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Date: June 18, 1992

TO: Ralph Coker DEPT: Plant Manager

FROM: Harry E. Hutchinson DEPT: Contracts

SUBJECT: Minutes of Meeting with Basic Industries Inc.

On Wednesday afternoon, June 17, 1992 a meeting was held with representatives of Basic Industries Inc. (who won the Insulation/Scaffolding contract) to go over our requirements and expectations of their personnel.

I have listed below the personnel attending this meeting.

Coastal Refining & Marketing

Basic Industries Inc.

- | | | |
|----|---------------------|---------------------------|
| 1. | Val Deleon | Wayne Fuller |
| 2. | George Richard | Frank Garcia |
| 3. | Mark DeBerry | Johnnie Davis |
| 4. | Joe Esquivel | Larry Nelles - President |
| 5. | Harry E. Hutchinson | of their Houston Division |

Several points were brought out during this meeting.

1. Val discussed Coastal's drug policy and was given a sample copy of Basic's drug testing form. Val said that he would review this form.
2. Mark DeBerry and George Richard reviewed the equipment needs foreseen for this job. They discussed in detail what type of decontamination unit/abatement trailer would be needed (it was decided to go with a 14 foot one), where it would be located, power hookups, etc. It was felt that a small trailer would suffice for our needs i.e.. it still has a clean room, a dirty room, and a double shower. We considered the amount of asbestos abatement that would be done and the amount of base crew personnel using it.
3. Basic stated that they will provide quarterly reports on all their asbestos abatement done during that particular quarter.
4. Val stated that the Safety Department wants a daily work report on asbestos abatement work.
5. Basic agreed to provide us with the phone number and pager number of their foreman (Frank Garcia) in the event of an emergency or if we should need additional personnel.

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6. It was agreed that the negative air machine that they must provide would be on call.

7. In regards to an independent air monitor and sending samples out, it was agreed that we would use a 3rd party air monitor on an as needed basis and that we could send samples to a local lab which they have work with before (they have personnel in the Oxy plant in Ingleside and thus already have some arrangements). They will obtain and provide us with rates for this sampling.

8. They stated that they have a limited supply of scaffolding available and that they will obtain rental rates for acquiring more if needed. There will be a markup of 15% for these rentals (in discussions with Mark, George, and Jim Goodwin afterwards, we decided to obtain rentals rates ourselves and see who can get the better deal, however, there was some support for letting Basic arrange the rentals of additional materials as this would place the burden of lost materials on them).

9. It was decided that although Coastal will purchase all consumables for them, Basic will provide their own breathing air masks. Val agreed to the type of mask to be used.

10. It was agreed to let Basic's foreman Frank Garcia to be in the plant starting Tuesday, June 23 to let him become familiar with our facility. (Basic informed that they already have 3 employees who will be coming in June 29, since the bid proposal requested 7 people for the base crew I anticipate that Mr. Garcia will be recruiting personnel).

For your information, it was during this meeting that we were informed that the owner of Basic Industries Inc. (Mr. Anderson) is a co-owner of the local Distribution International office. Another of Distribution International local owner's is Gilman Insulation. I've been assured by Mr. Johnnie Davis of Basic that Basic and Gilman are competitors and not related.

cc: L.J.Huwe
G. Richard
V. Deleon ✓
M. DeBerry
file

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RETIRING FILE TO
COASTAL R & M
RECORDS
MANAGEMENT
ROW FOLDER 3875/18
LOCATION CC-7X

COASTAL R & M
RECORDS
MANAGEMENT
1117

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