

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

7 **I. CALL TO ORDER**
8

9 President Andy Mosher called the meeting to order at 10:17 am. Jerry Monier led the
10 pledge of allegiance and Don Majure led the prayer. A quorum was present to conduct
11 business.

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

13 John Boudreaux
14 Pat Santos for Mark Cooper
15 Eric Deroche
16 Chris Guilbeaux
17 Alan Hunsberger
18 Robert Jump
19 Don Majure
20 Jeffrey Meyers
21 Tuesday Mills
22 Dewayne White for Ralph Mitchell
23 Jerry Monier
24 Cindy Montz
25 Andy Mosher
26 Michael Murphy
27 John Porter
28 Karen Price
29 Vicki Travis for Dawson Primes
30 Pat Santos
31 Sonya Wiley
32

33 **Members Excused:**

34 Mike Deroche
35 Dave Brown
36

37 **Members Absent:**

38 Dick Gremillion
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40

41 **Guests:**

42 Gene Dunegan
43 Bland O'Connor
44 Ashley Politz
45 Jolie Howard
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48 **II. APPROVAL OF MINUTES**

49

50 The minutes from the December 12, 2008 meeting were reviewed.

51

52 A motion was made by Jerry Monier and seconded by Robert Jump to approve the
53 December 12, 2008 minutes. The motion passed.

54

55 **IV. OFFICER REPORTS**

56

57 A. President –Andy Mosher

58

59 Andy complimented the progress of the workshop committee.

60

61 B. Treasurer – Don Majure

62

63 Don presented the December 31, 2008 financial statements (Attachment 1)
64 reporting assets of \$206,850.31, total fund balances of \$170,478.11. A motion
65 was made by Eric Deroche and seconded by Robert Jump to accept the
66 Treasurer’s report as presented. The motion passed.

67

68 C. Executive Director’s Report – Jolie Howard

69

70 Jolie reported that the workshop brochures and exhibitor packets would be online
71 within the week and that 2nd dues renewals notices had gone out.

72

73 **V. COMMITTEE REPORTS**

74

75 A. AWARDS – Sonya Wiley

76

77 Sonya reported that nominations were steadily coming in and that a second blast
78 email reminder would go out soon.

79

80 B. CERTIFICATION – Robert Jump

81

82 The Certification committee has reviewed one (1) LEM application since our last
83 Board meeting. The applicant submitted the complete applications under the
84 provisions of the program. The application was reviewed and deemed to be
85 complete and demonstrates the requisite experience, has signed the Code of
86 Conduct and is pending 2009 membership dues.

87

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

90 Francis Hymel

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C. CHARTER AND BYLAWS – Jeff Meyers

No changes or updates to the bylaws since the last meeting.

D. COLLEGE SCHOLARSHIP – Karen Price

Karen inquired about scholarship availability for the UNO Executive Leadership Program, and it was agreed that the program would not be eligible. She reminded everyone that the deadline for applications was March 31.

E. HAZMAT ALLIANCE – John Porter

John reported that he is working to secure an offsite location and transportation for HazMat Day, and a possibility is Calcasieu Parish Firing Range. He will also try to get a sponsorship for a drinks and a tent, and offered that LEPA could help with refreshments. He also said that HOTZONE will be held at the Crown Plaza by the Astrodome in Houston.

F. LEGISLATIVE – Sonya Wiley and Eric Deroche

GOHSEP is working on post-Legislation to become more uniform across the state.

Annual Directors Joint Workshop – 59 of 64 parish directors attended, with 6-7 bringing assistant directors as well. LEPA supported the event and provided refreshments, and also passed out membership/workshop registration forms. We also provided education regarding the association in the hope that it will generate members.

Pat officially thanked LEPA for their support on GOHSEP's behalf.

Tuesday commented that she thought the GOHSEP Conference was the best yet.

G. MEMBERSHIP – Alan Hunsberger

Total membership for 2009 was at 512. Alan reported that we probably won't see the numbers we had last year and that more people will move from corporate to individual memberships.

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H. NEWSLETTER – Jerry Monier

Jerry reported that we have not received very many newsletter articles. GOHSEP has a newsletter that is published every two (2) months, and he suggested that LEPA may want to try and tie in with theirs, or consider decreasing the number of newsletters each year. Jeff, Eric and Tuesday all agreed that a joint newsletter could give LEPA more exposure and potentially increase membership. Concern was raised about combining the two because there are people that want to keep GOHSEP and LEPA separate. It was suggested that we propose that LEPA have a section in the GOHSEP newsletter and that we would have control over the content. Jerry will investigate and report back to the board.

He also said that there would be a preconference newsletter.

I. NOMINATING – Jerry Monier

Jerry reported that John, Alan, Mike, Don, Chris and Karen were up for re-election. There are 6 spots to fill and 12 nominees are needed so that each spot can be double-slotted. He said that an email would go out at the end of the month to call for nominations.

It was suggested that we look at using a site such as Survey Monkey next year, and that the appropriate changes to the by-laws would need to be made.

J. WORKSHOP – Eric Deroche

Eric reviewed the preliminary agenda. Vendor/Sponsor packets will go out next week and we can have up to 50. He suggested that the board have some packets to hand out personally. The workshop brochure would go out soon.

GOHSEP is still trying to determine what the pre-conference training course will be. EM 101 will focus on emergency procurement procedures.

K. EMERGENCY MANAGER LEADERSHIP ACADEMY – Chris Guilbeaux

Chris proposed that we hold programs for parish leaders twice a year that would in essence be a survival guide for the year. He also would like to consider an executive level type program. It was also suggested that after the 2009 workshop we look at where we want to go with training over the next few years.

M. REGIONAL REPRESENTATION COMMITTEE – John Boudreaux for Dick Gremillion

The GOHSEP Annual Director’s Workshop was very successful and productive.

186 **VI. OLD BUSINESS**

187

188 A. Website.

189

190 Bland reported on web-portal based association management types of software.

191

192 **VII. NEW BUSINESS**

193

194 A. Support for GOHSEP Initiatives

195

196 The board was asked how they feel about offering additional support for
197 GOHSEP events. No one was in opposition however concerns were raised about
198 being cautious of how this would be perceived and that other groups may begin
199 asking for support as well. It was suggested that we establish a cap, policy, and
200 criteria and that we look at recurring events.

201

202 B. Proposed Policies for New IRS Tax Requirements

203

204 Bland reported on the new form 990 information return to the IRS. The IRS is
205 concerned regarding governance practices for these types of returns and changes
206 were effective 12/31/2008.

207

208 The IRS loosened up filing requirements for the 990EZ, and if assets are less than
209 2.5 million and expenses are less than 1 million you are eligible to file. We will
210 plan to file the 990EZ this year.

211

212 Bland suggested that the board look over the new questions, and stated that he has
213 worked on developing sample and modified policies to apply to LEPA. No action
214 was requested today, he asked that they read over and review and discuss/modify
215 for the next board meeting.

216

217 He asked that we add this to the next board meeting agenda to vote to
218 accept/amend/deny.

219

220 C. International Association of Emergency Managers

221

222 It was reported that their objective was to reach out to state associations and that
223 LEPA may have a position in the group. More information will be provided at the
224 next board meeting.

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226 D. Louisiana Motor Trucking Association

227

228 They want a statewide credentials method and it was asked if LEPA was
229 interested in discussing. The concensus was no.

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235 **VIII. ANNOUNCEMENTS**

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237 The next meeting will be held on Friday, April 3, 2009 at 10:00 am at the
238 L' Auberge Du Lac Casino Resort in Lake Charles.

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240 Motion to adjourn was made by Sonya Wiley and seconded by Alan Hunsberger.
241 The motion passed. The meeting adjourned at 11:32 am.

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243

244 Respectfully submitted,

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247

248 Jolie Howard

249 Association Coordinator

1 **LOUISIANA EMERGENCY PREPAREDNESS ASSOCIATION**
2 **BOARD OF DIRECTORS MEETING**
3 **April 3, 2009**
4 **LAKE CHARLES, LOUISIANA**
5 **MEETING MINUTES**
6

7 **I. CALL TO ORDER**
8

9 President-elect Jerry Monier called the meeting to order at 10:00 am. Jerry Monier led
10 the pledge of allegiance and Don Majure led the prayer. A quorum was present to
11 conduct business.

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

13 John Boudreaux
14 Dave Brown
15 Pat Santos for Mark Cooper
16 Eric Deroche
17 Tommy Thibaut for Dick Gremillion
18 Chris Guilbeaux
19 Alan Hunsberger
20 Don Majure
21 Jeffrey Meyers
22 Gene Dunegan for Ralph Mitchell
23 Tuesday Mills
24 Jerry Monier
25 Cindy Montz
26 Michael Murphy
27 John Porter
28 Karen Price
29 Dawson Primes
30 Pat Santos
31 Sonya Wiley
32

33 **Members Excused:**

34 Andrew Mosher
35 Robert Jump
36

37 **Members Absent:**

38 Mike Deroche
39

40 **Guests:**

41 Steve Burr
42 Jason Hinton
43 Nancy Majure
44 Jim Polk
45 Bland O'Connor
46 Jolie Howard
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49 **II. APPROVAL OF MINUTES**

50

51 The minutes from the February 6, 2009 meeting were reviewed and approved.

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53 **IV. OFFICER REPORTS**

54

55 A. President –Jerry Monier for Andy Mosher

56

57 No report.

58

59 B. Treasurer – Don Majure

60

61 Don presented the February 28, 2009 financial statements (Attachment 1)
62 reporting assets of \$210,769.15 and total fund balances of \$207,116.95. A motion
63 was made by John Boudreaux and seconded by Eric Deroche to accept the
64 Treasurer’s report as presented. The motion passed.

65

66 C. Executive Director’s Report – Bland O’Connor

67

68 Bland called the Board’s attention to the three proposed policies to address
69 governance questions on the new IRS Form 990. The policies included in the
70 Board binders included a proposed Whistleblower Policy, Conflicts of Interest
71 Policy and Document Retention and Destruction Policy.

72

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74 **V. COMMITTEE REPORTS**

75

76 A. AWARDS – Sonya Wiley

77

78 Sonya reported .

79

80 B. CERTIFICATION – Michael Murphy

81

82 The Certification committee has reviewed eight (8) LEM applications since our
83 last Board meeting. All applications were reviewed and deemed to be complete
84 and demonstrate the requisite experience, have signed the Code of Conduct and
85 have also submitted the appropriate fees.

86

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

89

90 Duval Arthur

91 John Boudreaux (recertification)

92 Randall B. Bradford

93 Larry Gill

94 Kyle Jones (pending execution of code of conduct pledge)

95 Fred McAnn (recertification)

96 Dale Powell

97 Joe Paul Stevens

98 Jerry Monier moved to approve those recommended, seconded by Eric Deroche.
99 The motion passed.
100
101 C. CHARTER AND BYLAWS – Jeff Meyers
102
103 No changes or updates to the bylaws since the last meeting. Jeff will work on
104 changes to allow electronic voting for future elections.
105
106 D. COLLEGE SCHOLARSHIP – Karen Price
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110 E. HAZMAT ALLIANCE – John Porter
111
112
113
114 F. LEGISLATIVE – Sonya Wiley and Eric Deroche
115
116
117
118 G. MEMBERSHIP – Alan Hunsberger
119
120 Total membership at 650. Alan expects membership numbers to be stronger by
121 the time of the Workshop.
122
123 H. NEWSLETTER – Jerry Monier
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126
127 I. NOMINATING – Jerry Monier
128
129 .
130
131 J. WORKSHOP – Eric Deroche
132
133 .
134
135 K. EMERGENCY MANAGER LEADERSHIP ACADEMY – Chris Guilbeaux
136 Nothing specific to report.
137
138 M. REGIONAL REPRESENTATION COMMITTEE – Tommy Thibaut for Dick
139 Gremillion
140 No report.
141
142 **VI. OLD BUSINESS**
143
144 None
145
146

147 **VII. NEW BUSINESS**

148

149 A. Louisiana Girls State Contribution

150

151 A motion was made by and seconded by to make a \$500 contribution to Louisiana
152 Girls State. The motion passed.

153

154 B. Strategic Planning Retreat

155

156 The Retreat will be held at the Joint Emergency Services Training Center on July
157 16 and 17, 2009.

158

159 C. Vote on Proposed Policies for IRS Filing Requirements

160

161 Voting was deferred to a future Board meeting pending closer review of proposed
162 policies and consideration of any bylaw implications.

163

164 D. Letter of Support for Chris Calbert's Nomination for US Marshall

165

166 A motion was made by John Boudreaux and seconded by for LEPA to submit a
167 letter of support for Chris Calbert's nomination for US Marshall. A roll call vote
168 was taken:

169

170 John Boudreaux - Yes

171

172 Dave Brown - Yes

173

174 Pat Santos for Mark Cooper - Abstain

175

176 Eric Deroche - Yes

177

178 Chris Guilbeaux - Abstain

179

180 Alan Hunsberger - Yes

181

182 Don Majure - Yes

183

184 Jeffrey Meyers - Abstain

185

186 Gene Dunegan for Ralph Mitchell - Abstain

187

188 Tuesday Mills - Yes

189

190 Jerry Monier - Abstain

191

192 Cindy Montz - Abstain

193

194 Michael Murphy - Abstain

195

196 John Porter - Abstain

197

198 Karen Price - Abstain

199

200 Dawson Primes - Yes

201

202 Pat Santos - Abstain

203

204 Sonya Wiley - Yes

205

206 E. Constant Contact Email Software

207

208 A discussion of using an enhanced email software, Constant Contact, for an
209 additional monthly cost of \$15 as part of a shared fee with other association
210 clients of P & N Association Management was discussed. A motion was made by
211 Jerry Monier and seconded by Eric Deroche to approve the expenditure for future
212 use. The motion passed.

196 **VIII. ANNOUNCEMENTS**

197

198 The next meeting will be held on Monday, May 4, 2009 at 3:30 pm at the
199 Workshop in Lake Charles.

200

201 The meeting adjourned at 12:00 noon.

202

203 Respectfully submitted,

204

205

206

207 H. Bland O'Connor, Jr.

208 Executive Director

1 **LOUISIANA EMERGENCY PREPAREDNESS ASSOCIATION**
2 **BOARD OF DIRECTORS MEETING**
3 **May 4, 2009**
4 **LAKE CHARLES, LOUISIANA**
5 **MEETING MINUTES**
6

7 **I. CALL TO ORDER**
8

9 President Andy Mosher called the meeting to order at 10:00 am. Jerry Monier led the
10 pledge of allegiance and Don Majure led the prayer. A quorum was present to conduct
11 business.

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

13 John Boudreaux
14 Dave Brown
15 Pat Santos for Mark Cooper
16 Eric Deroche
17 Chris Guilbeaux
18 Alan Hunsberger
19 Don Majure
20 Jeffrey Meyers
21 Dewayne White for Ralph Mitchell
22 Tuesday Mills
23 Jerry Monier
24 Cindy Montz
25 Andrew Mosher
26 John Porter
27 Karen Price
28 Dawson Primes
29 Pat Santos
30 Tommy Thiebaud
31 Sonya Wiley
32

33 **Members Excused:**

34 Michael Murphy
35 Robert Jump
36

37 **Members Absent:**

38 Mike Deroche
39

40 **Guests:**

41 Skip Breeden
42 Jim Bridges
43 Gene Dunegan
44 Chief Lee Cahanin
45 Todd Hess
46 Jim Polk
47
48

49 **II. APPROVAL OF MINUTES**

50

51 The minutes from the April 3, 2009 meeting were reviewed and approved.

52

53 **IV. OFFICER REPORTS**

54

55 A. President –Andy Mosher

56

57 Things have been very interesting for the past few weeks. The golf tournament
58 was very successful.

59

60 B. Treasurer – Don Majure

61

62 Don presented the March 31, 2009 financial statements (Attachment 1) reporting
63 assets of \$245,942.95 and total fund balances of \$237,202.95. Year-to-date
64 receipts are \$85,843.27 and expenditures are 19,697.22. A motion was made by
65 John Boudreaux and seconded by Eric Deroche to accept the Treasurer’s report as
66 presented. The motion passed.

67

68 C. Executive Director’s Report – Bland O’Connor

69

70 No report.

71

72 **V. COMMITTEE REPORTS**

73

74 A. AWARDS – Sonya Wiley

75

76 Sonya reported that awards will be presented tomorrow night.

77

78 B. CERTIFICATION – Andy Mosher for Michael Murphy

79

80 The Certification committee has reviewed four (4) LEM applications since our
81 last Board meeting. All applications were reviewed and deemed to be complete
82 and demonstrate the requisite experience, have signed the Code of Conduct and
83 have also submitted the appropriate fees.

84

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

87

88 Russell Adams

89 Matthew Knoblauch (pending resolution of a certification committee issue)

90 James Polk

91 Jason Tastet

92

93 Two candidates require further discussion and review of the certification process
94 will be addressed in the July meeting of the Board of Directors. Those candidates
95 are John Sells and Gray Young.

96

97 A motion was made by John Boudreaux seconded by Tuesday Mills to approve
98 the Committee’s recommendation. The motion passed.
99

100 C. CHARTER AND BYLAWS – Jeff Meyers

101
102 Jeff Meyers presented a recommended bylaws change to Article IV, Paragraph 2,
103 Page 3.
104

105 The existing language is:

106 Election of the directors shall be by ballot mailed to all the active members. The
107 membership shall receive a brief resume of the nominees and a ballot to be
108 completed with names offered or write-in names as the members so desire. A
109 self-addressed stamped ballot shall be provided for the convenience of the
110 membership, and the ballot must be postmarked no later than the established
111 deadline in order to be counted. The nominees receiving the most votes shall be
112 elected.
113

114 The proposed language is:

115 Election of the directors shall be by an online electronic ballot by the active
116 members. The membership shall receive a brief resume of the nominees
117 electronically by email with a notice to vote online at a secured and validated
118 website by an established deadline. At the time of new membership or
119 membership renewal, a member may choose to elect to vote by U.S. Postal
120 Service Mail. If so, a self-addressed stamped ballot shall be provided for the
121 convenience of that member and the ballot must be postmarked no later than the
122 established deadline in order to be counted. The nominees receiving the most
123 votes shall be elected.
124

125 A motion was made by Jeff Meyers and seconded by Pat Santos to adopt the
126 proposed language. A discussion ensued and the following language was
127 proposed to replace the first two sentences of the amendment so as not to restrict
128 the method of electronic communication and balloting:
129 “Election of the directors shall be by an electronic ballot by the active members.
130 The membership shall receive a brief resume of the nominees electronically with
131 a notice to vote electronically by an established deadline.”
132

133 A motion was made by Jeff Meyers and seconded by John Boudreaux to adopte
134 the amended with the changes proposed. The amended proposal passed.
135

136 D. COLLEGE SCHOLARSHIP – Karen Price

137
138 A full time scholarship of \$1,500 and a \$500 part time scholarship will be
139 awarded. The two scholarships will be awarded tomorrow night. Karen stated
140 that she would like to add discussion of scholarships and the overall scholarship
141 program to the strategic planning retreat agenda.
142
143

144 E. HAZMAT ALLIANCE – John Porter
 145
 146 John Porter reported that Hazmat Day is ready to go with chemicals donated for
 147 explosions.
 148

149 F. LEGISLATIVE – Sonya Wiley and Eric Deroche
 150
 151 Proposed legislation has been and will continue to be monitored and the
 152 membership will be notified as needed for action. John Boudreaux moved and
 153 Tuesday Mills seconded voting on opposing HB 340 as written at 5-4-2009 by
 154 email or verbal recorded vote of the Board by Thursday, May 7, 2009. The
 155 motion passed with Jerry Monier’s abstention.
 156
 157 A discussion ensued regarding the consideration of forming a separate
 158 organization of parish emergency managers to address matters of this nature.
 159
 160 HB 279 is also being scrutinized. SB 140 amends the definition of careless
 161 handling of chemicals, lowers fines and limits small business liability.
 162

163 G. MEMBERSHIP – Alan Hunsberger
 164
 165 Total membership at 733. An all time high in membership was achieved last year
 166 and this year should also be a good year.
 167

168 H. NEWSLETTER – Jerry Monier
 169
 170 The Spring Newsletter, the first joint GOHSEP and LEPA newsletter is out and
 171 more are expected. Jerry is looking for a chair as of July 1, 2009.
 172

173 I. NOMINATING – Jerry Monier
 174
 175 Elections were held and the results are as follows:
 176

177	Karen Price	180	Elected
178	Rick Webre	173	Elected
179	John Boudreaux	162	Elected
180	Dexter Accardo	150	Elected
181	Tab Troxler	128	Elected
182	Obie Cambre	117	Elected
183	Jim Polk	109	First Alternate
184	Alan Hunsberger	103	Second Alternate
185	John Thomas	81	
186	Chris Guilbeaux	78	
187	Keith Cranford	62	
188	Scott Hess	47	

189
 190 A motion made by Jerry Monier and seconded by Sonya Wiley to accept the
 191 election and results and destroy the ballots. The motion passed.
 192

193 J. WORKSHOP – Eric Deroche

194

195 The current Workshop is a high-water mark for pre-registration numbers.
196 Furthermore, every year since 2006 we have seen an increase in registrations. It
197 is getting difficult to find appropriate venues for the Workshop. The swine flu
198 has had an impact on the programming that will be actually delivered for the
199 Workshop.

200

201 K. EMERGENCY MANAGER LEADERSHIP ACADEMY – Chris Guilbeaux

202

203 An MD will be included in the program tomorrow.

204

205 M. REGIONAL REPRESENTATION COMMITTEE – Tommy Thiebaud

206

207 No report.

208

209 **VI. OLD BUSINESS**

210

211 None

212

213 **VII. NEW BUSINESS**

214

215 A. Officers

216

217 John Boudreaux nominated Dawson Primes for president-elect. The motion was
218 seconded by Tuesday Mills. Nominations were closed and Dawson Primes was
219 elected.

220

221 Don Majure nominated Eric Deroche for Treasurer. The motion was seconded by
222 Sonya Wiley. Nominations were closed and Eric Deroche was elected.

223

224 **VIII. ANNOUNCEMENTS**

225

226 Jerry Monier noted that topics of discussion for the Strategic Planning Retreat on
227 July 16 and 17, 2009, would include LEM Certification, the Scholarship
228 Program, and 990 Policies.

229

230 Don Majure moved that the meeting be adjourned and the meeting adjourned at
231 4:25 pm.

232

233 Respectfully submitted,

234

235

236

237 H. Bland O'Connor, Jr.

238 Executive Director

239

1 **LOUISIANA EMERGENCY PREPAREDNESS ASSOCIATION**
2 **BOARD OF DIRECTORS RETREAT**
3 **July 16 and 17, 2009**
4 **JOINT EMERGENCY SERVICES TRAINING CENTER (JESTC)**
5 **ZACHARY, LOUISIANA**
6 **MEETING MINUTES**

7
8 **I. CALL TO ORDER**

9
10 President Jerry Monier called the meeting to order at 10:10 am.

11
12 **Members Present:**

13 Dexter Accardo
14 John Boudreaux
15 Obie Cambre
16 Pat Santos for Mark Cooper
17 Eric Deroche
18 Robert Jump
19 Jeffrey Meyers
20 Tuesday Mills
21 Jerry Monier
22 Cindy Montz
23 Andrew Mosher
24 Michael Murphy
25 Karen Price
26 Pat Santos (joined in the afternoon)
27 Rick Webre
28 Sonya Wiley

29
30 **Members Absent:**

31 Dave Brown
32 Ralph Mitchell
33 John Porter
34 Dawson Primes
35 Tommy Thiebaud
36 Tab Troxler

37
38 **Guests:**

39 Bland O'Connor
40 Jolie Howard

41
42 **II. INTRODUCTION AND OUTLINES**

43
44 Jerry discussed the reason for getting together as developing a five year plan for the
45 Association. New Board members Rick Webre, Obie Cambre and Dexter Accardo were
46 introduced.

47
48 Dexter Accardo has been appointed Legislative Chair. Sonya Wiley and Eric Deroche
49 will chair the Workshop.

50 Robert Jump will chair LEM Certification. Jeff Meyers will chair Charter and Bylaws.
51 Karen Price will chair Scholarship. Tuesday Mills will chair Membership. Michael
52 Murphy will chair Newsletter and Communications. Dawson Primes will chair the
53 Nominating Committee.

54

55 Sonya Wiley and Jerry Monier both attended the Louisiana Girls State program. This
56 was the first year that Girls' State included Emergency Management into their project
57 mix. Sonya made a presentation to the Group and they judged the girls' presentations at
58 the end of the day. Jerry voiced enthusiasm for seeing young people as engaged in
59 emergency management as the Girls' State participants were. Next year Boys' State will
60 add Emergency Management to its curriculum and we will partner with them as well.

61

62 Jerry challenged the group to try over the next day and a half to chart a realistic course
63 for LEPA for the next five years.

64

65 John Boudreaux mentioned putting together a local emergency managers' group to
66 address legislative concerns. An in-depth discussion ensued regarding legislative and
67 advocacy concerns for specific segments within LEPA.

68

69 Eric Deroche brought up the issue of having a midyear continuing education or current
70 events workshop separately from the annual workshop. Tuesday Mills suggested several
71 mini-symposiums on basic emergency management, LEM/CEM accreditation, degree
72 management, grant writing, etc. Eric suggested looking at various delivery methods such
73 as podcasting.

74

75 Dexter Accardo brought up the subject of Mutual Aid and stressed that LEPA needs to
76 actively engage its membership to thrive. Jerry spoke of case studies being a very
77 powerful way of communicating and training. Andy pointed out that the state has a
78 tremendous amount of resources and the private sector also has significant resources.
79 Eric pointed out that LEPA has more opportunity for stronger partnership with GOHSEP
80 and other organizations.

81

82 Rick Webre challenged the group to identify the five critical functions of LEPA. John
83 Boudreaux pointed out that Andy's networking theme is a key value delivered by LEPA.
84 Cindy Montz pointed out that field delivery of courses is also a key and the training
85 provides the networking opportunities. John suggested that we need to have localized or
86 regional networking meetings.

87

- 88 1. Networking, relationship building and information sharing`.
- 89 2. Professional training and development and certification.
- 90 3. Executive level outreach (note the 8 hour orientation for all newly elected
91 officials).

92

93 Jerry wants to develop a monthly email to membership telling them what is happening
94 with LEPA.

95

96 A discussion ensued of a summit meeting for representatives of all associations in the
97 state to discuss emergency preparedness.

98

99 Also discussed were holding a Membership meeting at Workshop, hand out suggestion
100 sheets and have them be turned-in on the way out of the meeting.

101

102 Also discussed was insuring against future meeting cancellations for things such as
103 H1-N1 outbreaks and similar eventualities.

104

105 **NETWORKING – INFORMATION SHARING**

106 Identify

107 Increase opportunities for networking (Mid-year meeting in 2010, Workshop(s))

108 Pod casts

109 Social networking (cyber)

110 Website update

111 Status of Association

112 Networking

113 Member profiles

114 Holiday Social

115

116

117 **LEADERSHIP – PROFESSIONAL DEVELOPMENT**

118 Certification – continuing education, what will be accepted

119 Scholarships

120 Educational opportunity (relates to networking)

121 Recruitment to the profession

122 Sustainment of the profession

123 Develop a guidance program document for training required for each position

124 (recommended curriculum) Mandated vs recommended

125 By end of calendar year 2010 add a second midyear conference.

126

127

128 **LEM**

129 Discussion of strengthening the criteria, perhaps requiring a full application from all.

130 Perhaps LEPA needs to define what “Comprehensive Emergency Management

131 experience” and “emergency management training” really is and perhaps other terms.

132 Discussion also ensued regarding doing away with the Grandfather Clause.

133 It was noted that reminders needed to be sent on LEM renewal.

134

135 Definition of terms

136 Grandfather sunset

137 Award certification only twice per year

138

139 Benchmarks for LEM:

140 1. Clear picture of what the requirements are to the Board.

141 2. Tie training programs into LEM.

142 3. Digital application

143

144

145 **SCHOLARSHIPS**

146 Liberalizing the specifications for the post-secondary scholarships (expansion of the
147 academic criteria) was discussed and is being worked on.

148

149 Also discussed were HotZone scholarships vs LEPA Workshop scholarships vs adding
150 Regional Workshops.

151

152 Benchmarks for Scholarships:

153 1. Maintain \$5k and \$8k student and Hotzone scholarships.

154 2. Establish a LEPA Workshop scholarship

155

156

157 **TRAINING**

158 Rick Webre distributed a handout as a visual aid for an Institutional Level of Training
159 model for LEPA and the State.

160

161 A Training resource page needs to go up on the website.

162

163 Is there anything LEPA is uniquely suited to provide and is not readily available
164 elsewhere?

165

166 Benchmarks for Training:

167 Define the goal (3 to 6 months)

168 Link into LEM

169 Website benchmarks – Links developed

170 Identify training hierarchy on website

171

172

173 **MEMBER SERVICES/LEGISLATION**

174 Issues requiring attention include:

175 Website,

176 Membership Form

177 Demographic information captured about members

178 Mid-year symposium,

179 Public information officer symposium.

180

181

182 **WEBSITE**

183 Cascading style sheets

184 Mobile devices

185 Calendar of Events (central location for all training)

186 Click on something and get LEPA's recommendation on how to achieve competence at a
187 certain level...course work or training for accomplishing a skill set.

188

189 Bland must provide a status report on the web-portal association management system
190 ("AMS") in September and a recommendation is due at the December 11 meeting.

191

192

193 **COMMUNICATIONS/MARKETING**

194 What associations do we need to send an olive branch to?

195

196 Discussion ensued on obtaining a legislative monitor.

197

198

199 **EXECUTIVE OUTREACH BENCHMARKS**

200 Key legislative representatives

201 Legislative orientation

202 Command college

203 Plug into existing outreach/orientation programs

204 Develop a consistent message from LEPA that communicates the diverse landscape

205 Make it a Workshop module that then gets updated every year so it is evergreen

206

207 We need to position LEPA as the standard-bearer professional certification association of
208 emergency management professionals within the State of Louisiana.

209

210

211 Respectfully submitted,

212

213

214

215 H. Bland O'Connor, Jr.

216 Executive Director

217

218

1 **LOUISIANA EMERGENCY PREPAREDNESS ASSOCIATION**
2 **BOARD OF DIRECTORS MEETING**
3 **July 17, 2009**
4 **JOINT EMERGENCY SERVICES TRAINING CENTER (JESTC)**
5 **ZACHARY, LOUISIANA**
6 **MEETING MINUTES**

7
8 **I. CALL TO ORDER**
9

10 President Jerry Monier called the meeting to order at 11:03 am. Pat Santos led the pledge
11 of allegiance and Jerry Monier led a moment of silence. A quorum was present to
12 conduct business.
13

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

15 Dexter Accardo
16 John Boudreaux
17 Pat Santos for Mark Cooper
18 Eric Deroche
19 Robert Jump
20 Jeffrey Meyers
21 Gene Dunegan for Ralph Mitchell
22 Tuesday Mills
23 Jerry Monier
24 Cindy Montz
25 Andrew Mosher
26 Michael Murphy
27 Karen Price
28 Pat Santos
29 Rick Webre
30 Sonya Wiley
31

32 **Members Excused:**

33 Dave Brown
34 Obie Cambre
35 John Porter
36 Dawson Primes
37 Tab Troxler
38

39 **Members Absent:**

40 Tommy Thiebaud
41

42 **Guests:**

43 Bland O'Connor
44 Jolie Howard
45

46 **II. APPROVAL OF MINUTES**
47

48 The minutes from the May 4, 2009 meeting were reviewed and approved.
49
50

51 **IV. OFFICER REPORTS**

52

53 A. President –Jerry Monier

54

55 Things have been very interesting for the past few weeks. The golf tournament
56 was very successful.

57

58 B. Treasurer – Eric Deroche

59

60 Eric presented the May 31, 2009 financial statements (Attachment 1) reporting
61 assets of \$280,014.77 and total fund balances of \$275,644.77. Year-to-date
62 receipts are \$159,922.07 and expenditures are \$55,458.17. Eric pointed out that
63 the bill for the Workshop had not processed at May 31, 2009.

64

65 A motion was made by Sonya Wiley and seconded by Andy Mosher to accept the
66 Treasurer’s report as presented. The motion passed.

67

68 C. Executive Director’s Report – Bland O’Connor

69

70 Bland informed the Board that Jolie Howard had notified him this morning that
71 she will be leaving the employ of Postlethwaite & Netterville to accept a different
72 opportunity and pursue an additional degree. Everyone expressed regret and
73 thanks to Jolie for her service and she departed to attend to other responsibilities.

74

75 **V. COMMITTEE REPORTS**

76

77 A. AWARDS – Cindy Montz

78

79 No report.

80

81 B. CERTIFICATION – Robert Jump

82

83 The Certification committee has reviewed eighteen (18) LEM applications since
84 the last Board meeting.

85

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

88

89 Henrietta T. Alleman – Emergency Management Coordinator, EBR Mayor’s
90 OHSEP

91 Rodney E. Bailey – Lieutenant, Platoon Commander/Emergency Manager, NOPD

92

93 David Barnett Dysart – Director, St. Bernard Parish OHSEP

94

95 David W. Glass – Chief of Fire Prevention, Shreveport Fire Department

96

97 Frank Graff, III – EMS-Designated Regional Coordinator, DHH Region I, DHH

98

99 Bureau of EMS

Michael Scott Greeson – Assistant Director, Training, Claiborne Parish OHSEP

Heather M. Hillard – Program Monitor Strategic National Stockpile, State of Louisiana

Charles M. Hudson – Deputy Director, Jefferson Parish Emergency Management

100 Kerry Mark Jeanice – Clinical Manager of Emergency Planning, West Jefferson
101 Medical Center Emergency Department
102 Gina B. Meyer – Superintendent, Plaquemines Parish Government
103 Stephen J. Phillipe, Sr. – Deputy Director for Emergency Response, Louisiana
104 Bureau of EMS
105 Charles M. Whitmer – Deputy Chief of Police, Gretna Police Department
106 Sterling D. Williams, Jr. – Assistant Platoon Commander, NOPD 5th District
107

108 The Committee recommends that the following be required to submit a full
109 application and that the reapplication fee be waived:

110 Eric Benoit
111 David J. Hash
112 John Sells
113 Gray Young
114

115 The Committee recommends that Joshua S. Dubach be required to render a
116 supplemental submission of emergency management training. His 57 hours of
117 FEMA training is accepted, but his technical hours do not meet the emergency
118 management training criteria, leaving him 43 hours short.
119

120 A motion was made by Robert Jump seconded by Sonya Wiley to approve the
121 Committee’s recommendation. The motion passed.
122

123 A motion was made by Robert Jump and seconded by Dexter Accardo to
124 discontinue the acceptance of LEM applications under the provisions of the
125 Grandfather Clause, effective immediately. Applications postmarked prior to
126 today will be processed. The motion passed.
127

128 It was noted that LEM new applications will in the future be considered only
129 twice per year, dates to be established by the Committee.
130

131 The Office needs to send notification letters to all people that are due to expire
132 that they need to apply for recertification.
133

134 C. CHARTER AND BYLAWS – Jeff Meyers
135

136 A discussion ensued on removing the Health and Medical Committee from the
137 bylaws.
138

139 D. COLLEGE SCHOLARSHIP – Karen Price
140

141 No action needed at this time.
142

143 E. HAZMAT ALLIANCE – Eric Deroche for John Porter
144

145 For the upcoming Workshop Eric and John will attempt to get Frank Docimo as
146 the primary speaker for Hazmat Day.
147

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F. LEGISLATIVE – Dexter Accardo

Dexter will speak with a lobbyist about providing some sort of monitoring service to LEPA for legislative monitoring.

G. MEMBERSHIP – Tuesday Mills

There are currently 770 members of LEPA. The renewal form will be updated for next year to capture additional demographics. Tuesday will look into a midyear seminar and report on progress in September. Tuesday will also put together a letter from the LEPA Board inviting other organizations to join.

H. NEWSLETTER – Michael Murphy

The next newsletter is due for publication.

I. NOMINATING – Dawson Primes

No report.

J. WORKSHOP – Eric Deroche

The Workshop is May 3-6, 2010 at L’auberge du Lac in Lake Charles. Robert Jump will take the Golf Tournament and turn it into a money-maker.

Tuesday Mills volunteered to be Sponsorship Chair for the Workshop. The Office needs to provide a list of past sponsors and contact information to Tuesday so she can start on the process immediately.

Speaker introductions need to be re-done. In the past, every Board member was assigned a Speaker to introduce and present the gift, etc.

A band will play Monday at the President’s reception and the Wednesday event may move to the Hotel. More than one bartender is needed for the President’s Reception.

The 2011 Conference is expected to be a combined Gulf States Conference – LEPA Conference. Sonya suggested that the Executive Board of LEPA meet with GOHSEP when the meeting and discussion is held.

K. EMERGENCY MANAGER LEADERSHIP ACADEMY – Rick Webre

LEPA will design and implement two new courses, one a basic course and the other a capstone program with content for the LEM. Also, website changes related.

196 M. REGIONAL REPRESENTATION COMMITTEE – Tommy Thiebaud

197

198 No report.

199

200 **VI. OLD BUSINESS**

201

202 None

203

204 **VII. NEW BUSINESS**

205

206 Michael Murphy suggested that LEPA may want to do some executive outreach
207 and offered a free booth at the GSRCP meeting in the first week in November in
208 Biloxi.

209

210 Jerry Monier and Andy Mosher initiated a discussion on a LEPA representative to
211 the IAEM Conference. Rick Webre is attending and will report on the
212 Conference.

213 A motion was made by Robert Jump and seconded by Jeff Meyers to fund Rick
214 Webre for \$500 to defray expenses to attend the Conference. The motion passed.

215

216 A motion was made by Eric Deroche and seconded by Andy Mosher to adopt the
217 three 990-related policies previously presented, including the Whistleblower,
218 Conflicts of Interest and Document Retention and Destruction policies. The
219 motion passed.

220

221 Sharlot Edwards has resigned from the SERC, which oversees the LEPCs. LEPA
222 needs to re-nominate a representative. Tuesday Mills voiced an interest, as well
223 as Dexter Accardo and Rick Webre.

224

225 A motion was made by John Boudreaux and seconded by Andy Mosher to
226 appoint Tuesday Mills as the LEPA Representative to the SERC. The motion
227 passed.

228

229 Andy Mosher will work with the Office to get a letter to the appropriate authority.

230

231 **VIII. ANNOUNCEMENTS**

232

233 The meeting adjourned at 11:55 am.

234

235 Respectfully submitted,

236

237

238

239 H. Bland O'Connor, Jr.

240 Executive Director

241

1 **LOUISIANA EMERGENCY PREPAREDNESS ASSOCIATION**
2 **BOARD OF DIRECTORS MEETING**
3 **September 18, 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 10:02 am. Jerry Monier led the
10 pledge of allegiance and Robert Jump led the prayer. A quorum was present to conduct
11 business.

12
13 **Members Present in Person or Proxy:**

14 Dexter Accardo
15 John Boudreaux
16 Obie Cambre
17 Mark Cooper
18 Eric Deroche
19 Robert Jump
20 Jeffrey Meyers
21 Dwayne White for Ralph Mitchell
22 Jerry Monier
23 Cindy Montz
24 Michael Murphy
25 Karen Price
26 Dawson Primes
27 Pat Santos
28 Tab Troxler
29 Rick Webre
30 Sonya Wiley

31
32 **Members Excused:**

33 Tuesday Mills
34 Andrew Mosher
35 John Porter

36
37 **Members Absent:**

38 Tommy Thiebaud

39
40 **Guests:**

41 Gene Dunagen
42 Bland O'Connor
43 Kati Craig
44 Andrea Dudley
45
46

47 **II. APPROVAL OF MINUTES**

48

49 The minutes from the July 16-17, 2009 retreat and July 17, 2009 Board meeting were
50 reviewed and approved. Motions were made by Sonya Wiley and seconded by Eric
51 Deroche to approve the minutes as presented. The motions passed.

52

53 **IV. OFFICER REPORTS**

54

55 A. President –Jerry Monier

56

57 Jerry and Dawson have been working on the Gulf Coast Hurricane Conference for
58 2011 as a joint venture with the LEPA Workshop with GOHSEP Director Mark
59 Cooper. Dawson Primes reported that an estimated 500 or more attendees would
60 be expected in New Orleans for a combined conference.

61

62 It was noted that it takes a long time and a lot of effort to plan a good conference
63 but the market may well be there. The discussion continued with how the
64 meeting may be structured to make it a very worthwhile effort. The first week of
65 June, 2011 will be the target date. Dawson will appoint a conference chair and
66 committee for LEPA and GOHSEP will appoint a curricula committee to work on
67 the programs. It was also noted that the potential exists for LEPA to host that
68 combined conference every three years.

69

70 Jerry noted that we will reach out to the Lieutenant Governor’s office and the
71 Office of Culture, Recreation and Tourism for assistance. A question on the
72 potential downside was raised and the planning and financial risk to the LEPA
73 organization was acknowledged. Pat Santos pointed out that at the next
74 conference we should advertise 2011 and also can use that conference as a
75 barometer for ours.

76

77 A motion was made by Dawson Primes and seconded by Robert Jump for LEPA
78 to partner with GOHSEP as the managing leader of the partnership to put on a
79 combined LEPA – Gulf Coast Hurricane Conference in June of 2011. The motion
80 passed.

81

82 B. President Elect – Dawson Primes

83

84 Dawson had nothing further.

85

86 C. Treasurer – Eric Deroche

87

88 Don presented the August 31, 2009 financial statements (Attachment 1). Total
89 assets at August 31, 2009 are \$208,848.09. Profit on the Workshop was \$19,155.
90 A motion was made by Sonya Wiley and seconded by Robert Jump to accept the
91 Treasurer’s report. The motion passed.

92

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

94

95 Bland introduced Andrea Dudley as the new association coordinator.

96 **V. COMMITTEE REPORTS**

97

98 A. AWARDS – Sonya Wiley

99

100 No report.

101

102 B. CERTIFICATION – Robert Jump

103

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

108

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

111

112 Mark Benton – Uniform Deputy, Livingston Parish Sheriff’s Office

113 Bernard Plaia – Executive Counsel, State of Louisiana: GOHSEP

114 Steve Burr (recertification) – Information Technology Specialist, State of
115 Louisiana

116 Cynthia Monty (recertification) – DOTD Emergency Operations Director, State of
117 Louisiana

118

119 Robert Jump moved to approve those recommended, seconded by Eric Deroche.

120

121

122 The motion passed.
123 Robert Jump moved and Dawson Primes seconded that Josh Dubach be granted
124 LEM certification based on his education being fulfilled after reconsideration of
125 the courses completed. The motion passed with two nays.

125

126 C. CHARTER AND BYLAWS – Jeff Meyers

127

128 No changes or updates to the bylaws since the last meeting.

129

130 D. COLLEGE SCHOLARSHIP – Karen Price

131

132 Karen is arranging meetings with the universities to discuss scholarship issues.

132

133 E. HAZMAT ALLIANCE – Eric Deroche

134

135 Eric presented an extensive list of approved scholarships for Hotzone this year.
136 Everyone that applied was awarded a scholarship. Scholarship money available
137 this year included a total of \$8,000 from LEPA, \$10K from HMEP and also
138 Hotzones scholarships. Twenty-four (24) full scholarships from LEPA/HMEP,
139 10 full Hotzone, 18 partial LEPA and 8 partial Hotzone scholarships were
140 awarded. A request will be made to Hotzone for us to put announcements of the
141 2010 and 2011 LEPA Workshops in its handout materials.

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F. LEGISLATIVE – Dexter Accardo

Dexter would like to get out in front of legislation and had Rene Roberts scheduled in but she has taken ill. Dexter will be coming in with a recommendation on what should be done for the next legislative session.

G. MEMBERSHIP – Jerry Monier for Tuesday Mills

Membership continues to be strong with a total of 781 members.

H. NEWSLETTER – Mike Murphy

No report.

I. NOMINATING – Dawson Primes

Dawson suggested that a position on the LEPA Board for a member of the Police Jury Association may be advisable and appropriate. A suggestion of offering a standing invitation for a representative from both the Police Jury and Municipal Associations to participate in LEPA Board meetings was made.

A motion was made by Dawson Primes and seconded by Derek Accardo to extend an invitation to attend LEPA Board meetings to a representative of the Police Jury Association. The motion passed.

John Boudreaux suggested that we need to identify every association in Louisiana to insure that we do not miss considering any of them.

J. WORKSHOP – Eric Deroche

Jim Polk will be program chair. Robert Jump will do the golf tournament. Everything will stay on site. President's reception will have a band.

K. EMERGENCY MANAGER LEADERSHIP ACADEMY – Rick Webre

A meeting was held at GOHSEP on July 29, 2009. A number of ideas are being considered. Rick Webre suggested considering restructuring the LEM requirements and require a certification exam to be passed. LEMs would continue to have either public or private emergency operation experience. He passed out a handout describing the LEM restructuring for review and consideration. A suggestion was made for Rick to get together with Robert Jump to flesh out the idea a little more. It was noted in discussion that in the past some people have obtained the certification without ever serving in an EOC.

Mark Cooper asked if a LEPA representative could participate in the Louisiana Command College curricula development. Rick Webre will be the LEPA representative. They are considering four different tracks or areas of development within the Command College.

192 M. REGIONAL REPRESENTATION COMMITTEE – Tommy Thibaut not present
193
194 Mark Cooper commented that the regional directors have met recently and
195 focused on grant development, considering a business EOC with 18 critical
196 infrastructure representatives to solve supply chain issues and also provide for
197 better two-way communication.

198

199 **VI. OLD BUSINESS**

200

201 Jerry thanked everyone for working hard on the strategic plan initiatives.

202

203 **VII. NEW BUSINESS**

204

205 A. Holiday Social

206

207 Jerry Monier asked the Board consider a sponsorship for the upcoming holiday
208 season. A motion was made by Mike Murphy and seconded by Tab Troxler to
209 commit \$1,000 to help sponsor a LEPA – GOHSEP reception. The motion
210 passed.

211

212 **VIII. ANNOUNCEMENTS**

213

214 Mike Murphy announced that on October 27, 28, and 29 the Third Annual
215 Technology In Support of Emergency Response Gulf Coast Summit will be held
216 in Mobile. The web link will be added to the website and emailed to LEPA
217 members.

218

219 Emergency Response Commission meets on September 30, 2009 at 10:00 am at
220 State Police Headquarters.

221

222 Rick Webre's name needs to be submitted for the LEPA seat on the Emergency
223 Response Commission.

224

225 The next meeting will be held on Friday, December 11, 2009 at 10:00 am on the
226 first floor of the 8550 United Plaza Boulevard office.

227

228 The meeting adjourned at 11:57 am.

229

230 Respectfully submitted,

231

232

233

234 H. Bland O'Connor, Jr.

235 Executive Director

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
44
45

46 **II. APPROVAL OF MINUTES**

47

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.

51

52 **IV. OFFICER REPORTS**

53

54 A. President –Jerry Monier

55

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 3rd 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

82

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.

87

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

89

90 No report.

91

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93

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 19th 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
155
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
165
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, 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

198

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

204

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

206

207 H. NEWSLETTER – Mike Murphy

208

209 No report.

210

211 I. NOMINATING – Dawson Primes

212

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 30th 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

238

239

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**
255

256 **A. 2011 Workshop**
257

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**
271

272 **A. 2010 Budget**
273

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**

312

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.

322

323 The meeting adjourned at 11:25 am.

324

325 Respectfully submitted,

326

327

328

329 Andrea R. Dudley

330 Association Coordinator

331