



Organized Feb. 9, 1949

SABINE-NECHES CHIEFS ASSOCIATION

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2016 Board of Directors

Dale Jackson
President 15-16

Tim Ocnaschek
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

DECEMBER 2016 MINUTES

Quorum is (10) Voting Members at Regular Meeting

The 807th Sabine Neches Chiefs Association meeting was called to order by President Dale Jackson, at 10:15 a.m. Wednesday, December 7, 2016, at the Carl Parker Center, 1800 Lakeshore Dr., Port Arthur TX. The meeting was sponsored by Motiva Enterprises – Shane Thomas

Brad Penisson gave the invocation.

Tim Ocnaschek led the Pledge of Allegiance.

Host Welcome: The host welcome was by Shane Thomas – Motiva Enterprises

Board members Cindy Powers, Carman Apple, Aleta Cappen, 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:

None

TREASURERS REPORT:

Financials as of 11/30/2016:

\$42,573.04	Checking
\$ 4,967.86	CD
\$ 5,159.36	CD #2
<u>\$52,700.26</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 there were 43 members that have not paid their dues.

OLD BUSINESS:

None

NEW BUSINESS:

- A. Matt Dulaney thanked the members of the nominating committee (Scott McDonald and Mark Landry) for the hard work they had put in on the nominating committee. Matt addressed the group about the nominations for the elections and what races were contested. He also covered the election process and where the voting member could get a ballot and cast their vote. President Jackson asked if there were any additional nominations. There were none. The group broke for the election at 11:05 and reconvened at 11:20 for results of the vote. John Owens assisted the committee in the vote count. The results are as follows:

Secretary Treasurer = Bryant Champagne

Sergeant -at-Arms = Carman Apple
Industry Director = Tommy Shelton
Fire Director = Louis Havens
Police Director = Aleta Cappen
At-Large Director = David Frenzel
Health Director = Cindy Powers
EMS Director = Stephanie Garsea

President Jackson welcomed the group to their 2017-18 positions

- B. President Jackson discussed the proposed changes to the Constitution, Article VI - Finances, #3 (Attachment #2) and the SOP for Training and Travel Guideline (Attachment #3). After discussion Larry Richard made a motion to accept the changes. The motion was seconded by Stephanie Garsea. The motion passed by vote.
- C. Stephanie Garsea introduced four (4) recipients of the LIT Scholarships. The recipients were: Helen Curl, Kimberlee Perkins, Joy Taylor, Vivian Gonzales

SPECIAL ANNOUNCEMENTS

President Jackson advised the members for Sue Landry, to mark their calendars, and plan to stay after the January SNCA meeting 1-4-17. If you plan to apply for a Port Security and/or SHSP/LETPA grant so that we may collaborate our efforts.

Charlie Kosh announced that there would be a Fire Chief's forum meeting on January 11, 2017 at ISTC- Spindletop Boardroom located at 3749 Hwy 69 North, Beaumont, TX. The purpose of the meeting will be to discuss training needs for area fire chiefs. The meeting will start at 8:30 am and last about one hour.

RECENT EMERGENCIES/ ISSUES:

SNCA There was one activations in November.

SNCA ActivationsYTD 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)

Already covered at election

MEMBERSHIP COMMITTEE: BRYANT CHAMPAGNE, CHAIRPERSON

No Report.

CONSTITUTION AND BY-LAWS: STEVE CURRAN, CHAIRPERSON

Absent- No Report.

WEBSITE: STEVE CURRAN, CHAIRPERSON

Steve was absent- President Jackson reported that there were a number of updates needed, including the recent Constitution changes.

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

No Report.

COMMUNICATIONS: TEERY LAFLUER, CHAIRPERSON

Pat Grimes gave a report on the STEAR and ETN meetings he attended.

INVENTORY: PAT GRIMES, CHAIRPERSON

Pat Grimes reported that he would start the update on the inventory in January. A computer would be available at the SNCA meeting to assist in anyone needing help in updating the database.

TRAINING & EDUCATION: SHAQUEENA NOBLES, CHAIRPERSON

Absent – No report

Please visit <https://www.preparingtexas.org/index.aspx>? for the must up to date training opportunities.

HOMELAND SECURITY: JEREMY HANSEN, CHAIRPERSON

Jeremy Hansen advised everyone that he would be gathering best practices and challenges for the AMSC.

AWARDS COMMITTEE: STEPHANIE GARSEA, CHAIRPERSON

Stephanie reported that the awards ceremony at bosses night went great. She will be posting the recipients to the SNCA website. Stephanie also reminded everyone to start thinking about nominations for next year.

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

BOSSSES NIGHT: DAVID FRENZEL, CHAIRPERSON

Chief Frenzel informed the group that bosses night was well attended and that everyone had a good time and seemed to enjoy the event. Chief Frenzel also gave the financials for the event. The event came in slightly under budget. As always, next's year's event is scheduled for the first Monday in December. The event will be on December 4, 2017 at the Groves Community Center.

PROGRAMS: ALETA CAPPEN, CHAIRPERSON

Absent – No report. President Jackson did remind everyone that the hosts are responsible for the program.

DRILLS/EXERCISES: BOB STEGALL, CHAIRPERSON

Jeremy Hansen reported that Bob was compiling a list of the drills and exercises for 2017. If anyone has drills or exercises scheduled please contact Bob or Jeremy and they can get them included on the list.

OIL SPILL: TOMMY WELLS, CHAIRPERSON

Tommy informed the group that if you have marine facilities be on the look-out for material coming out of the marsh during this time of the year. The material

appears similar to oil. If you are in doubt make the appropriate contacts and response.

INCIDENT MANAGEMENT TEAM: TIM OCNASCHEK, CHAIRPERSON
Tim reported that six (6) members of the IMT had been approved for funding to attend the IMT Conference in Kerrville. The funding came through the Texas Forrest Service.

STRATEGIC PLANNING: CINDY POWERS, CHAIRPERSON
Absent - No Report

PROGRAM:
Shane Thomas gave a presentation on Motiva Enterprises.

ATTENDEES: There were 62 attendees at this meeting, 31 Voting; 6 Non-Voting; 5 Honorary Members; 30 Member Agencies and 10 guests.

ADJOURN:
A motion was made by Larry Richard and seconded by Stephanie Garsea to adjourn the 807th meeting at 11:32 am. Motion passed. Meeting adjourned.

Respectfully Submitted,

Charlie Kosh – Secretary/Treasurer

NEXT MEETING:

The 808th meeting will be held on January 4, 2016. Location - TBD. The meeting will be hosted by Orange County ESD#4

The proposed host list through 2017 is attached.

Attachment 1 - Proposed Host List

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

Attachment #2

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 #3

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.