



Organized Feb. 9, 1949

## SABINE-NECHES CHIEFS ASSOCIATION

~ P.O. Box 2257 Nederland, Texas 77627 ~  
Phone: (409) 985-0237, Fax: (409) 985-0540  
Email: [snca@ih2000.net](mailto:snca@ih2000.net) Web: [www.snychiefs.com](http://www.snychiefs.com)  
24-Hour Activation Phone: **409-838-6371**

### 2016 Board of Directors

**Dale Jackson**  
President 15-16

**Tim Ocnashek**  
Vice-President 15-16

**Charlie Kosh**  
Secretary/Treasurer 15-16

**Carman Apple**  
Sergeant-at-Arms 15-16

**Bryant Champagne**  
Fire Director 16-17

**Larry Richard**  
Fire Director 15-16

**Tommy Wells**  
Industry Director 16-17

**Chris Gonzales**  
Industry Director 15-16

**John Owens**  
Police Director 16-17

**Aleta Cappen**  
Police Director 15-16

**David Frenzel**  
At-Large Director 15-16

**Stephanie Garsea**  
EMS Director 15-16

**Cindy Powers**  
Health Director 15-16

## NOVEMBER 2016 MINUTES

### Quorum is (10) Voting Members at Regular Meeting

The 806<sup>th</sup> Sabine Neches Chiefs Association meeting was called to order by President Dale Jackson, at 10:14 a.m. Wednesday, November 2, 2016, at the Orange County EXPO center/EOC located 11475 FM 1442, Orange, TX. The meeting was sponsored by Orange County ESD#2 – Chief Ricky Bodin.

John Durkay gave the invocation.

Tim Ocnashek led the Pledge of Allegiance.

Host Welcome: The host welcome was by Chief Ricky Bodin – Orange County ESD #2

Board members Cindy Powers and Chris Gonzales were excused from the meeting.

Self Introductions were made by those present.

### READING OF THE MINUTES

President Jackson asked for “Approval” of the previous month’s minutes as e-mailed:

A motion was made by John Owens and seconded by Stephanie Garsea to approve the minutes. Motion carried.

### CORRESPONDENCE:

President Jackson read a letter to the SNCA from Megan Henry thanking the SNCA for the scholarship money that she had received.

**TREASURERS REPORT:**

Financials as of 10/31/2016:

\$52,591.54	Checking
\$ 4,967.86	CD
<u>\$ 5,159.36</u>	CD #2
<u>\$62,718.76</u>	Total

Charlie Kosh gave the financial report. Bryant Champagne made a motion that was seconded by Larry Richard to approve the financial report. The motion passed.

President Jackson advised the group that we have been receiving some dues and encouraged everyone to get their dues paid in a timely manner.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

- A. President informed the group that nominations are still being accepted for the open Board positions until noon today. If anyone has someone they want to nominate they need to get the nomination in, today, before noon.
- B. President Jackson advised everyone of an issue that was brought to the BOD at the recent meeting. The issue related to individuals that hold more than one voting position within the organization. The outcome was that these types of members would be capable of casting a vote for each organization they represent.
- C. President Jackson reviewed the proposed 2017 budget (see attachment #3). John Owens made a motion to accept the proposed budget. The motion was seconded by Aleta Cappen. The motion passed by vote.
- D. President Jackson shared with the group the issue of splitting Communication/Inventory Committee and the re-assigning of the

chairperson to the Training & Education Committee. Shaqueena Nobles was appointed to the Training & Education Committee. Louis Havens will remain the chairperson of the MFF&S Committee. Terry LaFluer will be the chairperson of the Communication Committee. Pat Grimes will remain the chairperson of the Inventory Committee.

- E. President Jackson discussed with the group about sending Pat Grimes to the State ETN and STEAR committee meetings, Sunday, November 20. One in the morning and one in the afternoon. A motion was made by John Owens and seconded by Larry Richard to send Pat to these meetings. The motion passed by vote.
- F. Steve Curran covered the proposed changes to the Constitution (see attachment #4) and the proposed SOG for reimbursement (see attachment #5)

## **SPECIAL ANNOUNCEMENTS**

President Jackson advised the members of the proposed dates for the 2017 SNCA Board of Directors (BOD) meetings. The proposed dates are January 19, April 27, July 27, and October 26.

Roger Erickson with the National Weather Service discussed the INWS website. Roger also gave an extended forecast for the weather this winter. The forecast was dry and warm winter.

Carman Apple advised there would be a meeting immediately after the SNCA meeting to discuss the web EOC. Representative from the state are present to listen to concerns and build the system based on your concerns.

## **RECENT EMERGENCIES/ ISSUES:**

SNCA There was one activations in October.

SNCA Activations YTD 5 (1/28/16, 3/12/16, 6/2/2016, 8/12/2016, 10/2/16)

Industry  
Municipal Fire  
Law Enforcement  
EMS  
Health

## **STANDING COMMITTEE REPORTS**

**NOMINATING COMMITTEE – MATT DULANEY, CHAIRPERSON (Absent)**

Matt was absent, but Mark Landry updated the group on what positions that are available for nominations. Mark reminded everyone that nominations would cease at noon at today. If you have someone you would like to nominate, get it to Mark ASAP.

**MEMBERSHIP COMMITTEE: BRYANT CHAMPAGNE, CHAIRPERSON**

No Report.

**CONSTITUTION AND BY-LAWS: STEVE CURRAN, CHAIRPERSON**

Already covered the issues

**WEBSITE: STEVE CURRAN, CHAIRPERSON**

Steve reported that everything was up to date. Will be adding information related to bosses night.

**MARINE FIREFIGHTING, SALVAGE, AND RECOVERY COMMITTEE: LOUIS HAVENS, CHAIRPERSON**

Louis reported that there will be training upcoming in for Marine Firefighting. There will be 3 classes. So far there are 36 people signed up. The class is getting close to the cut off level. You can get more information on the classes by contacting Deputy Chief Louie Havens with the Port Arthur Fire Department.

**COMMUNICATIONS: TEERY LAFLUER, CHAIRPERSON**

No Report

**INVENTORY: PAT GRIMES, CHAIRPERSON (Absent)**

No Report.

**TRAINING & EDUCATION: SHAQUEENA NOBLES, CHAIRPERSON**

Shaqueena reported that there was a Critical Asset Management scheduled for December 6 and 7. They are in need of industry personnel involvement. You can register at preparingtexas.org. Please visit <https://www.preparingtexas.org/index.aspx>? For the must up to date training opportunities. There are quite a few training and drills coming up.

**HOMELAND SECURITY: JEREMY HANSEN, CHAIRPERSON**

Jeremy Hansen advised everyone to increase their vigilance on security as we go through the election process.

Sue Landry also advised the group that they are developing a working group for IED security planning. Anyone interested in participating in this core group can contact Sue Landry.

**AWARDS COMMITTEE: STEPHANIE GARSEA, CHAIRPERSON**

Stephanie reported that the awards have been ordered and will be presented at bosses night.

**GOLF TOURNAMENT: STEPHANIE GARSEA, CHAIRPERSON**

Stephanie advised everyone that the date for the 2017 golf tournament is set for Friday, April 28, 2017. If you have door prizes please get with her.

**PUBLIC RELATIONS: STEPHANIE GARSEA, CHAIRPERSON**

No Report

**BOSSES NIGHT: DAVID FRENZEL, CHAIRPERSON**

Chief Frenzel informed the group that bosses night is 36 days away. Members are responsible for invites. Event will be December 5<sup>th</sup> at the Groves Community Center just like the previous several years. The social will start at 6pm and the dinner will start at 7:15pm. David needs a head count from your organization as soon as possible.

**PROGRAMS: ALETA CAPPEN, CHAIRPERSON**

Aleta reminded everyone that the hosts are responsible for the program.

**DRILLS/EXERCISES: BOB STEGALL, CHAIRPERSON (Absent)**

Jeremy Hansen reported that there would be a calendar review, for drills/exercises, involving all agencies. The meeting will be scheduled for sometime in January.

**OIL SPILL: TOMMY WELLS, CHAIRPERSON**

No Report

**INCIDENT MANAGEMENT TEAM: TIM OCNASCHEK, CHAIRPERSON**

Tim reported on the need for more volunteers to be involved with the IMT.

**STRATEGIC PLANNING: CINDY POWERS, CHAIRPERSON (Absent)**

No Report

**PROGRAM:**

No Program

**ATTENDEES:** There were 92 attendees at this meeting, 43 Voting; 8 Non-Voting; 2 Honorary Members; 37 Member Agencies and 11 guests.

**ADJOURN:**

A motion was made by Charlie Cox and seconded by Ricky Bodin to adjourn the 806th meeting at 11:10 am. Motion passed. Meeting adjourned.

Respectfully Submitted,

Charlie Kosh – Secretary/Treasurer

## **NEXT MEETING:**

The 807<sup>th</sup> meeting will be held on December 7, 2016. Location TBD. The meeting will be hosted by Motiva

The proposed host list through 2017 is attached.

### **Attachment 1 - Proposed Host List**

West Orange Police Department	796	January 4, 2016
Jefferson County Emg. Mgt.	797	February 3, 2016
Texas Gas (Southern Union)	798	March 1, 2016
Total Inc.-Pt. Arthur	799	April 1, 2016
Orange Fire Department	800	May 1, 2016
BASF/Beaumont	801	June 1, 2016
Hardin County Emergency Management	802	July 1, 2016
Martin Midstream Partners L.P.	803	August 1, 2016
Entergy Texas	804	September 1, 2016
Williams Fire and Hazard Control	805	October 1, 2016
Orange County ESD #2	806	November 1, 2016
Motiva	807	December 1, 2016
Orange County ESD #4 (McLewis VFD)	808	January 1, 2017
Hardin County ESD #2 (Lumberton Fire)	809	February 1, 2017
ISTC	810	March 1, 2017
Jefferson County Sheriff Dept.	811	April 1, 2016
Orange Police Dept.	812	May 1, 2017
Chevron/Phillips Chemical Co. P.A.	813	June 1, 2017
Williams/Tyco	814	July 1, 2017
Hardin County Sheriff Dept.	815	August 1, 2017
Port Neches Fire Dept.	816	September 1, 2017
Port Neches Police Dept.	817	October 1, 2017
Jefferson County ESD #4	818	November 1, 2017
Nederland Fire Dept	819	December 1, 2017
Nederland Police Dept.	820	January 1, 2018

## Attachment #2 Request for Donations



### Beaumont Fire-Rescue Services

400 Walnut/P.O. Box 3827  
Beaumont, TX 77704-3827  
<http://beaumonttexas.gov/fire/>

Business Office 409.880.3917  
After Hours 409.880.3901  
FAX 409.880.3934

June 23, 2016

Dale Jackson  
Sabine Neches Chiefs' Association  
P O Box 2257  
Nederland, TX 77627

Dear Dale,

On behalf of Beaumont Fire/Rescue Services and the Fire Museum of Texas, I would like to thank you and Sabine Neches Chiefs' Association for the \$1500 "Rescue Me" sponsorship of our 2016 Fire Prevention and Family Safety Festival. Without community support we would be unable to educate thousands of children and their parents on the importance of fire prevention and personal safety.

We hope that you will share the information about our event in the hopes that your employees and their families will join us on October 1, from 10:00 a.m. until 2:00 p.m. We promise a great time!

Thanks, once again, for partnering with us. Please know that we truly appreciate all that you and Sabine Neches Chiefs' Association does within our community.

Sincerely,

BEAUMONT FIRE/RESCUE SERVICES

Anne Huff  
Fire Chief

AH/ds



July 25, 2016

Sabine Neches Chief's Association  
Attn: Chief Dale Jackson  
PO Box 2257  
Nederland, TX 77627

RE: Receipt for Donation to the City of Beaumont Police Department

Dear Chief Jackson,

On behalf of the City of Beaumont, I would like to thank you for your recent donation of \$1,000 to the Beaumont Police Department's Cops & Kids program. Our efforts to engage young people in a positive way is especially important in this day in time. I am extremely proud of this program and believe that we are making a beneficial impact on youth in our community.

Your gift is an important contribution, and so is your friendship and support. Please know how much you are appreciated.

Thank you for supporting the City and the Police Department in this important way.

Sincerely,

A handwritten signature in black ink, appearing to read "James Singletary".

James Singletary  
Chief of Police

City of Beaumont  
EIN: 74-6000278  
801 Main Street  
Beaumont, TX 77701

Donation Amount: \$1,000  
Check No. 1319  
Date Received: 6.1.16

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Finance Department • (409) 880-3789 • Fax (409) 880-3132  
P.O. Box 3827 • Beaumont, Texas 77704-3827



**Attachment #3**

PROPOSED SNCA BUDGET FISCAL YEAR 2017							
REVENUES							
	Membership Dues					\$26,000.00	
	Golf Tournament					12,500.00	
	Interest Income					12.00	
		Total Revenues					38,512.00
EXPENSES							
	Awards					750.00	
	Board Meetings					1,850.00	
	Bosses Night					10,000.00	
	Contributions & Community Outreach					3,500.00	
	LIT Scholarship Golf Proceeds					7,700.00	
	Golf Scholarship Tournament Expenses					4,800.00	
	Dues and Subscriptions (database)					2,675.00	
	General Membership Meetings					2,500.00	
	Bank Fees					60.00	
	Licenses and permits					70.00	
	Postage and Office Expense					180.00	
	Professional Fees					500.00	
	Internet and Website					3,060.00	
	Credit Card Fees (Pay Pal-primarily dues collection)					225.00	
	Training					2,500.00	
	Miscellaneous					440.00	
		Total Expenses					40,810.00
PROJECTED INCREASE (DECREASE) IN NET ASSETS							<u>\$ (2,298.00)</u>

#### **Attachment #4**

Finance #3

~~Officers~~ **Representatives** of the SNCA while conducting SNCA business shall be eligible for reimbursement at the approved State rate for **approved** expenses incurred for travel, lodging, and meals.

#### **Attachment #5**

### **TRAVEL AND TRAINING GUIDELINE**

#### **I. PURPOSE**

The purpose of this guideline is to establish acceptable procedures for the payment of travel expenses incurred by approved SNCA representatives, who in the performance of their association duties are traveling outside the city. The term “advance” is defined as a check made out in the name of a representative rather than in the name of a vendor.

#### **II. REIMBURSABLE EXPENSES**

Subject to the requirements and guidelines of this policy, all reasonable, necessary, and ordinary expenses incurred in travel are reimbursable.

A. Transportation - The mode of transportation is left to the judgment of the SNCA Board, who will give due consideration to the time involved, safety, convenience, and cost of such transportation.

1. Air Transportation - Coach class accommodations must be utilized unless circumstances dictate otherwise. When arranging air travel, departments may want to avoid fare restrictions that limit flexibility. However, if there are little likelihoods that travel arrangements will change, airfare should be booked as early as possible, and all discounts should be pursued. Air Transportation requires an advanced purchase to ensure cheaper rates. The approved representative can wait for reimbursement by claiming this expense on the Travel Expense Report along with all of the other trip costs. Another option of payment is to have a travel agency hold the reservation until payment is received. Upon approval by the SNCA Board, this payment can be purchased on a credit card when the representative submits an invoice. No advance for this cost is permitted. When required,

the Association will reimburse the amount associated with checking two (2) pieces of luggage on a flight.

2. Personal Vehicle - Should an employee use their personal vehicle, that employee will be reimbursed at the standard mileage allowance based on current IRS rates for actual mileage, up to the cost of a round trip coach airfare. If the employee departs directly from home, mileage will be determined to be the lessor of miles between the employee's home and the travel destination or the miles between the office and the travel destination. When more than one approved representative is traveling for the same purpose, car-pooling is required unless such will cause undue hardship or time scheduling conflicts to occur. If an approved representative receives an auto allowance from the member agency and the actual miles driven is less than 75, no reimbursement for mileage will be given to the traveling representative. If the actual miles driven exceeds 75, that person will be reimbursed at the standard mileage allowance (current IRS rate) for the total amount of miles driven. Once approved, this cost can be advanced to the representative or reimbursed to the employee with the submission of the Travel Expense Report. When estimating the miles for the purpose of receiving an advance, please attach a printout of the estimated mileage by using Mapquest or something similar.
3. Member Agency Vehicles - Where an approved representative is assigned a member agency vehicle and more than one approved member agency representative is traveling for the same purpose, use of that member agency vehicle is required unless such will cause undue hardship or time scheduling conflicts to occur. A member agency-furnished vehicle should be used whenever it is reasonably available and a car is required for official travel. Once approved, estimated gas costs can be advanced to the employee or reimbursed with the submission of the Travel Expense Report. In either case, receipts will be required when the Travel Expense Report is submitted.
4. Rental Vehicle - Rental of a vehicle is authorized when it is more practical and/or less expensive than the use of taxi cabs or other public transportation for official business. The size of the vehicle rented should be dictated by the number of staff traveling. An economy/compact car should be used when available. The cost of gasoline for the rental car is reimbursable. Receipts for gas are required and should indicate the date of purchase, location, and gallons purchased. Once approved, these costs can be advanced to the employee or reimbursed with the submission of the Travel Expense Report. In either case, receipts will be required when the Travel Expense Report is submitted.

5. Other Transportation - The use of hotel courtesy vans or other transportation services such as Super Shuttle should be used whenever available. The use of taxi cabs is reimbursable. Once approved, these costs can be advanced to the employee or reimbursed to the employee with the submission of the Travel Expense Report. In either case, receipts will be required when the Travel Expense Report is submitted.
  6. Parking and Tolls - Actual costs of parking are reimbursable with receipts. If a hotel offers both self-parking and valet parking, the employee may utilize either with a maximum reimbursement of \$30.00 per day, if supported by receipts. Parking meter fees and toll charges do not require receipts, but a log showing the date, amount, and location must be submitted to receive reimbursement. Once approved, these costs can be advanced to the employee or reimbursed to the employee with the submission of the Travel Expense Report. In either case, a record's log will be required when the Travel Expense Report is submitted.
- B. Hotel/Lodging - Reservations should be made at the lowest rate available. If a guest accompanies an approved representative, the incremental difference charged above the single occupancy rate is non-reimbursable. Once approved, this cost can be paid by a check request to the hotel or the employee can be reimbursed with the submission of the Travel Expense Report. Please include support as to the amount of the hotel cost when submitting a check request. In either case, itemized receipts will be required for the submission of the Travel Expense Report. No advance for this cost is permitted.

Lodging provided by family/friends is non-reimbursable. Meals, groceries, or gifts for people providing lodging to approved representatives are non-reimbursable by the Association.

- C. Meals and Incidentals (Overnight Travel) - Meals and Incidentals (personal telephone calls and tips) are reimbursable on a per diem basis. Under the per diem method, travelers will be reimbursed at the maximum Federal guideline rates per day for all meal and meal-related costs including gratuities. Those rates vary depending on the destination of travel. A matrix of the rates are published by the [General Services Administration \(click on link to GSA website\)](#). The rates listed in this table are for a full day and will be allocated between breakfast, lunch and dinner at the following percentages: Breakfast - 20% of the daily rate, Lunch - 30% of the daily rate and Dinner - 50% of the daily rate. The time of departure from or arrival in the [member agency address of record](#) determines the meals eligible for reimbursement, according to the following schedule (assuming the employee is based in Beaumont):

<u>Leave from SETX</u>	<u>Allowed</u>
Before 7:00 a.m.	Breakfast
Before 11:00 a.m.	Lunch
Before 6:00 p.m.	Dinner

<u>Arrive in SETX</u>	<u>Allowed</u>
After 8:00 a.m.	Breakfast
After 1:00 p.m.	Lunch
After 7:00 p.m.	Dinner

Partial per diem will be paid if some meals are not eligible for reimbursement. Meals ineligible for reimbursement are meals included in conference or seminar registration fees paid by the Association. Partial per diem (including incidentals) will be 20% of the daily rate for breakfast, 30% of the daily rate for lunch, and 50% of the daily rate for dinner. Once approved, an advance will be given for meals if requested. If no advance is requested, the meal per diem will be reimbursed with the submission of the Travel Expense Report. No receipts are required for per diem where an overnight stay is required.

Meals and Incidentals (Day Trips- Outside SETX Limits) - Same rules as overnight trips apply except receipts are required for cash reimbursements. Cash reimbursements are limited to the lesser of the actual meal costs or the per diem amount for the meal. If no receipt is submitted, then the per diem applicable to the meals will be added to the approved representative's final check. No advance for the per diem is allowed for day trips.

- D. Registration - Registration fees for local and out-of-town conventions, conferences and workshops are eligible expenses. These must be supported by receipts which will include the agenda or program identifying all activities that are included in the registration fee. Once approved, these fees can be paid by a check request or reimbursed to the approved representative with the submission of the Travel Expense Report. No advance is permitted for this fee.
- E. Telephone and Other Business Communications - Telephone calls, fax charges, overnight/other mail fees, etc. are reimbursable if they are for the purposes of conducting Association business. The validity of these expenses must be supported by an itemized bill or receipt.
- F. Tips or Gratuities - Gratuities for meals are included in the per diem rates. Tips for incidental purposes such as bellhops, cab drivers and porters may be allowed up to a maximum of \$10 per day. Documentation is required for reimbursement.

- G. Spouse/Companion Attendance - Spouses/Companions travel at their own expense. The incremental difference between a single and double occupancy room rate is reimbursable to the Association. No travel costs, whether for transportation, lodging, meals or cost of attendance to events, for spouses/companions are reimbursable by or chargeable to the Association.

### III. ACCOUNTING FOR TRAVEL EXPENSES

- A. Travel Authorization and Advances - All estimated travel and/or training costs should be properly approved before any expenses are incurred. Proper approval is achieved when a completed Travel Authorization and Advance Form (available on COB Connect as both Excel and PDF documents) is signed off by an Executive Board check signing member with approval of the Board. These completed forms should be submitted to the Executive Board at least ten (10) working days prior to departure. When submitting the Travel Authorization and Advance Form, please include all related check requests and proper support. Proper support should include registration information, conference agendas, hotel information and information relating to travel arrangements. It is very important that an Executive Board member receives all information relating to the travel to help identify all costs. Conference agendas are very important to include as they give information regarding meals that are being provided. All forms that are incomplete or do not have proper support will be returned to the requesting department. If the total cost of travel and training for any employee is less than \$75 AND no expense report will be filed, then it is not necessary to complete a Travel Authorization and Advance Form.

An approved representative may be denied a travel advance if he or she:

- \* Requests the advance less than ten (10) working days before the advance is needed;
- \* Has not submitted an expense report on previously completed travel;
- \* Has not reimbursed the Association for a travel advance which exceeded the actual cost of travel that has been completed;
- \* Consistently submits the travel expense report late (more than ten (10) days after travel is completed).

If the trip is cancelled, the advance check must be returned immediately to the Association . The representative must void the check by clearly marking "VOID" on the check in ink and return it to the Executive Board member within five (5) working days. The check should not be held for later use. If the approved representative has cashed the check, that employee should reimburse the City immediately cashed.

- B. Expense Reporting - Upon returning to the member agency address of record, the employee must personally complete and sign the standard form, "Travel Expense Report" (available on COB Connect as both Excel and PDF documents). The original report must be submitted to the Executive Board, along with the required documentation, within ten (10) working days from the date of return.

If a refund is due the Association, the representative must submit a copy of the completed expense report along with remittance of the funds to an Executive Board member. The original expense report and a copy of the receipt of funds from the Executive Board member must be submitted to the Secretary/Treasurer and/or treasurer support representative.

If reimbursements of funds are due to the representative, he or she must submit the completed expense report to the Association. A reimbursement check will normally be issued at that time.