

**Valero Community Advisory Panel (CAP)  
Approved Summary Meeting Minutes  
Tuesday, October 9, 2018  
Valero East Conference Room A**

**CALL TO ORDER**

The meeting was called to order at 4:30 p.m.

The following attended:

**CAP Members**

Tom Campbell	Benicia City Council
Diane Ferrucci	Benicia Unified School District
Steve McClure	Benicia Chamber of Commerce
Brian Tulloch	Benicia Industrial Park Association

**Valero CAP Representatives & Additional Valero Staff**

Don Wilson	VP and General Manager
Paul Adler	Director Community Relations & Government Affairs
Don Cuffel	Director Health, Safety, Environment and Regulatory Affairs
Joe Bateman	Superintendent Emergency Services

**Others in Attendance**

Lorie Tinfow	City Manager, City of Benicia
Josh Chadwick	Benicia Fire Chief
Erik Upson	Benicia Police Chief

**Welcome – Steve McClure, CAP Chairman**

- CAP members and guests introduced themselves
- Agenda was approved
- Summary minutes from the July 31, 2018 CAP meeting were approved.

**Refinery Manager’s Update – Don Wilson**

- Coast Guard conducted unscheduled oil spill drill in September in which the refinery performed extremely well
- Good progress is being made with construction of the fence line monitoring project
- Continue working on projects, such as Refinery Sector Rule
- Looking to hire approximately 20 operators

**HSE & Regulatory Affairs Director – Don Cuffel**

- Demonstration conducted of the ground level monitoring system & website

**Community Relations & Government Affairs Director – Paul Adler**

- Demonstration conducted of the CAP website
  - Cell numbers will be removed from CAP member’s info
  - Suggestion made that the CAP minutes be emailed to members for approval so posting can be accomplished quicker
  - CAP website link will be sent to CAP members
  - Educational handouts provided on website
  - Questions regarding CAP – directed to CAP Chair who may forward to Paul Adler

- CAP membership update – at-large application process
  - Don Wilson, Refinery Manager & Lori Tinfow, City Manager will be conducting interviews on October 19, 2018
- Fence Line website will be presented to the City Council on November 20, 2018
  - Council meeting discussion items could include:
    - Industrial Safety Ordinance, the fence line monitoring system, alert system evacuation plans and command center between Valero and city of Benicia
- Fence Line website will be presented to interested community members on December 11, 2018, at Valero East Conf. Rooms A & B, 610 Industrial Way

**City of Benicia Presentation**

- Josh Chadwick, Fire Chief and Eric Upson, Police Chief
  - PowerPoint presentation highlighted:
    - [Benicia Emergency Alert System](#)
    - [Emergency Operations Center \(EOC\) coordination between Benicia and Valero](#)
    - Evacuation plans in the event of a major incident
  - Presentation material will be presented at a future city council presentation

Meeting adjourned for tour at 5:48 p.m.