



Organized Feb. 9, 1949

# SABINE-NECHES CHIEFS ASSOCIATION

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## 2009 Board of Directors

Stephen L. Curran  
President 09-10

John D. Owens  
Vice-President 09-10

Terry Basham  
Secretary/Treasurer 09-10

Vernon Pierce  
Sergeant-at-Arms 09-10

Dale Jackson  
Fire Director 08-09

Larry Richard  
Fire Director 09-10

Larry McBride  
Industry Director 08-09

Doug Jones  
Industry Director 09-10

Aleta Cappen  
Police Director 08-09

Tod McDowell  
Police Director 09-10

Jeff Kelley  
At-Large Director 09-10

Butch Holmes  
EMS Director 09-10

Cindy Powers  
Health Director 09-10

# JANUARY MINUTES

Quorum is (10) Voting Members at Regular Meeting

## NEXT MEETING

The February 4<sup>th</sup>, 2009 , **714th SNCA meeting** at 10:00 a.m. will be hosted by Garner Environmental and held at "BIG RICH'S" on **Highway 90 in Beaumont.**

The 713<sup>th</sup> Sabine Neches Chiefs Association meeting was hereby called to order at 10:00 a.m. on Wednesday January 7<sup>th</sup>, 2008 at the Sunset Grove Country Club in Orange and was hosted by The Sabine Neches Chiefs Association.

Scott Kerwood gave the invocation.

John Owens led the Pledge of Allegiance.

Self-introductions were made and Stephen Curran, President SNCA, welcomed the membership.

The following SNCA Officers were excused: Larry Richard and Butch Holmes.

## READING OF THE MINUTES

President Stephen Curran, asked for "Approval" of the 712<sup>th</sup> previous month's minutes as e-mailed for the December 3<sup>rd</sup>, 2008 meeting. A motion was made by Stephanie Garsea and seconded by Charles Kosh to approve the minutes. Motion passed.

## CORRESPONDANCE

President Curran announced the passing of Mr. Tommy Standridge our communication guru from the city of Beaumont. He will be greatly missed and very hard to replace.

## TREASURERS REPORT

Information compiled by John Owens, Sec. /Treasurer with the assistance of John Avery, PAFD

Balance as of 12-01-08.

Checking:	\$14,103.69
CD	\$ 4,967.86
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Total Balance	\$19,071.55

A motion was made by Dale Jackson and seconded by Vernon Pierce to approve the report from the Treasurer. Motion passed.

**\*\*In reference to FY'09 SNCA Dues Payments:  
There are 18 members (listed below) that have not paid to date.**

Member Name
LyondellBasell PD Glycol
BMC Holdings, Inc. (Terra Capital)
Center Point Energy
E. I. DuPont (Orange)
Firestone Polymers
Flint Hills
Foster Enterprises
Gerdau Steel
Lucite (DuPont) Beaumont
Memorial Herman Baptist - Orange
Orange County Health - UTMB
Orange County Sheriff
Orange Police Department
Pinehurst Police Department
Port Neches Groves ISD
Southeast Texas Air Rescue(MTC)
Stat Care EMS
Webb, Murray & Associates

**OLD BUSINESS - None**

**NEW BUSINESS: None**

**Training and Education Committee: Elgin Browning**

If anyone is interested in attending an ICS 300/400 class please contact:

Scott D. Kerwood, Ph.D., MIFireE, CFO, EFO, CFPS Fire Chief Orange County Emergency Services District #1

2351 Highway 12

Vidor, TX 77662

409-769-8294 (w)

409-769-2359 (f)

[ocesd1@sbcglobal.net](mailto:ocesd1@sbcglobal.net)

**\*\*All other Committee Reports were postponed\*\* As per Membership approval due to the First of Three “Strategic Planning Meetings” for 2009.**

**Committee Reports will be a part of the next Regularly Scheduled Meeting: Feb. 4<sup>th</sup>, 2009.**

**STRATEGIC PLANNING COMMITTEE NOTES: Chairperson: Cindy Powers**

**OPERATIONS:**

Communications/Public Relations:

- Advertise the website on all publications and news announcements to encourage membership and educate those that are interested. (Membership Committee, Public Relations Committee)
- Ensure SNCA Committees have strong participation by a wide cross-section of the SNCA membership. Encourage new members to join a committee and contribute to furthering the goals of the committee, SNCA BOD and the SNCA Strategic Plan. (Nominations Committee, All Committee Chairs)
- Build and maintain a SNCA web page ([www.snchief.com](http://www.snchief.com)) that contains pertinent information including meeting minutes, calendar of events, training opportunities, Constitution and By-Laws, history, lessons learned, best practices, contact information etc. (Public Relations Committee)
- Complete the Regional Communications Interoperability project including assigning common talk groups for communicating in each region and finalize the rebanding project including reprogramming all radios. Goal is 100% communications interoperability. (Communications Committee)
- Review Communications Guidelines to assure operating procedures remain up-to-date. (Communications Committee)
- Gather information, prepare and disseminate the Communications Capability Inventory of the SNCA (Communications Committee)

Drill & Exercise:

- Maintain a SNCA liaison with LEPC and the Area Maritime Security Committee. (Drills and Exercises Committee, Homeland Security)
- Ensure SNCA Committees have strong participation by a wide cross-section of the SNCA membership. Encourage new members to join a committee and contribute to furthering the goals of the committee, SNCA BOD and the SNCA Strategic Plan. (Nominations Committee, All Committee Chairs)
- Develop a SNCA Drill Plan that identifies drills and exercises that members of the SNCA will participate in for the next year. (Drills and Exercises Committee)

- Coordinate SNCA participation in the State of Texas functional exercise (Hazmat/WMD functional exercise) scheduled for mid-07. (Drills and Exercises Committee)
- Review the Learnings Report from the March '05 Texas WMD Incident Exercise. Identify and prioritize action items for the SNCA. (Drills and Exercises Committee)
- Plan for and execute a site drill in preparation for the '07 State Functional Exercise. (Drills and Exercises Committee)
- Review and update the SNCA Overhead Team list. Develop a methodology to test SNCA Overhead Teams and Task Forces in the SNCA Response Plan. (Overhead Team Committee, Drills and Exercises Committee)

#### Training/Education:

- Ensure SNCA Committees have strong participation by a wide cross-section of the SNCA membership. Encourage new members to join a committee and contribute to furthering the goals of the committee, SNCA BOD and the SNCA Strategic Plan. (Nominations Committee, All Committee Chairs)
- Announce upcoming training and education opportunities at monthly meetings and post on the website. (Training and Education Committee, Public Relations Committee)
- Identify specific member ICS training needs, locate appropriate sources, post information on the web page and announce at monthly meeting. (Training and Education Committee)

#### Homeland Security:

- Maintain a SNCA liaison with LEPC and the Area Maritime Security Committee. (Drills and Exercises Committee, Homeland Security)
- Ensure SNCA Committees have strong participation by a wide cross-section of the SNCA membership. Encourage new members to join a committee and contribute to furthering the goals of the committee, SNCA BOD and the SNCA Strategic Plan. (Nominations Committee, All Committee Chairs)
- Maintain up-to-date inventory of response equipment and points of contact. (Inventory Committee).
- Establish a temporary working group to outline First Responder considerations under a Pandemic Flu scenario and determine what Mutual Aid responses are likely to be requested. As Pandemic Flu plans are developed, have organizations provide information about their plans at SNCA meetings. (Homeland Security Committee)

#### Oil Spill:

- Ensure SNCA Committees have strong participation by a wide cross-section of the SNCA membership. Encourage new members to join a committee and contribute to furthering the goals of the committee, SNCA BOD and the SNCA Strategic Plan. (Nominations Committee, All Committee Chairs)

#### Overhead Team:

- Ensure SNCA Committees have strong participation by a wide cross-section of the SNCA membership. Encourage new members to join a committee and contribute to furthering the goals of the committee, SNCA BOD and the SNCA Strategic Plan. (Nominations Committee, All Committee Chairs)
- Develop proposal for an Area Command organization and address SNCA's contribution to the staffing. (Overhead Team Committee)
- Review and update the SNCA Overhead Team list. Develop a methodology to test SNCA Overhead Teams and Task Forces in the SNCA Response Plan. (Overhead Team Committee, Drills and Exercises Committee)

## **PLANNING**

### Constitution & Bylaws:

- Ensure SNCA Committees have strong participation by a wide cross-section of the SNCA membership. Encourage new members to join a committee and contribute to furthering the goals of the committee, SNCA BOD and the SNCA Strategic Plan. (Nominations Committee, All Committee Chairs)
- Review the SNCA Constitution, By-laws and Operational Procedures annually, at a minimum. Draft recommended changes and submit to the Board of Directors for their review. (Constitution and By-laws Committee)

### Strategic Planning:

- Ensure SNCA Committees have strong participation by a wide cross-section of the SNCA membership. Encourage new members to join a committee and contribute to furthering the goals of the committee, SNCA BOD and the SNCA Strategic Plan. (Nominations Committee, All Committee Chairs)

### Membership:

- Develop and distribute promotional materials to “get the word out” about the SNCA. Promotional materials include tri-fold pamphlet, video/DVD and PowerPoint presentation for potential new members and for members to use to educate others on the SNCA. (Public Relations Committee)
- Encourage long-standing members to occasionally bring a junior member of their organization to a SNCA meeting to introduce him/her to the members and allow the junior member to learn about the SNCA. (Membership Committee)
- Continue to proactively recruit appropriate new members. Make SNCA tri-fold pamphlet available to all members as a force-multiplying recruiting tool. Invite school district management to attend a SNCA meeting and consider joining. Continue to expand existing sections of SNCA such as increasing Law Enforcement, Fire Departments, Health, and Industry (Membership Committee)
- Advertise the website on all publications and news announcements to encourage membership and educate those that are interested. (Membership Committee, Public Relations Committee)
- Ensure SNCA Committees have strong participation by a wide cross-section of the SNCA membership. Encourage new members to join a committee and contribute to furthering the goals of the committee, SNCA BOD and the SNCA Strategic Plan. (Nominations Committee, All Committee Chairs)

### Nominations:

- Ensure SNCA Committees have strong participation by a wide cross-section of the SNCA membership. Encourage new members to join a committee and contribute to furthering the goals of the committee, SNCA BOD and the SNCA Strategic Plan. (Nominations Committee, All Committee Chairs)

## **LOGISTICS**

### Program:

- Conduct monthly meetings (normally on the first Wednesday of the month) with speakers, presentations and training from Federal, State, Local Government, and Industry Representatives that promotes the knowledge of potential hazards and emergency operations in the field of emergency response.
- Ensure meeting programs continue to be of a broad and varied nature so as to be of interest and value across the membership spectrum. Publish future meeting locations, sponsor and presentation topic on the SNCA web page. (Program Committee)
- Periodically give a presentation on a response to a major event in the history of the SNCA. (Programs Committee)

- Annually hold an administrative meeting dedicated to try to get a representative from each membership to this meeting to encourage continued participation, complete the annual survey, pay dues, and hand out new editions of the constitution. (Programs Committee)
- Ensure programs meet the needs of all sections of the SNCA by varying the topics to include Law Enforcement, Fire, Industry, Emergency Management, and Health. (Programs Committee)
- Ensure SNCA Committees have strong participation by a wide cross-section of the SNCA membership. Encourage new members to join a committee and contribute to furthering the goals of the committee, SNCA BOD and the SNCA Strategic Plan. (Nominations Committee, All Committee Chairs)

#### Bosses night:

- Continue annual Bosses Night, advertise early and often, encourage all members to invite their boss. Distribute informational flyer early. (Bosses Night Committee)
- Ensure SNCA Committees have strong participation by a wide cross-section of the SNCA membership. Encourage new members to join a committee and contribute to furthering the goals of the committee, SNCA BOD and the SNCA Strategic Plan. (Nominations Committee, All Committee Chairs)

#### Awards:

- Ensure SNCA Committees have strong participation by a wide cross-section of the SNCA membership. Encourage new members to join a committee and contribute to furthering the goals of the committee, SNCA BOD and the SNCA Strategic Plan. (Nominations Committee, All Committee Chairs)
- Ensure SNCA Committees have strong participation by a wide cross-section of the SNCA membership. Encourage new members to join a committee and contribute to furthering the goals of the committee, SNCA BOD and the SNCA Strategic Plan. (Nominations Committee, All Committee Chairs)

#### Inventory:

- Ensure SNCA Committees have strong participation by a wide cross-section of the SNCA membership. Encourage new members to join a committee and contribute to furthering the goals of the committee, SNCA BOD and the SNCA Strategic Plan. (Nominations Committee, All Committee Chairs)
- Maintain up-to-date inventory of response equipment and points of contact. (Inventory Committee).

#### Golf:

- Hold annual SNCA Golf Tournament, advertise early and often. Have sign up table available at SNCA meeting prior to the tournament. Advertise on the web, at the golf course, and in the paper. (Golf Committee, Public Relations Committee)
- Ensure SNCA Committees have strong participation by a wide cross-section of the SNCA membership. Encourage new members to join a committee and contribute to furthering the goals of the committee, SNCA BOD and the SNCA Strategic Plan. (Nominations Committee, All Committee Chairs)

## **FINANCE**

Audit: now external

#### Not assigned:

- To facilitate membership awareness of other members, a “Member of the Month” will be highlighted at the monthly meeting. The member highlighted will provide a short biography to be read by the

President. The biography and photo will be posted on the SNCA web page for that month. (BOD/Programs Committee, Public Relations Committee)

- Hold a summer bar-b-que social event to include bosses and family members. (Social Committee) – **Needs further investigation or volunteer**
- To solidify and enhance support and knowledge of the SNCA at the management level, give a presentation at the Plant Manager’s Forum on the SNCA. Hold one meeting a year designed for elected officials and Plant Managers to show the benefits of SNCA. The program will be presented by SNCA’s membership to elected officials. (BOD: Public Relations Committee, Program Committee)
- Consider expanding SNCA’s interaction at the State level including consideration of the benefits of having SNCA representation on the inter/intra state mutual aid association. (Other ways to expand beyond region for networking & mutual aid) (BOD)
- In keeping with the goal of continual improvement and enhanced readiness, conduct after-action reviews of actual responses (e.g., Huntsman Fire and Hurricane Rita) and develop recommendations for improvements. Develop prioritized Action Plan and identify member(s) to track progress to completion, post after action plan on web site for members. (BOD, Operations Section)

**PLEASE NOTE THE UP-COMING HOSTS:**

<b>MONTH</b>	<b>YEAR</b>	<b>ENTITY</b>
February	2009	Garner Environmental
March	2009	Goodyear
April	2009	SNCA: Strategic Planning Meeting
May	2009	Chevron Phillips: Port Arthur
June	2009	Exxon-Mobil
July	2009	SNCA: Strategic Planning Meeting
August	2009	Nederland Fire Department
September	2009	Motiva
October	2009	Port Neches Fire Department
November	2009	Port Arthur Police and Fire Departments
December	2009	Beaumont Fire and Police Departments

**ADJOURN**

A motion was made by Charlie Kosh and seconded by Doug Jones to adjourn the 713th meeting at 11:40 am. Motion passed. Meeting adjourned.

Respectfully Submitted,

***Terry Basham***

Secretary/Treasurer