



**Minutes**  
**Caterpillar Victoria**  
**7300 Lone Tree Road**  
**Wednesday, June 8<sup>th</sup>, 2016 @ 10 a.m.**

1. **Call to Order @ 10 am**
2. **Welcome**
  - Safety briefing by Brian Williams with Caterpillar
  - Introductions of LEPC members in attendance
3. **Approval of minutes from November 18, 2015**
  - John Crews motioned to approve minutes. Ron Pray – Seconded
  - Mr. Crews noted that the City and County should provide funding to LEPC.
4. **Sub-Committee Reports, Review, and Nominations**
  - Robbie Kirk discussed the need for involvement of members to sub committees. Rick McBrayer reiterated the need for further activity and development of subcommittees.
  - Mr. Crews suggested that subcommittees form and meet prior to main LEPC meeting. Mr. Kirk suggested 9am subcommittee meetings to take place before 10am main LEPC meeting.
  - Mr. Pray suggested to let the subcommittee chair decide when the meeting is and also suggested to appoint chair and co-chair to subcommittees.
  - Mr. Crews suggested we provide Victoria Advocate information from LEPC meetings.
  - Mr. Crews questioned the status of the HazMat route to the group. Taner Drake and Mr. Kirk stated that the process to get the HazMat route designated is currently under way.
  - Mr. Kirk stated that the Regional LEPC meeting will take place at the Victoria Emergency Management Office on June 28<sup>th</sup>.
  - Mr. Kirk also stated the SERC approved list may need to be reviewed as well.
  - a. Right-to-know Information – vacant (chair)
    - i. Website Preview – Raul Villalobos w/ Victoria Count IT gave preview of new LEPC website. Chief Drake suggested we list subcommittee chairs on site.
  - b. Public Education – OC Garza (chair)
  - c. Hazardous Materials Facilities Liaison – vacant (chair)

- d. Emergency Response and Resources – Rex Mayes (chair)
- e. Finance – Sean Kennedy (chair)
  - Sean Kennedy and David Gonzales provided budget update to group. Mr. Crews mentioned again approaching City and County for funding.
  - Mr. McBrayer detailed process of LEPC financial support by Finance subcommittee.
  - Charmelle Garrett suggested we re-send letters and verify contact names for agencies.

**5. Reporting Quantities Procedures**

- a. Industry Partners
- b. LEPC/VEM
  - Mr. McBrayer discussed the idea of having Tier II submittal to local agencies (Victoria Fire Department and Victoria Emergency Management) through same link as state submittal on website.

**6. Caterpillar**

- a. Introduction
- b. Tour

**7. Other business** - Regional LEPC meeting - June 28<sup>th</sup> at Victoria Emergency Management

**8. Adjourn at 11 am**