

1                   **LOUISIANA EMERGENCY PREPAREDNESS ASSOCIATION**  
2                   **BOARD OF DIRECTORS MEETING**  
3                   **December 4, 2009**  
4                   **BATON ROUGE, LOUISIANA**  
5                   **MEETING MINUTES**  
6

7 **I. CALL TO ORDER**  
8

9 President Jerry Monier called the meeting to order at 10:10 am. Jerry Monier led the  
10 pledge of allegiance and Eric Deroche led the prayer. A quorum was present to conduct  
11 business.  
12

13                   **Members Present in Person or Proxy:**

14                   John Boudreaux  
15                   Eric Deroche  
16                   Jeffrey Meyers  
17                   Dwayne White for Ralph Mitchell  
18                   Jerry Monier  
19                   Cindy Montz  
20                   Michael Murphy  
21                   Jim Polk  
22                   John Porter  
23                   Karen Price  
24                   Dawson Primes  
25                   Pat Santos  
26                   Tab Troxler  
27                   Rick Webre  
28

29                   **Members Excused:**

30                   Dexter Accardo  
31                   Mark Cooper  
32                   Robert Jump  
33                   Tuesday Mills  
34                   Sonya Wiley  
35

36                   **Members Absent:**

37                   Obie Cambre  
38                   Tab Troxler  
39

40                   **Guests:**

41                   Gene Dunagen  
42                   Kati Craig  
43                   Melinda Wilk  
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45

46 **II. APPROVAL OF MINUTES**

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48 The minutes from the September 18, 2009 Board meeting were reviewed. A motion was  
49 made by Eric Deroche and seconded by Dewayne White to approve the minutes as  
50 presented. The motion passed.

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52 **IV. OFFICER REPORTS**

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54 A. President –Jerry Monier

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56 Keeping in line with some of the goals set at the Strategic Planning Retreat, Jerry  
57 has been working with the International Association of Emergency Managers with  
58 the objective of building the LEPA membership and adding to the benefits of  
59 membership. Jerry had the office set up an email address for direct contact with  
60 the LEPA president, president@lepa.org, which will rollover to Dawson when he  
61 takes office, and to each president after that. This should aid in communication  
62 with IAEM and other offices that may currently have a specific past-president’s  
63 contact information. He will send out an email to the membership soon asking for  
64 opinions on what type of involvement the members would like with IAEM. A  
65 possible example of this involvement would be to give members the option of  
66 adding a small fee (\$25) to their dues to also receive an IAEM membership.

67

68 Michael Murphy, Eric Deroche, and Jerry met with a possible vendor to redesign  
69 the website, and also with the New Orleans Convention and Visitor’s Bureau  
70 about the 2011 workshop, but said he would let Eric update the Board on those  
71 meetings further.

72

73 Jerry said he felt that the Christmas Social held December 3<sup>rd</sup> was good overall.  
74 He was pleasantly surprised by the turnout of parish directors, and thought a good  
75 time was had by all who attended.

76

77 B. President Elect – Dawson Primes

78

79 Dawson had nothing further.

80

81 C. Treasurer – Eric Deroche

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83 Eric presented the October 31, 2009 financial statements (Attachment 1). Total  
84 assets at October 31, 2009 are \$196,599.09. A motion was made by Dawson  
85 Primes and seconded by Jeff Meyers to accept the Treasurer’s report. The motion  
86 passed.

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88 D. Executive Director’s Report – Bland O’Connor

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90 No report.

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94 **V. COMMITTEE REPORTS**

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A. AWARDS – Sonya Wiley

No report.

B. CERTIFICATION – Michael Murphy for Robert Jump

The Certification committee has reviewed two (2) LEM applications and one renewal application since our last Board meeting. All applications were reviewed and deemed to be complete and demonstrate the requisite experience, have signed the Code of Conduct and have also submitted the appropriate fees.

The Committee recommends the LEPA Board approve LEM Certification for the following:

Tonia Bergeron – Group Lead/Grant Chief Traditional Hazard Mitigation,  
Governor’s Office of Homeland Security and Emergency Preparedness  
Nicholas Auck – Exercise Officer, Governor’s Office of Homeland Security and  
Emergency Preparedness  
Joanne Moreau (recertification) – Director, East Baton Rouge Parish Mayor’s  
Office of Homeland Security and Emergency Preparedness

Michael Murphy moved to approve those recommended, seconded by Dawson Primes. The motion passed.

Dawson noted that the LEM Grandfather Clause closes at the end of the month.

Rick Webre attended the IAEM conference. He took the CEM course and the exam, and just needs to complete the CEM packet to gain his certification. He didn’t feel that the CEM certification verifies the quality of the work that the Emergency Managers are doing. He created a preliminary document (Attachment 2) outlining the LEM Training and Certification Program (LEMTCP), which would be the capstone program for initial emergency management certification and training within the state of Louisiana. He would also like to come up with a document of recommended courses for the process of applying for LEM certification. Eric Deroche pointed out that this is a good document showing where LEPA would like to be with regards to LEM certification, which might also create avenues for funding. Rick volunteered to teach the capstone course outlined in the document at the workshop every year.

Jerry mentioned that he would like to try to tie the LEM certification in with GOHSEP’s Command College. Rick is the LEPA representative participating in the development of the Command College, and he explained that they are creating levels of emergency manager certification. Pat Santos said that he would like for certifications to have weight and verify the qualifications of applicants. Rick also said there should be definitions of emergency managers.

Jerry brought up a request from the Louisiana State Animal Response Team (LSART) for the LEPA Board to consider animal rescue courses as part of the

144 accepted curriculum for LEM certification. He had the office extend an invitation  
145 for them to present at the February 19<sup>th</sup> Board meeting.  
146  
147 Jerry thanked Rick for all his work on the LEMTCP and asked the Board to  
148 review Rick's document and send him suggestions or feedback.  
149  
150 C. CHARTER AND BYLAWS – Jeff Meyers  
151  
152 No changes or updates to the bylaws since the last meeting.  
153  
154 D. COLLEGE SCHOLARSHIP – Karen Price  
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156 Karen revised the scholarship guidelines and application packet. The updated  
157 packet is now posted on the LEPA website, and Karen has spoken with some  
158 potential applicants. Dawson mentioned that he knew someone who was  
159 interested in a scholarship and would put that person in touch with Karen,  
160 prompting Pat Santos to ask for clarification on whether a LEPA member could  
161 endorse and applicant. Karen clarified that there is a recommendation requirement  
162 on the application.  
163  
164 E. HAZMAT ALLIANCE – John Porter  
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166 John announced that with the help of the LEPA Hotzone scholarship, everyone  
167 who applied received a scholarship to Hotzone this year, with 90% of the  
168 recipients having both tuition and hotel paid. Hotzone went very well.  
169  
170 John was asked by the Industrial Fire Exposition, which will be held in Houston  
171 in February at the Reliant Center, to give a presentation on how government and  
172 industry coexist in Louisiana. John would be happy to do the presentation if the  
173 LEPA Board wants him to do it.  
174  
175 John has been appointed to the 472 Committee of the International Fire Chief's  
176 Association and the Regional Information Survey Team. They are trying to put  
177 together a database and asked for a list of HAZMAT response government  
178 agencies. John would appreciate any help he can get with that.  
179  
180 Gene Dunegan is no longer handling the HMP Grant and has handed it over to  
181 JESTC. He would like to see the facility grow and succeed and has given it to  
182 them for that purpose. Jeff Meyers was asked to give a presentation to JESTC of  
183 common questions and concerns. He agreed. Gene also mentioned that Sgt. Kelly  
184 Feet at JESTC is offering free HAZMAT certification classes to first responders.  
185 This information is available on the website at [www.jestc.org](http://www.jestc.org), and Gene and  
186 Dewayne will send the information to the LEPA office so it can go up on the  
187 LEPA website as well. The discussion continued with what LEPA can do to help  
188 JESTC succeed. John said that it will take extensive resources to get it where they  
189 would like it to be, but they will take any help available. He will ask Sgt. Feet to  
190 include LEPA on any emails they send out so LEPA can send them out to our  
191 email list.  
192

193 Ralph Mitchell will be retiring in a few weeks to take a position as the Terrebonne  
194 Parish Public Safety Director. Jerry asked Dewayne White to extend thanks to  
195 Ralph for all of his help.

196

197 F. LEGISLATIVE – Dawson Primes for Dexter Accardo

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199 Dexter could not attend the Board meeting, but will be putting together an email  
200 for the membership. Now is the time to identify legislative issues and get  
201 recommendations for the legislative session.

202

203 G. MEMBERSHIP – Jerry Monier for Tuesday Mills

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205 Membership continues to be strong with a total of 797 members.

206

207 H. NEWSLETTER – Mike Murphy

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209 No report.

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211 I. NOMINATING – Dawson Primes

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213 Dawson will begin in January to consider the nominations process for his  
214 upcoming presidency.

215

216 J. WORKSHOP – Eric Deroche

217

218 The Workshop Committee has had two meetings and has some good ideas. Jerry  
219 mentioned that he was impressed with the response from the membership to the  
220 email for suggestions. Some of these suggestions will be used at the Workshop,  
221 and they were also passed on to Neal Fudge at GOHSEP so they can be  
222 considered for their training schedule. At the 2010 Workshop, Tuesday will have  
223 the same format, with EM 101 in the afternoon, and possibly a discussion of  
224 flooding and sandbagging in the morning. Wednesday will probably be COOP in  
225 the morning and IT as it relates to emergency preparedness in the afternoon. The  
226 numbers look good and the room block at the hotel has been increased.

227

228 Jerry thanked Jim Polk, Karen Price, and Cindy Montz for their help with the  
229 Workshop. He also noted that 2010 will be the 30<sup>th</sup> year that LEPA has been an  
230 organization and we will try to tie that into the workshop.

231

232 Eric brought up the idea of a mid-year meeting to meet the strategic goals of the  
233 Board. This would be a much smaller workshop with no vendors, possibly just a  
234 day or day and a half. Michael Murphy said we should consider doing a few of  
235 these regionally as many agencies have cut travel budgets. Eric said we will try to  
236 do at least one of these meetings in 2010.

237

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240 K. EMERGENCY MANAGER LEADERSHIP ACADEMY – Rick Webre

241

242 Rick attended the IAEM Conference as the LEPA representative, as he discussed  
243 earlier. They did not cover anything specific for Louisiana. He doesn't think the  
244 CEM certification is difficult, but it is time consuming. It consisted of a three hour  
245 class and multiple choice test of 100 questions given at the conference.

246

#### 247 M. REGIONAL REPRESENTATION COMMITTEE – Tommy Thibaud

248

249 There have been several changes. The committee is working on funding for local  
250 offices, while GOHSEP has helped a lot with Stop Gap measures. In addition, the  
251 committee is also working on the Command College, which will require a lot of  
252 attention from regional directors.

253

### 254 VI. OLD BUSINESS

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#### 256 A. 2011 Workshop

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258 Eric, Jerry, and others met with a representative from the New Orleans  
259 Convention and Visitor's Bureau, and hopefully will have a request for proposal  
260 around the beginning of the year. Jerry commented that the CVB will provide a  
261 lot of assistance with the workshop, including emails and tourist information, and  
262 will guide us in the hotel selection process once we have a RFP. They are going to  
263 look at a package for families with possible discounts for attractions. They also  
264 have a video they will give us to promote New Orleans. It was reiterated that we  
265 should promote the workshop to attendees further than Alabama, and that New  
266 Orleans will attract more people than Mobile or Biloxi. LEPA and GOHSEP will  
267 get people to go to Mobile for the 2010 conference to promote the 2011  
268 conference.

269

### 270 VII. NEW BUSINESS

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#### 272 A. 2010 Budget

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274 Eric stated that the budget is very similar the 2009's budget, with \$176,650 in  
275 proposed expenditures and \$155,500 in expected revenue. He pointed out 2009's  
276 budget called for a deficit at the end of the year but, as no educational outreaches  
277 were planned, the fiscal year ended with a surplus. Scholarships for Hotzone were  
278 increased from \$8,000 to \$10,000. A motion was made by Mike Murphy and  
279 seconded by Jeff Meyers to approve the 2010 budget. The motion passed.

280

#### 281 B. Resignation of Andrew Mosher from the Board of Directors

282

283 Jerry explained that Andrew Mosher was relocating to Chicago due to his wife's  
284 job. According to the elections at the 2009 Workshop, Jim Polk is the first  
285 alternate. A motion was made by John Boudreaux and seconded by Jeff Meyers to  
286 accept Andrew's resignation and officially appoint Jim to the Board. The motion  
287 passed. Jim expressed that he is looking forward to being on and continuing to  
288 work with the Board.

289

290 Jerry expressed that he would like the Board to consider the possibility of making  
291 Andrew a lifetime member. A motion was made by Eric Deroche and seconded  
292 by Pat Santos to make Andrew Mosher a lifetime member of LEPA. The motion  
293 passed. Andrew will be invited to attend the workshop, if he can, and a write-up  
294 will be put in the newsletter.

295

#### 296 C. Website Redesign

297

298 Jerry, Eric, and Mike met with a vendor about possible redesign of the website.  
299 The vendor, Rallypoint, a subsidiary of Transformyx, offered to do the redesign  
300 as a donation of about \$13,000 in services in exchange for vendor space. It was  
301 believed that the vendor was looking to use LEPA as a “foot in the door” to other  
302 state agencies, and Eric said they had already gone to other agencies using  
303 LEPA’s name. Mike stated that they did not really like their business practices  
304 and Eric felt that it would create a situation that LEPA couldn’t control. It  
305 recommended that the Board put out RFPs to get bids for a site redesign and pay  
306 someone rather than accept the donation. A motion was made by Pat Santos and  
307 seconded by Dawson Primes that Mike and Eric move forward on finding a  
308 contracted vendor to unroll a new website by the 2010 workshop. The motion  
309 passed.

310

### 311 **VIII. ANNOUNCEMENTS**

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313 Cindy Montz asked if anyone received information on the Emergency Transportation  
314 Conference in New Orleans. She said that 95% of presenters at the conference are made  
315 by academia and not hands-on emergency workers.

316

317 Jerry announced that Pat had been admitted to a Harvard program that was the following  
318 week.

319

320 The next meeting will be held on Friday, February 19, 2009 at 10:00 am on the first floor  
321 of the 8550 United Plaza Boulevard office.

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323 The meeting adjourned at 11:25 am.

324

325 Respectfully submitted,

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328

329 Andrea R. Dudley

330 Association Coordinator

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