of Health and Hospitals in reference to the Strategic National Stockpile/Cities Readiness Initiative. Ms.

Guerrero advised of the need to begin working on the Parish Closed PODs and of the upcoming Facility Set-ups of the Open PODs at HL Bourgeois and South Terrebonne High Schools.

The next meeting date is scheduled for September 17, 2015 at 2:00 p.m. in the Parish President's Conference Room located on the 7th Floor of the Government Towers located at 8026 Main St., Houma, Louisiana.

Chairman Eues asked if there were any questions or comments.

There being no other business to discuss, meeting adjourned at 2:40 p.m.

TERREBONNE PARISH LOCAL EMERGENCY PLANNING COMMITTEE AND
PARISH EMERGENCY MANAGEMENT ADVISORY COMMITTEE

Meeting Minutes
Meeting Date: September 17, 2015

Members Present:

Michel Claudet, Terrebonne Parish – Parish President, Elected Official
Earl Eues, TOHSEP - Committee Chair
Benjamin Walker, TOHSEP - Emergency Management
Dana Coleman, Chief, Houma Police Department – Other
Toby Henry Proxy for Russell DiSalvo, Chief, Coteau Fire Protection District – Other
Kim Beetz, Department of Health & Hospitals, Region 3 Hospital Coordinator - Hospitals
Barry Domangue, Louisiana State Police Hazmat Response – Transportation
Todd Dufrene, Fire Chief - Houma Fire Department - Fire
James Hopkins Proxy for Alan Hunsberger, Shell Pipeline Support Coordinator – Facility
Owner/Operator Representative
Alvin Narcisse Proxy for Al Ledet, BP HSSE District Coordinator - Facility Owner/Operator
Representative
Brian Rushing, Tri-Parish Times/Rushing Media – Print and Broadcast Media
Joe Szush, Operations Manager - Acadian Ambulance Service, Inc. - EMS

Members Absent:

Norby Chabert, Louisiana State Senator – Elected Official
Jack Moore, Terrebonne Parish School Board – Other
Jane Arnette, SCIA - Community Group and Service Organization Representative
Jerry Larpenier, Sheriff - Terrebonne Parish Sheriff's Office - Law Enforcement
Troy Leonard, Louisiana State Police Troop "C" – Transportation
Mark Boudreaux, 911 Communications – Communications
Kayla Guerrero, DH&H Public Health Emergency Response Coordinator – Public Health
Greg Hood, Sr., Terrebonne Parish Council – Elected Official

Guests:

Pam Roussel, Region 3 Coordinator, GOHSEP
Tammy Duplantis, Executive Secretary, TOHSEP
Thomas Long, HazMat Specialist, TOHSEP
Gary Gregoire, Chevron PMF HES Coordinator
Milton Wolfe, Houma Police Department
Duane Farmer, Houma Police Department

Chairman Eues called the meeting to order at 2:00 p.m. in the Parish President's Conference Room located on the 7th Floor of the Government Towers located at 8026 Main St., Houma, Louisiana. Tammy Duplantis called roll and a quorum was established.

Chairman Eues welcomed the committee and advised of the purpose of the committee.

Chairman Eues asked for item #4 – Approval of Minutes from March 19, 2015 and June 18, 2015 on the Agenda. Upon motion of Joe Szush and seconded by Barry Domangue, motion granted.

Chairman Eues asked for item #5 - Approval of By-Laws on the Agenda. Upon motion of Barry Domangue and seconded by Joe Szush, motion granted to read: Standing Board Members may designate a representative, in writing, to participate on the Board in their absence. Such representatives will function in all respects as the Board member when the standing member is not personally present. Standing positions enjoy only a single vote per organization represented by the standing board position. Discussion to change Duties of the Secretary to be changed from the Council Clerk of the Terrebonne Parish Council to the secretary of the Office of Homeland Security and Emergency Preparedness upon motion of Todd Dufrene and second by Kim Beetz and to allow a member to absent with 3 unexcused absences before membership is forfeited upon motion by Todd Dufrene and second by Barry Domangue.

Chairman Eues introduced Thomas Long Hazmat Specialist to discuss Terrebonne Parish Office of Emergency Preparedness Quarterly Incident Report. There were a total of 28 Releases for the quarter. Of the releases 5 belonged to Hilcorp, 4 unknown releases, 6 gas releases, and a suspicious activity at Shell Pipeline. Discussion ensued in reference to Chlorine Release at Airgas.

Thomas Long Hazmat Specialist advised that the Terrebonne Parish Office of Homeland Security and Emergency Preparedness have been doing a lot of training including Hazmat Training/Refresher at Bayou Cane Fire Department on September 8 and Little Caillou Fire Department on September 9 with a total of 51 students in attendance. BSNF Rail Training will be held on September 29 at Schriever Fire Department and September 30 at Bayou Cane Fire Department. Amtrak will be instructing a Railroad Safety Training at West Terrebonne Fire Department on October 20, 2015. We are currently working with JESTC to have a HazMat Tech Initial Training (40 hours), HazMat Refresher Training (8 hours), CAMEO, and ICS300/400 next calendar year in Terrebonne Parish. We are also in the process of planning to hold ICS 300/400 class to the reserve and volunteer fire departments in 2016. We are still working on railway mapping, plotting the milepost and crossings of the railway in Terrebonne Parish to assist in writing the Railway Plan that will be coordinated with all the other agencies and presented to the LEPC.

Chairman Eues advised the committee that the Parish has obtained the funding for the new Emergency Operations Center with hopes of completion in November 2016.

Chairman Eues advised the committee of the Homeland Security Grant Program and advised the committee of funding for FY 2015 SHSP funding:

- Chairman Eues advised the committee that the Parish was awarded \$29,110.61. The regional purchase was draeger tubes (\$9,250), Level A (\$29,400) and Flash Suits (\$24,000). Law Enforcement portions are 25% with Terrebonne Parish Sheriff's Office receiving \$7,133.90 and Houma Police Department receiving \$2,569.64. These funds are split up between the Fire Departments, law enforcement, and my office after regional purchases are deducted.

Chairman Eues advised that he will need the usual itemized equipment list from the Fire Departments and law enforcement but he has not made the decision if the funds will be distributed between the fire departments due to the fact that he needs funds to equip the New Emergency Operations Center.

Chairman Eues advised the committee that the Parish is working with the Department of Health and Hospitals in reference to the Strategic National Stockpile/Cities Readiness Initiative on Closed POD's for Mass Dispensing of Medications. There is an upcoming Mass Prophylaxis training at the Patterson Civic Center on October 14 & 15, 2015. Ms. Guerrero will be reaching out to the different agencies with regard to their plans. She will re reaching out to law enforcement to make sure their security plans for Public POD's do not require any changes. There will also be an Emerging Infectious Disease/PPE Training on October 22, 2015 in New Orleans.

The next meeting date is scheduled for December 17, 2015 at 2:00 p.m. in the Parish President's Conference Room located on the 7th Floor of the Government Towers located at 8026 Main St., Houma, Louisiana.

Chairman Eues advised the committee that the US National Grid Search and Rescue Maps are complete. Pam Roussel advised that if anyone has any upcoming training to please let her know so she can put these trainings on the Regions Training and Exercise Plan. Barry Domangue asked if there were any upcoming Full Scale or Tabletop Exercises coming up. Pam Roussel advised of the upcoming Vigilant Guard Exercise in April 2016. Chairman Eues asked if there were any questions or comments.

There being no other business to discuss, meeting adjourned at 2:40 p.m. upon motion of Barry Domangue and second by Joe Szush, motion granted.

TERREBONNE PARISH LOCAL EMERGENCY PLANNING COMMITTEE AND
PARISH EMERGENCY MANAGEMENT ADVISORY COMMITTEE

Meeting Minutes
Meeting Date: December 17, 2015

Members Present:

Michel Claudet, Terrebonne Parish – Parish President, Elected Official
Earl Eues, TOHSEP - Committee Chair
Benjamin Walker, TOHSEP - Emergency Management
Barry Domangue, Louisiana State Police Hazmat Response – Transportation
Greg Hood, Sr., Terrebonne Parish Council – Elected Official
Joe Szush, Operations Manager - Acadian Ambulance Service, Inc. – EMS
Mike Dean for Jerry Larpenter, Sheriff - Terrebonne Parish Sheriff's Office - Law Enforcement
Pam Roussel Proxy for Kim Beetz, Department of Health & Hospitals, Region 3 Hospital
Coordinator – Hospitals
Mark Stevenson Proxy for Todd Dufrene, Fire Chief - Houma Fire Department - Fire
Jack Moore, Terrebonne Parish School Board – Other
Al Ledet, BP HSSE District Coordinator - Facility Owner/Operator Representative

Members Absent:

Norby Chabert, Louisiana State Senator – Elected Official
Jane Arnette, SCIA - Community Group and Service Organization Representative
Troy Leonard, Louisiana State Police Troop “C” – Transportation
Mark Boudreaux, 911 Communications – Communications
Kayla Guerrero, DH&H Public Health Emergency Response Coordinator – Public Health
Dana Coleman, Chief, Houma Police Department – Other
Russell DiSalvo, Chief, Coteau Fire Protection District – Other
James Hopkins Proxy for Alan Hunsberger, Shell Pipeline Support Coordinator – Facility
Owner/Operator Representative
Al Ledet, BP HSSE District Coordinator - Facility Owner/Operator Representative
Brian Rushing, Tri-Parish Times/Rushing Media – Print and Broadcast Media

Guests:

Pam Roussel, Region 3 Coordinator, GOHSEP
Tammy Duplantis, Executive Secretary, TOHSEP
Thomas Long, HazMat Specialist, TOHSEP
Karen Dardar, Terrebonne Parish Sheriff's Office
Alvin Narcisse, BP

Chairman Eues called the meeting to order at 2:02 p.m. in the Parish President's Conference Room located on the 7th Floor of the Government Towers located at 8026 Main St., Houma, Louisiana. Tammy Duplantis called roll and a quorum was established.

Chairman Eues welcomed the committee and advised of the purpose of the committee.

Chairman Eues asked for item #4 – Approval of Minutes from September 17, 2015 on the Agenda. Upon motion of Joe Szush and seconded by Mike Dean, motion granted.

Chairman Eues introduced Thomas Long, Hazmat Specialist, to discuss Terrebonne Parish Office of Emergency Preparedness Quarterly Incident Report. There were a total of 26 Releases for the quarter. Discussion ensued in reference to Shell Security Breach.

Chairman Eues introduced Trooper Barry Domangue to present policy and procedures of Louisiana State Police for Hazmat Incidents.

Thomas Long, Hazmat Specialist, advised that the Terrebonne Parish Office of Homeland Security and Emergency Preparedness have been doing a lot of training. We have scheduled with JESTC to have a HazMat Tech Initial Training (40 hours) in March 2016, HazMat Refresher Training (8 hours) in September 2016, CAMEO January 2016, ICS300/400, and Hazmat IQ in April 2016 in Terrebonne Parish. We are still working on railway mapping, plotting the milepost and crossings of the railway in Terrebonne Parish to assist in writing the Railway Plan that will be coordinated with all the other agencies and presented to the LEPC.

Chairman Eues advised the committee that the Parish is working with the Department of Health and Hospitals in reference to the Strategic National Stockpile/Cities Readiness Initiative on Closed POD's for Mass Dispensing of Medications. There is an upcoming Full Scale Exercise on February 17, 2019 at West Houma Gym for Points of Distribution of Medications in the event of Anthrax or Bioterrorism Event.

The next meeting date is scheduled for March 17, 2016 at 2:00 p.m. in the Parish President's Conference Room located on the 7th Floor of the Government Towers located at 8026 Main St., Houma, Louisiana.

There being no other business to discuss, meeting adjourned at 2:37 p.m. upon motion of Michel Claudet and second by Greg Hood, Sr., motion granted.