



**TOMMY MARTINEZ**  
Parish President

# Parish of Ascension

OFFICE OF HOMELAND SECURITY  
& EMERGENCY PREPAREDNESS



**RICHARD WEBRE**  
Director

## MEETING MINUTES

Ascension Parish LEPC Meeting  
Lamar Dixon Expo Center  
Thursday, December 10<sup>th</sup>, 2015 | 11am-1pm

- I. Welcome and Call to Order, 11:10 am**
- II. Pledge & Prayer, Rev. Charles Brown**
- III. Roll Call**
  - a. Board: 9 present, 8 absent *quorum met*
  - b. Fixed Facility General Membership 23 present, 10 absent
- IV. Approval of Previous Meeting Minutes**
  - a. March 12<sup>th</sup>, 2015 Meeting
    - i. *Motion by Mark Stewart to accept, motion second by Angie Peraza - minutes approved as written.*
- V. LEPC Restructuring for 2016 (Rick Webre)**
  - a. *Rick Webre mentioned the LEPC has been made to a 501C-4 arranged by Faulk and Winkler. An errors and emissions policy will be purchased in order to cover board members. The audit was modified to reflect these changes as well as the LEPC by-laws. General Membership meetings continue to be held quarterly and dates will be listed on our website.*
- VI. Approval of Revised LEPC By Laws**
  - a. *Rick Webre explained parts of the by-laws pertaining to the audit process and Tier II Release Reports.*
    - i. *Audits:*
      1. *Audits are non-regulatory, non-punitive and considered confidential information. Industry participants will never receive a fine for any results found in the audit – the results and any deficiencies will go directly to plant manager. These results will be held on file by Ascension OHSEP and considered confidential, therefore will never be available for public records request.*
      2. *Ascension OHSEP will continue to maintain records of all release reports, incident information and Tier II information.*
      3. *Board members for the LEPC are nominated by Rick Webre and appointed by the Louisiana Emergency Response Commission. A*



**TOMMY MARTINEZ**  
Parish President

# Parish of Ascension

OFFICE OF HOMELAND SECURITY  
& EMERGENCY PREPAREDNESS



**RICHARD WEBRE**  
Director

*response should be obtained within 30 days for the current nominations for board.*

4. *General Membership: Meeting dates will remain posted on the OHSEP website and updated with Meeting Minutes after each quarterly meeting.*

ii. *Motion made by Tracy Normand to approve the By Laws and second by Mark Stewart – by laws adopted as written*

## **VII. School-Based Incident Exercise Completion (Ami Johnson & Steven Nethken)**

*On November 20<sup>th</sup>, 2015 the parish had a full scale exercise at Pecan Grove Primary involving over 800 participants in a mutli-jurisdiction law enforcement and emergency response training exercise.*

*Prior to the exercise, Command and Control site specific plans were developed for school based incidents and put into use for this exercise. With a focus on a common operating picture, the planning team developed a system of Accountability, Identification and Tracking. Pre-defined staging areas were developed to be included with all Gonzales Police Department supervisor units should a school based incident occur in the City of Gonzales.*

*Public Health and medical services: The team developed a warm zone “point of care” concept to adequately form a task force blending both law enforcement and EMS to work together during a mass casualty incident.*

*Mass care services: A reunification center was also a developed idea to unite students with family after a mass casualty/ school-based incident.*

*\*Ami Johnson noted that through this same system Industry partners will also be able to use the family reunification center at Lamar Dixon should a mass casualty incident occur at a facility in the Parish.*

*Ami introduced Detective Stephen Nethken to talk about the exercise from a law enforcement perspective. He spoke of the 36 month planning process and the importance the Police Department understood having a school based incident plan to be.*



**TOMMY MARTINEZ**  
Parish President

# Parish of Ascension

OFFICE OF HOMELAND SECURITY  
& EMERGENCY PREPAREDNESS



**RICHARD WEBRE**  
Director

*Stephen Nethken explained the Chief of Police identified a lack of training or experience and preparedness – he mentioned no Active shooter training goes beyond just neutralizing the suspect. The exercise that took place in Ascension Parish was the first to Vett, reunify and continue through past the point of neutralization of subject. A law enforcement processing point allows detectives to speak to victims and gather important Intel necessary for the incident. They have learned that they are more proficient with the incident command system now than ever in the past which has allowed the Police Department to communicate with other responding agencies under one common operating picture.*

*The exercise was possible through the collaborative efforts of the:*

- *City of Gonzales Police Department*
- *Ascension Parish School Board*
- *Ascension Parish Office of Homeland Security and Emergency Preparedness*
- *City of Gonzales Fire Department*
- *Ascension Fire Protection District 1*
- *St. Elizabeth Hospital*
- *Louisiana State Police*
- *Governor's Office of Homeland Security and Emergency Preparedness*

## **VIII. Rick introduces Ascension Parish President elect, Kenny Matassa**

*Parish President Elect, Kenny Matassa addressed attendees mentioning the teamwork that was present to put together an exercise of such a large scale in the parish. He mentioned Ascension Parish has always tried to be ahead of the curve and our law enforcement, fire departments and EMS are all testaments to that. Mr. Matassa mentioned his close working relationship with Rick Webre and the OHSEP staff and he looks forward to meeting with anyone who has any questions.*

## **IX. Rescue Task Force: Training and Team Development (Ami Johnson & Sam Colon)**

- a. *Sam Colon spoke of the active shooter exercise in schools as a great example of what could be put to use should a similar incident occur at a facility with the possibility of creating a HAZAMAT Rescue task force. Mr. Colon mentioned regular EMS and Regular Fire will not move in until the scene is cold – with a warm zone operation development these rescue task forces can go in before the scene is cold to rescue and prevent loss of life. Relating back to industry, the LCA (Louisiana Chemical Association) is currently addressing the aftermath of West*



**TOMMY MARTINEZ**  
Parish President

# Parish of Ascension

OFFICE OF HOMELAND SECURITY  
& EMERGENCY PREPAREDNESS



**RICHARD WEBRE**  
Director

*Texas and the Presidential Directive associated with the incident. Risk management plans decide how you will assess something in an environmental issue – many are tagging into emergency response and how a mass casualty incident would be handled.*

**X. LEPC Audit Modifications for 2016 (Rick Webre)**

- a. *Rick Webre of Ascension OHSEP explained changes to the audit process for 2016. A sample of the new audits has been provided to each facility representative present along with each facility Site Specific Plan. The audits will no longer maintain a point based system. For example, representatives will be asked if their company will request mutual aid should an incident occur – if yes that company will need to set up a meeting with IMAG representatives to ensure needs can be met. The discussion was opened to both the board and general membership of which there was none.*
- b. *A motion made by Chris Browning and second by Angie Peraza to accept the audit documents as written.*

**XI. CAER/IMAG 2016 Updates (Rick Webre, IMAG Representatives)**

- a. *Chris Browning with CAER mentioned IMAG is working on some legal standpoints to finalize their own charter and hopes to be available to assist other facilities should an incident occur.*

**XII. Emergency classification review and recommendations for 2016 (Rick Webre)**

- a. *Rick Webre reviewed the current Emergency Classification levels noting we can add to the state law to personalize our levels however, cannot take away from it. The discussion was opened to the floor for any opposition or support for keeping the classifications as they are.*
  - i. *A facility representative present suggested changing the levels to align better with multiple other parishes as well as the state. This would move Ascension from a level 1-4 to a level 0-3. It was suggested to align the verbiage to match other parishes in order to be consistent across the board*

- b. *Rick decided to form a committee with board and 911 centers to discuss the possibility of changing the verbiage in the Emergency Classification levels.*

**XIII. EPA, OSHA, and DHS – Executive Order 13605 Update (Rick Webre)**

- a. *Homeland Security grants funding is now authorized for use for planning and exercises between industry and local governments. The Ascension Parish Grant Work Group will use a portion of this funding to complete the parish rescue task*



**TOMMY MARTINEZ**  
Parish President

# Parish of Ascension

OFFICE OF HOMELAND SECURITY  
& EMERGENCY PREPAREDNESS



**RICHARD WEBRE**  
Director

*force which will focus on mass casualty, active shooter, and IED response within an industrial environment.*

**XIV. EPA – OSHA – DHS HAZWOPER Standards Executive Order 13605 (Rick Webre)**

*a. The EPA, OSHA and DHS are placing renewed emphasis on HAZWOPER training for industry and local government. OHSEP will inform industry of any new initiatives on this subject.*

**XV. LERC: Electronic Release Notifications Initiative (Rick Webre)**

*a. The State is going to develop an electronic release reporting system in the near future. Rick Webre asked for industry input, mentioning – the system will likely be paid for by industry (similar to Emerge or I-notify) He feels it’s difficult enough to pick up a phone or radio during an indent at a facility – to log on to a computer will be tremendously more difficult. He does not believe that electronic notification should be the only reporting method for the Parish.*

**XVI. Immediate notification of serious injury or fatality to 911 Dispatch (Rick Webre)**

*a. Any fatality should be reported immediately to the 911 center due to the potential of a crime scene.*

**XVII. New Business and Reports**

*a. No new or old business*

**XVIII. 2016 LEPC Meeting Schedule:**

1<sup>st</sup> Quarter: March 10<sup>th</sup>, 2016

2<sup>nd</sup> Quarter: June 9<sup>th</sup>, 2016

3<sup>rd</sup> Quarter: September 8<sup>th</sup>, 2016

4<sup>th</sup> Quarter: December 8<sup>th</sup>, 2016

**XIX. Adjournment 12:27**

Action Items		
1.	Meet with Executive Committee on Classification Levels	OHSEP & 911 Dispatch
2.		
3.		
4.		