



Organized Feb. 9, 1949

## SABINE-NECHES CHIEFS ASSOCIATION

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### 2013 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

Larry Richard  
Fire Director 12-13

Jerry Ziller  
Fire Director 13-14

Tommy Wells  
Industry Director 12-13

Charlie Kosh  
Industry Director 13-14

Jeff Wilmore  
Police Director 12-13

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

### 2<sup>nd</sup> Quarter Board of Directors Meeting MINUTES

April 25, 2013, 11:00 am  
Quorum is (7) Voting Directors

On Thursday, April 25, 2013 at 11:04 am, John Owens, President of the Sabine Neches Chief's Association called to order the 2<sup>nd</sup> Quarter Board of Directors Meeting held at The Schooner in Nederland.

Board Members Jeff Kelley and Tommy Wells were excused.

Visitors: Steve Curran (Website), Pat Grimes (SNCA database), and John Avery (Financial) 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 Dale Jackson and seconded Jerry Ziller to approve the minutes. Motion carried.

#### **Correspondence:**

A Bereavement request was received from the U.S. Department of Justice SNCA voting member Michael R. Mattes on behalf of Jennifer Kountze, the surviving spouse of U.S. Department of Justice, Bureau of Prisons' staff member Brandon Kountze who died after responding to a "body alarm" at the prison. The appropriate bereavement request form was also received. The request was received by email on April 23, 2013 and the incident occurred on March 31, 2013, which is within the sixty day time limit set by the membership.

## Correspondence Continued:

President Owens drafted a letter on behalf of the SNCA in support of HB442 supporting funding for the Public Safety Communications fund for the State of Texas. Copies of the letter were sent to Senator Williams, Senator Nichols, Representative Deshotel, Representative Ritter, and Representative White on March 12, 2013. A copy of the letter is available on the association website.

Community Outreach program sponsorships requests were received from Beaumont Fire Chief Ann Huff and Beaumont Police Chief James Singletary. Further information reviewed in New Business below.

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

### Checks issued since last Board meeting:

1/31/2013	Schooner	Board Meeting	\$ 353.44
2/6/2013	Juxtapose	Webhosting-February	\$ 54.13
	Jefferson County		
	Peace Officers	Donation Mid-County	
2/13/2013	Assn.	Range	\$ 500.00
2/26/2013	Stepanie Garsea	Golf flyers	\$ 39.78
3/6/2013	Juxtapose	Webhosting-March	\$ 54.13
		Donation injured in line of	
3/19/2013	David Roberts	duty	\$ 1,000.00
		Financial statements	
3/19/2013	Edgar Kiker & Cross	compilation	\$ 455.00
3/21/2013	John Avery	Reimburse for printer ink	\$ 24.89
		SNCA strategic meeting	
4/3/2013	David Barclay	food	\$ 2,000.00
		Weather Service radio	
4/3/2013	Kay Electronics	programming	\$ 55.00
4/22/2013	Belle Oaks	Tournament fees	\$ 3,978.61
		Reimburse for golf	
4/22/2013	Stepanie Garsea	tournament expenses	\$ 842.59

### Account Balances

Checking Balance	\$34,017.11
CD Balance	\$ 4,967.86
CD #2 Balance	<u>\$ 5,072.70</u>
Total Balance	<u><u>\$44,057.67</u></u>

The President called for a motion to approve the Treasurers Report; Cindy Powers made the motion to approve the Financials and Aleta Cappen seconded the motion. The motion carried.

## **New Business:**

Secretary/Treasurer Tim Ocnaschek discussed two community event support requests. The first was a sponsorship request from Beaumont Fire Chief, Anne Huff for the 2013 Fire Prevention & Family Safety Festival to be held on 5 October 2013. The flyer was emailed to membership on February 6, 2013. The second was a sponsorship request from Beaumont Police Chief, James Singletary for a series of eight local and regional community outreach events under a program entitled, 2013 Cops and Kids to be held throughout the remainder of calendar 2013. The flyer was emailed to membership on April 26, 2013. Discussion included the possibility of supporting the events monetarily and setting up a booth or table to advertise SNCA involvement. A suggestion was also made to budget a percentage of SNCA income to sponsorships of relevant community outreach programs. A motion was made by Cindy Powers to discuss the community outreach project requests with the membership at the next general meeting. A recommendation will be made to provide \$1500 to each entity in support of a designated sponsorship tier. Charlie Kosh seconded the motion. The motion carried.

President Owens initiated a discussion regarding a suggested that a separate Bereavement fund be established to help with directed or dedicated donations and donors. Several financial and other issues were brought up that would make this a problematic solution, so no motion was made on this issue.

President Owens initiated a discussion regarding the posting of advertisements and training schedules for For-Profit members and vendors. Discussion included the potential tax designation ramifications if a 501-C4 organization like the SNCA solicits or aids in solicitation of training for profit. A motion was made by Stephanie Garsea and seconded by Aleta Cappen to maintain the current procedural tradition of limiting training solicitation to relevant courses that are free. The motion carried.

Secretary/Treasurer Tim Ocnaschek discussed the cumbersome process and extensive documentation necessitated when facilitating electronic voting by the board. A recommendation was made that instead of saving all email replies indefinitely, the replies could be left in email until next board meeting where the e-vote would be documented under Old Business for accountability. Once the minutes are accepted, the e-vote records would no longer be required for archive or documentation. A motion was made by Charlie Kosh and seconded by Jerry Ziller to accept the recommendation. The motion carried. The process will be documented in an SOG by Steve Curran.

Secretary/Treasurer Tim Ocnaschek presented E-Votes for past quarter for review by the Board members. There were two bereavement votes resulting from successive revisions developing an acceptable procedural guideline resulting in Bereavement vote #1, Bereavement vote #2. There were also two membership votes regarding GT Logistics and Trench Safety. A motion was made by Dale Jackson and seconded by Stephanie Garsea to approve the documented unanimous votes on each of the four noted occasions. The motion carried.

Secretary/Treasurer Tim Ocnaschek presented a continuity book created for the Secretarial process utilized for coordinating the association process. A discussion was initiated regarding maintaining continuity of records and several issues that have resulted from the lack of the original Letter of Determination from the IRS regarding the Association's designation as a 501C4 organization. A motion was made by Cindy Powers and seconded by Jerry Ziller to request John Avery to research a legal firm who could apply for a letter of determination, and to provide that name and an estimated cost that could be discussed by the membership. The motion carried.

President Owens initiated a discussion regarding several revisions or updates needed to ensure the Constitution and By-Laws are in line with current needs, conduct, and requirements. A recommendation was made to have the strategic planning committee conduct several separate meetings to review and update the strategic plan. Additionally, the Constitution and By-Laws committee was asked to review several procedural issues and bring a recommendation back to the Board. Finally, in accordance with the constitution, the Secretary/Treasurer will be bonded, and a recommendation was made to have the finance coordinator bonded as well.

Secretary/Treasurer Tim Ocnaschek and Finance coordinator John Avery requested discussion of the separate invoicing of ExxonMobil's Refinery and O&A that are now grouped as the "Beaumont Complex" and have the same voting member and inventory list. Additionally, Beaumont Mobil Chemical PE double paid this year and asked to be allowed to receive credit for next year instead of having the over payment dues returned. A recommendation was made to invoice the Beaumont Complex as one member next year and to not invoice the Chemical plant in 2014 as requested by the member.

President Owens initiated a discussion regarding Industrial Fire World's non-payment of dues. Designated members have been non-responsive to phone and email communication attempts. As per constitution, if payment is not received by June 30, they will be removed from membership.

Secretary/Treasurer Tim Ocnaschek and Finance coordinator John Avery requested discussion regarding the China and Nome VFDs which are now covered by one ESD. As a taxing entity ESD dues are \$250 rather than two separate VFDs at \$50 each. A recommendation was made to discuss the issue with the applicable parties and determine if they want to establish two voting members or combine the entities as one voting member as other ESDs have done. Steve Curran was appointed by President John Owens to facilitate the discussion and answer.

Vice President Dale Jackson raised the issue of an increasing tendency of non-voting, and sometimes non-members of making motions and voting at SNCA General Meetings that could put the association in violation of Robert's Rules of Order mandated by the SNCA Constitution. A recommendation was made to assign the Sergeant at Arms to oversee meeting sign-in, and to revise the sign-in sheet to streamline sign-in of voting members and alternates, and implement a separate sign-in sheet for visitors which will document the sponsoring agency/voting member. Additionally, the Sergeant at Arms will provide a reminder in the next general meeting that only the primary voting member is authorized to make motions or vote in a meeting, or the alternate voting member in the absence of the primary. Introductions are made by the voting and alternate voting members only.

President Owens read the noted bereavement request from the U.S. Department of Justice to the board to initiate discussion. The request met the requirements previously established in the newly approved SOG. A motion was made by Larry Richard and seconded by Dale Jackson to recommend to membership a \$1000 donation. Motion carried. The request will be presented to the membership for approval at the next meeting.

Steve Curran (Website Committee Chair) reviewed a listing he compiled of members and those eligible as "Honorary" members. The list was reviewed and updated in the April 2013 General Meeting and was further emailed to membership on April 26, 2013 for review. A motion was made by Cindy Powers and seconded by Jerry Ziller to recommend to membership accepting that list with the addition of Jeff Bolton, a past SNCA president, as an honorary member. Motion carried.

Steve Curran (Website Committee Chair) reviewed a proposal to develop two mobile applications for web interaction on the SNCA website that would accommodate Android and iOS devices. A cost of \$2868.62 will be required in order to develop an application that can be assessed by the membership. A motion was made by Stephanie Garsea and seconded by Dale Jackson to recommend discussion of the proposal at the next general meeting and determine if the development cost is acceptable. Motion carried.

### **Other Business:**

Pat Grimes (Communications and Inventory Chair) reviewed the new State of Texas Emergency Assistance Registry (STEAR) process and its impact on the SNCA Database inputs. Captain Grimes updated the board on the S.N.C.A Special Needs data base and the changes from the Transportation Assistance Registry (TAR) to the STEAR. With the TAR, the registrants were downloaded into our S.N.C.A. data base and were available for each city to update the registrant's information. At this time, we do not have the ability to download registrants into

the S.N.C.A. data base with the STEAR. Until the programming issues are worked out, each city or jurisdiction will have to use the raw STEAR data or manually enter the information into the SNCA database. Our District Coordinator Carman Apple recently emailed all Emergency Management Coordinators with information concerning enrollment for data custodians that will manage the STEAR data. Grimes emphasized that at this time, the data custodian for each City or Jurisdiction is the only person that can access citizens information registered for Emergency Evacuation Assistance.

Vice President Dale Jackson advised the Board that the NWS 800mhz radio weather service coordination with the regional response agencies was currently operating and very successful.

Sergeant at Arms Carman Apple notified the Board that Beaumont Fire Captain and Golden Triangle Incident Management Team (IMT) member Charlie Cox was awarded the Texas Division of Emergency Management Distinguished Service Award for his outstanding performance and accomplishments during his two week deployment to the Big Sandy incident last year. He was part of the first Texas team to deploy to New York.

Steve Curran (Homeland Security Committee Chair) advised the Board that an endorsement request had been made to recommend which entity should coordinate the State Homeland Security Program grant within the region. A motion was made by Larry Richard and seconded by Stephanie Garsea that the South East Texas Regional Planning Commission (SETRPC) should continue to be the coordinating representative for our region. Motion carried. Chief Curran was asked to prepare a letter for President Owens to present to the membership to recommend concurrence.

**SNCA Board of Directors Meeting Schedule 2013:**

July 18 and October 24.

**Call for motion to adjourn:**

Motion made by Larry Richard and seconded by Jerry Ziller to adjourn the 2013 1st Quarter BOD meeting. Motion carried.

**Meeting Adjourned:** 13:17 pm

*Tim Ocnashek*

Secretary/Treasurer