

# **Central Texas Coastal Area Committee**

## **Organizational Plan & Charter**

Updated: January 24, 2012

# Central Texas Coastal Area Committee Charter

## Purpose

This charter establishes the Central Texas Coastal Area Committee pursuant to the Oil Pollution Act of 1990 (OPA90) and Texas State law. OPA90 established Area Committees to serve as spill preparedness planning bodies responsible for developing strategies for coordinated responses to the discharge, or threat of discharge, of oil or hazardous substances, in pre-designated Inland and Coastal zones. This Area Committee was established to cover the navigable waters of the Captain of the Port Houston-Galveston area of responsibility.

## Scope and Objectives

The Central Texas Coastal Area Committee is comprised of various federal, state, and local government agency representatives as members and representatives from the marine transportation system as advisors. The Committee is specifically responsible for:

1. Preparing the Area Contingency Plan (ACP) that describes the strategy of a coordinated response to an oil spill, chemical release or a marine fire. The ACP addresses response to a most probable discharge, a maximum most probable discharge, and a worst case discharge, including discharges involving fire or explosion. Planning for these scenarios will cover the range of incidents likely to occur in this area. The ACP shall identify:

- Potential locations of discharge or releases,
- Worst case discharge,
- Response equipment (quantity and type) available within the area,
- Response personnel available,
- Waste disposal methods and facilities,
- Protection and response strategies,
- Economically and environmentally sensitive areas likely to be impacted by a discharge,
- Command structure, and
- Other necessary response issues.

2. The ACP must provide for a well-coordinated response that is compatible with all appropriate federal, state, and local emergency plans. The ACP will also be used as a guide for reviewing vessel and facility response plans to ensure consistency.

3. Working together to plan joint response efforts, including development of appropriate procedures for mechanical recovery; dispersal; shoreline cleanup; protection of sensitive environmental areas; protection, rescue, and rehabilitation of fisheries and wildlife; and fire fighting and salvage operations.

4. Working with other federal, state, and local officials to expedite decisions on the use of alternative response methods.

## Central Texas Coastal Area Committee Organization

The Central Texas Coastal Area Committee is comprised of representatives from federal, state, and local governments as members and representatives from the marine transportation system as advisors.

Executive Steering Group (ESG) and Chairmanship: The ESG is the ultimate decision making body of the Area Committee and provides direction as appropriate. The ESG consists of the Federal on Scene Coordinator (FOSC) and the three State on Scene Coordinators. The Sector Commander of Sector Houston-Galveston, as pre-designated FOSC, shall be the Chairman of the ESG and Area Committee. The Deputy Commander, Sector Houston-Galveston and Commanding Officer, MSU Texas City shall each serve as Alternate Chairman. The appropriate State On-Scene Coordinators (SOSC) shall each serve as Vice Chairmen. The Chairman shall conduct each meeting of the Area Committee and provide an opportunity for participation by each regulatory member, each non-regulatory participant, and any public attendees; ensure adherence to the agenda; maintain order; and review recommendations submitted to the ESG and Area Committee. In the absence of the Chairman, the Alternate Chairmen shall perform these duties.

Area Committee Executive Administrator Duties: These duties lie with a member from the Sector Planning Department with support from an experienced member from the Sector Incident Management Branch. Together they will; facilitate Area Committee meetings, record meeting minutes, draft meeting minutes for review by the Area Committee Chairman and distribution by the Coast Guard, prepare meeting agenda notices for distribution to the Area Committee members and advisors, and make notifications of date and time changes to meetings.

Area Committee Members: The duties and responsibilities of the members of the Area Committee are to set goals, assign and monitor projects assigned to work groups, vote on issues, and represent all local, state, and federal government entities that participate in the Area Committee.

Area Committee Advisors: Advisors allow non-regulatory participants in the Committee an opportunity to actively voice their concerns and comments. They provide comments to the Area Committee and Executive Steering Group. Each non-regulatory participant in the Committee is aligned in one of the Advisory Groups: Industry, OSRO/Contract Response Organization, Natural Resources, Media, Volunteer, and Academia. Other advisory groups may be formed by the Executive Steering Group. The interest of the Advisors are conveyed to Area Committee and discussed at the meetings.

Work Groups: These have been established to work on functional items pertaining to the Area Committee. They are specifically tasked to complete assigned projects, tasks, and goals that are developed by the ESG and Area Committee. The number of working groups can change as needed for the work projects established by the ESG and Area Committee.

Area Committee Members and Advisors selection: The ESG will solicit for or select personnel to fill the Area Committee vacancies. In addition, the ESG will select Area Committee Members to fill the Chairmen positions of the work groups.

Area Committee Meeting Frequency and Location: The Area Committee normally meets on the first Thursday of the month on a quarterly basis, although special meetings may be called when needed. There will be a combination of open meetings, open to all members of the Area Committee and the general public and closed meetings, which only the Area Committee members and advisors will attend. Meeting locations will be alternated within Sector Houston-Galveston's area of responsibility.

# CENTRAL TEXAS COASTAL AREA COMMITTEE ORGANIZATION

## Area Committee

- Executive Steering Group (FOSC & SOSCs)
- Members (Voting & Decision Making Body)
- Advisors (Advise Members on Issues)
- Work Groups

## **Executive Steering Group\***

Chairman Sector Commander, Sector Houston-Galveston  
Alternates: Deputy Sector Commander, Sector Houston-Galveston  
Commanding Officer, Marine Safety Unit Texas City  
Vice Chairman Texas General Land Office (Lead OIL)  
Vice Chairman Texas Commission on Environmental Quality (Lead HAZMAT)  
Vice Chairman Railroad Commission of Texas (Oil/TRRC)  
Environmental Protection Agency (EPA)  
Bureau of Safety and Environmental Enforcement (BSEE)  
Workgroup Chairs  
Local Government and industry representatives

## **Area Committee Member Examples (Open to the general public)**

### **- Federal Government**

- USCG Marine Safety Office Houston-Galveston\*
- USCG Marine Safety Unit Texas City
- NOAA Scientific Support Coordinator
- U. S. Fish and Wildlife Service
- NOAA National Marine Fisheries Service
- PHMSA - US Department of Transportation Pipeline and Hazardous Materials Safety Administration
- EPA
- BSEE

### **- State Government**

- Texas General Land Office\*
- Texas Commission on Environmental Quality
- Railroad Commission of Texas\*
- Texas Department of Public Safety GDEM

### **- Local Government**

- Harris County OEM
- Harris County Fire Marshal's Office
- Galveston County OEM
- Brazoria County OEM
- City of Friendswood
- City of Pasadena OEP
- Houston Fire Department
- Any other interested local entity

### **- Area Coordinator [Non-voting member]**

- USCG Eighth District Response Advisory Team (DRAT)

## Area Committee Advisor Examples

### **Industry Facility**

- DOW Chemical
- Stolt Chemicals
- Lubrizol

### **Industry Pipeline**

- Williams Pipeline

### **Industry Deepwater Specialist**

- Wild Well Control

### **Industry Deep Draft**

- AET

### **Industry Barge**

- Kirby Marine

### **Oil Spill Response/Salvage Organization (OSRO)**

- Clean Channels Association
- TNT/Bisso
- Garner Environmental
- Oil Mop
- Phoenix

### **Qualified Individuals**

- O'Brien's Response Management
- ECM Maritime Services

### **Media & Public Relations**

- Media Consultants

### **Volunteer/Environmental**

- Galveston Bay Foundation

### **Academia**

- Texas A&M Engineering Extension Service

## Standing Work Groups

### Information Work Group

Chair: Supervisor, USCG PADET / Chuck Wolf, Media Consultants

### Training Work Group

CO-Chairs: LCDR Shannon Pitts, USCG / ASST Chief Bob Royal, HCFMO

### Volunteer Work Group

Chair: Rhonda Murgatroyd, Wildlife Services / Maren Harding, TGLO

### Response and Recovery Work Group

CO-Chairs: Rich Arnhart, TGLO / Phil Glenn, CCA

### Geographic Site Survey Work Group:

Chair: Maren Harding, TGLO

### Deepwater Source Control/ Response:

Chair: Mike Drieu, Wild Well

### Resources at Risk Work Group

Co-Chairs: Andy Tirpak, TPWD / Representative, USFWS

## Central Texas Coastal Area Committee Mission Statement

Our mission is to ensure the highest state of readiness of the spill/hazardous material/marine firefighting response community within our area of responsibility. We will strive to accomplish this by developing a comprehensive and useful contingency plan, preparing the response community through training and exercises, developing coordination mechanisms to facilitate effective responses, and educating our stakeholders and the public.

## Central Texas Coastal Area Committee Vision Statement

We will function as an efficient organization for ensuring effective response to environmental threats in our Area. Our regulatory members and non-regulatory participants will include all stakeholders representing the federal, state, and local levels and the maritime, natural resource and academic communities.

We will collaborate, sharing information and resources, to produce the best possible plan and creative solutions to problems. We will employ state of the art research and technology in both our problem solving and our decision making.

We will learn from our responses and activities, improve our processes and develop as individuals and as an organization. We will be proud of our accomplishments and make great contributions toward the environmental protection of Southeast Texas.