

## INTERSTATE-10 INDUSTRIES COMMUNITY ADVISORY PANEL



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### **MISSION STATEMENT**

In order to improve communications with residents of the Lake Charles area communities, the I-10 industrial neighbors operating in these communities will assist in establishing a community advisory panel. The panel will provide the industries with feedback on their operations, concerns of residents and expectations of companies. The companies will be responsive to public concerns and fears relative to the concept of Responsible Care and will work to improve communications and other measures that would insure safe responsible operations. The panel will operate independently of the sponsoring companies, with members serving in a voluntary capacity.

The industries participating in this process are, specifically: Lyondell Chemical ([www.lyondell.com](http://www.lyondell.com)), PPG Industries ([www.ppg.com](http://www.ppg.com)), SASOL ([www.us.sasol.com](http://www.us.sasol.com)), ConocoPhillips, Inc. ([www.conocophillips.com](http://www.conocophillips.com)), BioLab Inc. ([www.biolabinc.com](http://www.biolabinc.com)), Georgia Gulf ([www.ggc.com](http://www.ggc.com)), LAIA ([www.laia.com](http://www.laia.com)), CertainTeed Corporation ([www.saint-gobain.com](http://www.saint-gobain.com)), and Arch Chemical ([www.archchemicals.com](http://www.archchemicals.com)).

**PURPOSE:** The panel will meet regularly with the selected management of participating companies to review and discuss the facility's operations, environmental concerns, safety, emergency preparedness, community involvement and any other issues the panel may decide are important. In addition, the panel will provide feedback relative to plant operations of ways to improve communications within the community. The panel will be an advisory group and not a decision-making body. The participating companies will not ask the panel to formally approve or disapprove any actions any company may take, but will be responsive to public concerns and fears.

**MEMBERSHIP:** Twelve to fifteen members will be invited to participate. The membership should include local residents, civic and community leaders and environmental interests who reside in Calcasieu Parish. A small core group representing a cross section of the area will be established to choose the full panel from each constituency group. Future members will be selected from recommendations made by the panel as a whole.

**TENURE OF SERVICE:** Members will serve for a period of two (2) years with staggered term, as replacements occur. Any vacancies will be filled for the remainder of the unexpired term with an individual selected from recommendations made to the panel as a whole.

**MEMBERSHIP REPLACEMENT:** Recommendations for new members will be made by the panel any by out-going members. The panel as a whole will fill the vacancies created, provided the individual represents the constituency category the vacant seat represents.

**CONSTITUENCY CATEGORIES:**

Local Community Special Interest Groups

Community-Based Organizations

General Public

Participating companies will be represented at the meetings by two (2) plant managers and two (2) technical experts (these representatives will not be plant managers.) The plant managers and technical representatives should periodically rotate and should at all times represent four (4) different companies out of the eight (8) in the group.

**COMPENSATION:** Members will not be compensated for their participation on the panel.

**SCHEDULE OF MEETINGS:** The facilitator will send a notice prior to each meeting notifying members of the next meeting date.

**MEETING ATTENDANCE:** Members cannot miss three (3) consecutive unexcused meetings or their seat on the panel will be declared vacant and a replacement will be selected. Unexcused absences are those in which the member has not notified the facilitator in advance that he/she will not be attending.

**LEADERSHIP:** Meetings will be convened by an external facilitator. The secretarial functions of the panel (administration, minutes, report preparation and mailing) will be arranged by the facilitator.

**MEETING FORMAT:** The meetings will be guided by the facilitator and last approximately two (2) to two and one-half (2 ½) hours. The agenda topics will be determined at the prior meeting and then details of the program will be planned and coordinated by the facilitator. Minutes of each meeting will be kept and reviewed for accuracy. The minutes will be made available to the public.

**QUORUM:** A meeting will not be convened unless at least two-thirds (2/3) of the membership have indicated their plans to attend. The facilitator will notify the members if an insufficient number of people will be in attendance and select an acceptable alternate meeting date.

**VISITORS:** For the first few months, panel meetings will be closed meetings, with visitors allowed only by invitation of the panel, and then only for a specific purpose. This policy will be reviewed after the first six (6) months for consideration of any viable changes.

**CONFIDENTIALITY:** Confidentiality between panel members and the participating company representatives will be maintained, with viewpoints of individual members not attributed to them. Minutes will reflect the same practice. Public release of information from the panel will be done with the approval of the panel.