

# **Central Texas Coastal Area Committee**

## **Organizational Plan & Charter**

# 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 Texas coastal waters.

## Scope and Objectives

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

1. Preparing the Area Contingency Plan (ACP), which describes the strategy of a coordinated federal, state, and local response to an oil spill or chemical release. 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 spills likely to occur in this area. The ACP shall identify:

- probable locations of discharge or releases,
- 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,
- local command structure, and
- other necessary response issues.

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.

2. 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.

3. Working with other federal, state, and local officials to expedite decisions on the use of available 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 industry 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/Incident Commanders. The Commanding Officer of Marine Safety Office Houston-Galveston, as pre-designated FOSC, shall be the Chairman of the ESG and Area Committee. The Commanding Officer of MSU Galveston and Executive Officer of MSO Houston shall each serve as Alternate Chairmen. 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 Vice-Chairmen shall perform these duties.

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

**Area Committee Advisors:** Advisors have been selected to 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, Natural Resources, Media, Volunteer, and Academia. The interest of the Advisors are conveyed to Area Committee and discussed at the meetings.

**Area Coordinator Duties:** 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.

**Subcommittees and Working 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 select personnel to fill the Area Committee vacancies. In addition, the ESG will select Area Committee Members to fill the Chairmen positions of the Subcommittees. The Subcommittee Chairmen will select members or advisors to serve as Co-Directors of the Subcommittee's Work Groups.

**Area Committee Meeting Frequency and Location:** The Area Committee meets on the 3<sup>rd</sup> Thursday of every other month, 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 around the Galveston Bay area in order to balance interests.

# CENTRAL TEXAS COASTAL AREA COMMITTEE ORGANIZATION

## Area Committee

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

## **Executive Steering Group\***

Chairman Commanding Officer, Marine Safety Office Houston-Galveston

Alternates: Commanding Officer, Marine Safety Unit Galveston  
Executive Officer, Marine Safety Office Houston-Galveston

Vice Chairman Texas General Land Office (Lead OIL)

Vice Chairman Texas Natural Resource Conservation Commission (Lead HAZMAT)

Vice Chairman Railroad Commission of Texas (Oil/TRRC)

## **Area Committee Members**

### **- Federal Government**

- **USCG Marine Safety Office Houston-Galveston\***
- USCG Marine Safety Unit Galveston
- NOAA Scientific Support Coordinator
- U. S. Fish and Wildlife Service
- NOAA National Marine Fisheries Service

### **- State Government**

- **Texas General Land Office\***
- **Texas Natural Resource Conservation Commission\***
- **Railroad Commission of Texas\***
- Texas Department of Public Safety OEM

### **- Local Government**

- Galveston County OEM
- City of Pasadena OEP

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

- USCG Eighth District Response Advisory Team (DRAT)

## **Area Committee Advisors**

### **Industry Facility**

- DOW Chemical

### **Industry Pipeline**

- Williams Pipeline

### **Industry Deep Draft**

- BP/Amoco

### **Industry Barge**

- Kirby Marine

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

- Clean Channels Association

### **Media & Public Relations**

- Media Consultants

### **Volunteer/Environmental**

- Galveston Bay Foundation

### **Academia**

- Texas A&M Engineering Extension Service

## **Subcommittees & Standing Work Groups**

### **Command Staff Subcommittee**

[Ex: Safety/Training, Media/Public Relations & Volunteer Subcommittees]

Chair: Commanding Officer, Marine Safety Unit Galveston

- **Safety & Training Work Group**
- **Information Work Group**
- **Liaison & Volunteer Work Group\* (Reports to Command Staff & Planning)**

### **Operations Subcommittee**

[Ex: Operations, HAZMAT, Marine Firefighting, & Clean Up Protection Subcommittees]

Co-Chairs: Texas General Land Office

Texas Natural Resource Conservation Commission

- **Emergency Response Work Group**
- **Recovery & Protection Work Group**
- **Marine Fire Fighting & Salvage Work Group**

### **Planning Subcommittee**

[Ex: Natural Resources Subcommittee]

Co-Chairs: U. S. Fish and Wildlife Service

NOAA National Marine Fisheries Service

- **Environmental Work Group**
- **Resources at Risk Work Group**
- **Liaison & Volunteer Work Group\* (Report to Command Staff & Planning)**

### **Logistics & Finance/Admin Subcommittee**

[Ex: Equipment/Logistics Subcommittee]

Chair: U. S. Coast Guard, D8 DRAT

- **Service & Support Work Group**
- **Finance/Admin Work Group**

## Central Texas Coastal Area Committee Mission Statement

Our mission is to ensure the highest state of readiness of the spill response community within our area of responsibility. We will strive to accomplish this by developing comprehensive and useful contingency plans, 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 plans 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 the Galveston Bay and Texas coast.