



**MINUTES**  
**SOUTHWEST LOUISIANA MUTUAL AID ASSOCIATION**  
**MEETING NUMBER 805<sup>th</sup>**  
TIME: 11:00AM



**DATE:** March 11, 2020

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

**ORDERED BY:** Robby Trahan, 2<sup>nd</sup> Vice-President –

**PLEDGE OF ALLEGIANCE:** Robby Trahan, 2<sup>nd</sup> Vice-President –

**INVOCATION BY:** Mason Lindsey –

**INTRODUCTION OF GUEST:** Robby Trahan, 2<sup>nd</sup> Vice-President –

**HOST ENTITY:** Firestone Polymers –  
*Short Video Presentation by:* Matthew Hebert

**NEW APPLICANT PRESENTATIONS:** *N/A*  
*Power Point Presentation By:*

**MUTUAL AID INCIDENTS:** Robby Trahan, 2<sup>nd</sup> Vice-President –  
*Mutual Aid Calls for February 2020*

- New CAD Incident Report (7)

**APPOINTED COMMITTEES:**

**BUDGET/FINANCE:** Bill Wilkie, Chairman –  
***TREASURERS REPORT*** - Account Balance Ending as of February 28, 2020 – ***\$80,487.38***

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

**COMMUNICATIONS:** Richard McGuire, Chairman –  
*Discussed - Working on the new program templet for Lake Charles*

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

**EMS:** Bill Wilkie, Chairman –

*R5 ESF-8 Health & Medical Coalition met on Monday, March 2, 2020 at 2:30PM to discuss:*

### Welcome & Introductions

#### • **Dr. Cavanaugh Update-COVID-19:**

##### ☞ Discussion

- Dr. Cavanaugh provided an update on COVID 19, noting that information is rapidly changing and evolving
- She encouraged attendees to monitor the CDC website for up-to-date information.

##### ☞ Action

- Coalition visit CDC website

##### ☞ Responsible Person(s)

- Coalition Members

##### ☞ Follow-Up Date

- Ongoing

#### • **Opioid Forum:**

##### ☞ Discussion

- Liz Harmon discussed the upcoming Opioid Forum highlighting the event is geared for healthcare providers and will provide valuable information and strategies
- Everyone is encouraged to attend

##### ☞ Action

- Attend

##### ☞ Responsible Person(s)

- N/A

##### ☞ Follow-Up Date

- N/A

#### • **Coalition Surge Test:**

##### ☞ Discussion

- Roles and responsibilities for the CST were reviewed
- Attendees were reminded we were in the 10-day window for the exercise

##### ☞ Action

- N/A

##### ☞ Responsible Person(s)

- N/A

##### ☞ Follow-Up Date

- N/A

#### • **Hazard Vulnerability Assessment:**

##### ☞ Discussion

- Liz Harmon thanked all the Coalition members for completing the HVA
- She encouraged them to compare and review their results to other members
- After members have had a chance to review
- A new summary will be added to the “Preparedness Plan – R5 ESF-8 Health and Medical Coalition

##### ☞ Action

- Review & Compare HVA’s

##### ☞ Responsible Person(s)

- ALL Members

##### ☞ Follow-Up Date

- Next Meeting on Monday, April 27, 2020 @ 2:30PM

- **Hurricane Exercise:**

- ☞ **Discussion**

- Liz Harmon noted the primary involvement for Region 5 would be communication with the potential request for assets
    - Information will be shared as it becomes available

- ☞ **Action**

- Update activities

- ☞ **Responsible Person(s)**

- Liz Harmon

- ☞ **Follow-Up Date**

- Wednesday, April 1, 2020

- **Volunteer Hospital DRC:**

- ☞ **Discussion**

- Liz Harmon reminded attendees that an invitation had been sent in January for members to submit resumes for the Hospital Volunteer DRC position vacated by Scott Kyle
    - One person submitted a resume, Candice Thibodeaux Attendees voted, and there were no objections
    - Candice accepted the role

- ☞ **Action**

- Begin duties as Volunteer Hospital DRC

- ☞ **Responsible Person(s)**

- Candice Thibodeaux

- ☞ **Follow-Up Date**

- Monday, March 2, 2020

- **Next Meeting:**

- ☞ April 27, 2020 @2:30PM – CalOHSEP

**EQUIPMENT LIST:** Robby Trahan, 2<sup>nd</sup> Vice-President –

*Discussed - 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 –

*Discussed - COVID-19:*

- If there is an outbreak, the closest “quarantine” for USCG will be Houston Texas

*Discussed – PSGP Grant/Writing Workshop:*

- **HOST INTITY:** Calcasieu Parish OHSEP will be hosting the Grant Writing Workshop
- **HOST INTITY LOCATION:** Calcasieu Parish OHSEP/EOC-Classroom A/901 Lakeshore Drive, STE 200, Lake Charles, LA 70601
- **DATE:** Friday, March 13, 2020
- **CLASS TIME:** 10AM – 12:30PM
- **SYMPOSIUM COST:** FREE
- **RSVP:** Larry L. Johnson, Port Security Specialist w/Coast Guard Marine Safety Unit/Office (337) 491-7816/ Cell (337) 485-1073 and/or VIA-Email @ [larry.j.johnson@uscg.mil](mailto:larry.j.johnson@uscg.mil)

**NOMINATING:** Bill Wilkie, Chairman – *N/A*

**SAR:** – ?

**TRAINING:** Mark Moore, w/Cameron LNG [mmoore@cameronlng.com](mailto:mmoore@cameronlng.com) (337) 476-6002

*Discussed 40-Hour Class w/Speakers for Oil Spill Response School/Oil Spill Boom Industry:*

- **HOST INTITY:** Industrial Rescue Instruction Systems, Inc.
- **HOST INTITY LOCATION:** Industrial Rescue Fire Field/600 Marina Road, Beaumont, Texas 77703
- **DATE:** Monday, April 6, 2020 – Thursday, April 9, 2020
- **CLASS TIME:** 7AM – 5PM/*Luncheon Provided*
- **SYMPOSIUM COST:** \$1,200.00 per student
- **REQUIREMENTS:** Advance payment is required for all registrants; registration is **NOT** confirmed until payment has been processed
- **RETURN COMPLETED REGISTRATION FORM TO:** Industrial Rescue Instruction Systems, Inc., P.O. Box 8089, Lumber, Texas 77657
- **CONTACT INFORMATION:** Trinh Tran @ [Trinh.Tran@irisrescue.com](mailto:Trinh.Tran@irisrescue.com) /(409) 924-0710 and/or Fax (281) 754-4651
- **RELATED DOCUMENTS:** Up front by sign-n-sheets

*Discussed - (ICS 300)/Intermediate ICS for Expanding Incidents for Operational First Responders:*

- **PREREQUISITIES:** IS/100, IS/200, IS/700 & IS/800
- **DATE:** Wednesday, July 29, 2020 – Thursday, July 30, 2020
- **TIME:** 8AM – 4:30PM
- **LOCATION:** OHSEP/EOC (*Classroom A*)/901 Lakeshore Drive, Suite 200, Lake Charles, LA 70601
- **REGISTRATION EMAIL:** [jflandry@calcasieuparish.gov](mailto:jflandry@calcasieuparish.gov)
  - ☞ Prerequisite Certificates
  - ☞ FEMA Student ID Number
  - ☞ Date of Course Attending
  - ☞ Last (4) four of Social Security Number
- **QUESTIONS/CONCERNS:** (337) 721-3800
- **RELATED DOCUMENTS:** Up front by sign-n-sheets

*Discussed - (ICS 300)/Intermediate ICS for Expanding Incidents for Operational First Responders:*

- **PREREQUISITIES:** IS/100, IS/200, IS/700 & IS/800
- **DATE:** Wednesday, November 4, 2020 – Thursday, November 5, 2020
- **TIME:** 8AM – 4:30PM
- **LOCATION:** OHSEP/EOC (*Classroom A*)/901 Lakeshore Drive, Suite 200, Lake Charles, LA 70601
- **REGISTRATION EMAIL:** [jflandry@calcasieuparish.gov](mailto:jflandry@calcasieuparish.gov)
  - ☞ Prerequisite Certificates
  - ☞ FEMA Student ID Number
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- **QUESTIONS/CONCERNS:** (337) 721-3800
- **RELATED DOCUMENTS:** Up front by sign-n-sheets

*Discussed – (ICS 400)/Advanced Incident Command System:*

- **PREREQUISITIES:** IS/100, IS/200, ICS/300, IS/700 & IS/800, IS/300
- **DATE:** Wednesday, April 1, 2020
- **TIME:** 8AM – 4:30PM
- **LOCATION:** OHSEP/EOC (*Classroom A*)/901 Lakeshore Drive, Suite 200, Lake Charles, LA 70601
- **REGISTRATION EMAIL:** [jflandry@calcasieuparish.gov](mailto:jflandry@calcasieuparish.gov)
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- **QUESTIONS/CONCERNS:** (337) 721-3800
- **RELATED DOCUMENTS:** Up front by sign-n-sheets

*Discussed – (ICS 400)/Advanced Incident Command System:*

- **PREREQUISITIES:** IS/100, IS/200, ICS/300, IS/700 & IS/800, IS/300
- **DATE:** Wednesday, August 26, 2020
- **TIME:** 8AM – 4:30PM
- **LOCATION:** OHSEP/EOC (*Classroom A*)/901 Lakeshore Drive, Suite 200, Lake Charles, LA 70601
- **REGISTRATION EMAIL:** [jflandry@calcasieuparish.gov](mailto:jflandry@calcasieuparish.gov)
  - ☞ Prerequisite Certificates
  - ☞ FEMA Student ID Number
  - ☞ Date of Course Attending
  - ☞ Last (4) four of Social Security Number
- **QUESTIONS/CONCERNS:** (337) 721-3800
- **RELATED DOCUMENTS:** Up front by sign-n-sheets

*Discussed – (ICS 400)/Advanced Incident Command System:*

- **PREREQUISITIES:** IS/100, IS/200, ICS/300, IS/700 & IS/800, IS/300
- **DATE:** Wednesday, December 2, 2020
- **TIME:** 8AM – 4:30PM
- **LOCATION:** OHSEP/EOC (*Classroom A*)/901 Lakeshore Drive, Suite 200, Lake Charles, LA 70601
- **REGISTRATION EMAIL:** [jflandry@calcasieuparish.gov](mailto:jflandry@calcasieuparish.gov)
  - ☞ Prerequisite Certificates
  - ☞ FEMA Student ID Number
  - ☞ Date of Course Attending
  - ☞ Last (4) four of Social Security Number
- **QUESTIONS/CONCERNS:** (337) 721-3800
- **RELATED DOCUMENTS:** Up front by sign-n-sheets

*Discussed – GOHSEP Cybersecurity Portal Courses:*

- **GOHSEP CYBERSECURITY PORTAL COURSES:** *Free* Online Cybersecurity Courses
- **WEBSITE:** <https://my.teex.org/TeexPortal/Default.aspx?MO=mCourseCatalog&G=c8a77b5d-abe5-4d13-bb21-5a6c4c0fb942>
- **RELATED DOCUMENTS:** Up front by sign-n-sheets

**WEATHER UPDATE:** National Weather Service –  
**(Meteorologist in charge)** - Andy Patrick and/or **(Meteorologist)** - Roger Erickson  
**Discussed - Severe Weather Outlook for Wednesday, March 11, 2020/Forecast:**



- Severe hail, damaging thunderstorm wind and a few tornadoes are possible today from parts of Arkansas to parts of Alabama
- Per the [NOAA NWS Storm Prediction Center](#) forecast discussion for today
- High pressure to our east will keep deep moisture moving into the area from the gulf
- Dense sea fog can be expected across much of the I-10 corridor southward through mid-morning
- The rest of the day, we will see partly sunny skies
- Highs will be 75 to 80 but cooler near the coast
- Winds will be southwesterly at 5 to 15 mph
- Starting up Hurricane Season
- Upcoming warm weather
- COVID-19

## **BUSINESS**

**OLD BUSINESS:** Robby Trahan, 2<sup>nd</sup> Vice-President – *N/A*

**NEW BUSINESS:** Robby Trahan, 2<sup>nd</sup> Vice-President –  
**Discussed - Mark Moore w/Cameron LNG – New Training Officer Introduction:**

**VOTING ISSUES:** Robby Trahan, 2<sup>nd</sup> Vice-President – *N/A*

**STEERING COMMITTEE MEETING:** Robby Trahan, 2<sup>nd</sup> Vice-President –


**Minutes:**
  
**STEERING COMMITTEE MEETING**  
*March 5, 2020*

<b>Immediate Past President –</b> Andy Patrick, NWS	<b>X</b>	<b>Law Enforcement –</b> Dustin Gaudet, LCPD	<b>X</b>	<b>Life Membership –</b> Bill Wilkie	<b>P</b>
<b>President –</b> Chris Dailey, Phillips66	<b>X</b>	<b>Hazmat –</b> Sean LaFleur, Louisiana State Police	<b>X</b>	<b>Life Membership –</b> Rob Daughdri, <i>Inspector Committee Chair</i>	<b>X</b>
<b>Vice President –</b> Tammy Ryan, Ward 7 Fire Prot. Dist. 1	<b>X</b>	<b>Public Safety Agency –</b> AJ Powell, Sulphur Fire Department	<b>X</b>	<b>Life Membership –</b> Wayne Goke	<b>X</b>
<b>2<sup>nd</sup> Vice President –</b> Robby Trahan, Ward 1 Fire Prot. Dist. 1	<b>P</b>	<b>Industrial Facility –</b> Chief Joshua Arnold, w/Chennault International Airport	<b>P</b>	<b>Guest –</b> Cade McLemore, OHSEP	<b>P</b>
<b>Treasurer –</b> Bill Wilkie	<b>P</b>	<b>OHSEP –</b> Dick Gremillion, Director	<b>P</b>		
<b>Secretary –</b> Tonya Pousson	<b>P</b>	<b>E-911 –</b> Richard McGuire	<b>X</b>		
<b>Fire Agency –</b> Keith Murray, Lake Charles F.D.	<b>X</b>	<b>Training/Cameron LNG –</b> Mark Moor	<b>P</b>		
<b>CPSO –</b> Ryan Mareno, Senior Sergeant	<b>X</b>	<b>USCG –</b> Larry J. Johnson, Port Security Specialist	<b>P</b>		

***P=Present X=Absent***

**Pledge of Allegiance:** Robby Trahan, 2<sup>nd</sup> Vice-President –

**Discussed – Jennifer Landry’s Resignation Letter from the Training Officer Position:**

Robby Trahan, 2<sup>nd</sup> Vice-President –

**Discussed – Welcoming the “New Training Officer”, Mark Moore w/Cameron LNG:**

Robby Trahan, 2<sup>nd</sup> Vice-President –

**Discussed – Newly Appointed Administrator(s) on the SWLA Mutual Aid Association Facebook Account:**

Bill Wilkie, Treasurer/ Robby Trahan, 2<sup>nd</sup> Vice-President –

- Chris Dailey, President
- Tammy Ryan, Vice President
- Robby Trahan, 2<sup>nd</sup> Vice President
- Tonya Pousson, Secretary
- Bill Wilkie, Treasurer
- Mark Moore, New Training Officer

**Discussed – The SWLA Mutual Aid Steering Committee Board “WILL” Appoint the New Primary Administrator Who “WILL” be Responsible for Posting/Updating on the SWLA Mutual Aid Association Facebook Account:**

Bill Wilkie, Treasurer/ Robby Trahan, 2<sup>nd</sup> Vice-President –

**Discussed – Host Entity “Firestone Polymers”:** Robby Trahan, 2<sup>nd</sup> Vice-President –

- Tonya spoke w/Matt Hebert, CSHO-Health & Safety Lead and he will be giving a ***“Short Video Presentation”***

### Discussed – The Purchase of (2) Portable Projector Stand, 25ft. HDMI, & 50ft. HDMI:

Robby Trahan, 2<sup>nd</sup> Vice-President/Cade McLemore, OHSEP –

ITEM	QTY	PRICE	TOTAL	LINK
25' HDMI Cord	1	\$ 14.99	\$ 14.99	<a href="#">LINK</a>
50' HDMI Cord	1	\$ 29.99	\$ 29.99	<a href="#">LINK</a>
20"-55" Projector Stand	2	\$ 49.99	\$ 99.98	<a href="#">LINK</a>
25' Extension Cord w/ Reel	3	\$ 26.99	\$ 80.97	<a href="#">LINK</a>
Combination Lock	2	\$ 9.97	\$ 19.94	<a href="#">LINK</a>
6' Floor Cable Guard/Trip Guard	4	\$ 13.53	\$ 54.12	<a href="#">LINK</a>
Multi-Channel HDMI Extender (154 Feet)	1	\$ 209.88	\$ 209.88	<a href="#">LINK</a>
Gofanco Hdwireless-RX (Extender add-on)	1	\$ 109.88	\$ 109.88	<a href="#">LINK</a>
			<b>\$ 619.75</b>	

- Bill Wilkie, Treasurer – Recommended to budget \$1,000.00 worst case for the wireless setup and not to exceed \$1,000.00
- Steering Committee Agreed and made a motion on the recommended budget of \$1,000.00
- Motion Carries

### Discussed – PSGP Grant/Writing Workshop: Larry J. Johnson, Port Security Specialist –

- **HOST ENTITY:** Calcasieu Parish OHSEP will be hosting the Grant Writing Workshop
- **HOST ENTITY LOCATION:** Calcasieu Parish OHSEP/EOC-Classroom A/901 Lakeshore Drive, STE 200, Lake Charles, LA 70601
- **DATE:** Friday, March 13, 2020
- **CLASS TIME:** 10AM – 12:30PM
- **SYMPOSIUM COST:** FREE
- **RSVP:** Larry L. Johnson, Port Security Specialist w/Coast Guard Marine Safety Unit/Office (337) 491-7816/ Cell (337) 485-1073 and/or VIA-Email @ [larry.j.johnson@uscg.mil](mailto:larry.j.johnson@uscg.mil)

### Discussed – 40-Hour Class w/Speakers for Oil Spill Response School/Oil Spill Boom Industry:

Robby Trahan, 2<sup>nd</sup> Vice-President –

- **HOST ENTITY:** Industrial Rescue Instruction Systems, Inc.
- **HOST ENTITY LOCATION:** Industrial Rescue Fire Field/600 Marina Road, Beaumont, Texas 77703
- **DATE:** Monday, April 6, 2020 – Thursday, April 9, 2020
- **CLASS TIME:** 7AM – 5PM/*Luncheon Provided*
- **SYMPOSIUM COST:** \$1,200.00 per student
- **REQUIREMENTS:** Advance payment is required for all registrants; registration is **NOT** confirmed until payment has been processed
- **RETURN COMPLETED REGISTRATION FORM TO:** Industrial Rescue Instruction Systems, Inc., P.O. Box 8089, Lumber, Texas 77657
- **CONTACT INFORMATION:** Trinh Tran @ [Trinh.Tran@irisrescue.com](mailto:Trinh.Tran@irisrescue.com) / (409) 924-0710 and/or Fax (281) 754-4651
- *(See Registration Form)*



## Discussed – ICS 300 Intermediate ICS for Expanding Incidents for Operational First Responders:

Robby Trahan, 2<sup>nd</sup> Vice-President –

### ICS 300

- **PREREQUISITIES:** IS/100, IS/200, IS/700 & IS/800
- **DATE:** Wednesday, July 29, 2020 – Thursday, July 30, 2020
- **TIME:** 8AM – 4:30PM
- **LOCATION:** OHSEP/EOC (*Classroom A*)/901 Lakeshore Drive, Suite 200, Lake Charles, LA 70601
- **TO COMPLETE REGISTRATION:**
  - ☞ Email - [jflandry@calcasieuparish.gov](mailto:jflandry@calcasieuparish.gov)
  - ☞ Prerequisite Certificates
  - ☞ FEMA Student ID Number
  - ☞ Date of Course Attending
  - ☞ Last (4) four of Social Security Number
- **QUESTIONS/CONCERNS:** (337) 721-3800

### ICS 300

- **PREREQUISITIES:** IS/100, IS/200, IS/700 & IS/800
- **DATE:** Wednesday, November 4, 2020 – Thursday, November 5, 2020
- **TIME:** 8AM – 4:30PM
- **LOCATION:** OHSEP/EOC (*Classroom A*)/901 Lakeshore Drive, Suite 200, Lake Charles, LA 70601
- **TO COMPLETE REGISTRATION:**
  - ☞ Email - [jflandry@calcasieuparish.gov](mailto:jflandry@calcasieuparish.gov)
  - ☞ Prerequisite Certificates
  - ☞ FEMA Student ID Number
  - ☞ Date of Course Attending
  - ☞ Last (4) four of Social Security Number
- **QUESTIONS/CONCERNS:** (337) 721-3800

## Discussed – ICS 400 Advanced Incident Command System: Robby Trahan, 2<sup>nd</sup> Vice-President –

### ICS 400

- **PREREQUISITIES:** IS/100, IS/200, ICS/300, IS/700 & IS/800, IS/300
- **DATE:** Wednesday, April 1, 2020
- **TIME:** 8AM – 4:30PM
- **LOCATION:** OHSEP/EOC (*Classroom A*)/901 Lakeshore Drive, Suite 200, Lake Charles, LA 70601
- **TO COMPLETE REGISTRATION:**
  - ☞ Email - [jflandry@calcasieuparish.gov](mailto:jflandry@calcasieuparish.gov)
  - ☞ Prerequisite Certificates
  - ☞ FEMA Student ID Number
  - ☞ Date of Course Attending
  - ☞ Last (4) four of Social Security Number
- **QUESTIONS/CONCERNS:** (337) 721-3800

**ICS 400**

- **PREREQUISITIES:** IS/100, IS/200, ICS/300, IS/700 & IS/800, IS/300
- **DATE:** Wednesday, August 26, 2020
- **TIME:** 8AM – 4:30PM
- **LOCATION:** OHSEP/EOC (*Classroom A*)/901 Lakeshore Drive, Suite 200, Lake Charles, LA 70601
- **TO COMPLETE REGISTRATION:**
  - ☞ Email - [jflandry@calcasieuparish.gov](mailto:jflandry@calcasieuparish.gov)
  - ☞ Prerequisite Certificates
  - ☞ FEMA Student ID Number
  - ☞ Date of Course Attending
  - ☞ Last (4) four of Social Security Number
- **QUESTIONS/CONCERNS:** (337) 721-3800

**ICS 400**

- **PREREQUISITIES:** IS/100, IS/200, ICS/300, IS/700 & IS/800, IS/300
- **DATE:** Wednesday, December 2, 2020
- **TIME:** 8AM – 4:30PM
- **LOCATION:** OHSEP/EOC (*Classroom A*)/901 Lakeshore Drive, Suite 200, Lake Charles, LA 70601
- **TO COMPLETE REGISTRATION:**
  - ☞ Email - [jflandry@calcasieuparish.gov](mailto:jflandry@calcasieuparish.gov)
  - ☞ Prerequisite Certificates
  - ☞ FEMA Student ID Number
  - ☞ Date of Course Attending
  - ☞ Last (4) four of Social Security Number
- **QUESTIONS/CONCERNS:** (337) 721-3800

**Discussed – GOHSEP Cybersecurity Portal Courses:** Robby Trahan, 2<sup>nd</sup> Vice-President –

- **GOHSEP CYBERSECURITY PORTAL COURSES:** *Free* Online Cybersecurity Courses
- **WEBSITE:** <https://my.teex.org/TeexPortal/Default.aspx?MO=mCourseCatalog&G=c8a77b5d-abe5-4d13-bb21-5a6c4c0fb942>

**Adjourned:** Robby Trahan, 2<sup>nd</sup> Vice-President –

- 2:31PM

## ***NEXT MONTH'S MEETING EVENTS:***

**NEXT MEETING HOST:** GRACE

**DATE:** Wednesday, April 8, 2020

**TIME:** 11:00AM

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

**ADJOURN:**

- Motion to adjourn – Bill Wilkie
- 2<sup>nd</sup> the motion – Jerry Bell
- Meeting adjourned – 11:29AM

**THE NEXT STEERING COMMITTEE MEETING WILL BE HELD**

**Thursday, April 2, 2020 @ 2PM**

**901 Lakeshore Drive, Suite 200**

**Lake Charles, LA 70601**