



MINUTES
SOUTHWEST LOUISIANA MUTUAL AID ASSOCIATION
MEETING NUMBER 802nd
TIME: 11:00AM



DATE: December 11, 2019

LOCATION: Managan Center - 1221 Sampson Street - Westlake, LA 70669

ORDERED BY: Andy Patrick, President –

PLEDGE OF ALLEGIANCE: Andy Patrick, President –

INVOCATION BY: Mason Lindsay –

INTRODUCTION OF GUEST: Andy Patrick, President –

HOST ENTITY: Sulphur Police Department

“NO” Power Point Presentation:/Luncheon as Tradition

NEW APPLICANT PRESENTATIONS: *N/A*

Power Point Presentation By:

MUTUAL AID INCIDENTS: Andy Patrick, President –

Mutual Aid Calls for November 2019

- New CAD Incident Report (29)

APPOINTED COMMITTEES:

BUDGET/FINANCE: Bill Wilkie, Chairman –

TREASURERS REPORT - Account Balance Ending as of November 29, 2019 – ***\$92,471.24***

BY LAWS: Richard McGuire, Chairman – *N/A*

COMMUNICATIONS: Richard McGuire, Chairman – *N/A*

DRILL: Cade McLemore, Chairman – *N/A*

EMS: Bill Wilkie, Chairman –

Discussed - R5 ESF-8 Health & Medical Coalition was held on Monday, November 25, 2019 at 2:30PM:

Welcome & Introductions

• Command Trailer Deployment -

☞ Discussion

- Scott Kyle, Hospital Volunteer DRC provided a history of the Command trailer (Note, command trailer is available for use with the signed loan agreement verifying trailer will be returned in the same condition):
- Initial funds were “Reallocation Funds”
- Regional hospitals returned grant money
- Amount used to purchase trailer was \$16,000
- CHRISTUS St. Patrick Hospital used 2013-2014 grant funds to furnish the trailer
- Approximately \$20,000
- Lake Charles Memorial Hospital purchased the first generator- Approximately \$5,000
- Currently, a new generator is needed
- The trailer requires monthly maintenance
- Insurance alone is approximately \$950 annually
- Additionally, the trailer requires a heavy-duty truck to transport, and insurance may be an issue
- A potential solution will be to “donate” the trailer to Acadian Ambulance Service
- They are in the process of acquiring a location that could provide covered storage
- Additionally, AAS maintains a fleet, and the trailer could be added to the fleet alleviating the additional maintenance currently being managed by CHRISTUS Oschner St. Patrick’s Hospital
- 24/7 access would be an additional benefit
- Modifying the current “wrap” of the trailer is being discussed, and an agreement has been made to add the Coalition Logo

☞ Action

- Coalition members should provide feedback on trailer disposition
- Comments and suggestions are welcome but should be submitted no later than December 20th

☞ Responsible Person(s)

- Coalition Members

☞ Follow-Up Date

- 12/20/2019

• New HVA –

☞ Discussion

- The HVA application has been migrated to the new ESF-8 portal
- However, previous HVA data was not transferred
- The previous HVA are available at the old HVA site, <https://esf8.dhh.la.gov/esf8portal>
- Previous HVA data can be downloaded

☞ Action

- Hospitals are asked to do to complete the HVA by 01/24/2020 so that the updated HVA can be presented at the January meeting

☞ Responsible Person(s)

- N/A

☞ Follow-Up Date

- N/A

- **Preparedness Plan –**

- ☞ **Discussion**

- The plan has been updated
 - Planning must include a Pediatric component
 - The Pediatric Plan must be tested in 2020
 - Region 2 used HPP funds to contract a vendor to develop an exercise
 - The exercise is now available for Region 5 to use
 - It would be a tabletop exercise that would not meet Joint Commission requirements but would benefit the Region
 - The Response Plan review will take place during the January meeting

- ☞ **Action**

- The coalition is asked to review the Preparedness Plan and provide feedback by 12/20/2019
 - If not, additions are received, the Plan will be approved based on these minutes

- ☞ **Responsible Person(s)**

- N/A

- ☞ **Follow-Up Date**

- N/A

- **ByLaws –**

- ☞ **Discussion**

- By-laws have been updated
 - Coalition Core members must be NIMS compliant, which includes ICS 100,200,700,800
 - Additionally, ICS 300 and 400 are strongly encouraged
 - Bylaws are part of the Preparedness Plan

- ☞ **Action**

- The coalition is asked to review ByLaws

- ☞ **Responsible Person(s)**

- N/A

- ☞ **Follow-Up Date**

- N/A

- **Pediatric Annex –**

- ☞ **Discussion**

- The Pediatric annex is attached to the minutes

- ☞ **Action**

- The coalition is asked to review the Preparedness Plan and provide feedback by 12/20/2019
 - If not, additions are received, the Plan will be approved based on these minutes

- ☞ **Responsible Person(s)**

- N/A

- ☞ **Follow-Up Date**

- N/A

- **Dr. Cavanaugh Update –**

- ☞ **Discussion**

- Janet Rider, OPH provided an update on current OPH activities and concerns
 - Vaccinations were discussed
 - Vaping is considered an outbreak, 32 cases, and 2 deaths in LA
 - No mandatory reporting for vaping illnesses
 - Hep A continues to be a concern

- ☞ **Action**

- N/A

- ☞ **Responsible Person(s)**

- N/A

- ☞ **Follow-Up Date**

- N/A

- **Open Forum –**

- ☞ **Discussion**

- Reminded attendees of the non-hospital provider meeting on November 26th

- ☞ **Action**

- N/A

- ☞ **Responsible Person(s)**

- N/A

- ☞ **Follow-Up Date**

- N/A

- **Next Meeting –**

- ☞ January 28, 2020 @2:30PM – CalOHSEP

EQUIPMENT LIST: Andy Patrick, President –

Discussed - For General Board Members to provide email addresses this is so Rob Daughdril can update the equipment database:

HAZMAT: Chief Keith Murray, Chairman – *N/A*

INSPECTION: Rob Daughdril, Chairman – *N/A*

MARINE USCG: Larry J. Johnson, Port Security Specialist – *N/A*

NOMINATING: Bill Wilkie, Chairman –

2020 Elections of Officers for the SWLA Mutual Aid Association:

- **Andy Patrick, President** – Asks three (3) times, “Are there any nominations from the floor?”
- **Bill Wilkie, Treasurer** – A ballot committee consisting of three (3) members present should be appointed to receive and count the ballots, and present the name(s) of successful nominees to the president for announcement, and/or as follows;
 - *The three (3) appointed members to receive and count the ballots and/or as follows;*
 - ☞ Tonya Pousson
 - ☞ Bill Wilkie
 - ☞ Tammy Ryan

SAR: – *N/A*

TRAINING: Jennifer, w/OHSEP jflandriv@cppi.net (337) 721-3800

40Hour Haz-Mat Technician’s Course -

- **PREREQUISITES:** To attend the course, you will need a medical evaluation in accordance with the *Respiratory Protection Standard, 29 CFR 1910.134*
- **DATE OF CLASS:** December 9-13, 2019
- **TIME:** 8AM – 4:30PM
- **PLACE:** Louisiana State Police Joint Emergency Services Training Center
- **LOCATION:** 1400 W. Irene Road, Zachary, LA 70891
- **COURSE FEES:** FREE for Louisiana and Federal First Responders
- **REQUIRED EQUIPMENT:** All equipment will be provided/Firefighters are asked to bring their bunker gear for scenario training
- **POINT OF CONTACT/QUESTIONS:** Mr. Richard Browning, (225) 658-7208, Richard.browning@la.gov and/or JESTC@la.gov
- *Flyers are located up front by sign-n-sheets*

ICS-400 Advanced Incident Command System -

- **PREREQUISITES:** ICS/100, ICS/200, ICS 300, IS/700.A & IS/800.B
- **DATE:** Thursday, December 12, 2019
- **TIME:** 8AM – 4:30PM
- **PLACE:** E-911 Bldg.
- **LOCATION:** 911 Hodges Street, 1st Floor, Lake Charles, LA 70601
- **PARKING LOCATION:** 833 Hodges Street, Lake Charles, LA 70601
- **REGISTRATION:** jflandry@cppj.net
- **QUESTIONS:** OHSEP (337) 721-3800
- *Flyers are located up front by sign-n-sheets*

Rural Trauma Team Development Course/West Calcasieu Cameron Hospital, in Collaboration w/Region 5 Health Care Coalition Presents -

- **DATE:** Thursday, December 12, 2019
- **TIME:** 8AM – 5:30PM
- **PLACE:** West Calcasieu Cameron Hospital
- **LOCATION:** 701 Cypress Street, Sulphur, LA 70663
- **LINK TO REGISTER:** <https://www.eventbrite.com/e/rtttdc-r5-tickets-74883224741>
- **QUESTIONS:** (337) 342-0420
- *Flyers are located up front by sign-n-sheets*

40Hour Haz-Mat Advanced Technician's Course -

- **PREREQUISITES:** To attend the course, you will need a medical evaluation in accordance with the *Respiratory Protection Standard, 29 CFR 1910.134*
- **DATE OF CLASS:** December 16-20, 2019
- **TIME:** 8AM – 4:30PM
- **PLACE:** Louisiana State Police Joint Emergency Services Training Center
- **LOCATION:** 1400 W. Irene Road, Zachary, LA 70891
- **COURSE FEES:** FREE for Louisiana and Federal First Responders
- **REQUIRED EQUIPMENT:** All equipment will be provided/Firefighters are asked to bring their bunker gear for scenario training
- **POINT OF CONTACT/QUESTIONS:** Mr. Richard Browning, (225) 658-7208, Richard.browning@la.gov and/or JESTC@la.gov
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40Hrs. Police Traffic Laser/Radar/LIDAR Instructor Course –

- **LOCATION:** Sulphur Police Department – 500 North Huntington Street, Sulphur, LA 70663
- **DATE:** December 9-13, 2019
- **COURSE FEES:** \$795
- **REGISTRATION:** To register for this course online, please visit the website at:
www.iptm.org
- *Flyers are located up front by sign-n-sheets*

Community Awareness & Emergency Response (CAER) Training/Hosted by, Calcasieu Parish Office of Homeland Security and Emergency Preparedness (OHSEP) -

- **DATE:** Thursday, January 30, 2020
- **TIME:** 8:30AM – 11:30AM
- **PLACE:** OHSEP/EOC
- **LOCATION:** 901 Lakeshore Drive, Suite 200, Lake Charles, LA 70601
- **QUESTIONS:** (337) 721-3800
- *Flyers are located up front by sign-n-sheets*

40Hrs. Event Data Recorder Use in Traffic Crash Reconstruction – Level 1 –

- **LOCATION:** Sulphur Police Department – 500 North Huntington Street, Sulphur, LA 70663
- **DATE:** February 10-14, 2020
- **COURSE FEES:** \$795
- **REGISTRATION:** To register for this course online, please visit the website at:
 ☞ www.iptm.org
- *Flyers are located up front by sign-n-sheets*

WEATHER UPDATE: National Weather Service –
(Meteorologist in charge) - Andy Patrick and/or **(Meteorologist)** - Roger Erickson

BUSINESS:

OLD BUSINESS: Andy Patrick, President – *N/A*

NEW BUSINESS: Andy Patrick, President –
Discussed President's Award

- Andy Patrick, President, Presented the ***“President's Award”*** to Tonya Pousson, Secretary

VOTING ISSUES: Andy Patrick, President –

Discussed - Nominees for the 2020-2021 - SWLA Mutual Aid Association Elections of Officers 2nd Vice President:

- Robby Trahan, Captain w/Ward 1 Fire Protection District No. 1 (***Moss Bluff***)
- Cheri Ardoin, Emergency Response Specialist w/Westlake Chemicals
- 2nd Vice-President was awarded to Robby Trahan, ***Congratulations***
- 2020-2021 SWLA Mutual Aid Association Officers and/or as follows;
 - ☞ Immediate Past President, Andy Patrick
 - ☞ President, Chris Dailey
 - ☞ Vice-President, Tammy Ryan
 - ☞ 2nd Vice-President, Robby Trahan

STEERING COMMITTEE MEETING: Andy Patrick, President –


Minutes:

STEERING COMMITTEE MEETING

December 5, 2019



Immediate Past President – Wayne Goke	X	Law Enforcement – Dustin Gaudet, LCPD	P	Life Membership – Wayne Goke	X
President – Andy Patrick, NWS	P	Hazmat – Sean LaFleur, Louisiana State Police	X	Life Membership – Rob Daughdri, <i>Inspector Committee Chair</i>	X
Vice President – Chris Dailey	X	Public Safety Agency – AJ Powell, Sulphur Fire Department	X	Life Membership – Bill Wilkie	P
2nd Vice President – Tammy Ryan, Ward 7 Fire Prot. Dist. 1	P	Industrial Facility – Chief Joshua Arnold, w/Chennault International Airport	P	Guest – Hector Villarreal, GOHSEP	P
Treasurer – Bill Wilkie	P	OHSEP – Dick Gremillion, Director	P		
Secretary – Tonya Pousson	P	E-911 – Richard McGuire	X		
Fire Agency – Keith Murray, Lake Charles F.D.	X	Training/OHSEP – Jennifer Landry	P		
CPSO –?	X	USCG – Larry J. Johnson, Port Security Specialist	P		

P=Present X=Absent**Pledge of Allegiance:** Andy Patrick, President –**Discussed – 2020 SWLA Mutual Aid Host Entity List (REVISION):** Andy Patrick, President –

- Due to budget restraints, Chief Vasseur w/Jennings Fire Department, is unable to host the **May 13, 2020**, SWLA Mutual Aid Association Regular/General Board meeting and has asked if he could switch/table Host Entity until 2021
- Louisiana Pigment was next in line and will host the May 13, 2020
- Both entities have been notified of the changes
- Louisiana Pigment was sent a letter of **Host Entity Notification**, Thursday, November 21, 2019 and a copy of the **Mutual Aid Host List 2020**

Discussed - Procedures for the SWLA Mutual Aid Association Elections of Officers: Andy Patrick, President –

Appoint Nominating Committee, 3-5 persons, select chairperson. The committee shall be instructed to present a name for each of the following positions.

- Immediate Past President -
- President - Andy Patrick/ (*Presently from public sector*)
- 1st Vice-President - Chris Dailey/ (*Presently from private sector*)
- 2nd Vice-President - Tammy Ryan/ (*Presently from public sector*)
- ☞ Nomination from "**Private Sector**", discuss possible nominees
- Secretary - Tonya Pousson
- Treasurer - Bill Wilkie

December Steering Committee Meeting:

- There should be **NO** Nominating Committee issues
- Nominees and/or as follows -
 - ☞ Captain, Robert Trahan w/Ward One Fire Department
 - ☞ Cheri Ardoin w/Westlake Chemicals

December General Meeting:

- 1st - President asks three times, “Are there any nominations from the floor?”
- 2nd - If there is only one nominee for an office then a motion to close nominations and elect by acclamation may be accepted
- 3rd - If there is more than one nominee for an office then the secretary should be prepared for a written ballot
- 4th - A ballot committee consisting of three (3) members present should be appointed to receive and count the ballots, and present the name(s) of successful nominees to the president for announcement
- 5th - The newly elected officers should be congratulated
- 6th - Written ballots have been prepared and are ready to be distributed to each voting entity
 - *The three (3) appointed members to receive and count the ballots and/or as follows;*
 - ☞ Tonya Pousson
 - ☞ Bill Wilkie
 - ☞ Tammy Ryan

Bylaws Voting Procedures:

- Voting at SWLA Mutual Aid Association meetings is restricted to those members with voting rights
- **Only** the member’s **primary representative** or, in the absence of the primary, the **alternate** may vote
- Votes shall be cast by the showing of a voting card by the representative or alternate and a simple majority of the voting members present shall decide an issue
- Secret ballots may be used at the discretion of the officers, or when requested from the floor and after approved by a majority vote
- When secret ballot voting is conducted, the “**Secretary**” shall distribute a ballot to each representative and shall tally the vote
- At the discretion of the “**President**”, may assign other members to distribute and tally
- Matters of organization, procedures, or policy must appear on the meeting agenda to be voted on at that meeting
- Amendments, deletions or additions to the agenda may be proposed by a member or officer but must be approved by a majority vote of the membership

Bring to the General Board Members as **Voting Issues** at the next SWLA Mutual Aid Association Meeting, Wednesday, December 11, 2019 @ 11AM

Discussed – Triangle Rescue Standby Services, Inc. New Application for Associate Member:

Andy Patrick, President –

- Due to previous engagements, Mr. Ron McAnelley has requested that we table his presentation and voting issues, as a **New Associate Member**, until **Wednesday, January 15, 2020**

Discussed – Managan Center’s New Sound System Set-up: Bill Wilkie, Treasurer –

- JP Booth, Communication & Media Manger w/ CPPJ, submitted his proposed preliminary idea on a more cost-effective prosumer level equipment

➤ HDMI Splitter (<i>to split the laptop to two projectors</i>)	-	\$16.96
➤ MISC Audio/Video Cables	-	\$300.00
➤ Shure Wireless MIC System	-	\$499.00
➤ Projector (x2)	-	\$898.00
➤ Portable PA System	-	\$1,099.00
➤ Portable Roll Up 135” 16:9 Wide Screen Projector Screen (x2)	-	\$1,312.00
➤ Estimated Total	-	\$4,124.96

- Bill Wilkie recommended, since Mutual Aid can **only** make payment VIA-check, that the new sound system set-up is purchase through Perry Vincent w/LRC
- Bill Wilkie, also recommended, an extra **\$1,000.00** for handling fees
- Andy Patrick, President, asked for a motion to except the purchase of the new sound system set-up for the Managan Center and both recommendation from Bill Wilkie
- Bill Wilkie, made a motion
- Dustin Gaudet, 2nd the motion

- Motion Carries
- Bring to the General Board Members as *New Business* at the next SWLA Mutual Aid Association Meeting, Wednesday, December 11, 2019 @ 11AM

Discussed – PER 229 – Intro to Computer-Aided Management of Emergency Operations (CAMEO) Suite:

Andy Patrick, President –

- **PREREQUISITES:** No previous course requirements
- **INSTRUCTORS:** Norman Bourdeau & Al Valerioti
- **DATE:** December 9-11, 2019
- **TIME:** 8AM – 5PM
- **PLACE:** OHSEP/EOC
- **LOCATION:** 901 Lakeshore Drive, Suite 200, Lake Charles, LA 70601
- **POINT OF CONTACT:** Michael Zaruba, (225) 358-5236, michael.zaruba@la.gov

Discussed – SWLA Mutual Aid Association Approval on Sponsoring (2) Luncheons for CAMEO:

Andy Patrick, President –

- Monday, December 9, 2019 – Hollier’s Cajun Kitchen will provide Luncheon
 - Andy Patrick, recommended sponsorship of a ***\$1,000.00***
- Tuesday, December 10, 2019 – Hollier’s Cajun Kitchen will provide Luncheon
 - Andy Patrick, recommended sponsorship of a ***\$1,000.00***
- LEPC is sponsoring the 3rd day, Wednesday, December 11, 2019
- Andy Patrick, President, asked for a motion to except the sponsorship of ***\$2,000.00***, to provide luncheons for the upcoming CAMEO Training the week of December 9-11, 2019
- Dustin Gaudet, LCPD made a motion
- Tammy Ryan, 2nd the motion
- Motion Carries

Discussed – 40Hour Haz-Mat Technician’s Course: Andy Patrick, President –

- **PREREQUISITES:** To attend the course, you will need a medical evaluation in accordance with the *Respiratory Protection Standard, 29 CFR 1910.134*
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Discussed - ICS-400 Advanced Incident Command System – Andy Patrick, President –

- **PREREQUISITES:** ICS/100, ICS/200, ICS 300, IS/700.A & IS/800.B
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- **REGISTRATION:** jflandry@cppj.net
- **QUESTIONS:** OHSEP (337) 721-3800

Discussed – Rural Trauma Team Development Course: Andy Patrick, President –
West Calcasieu Cameron Hospital, in Collaboration w/Region 5 Health Care Coalition Presents

- **DATE:** Thursday, December 12, 2019
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- **LINK TO REGISTER:** <https://www.eventbrite.com/e/rttdc-r5-tickets-74883224741>
- **QUESTIONS:** (337) 342-0420

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Discussed – Community Awareness & Emergency Response (CAER) Training: Andy Patrick, President –
Hosted by, Calcasieu Parish Office of Homeland Security and Emergency Preparedness (OHSEP)

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- **PLACE:** OHSEP/EOC
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- **QUESTIONS:** (337) 721-3800

Discussed – Texas Chemical Plant (TPC) Explosion in Port Neches, Texas: Andy Patrick, President –

Discussed – Bill Wilkie, Treasurer, Retirement from Memorial Hospital (LCMH): Andy Patrick, President –

- Bill Wilkie date of retirement is on Thursday, December 12, 2019
- Andy Patrick, recommended, upon retirement, to appoint Mr. Wilkie as a Life Membership
- Andy Patrick, made a motion to except Bill Wilkie as a Life Membership, upon retirement
- Dick Gremillion, OHSEP made a motion
- Dustin Gaudet, LCPD 2nd the motion
- Motion Carries

Adjourned: Andy Patrick, President –

- 2:34PM

NEXT MONTH'S MEETING EVENTS:

NEXT MEETING HOST: Cameron Parish OHSEP

DATE: Wednesday, January 15, 2020

TIME: 11:00AM

LOCATION: Managan Center - 1221 Sampson Street - Westlake, LA 70669

ADJOURN:

- Motion to adjourn – Mason Lindsay
- 2nd the motion – Todd Parker
- Meeting adjourned – 11:45PM

THE NEXT STEERING COMMITTEE MEETING WILL BE HELD

Thursday, January 9, 2020 @ 2PM

901 Lakeshore Drive, Suite 200

Lake Charles, LA 70601