



Organized Feb. 9, 1949

## SABINE-NECHES CHIEFS ASSOCIATION

~ P.O. Box 2257 Nederland, Texas 77627 ~

Phone: (409) 980-7275, Fax: (409) 980-7240

Email: [snca@ih2000.net](mailto:snca@ih2000.net) Web: [www.snchief.com](http://www.snchief.com)

24-Hour Activation Phone: **409-838-6371**

### 2014 Board of Directors

John D. Owens  
President 11-14

Dale Jackson  
Vice-President 13-14

Tim Ocnaschek  
Secretary/Treasurer 13-14

Carman Apple  
Sergeant-at-Arms 13-14

Bryant Champagne  
Fire Director 14-15

Jerry Ziller  
Fire Director 13-14

Tommy Wells  
Industry Director 14-15

Charlie Kosh  
Industry Director 13-14

Jeff Wilmore  
Police Director 14-15

Aleta Cappen  
Police Director 13-14

Jeff Kelley  
At-Large Director 13-14

Stephanie Garsea  
EMS Director 13-14

Cindy Powers  
Health Director 13-14

### 1<sup>st</sup> Quarter Board of Directors Meeting MINUTES

January 23, 2014, 11:00 am

Quorum is (7) Voting Directors

On Thursday, January 23, 2014 at 11:10 am, John Owens, President of the Sabine Neches Chief's Association called to order the 1<sup>st</sup> Quarter Board of Directors Meeting held at The Schooner in Nederland.

Board Members Dale Jackson, Bryant Champagne and Jeff Kelley were excused.

Visitors: Steve Curran (Website Committee), Pat Grimes (Inventory and Communications Committee), and John Avery (Finance) were present to address scheduled agenda items.

**Closed Meeting:** Noting that a Quorum was present, President Owens opened the meeting.

#### **Old Business:**

President Owens asked for "Approval" of the previous quarter's Board meeting minutes as e-mailed. A motion was made by Charlie Kosh and seconded Cindy Powers to approve the minutes. Motion carried.

President Owens asked for "Approval" of the electronic vote record from Board's previous quarter. The first e-vote occurred to approve a recommendation to membership of the SNCA annual budget proposal. The second e-vote occurred to accept board member nominations for potential 2014/2015 Board candidates. The third e-vote occurred to approve a recommendation for an update to the Strategic Plan; however, this vote was delayed until this board meeting to allow an opportunity for additional discussion. A motion was made by Cindy Powers to accept the e-vote record as presented and Jerry Ziller seconded the motion. Motion passed.

Jerry Ziller made a motion nominating Will Lyons as an honorary SNCA member. In the motion, he also asked that the Membership Committee be tasked to solicit additional nominations for honorary members as appropriate and in accordance with the published standard operating guideline. Aleta Cappen seconded the motion. Motion passed. Committee Chair Bryant Champagne will be tasked with this solicitation and will be asked to have recommendations available for Board review by the next Board meeting currently scheduled for April 24 2014.

Secretary/Treasurer Tim Ocnaschek followed up previous Board and membership discussions about adjusting the SNCA email and notification process, asking to facilitate moving the primary email administration to use a notification vendor local jurisdictions currently have accounts with. This will keep the cost at zero, yet provide a much more robust notification capability than relying strictly on emails, and the seven email groups we are currently using. The existing SNCA email account will be maintained to provide continuity for our current email reply routing protocols. The email or notification recipient will not be affected, it will just make it easier and faster for the administration.

**Correspondence:**

None

**Financial Report:** Secretary/Treasurer presented the following report;

**Checks issued since last Board meeting:**

|            |                    |                             |             |
|------------|--------------------|-----------------------------|-------------|
| 10/23/2013 | Schooner           | Board Meeting               | \$ 395.16   |
| 11/20/2013 | Juxtapose          | Webhosting                  | \$ 54.13    |
| 11/20/2013 | Stephanie Garsea   | Reimburse for golf flyers   | \$ 45.47    |
| 12/2/2013  | City of Groves     | Bosses night hall rental    | \$ 250.00   |
| 12/2/2013  | Red's Liquor       | Bosses night beverages      | \$ 482.70   |
| 12/2/2013  | Juxtapose          | Webhosting                  | \$ 54.13    |
| 12/2/2013  | Moncla's           | Bosses Night caterer        | \$ 3,740.00 |
|            |                    | Bosses Night reimburse      |             |
| 12/2/2013  | David Frenzel      | receipted expenses          | \$ 4,342.16 |
| 12/2/2013  | Firehouse Band     | Bosses Night entertainmnet  | \$ 250.00   |
|            |                    | Refund of double payment of |             |
| 12/18/2013 | Vernon Pierce      | Entergy's dues              | \$ 250.00   |
| 12/18/2013 | U S Postal Service | Box rental for 2014         | \$ 72.00    |

**Account Balances**

|                  |                           |
|------------------|---------------------------|
| Checking Balance | \$29,761.24               |
| CD Balance       | \$ 4,967.86               |
| CD #2 Balance    | \$ 5,098.02               |
| Total Balance    | <u><u>\$39,827.12</u></u> |

**Unpaid dues**

- Arkema Safety
- Dooley Tackaberry
- Firestone Polymers
- McLewis Fire ESD#4
- Baptist Hospital
- Beaumont
- Pinehurst Fire
- Renewable Biofuels pro-rata 2013 and 2014
- Vidor ISD Police

Secretary/Treasurer Tim Ocnaschek reviewed several member agencies with outstanding dues payments. Of particular concern was Renewable Biofuels which was voted in as a new member in 2013, but did not pay prorated dues for 2013, nor 2014 dues. Contact has been made with the company which has a new director. Research shows their membership was originally approved in the July 2013 general meeting. Individual Board members volunteered to provide additional contact attempts with these member agencies. President Owens asked for a motion to approve the Treasurers Report. Stephanie Garsea made the motion to approve the Financials and Charlie Kosh seconded the motion. The motion carried.

### **New Business:**

Secretary/Treasurer Tim Ocnaschek presented a membership request from Membership Committee Chair Bryant Champagne regarding Oil Tanking (Port Neches). Port Neches Fire Chief/EMC Steve Curran sponsored their membership application requesting they be accepted as a **voting member**. The applicant has \_\_\_\_\_ resources to support the SNCA mission. The management of this Oil Tanking branch is not subordinate to Oil Tanking (Beaumont) which is already a voting member. Membership Committee Chair, Bryant Champagne, reviewed the documentation and presented a recommendation to the Board that they be accepted into the Association as a **voting member**. A motion was made by Cindy Powers and seconded by Charlie Kosh that the Board recommend to general membership that Oil Tanking (Port Neches) be accepted as a **voting member**. Motion carried.

Secretary/Treasurer Tim Ocnaschek presented a membership request from Membership Committee Chair Bryant Champagne regarding Beaumont Water Utilities. Beaumont Police Lieutenant/EMC Tim Ocnaschek sponsored their membership application requesting they be accepted as a voting member. The applicant has extensive equipment, expertise, and personnel resources to support the SNCA mission. The management of this City Department reports directly to the City Manager and is not subordinate to Beaumont Public Works which is already a voting member. Membership Committee Chair, Bryant Champagne, reviewed the documentation and presented a recommendation to the Board that they be accepted into the Association as a voting member. A motion was made by Cindy Powers and seconded by Stephanie Garsea that the Board recommend to general membership that the City of Beaumont Water Utilities Department be accepted as a voting member. Motion carried.

President Owens initiated a discussion regarding the timing of the new member applications. Normally, a new member request will be mailed, read in a general meeting, and then assigned to committee for review. Then it will be presented to the Board and subsequently approved or disapproved by membership. For the two members being presented today, the request processing and committee recommendation was complete the week of this January Board meeting, and the next general meeting is scheduled for February 5<sup>th</sup>. The Consitution provides guidance regarding the application process, and requires one reading of the application request to membership prior to a vote for membership; however, no specific review time is mandated. Additionally, Board review and concurrence with the committee recommendation is required prior to membership vote, but again, no specific order process is mandated. In both member applications presented on this occasion, both already have associated members already approved by the membership. The Board agreed that the Consitutional language is appropriate and provides reasonable lattitude for case-by-case determination. In the current two cases, the board agreed it was appropriate to make the required reading of the membership request and then ask for membership vote regarding the applications during the February 2014 meeting.

Strategic Planning Committee Chair, Cindy Powers, presented an update recommended for the Strategic Plan to add a strategic objective supporting the SNCA support of training and educational outreach. The specific wording recommended states, *“Support or participate in community educational events geared toward awareness, preparedness or prevention. On an annual basis, solicit member recommendations for sponsorship donations.”* Board discussion reaffirmed that outreach was part of community education and was important for furthering the SNCA mission. A motion was made by Tim Ocnaschek and seconded by Jerry Ziller that the

changes recommended to update the Strategic Plan be approved as written, and that the recommendation be submitted to the membership at the February 2014 meeting. Motion passed.

Secretary/Treasurer Tim Ocnaschek presented an idea to encourage membership for additional Public Works departments around the region, and will send a request to EMCs to solicit contact information. Several options are then available to engage the Public Works administrators about the benefits of expanding this aspect of the SNCA and possibly supporting the Texas Public Works Task Force initiative.

Inventory and Communications Committee Chair Pat Grimes requested assistance in getting members to update contact and inventory information in the SNCA Database. President Owens reaffirmed the importance of having the information current and immediately available in support of the basic SNCA mission. Grimes also presented an update regarding the continued development of the SNCA Database and coordination with the State of Texas Evacuation Assistance Request (STEAR) program. STEAR information will be archived March the 1<sup>st</sup> and the State is sending postcards to all citizens currently registered. That archive information is available in the SNCA database by jurisdictional administrators. Texas requires each jurisdiction to have a STEAR custodian. Starting March 1, citizens requesting evacuation assistance will be able to enroll on the internet.

Finance advisor, John Avery, recommended taking the Association's IRS form 1099 to our accounting consultant Edgar, Kiker & Cross, upon receipt. The Board agreed.

**Other Business:**

None

**SNCA Board of Directors Meeting Schedule 2014:**

23 January, 24 April, 31 July, and 23 October (Currently)

**Call for motion to adjourn:**

Motion made by Stephanie Garsea and seconded by Charlie Kosh to adjourn the 2014 1<sup>st</sup> quarter BOD meeting. Motion carried.

**Meeting Adjourned:** 12:40 PM

*Tim Ocnaschek*

Secretary/Treasurer