

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)  
CHAIRPERSONS/STAFF CONTACTS SYNOPSIS

April 3, 2008

Department of Environmental  
Bob Martinez Center  
2600 Blirstone Road  
Twin Towers, Room 609  
Tallahassee, Florida 32399

Those members present were:

George Danz  
John Gallagher  
John Sherry  
Manny Cela  
Chris Bushman  
John Gibbons  
Bruce Porter  
Bill Lofgren  
Dwayne Mundy  
Chris Rietow  
Jamie Arleo

Scott Ehlers  
Chuck Carter  
Juan C. Lemos  
April Raulerson  
Jennifer Hobbs  
Michael Arnold  
Milton Hill  
Heather Golightly  
Edye Rowell  
Douglas Wolfe  
Kathryn Boer

## INTRODUCTIONS

Chairman Danz called the Local Emergency Planning Committee (LEPC) Chairs/Staff contacts meeting to order; followed by the Pledge of Allegiance.

## TRAINING TASK FORCE UPDATE - Mr. Doug Wolfe

Mr. Wolfe reported that the Regional Domestic Security Training Task Force (TTF) is continuing efforts to solicit input and guidance from the Liquid Petroleum, and Natural Gas industry regarding their developing credentialing standards for training and certification of facility accidental release response/repair personnel. Mr. Wolfe indicated that the TTF is compiling information regarding the training standards and regulations that apply to both industries, to develop a crosswalk document to aid in this process. Ms. Vicki O'Neil, Chief of the Bureau of Liquefied Petroleum Gas Inspection, in the Florida Department of Agriculture and Consumer Services, was in attendance during the TTF meeting.

Mr. Wolfe reiterated the TTF is not looking to further regulate the industry, just develop credentials that will summarize safety standards and provided training that the industry is already subject to by various regulatory entities. The credentialing standards would be used to develop a means of identification for facility employees, and their authorized contractors, that will quickly and clearly indicate their individual level of relevant training and specific capabilities. These personnel would also be instructed to report to the Incident Commander (IC) or delegated proxy, introduce themselves and present their facility/contractor identification and credential cards, prior to affecting repairs. By doing so, an IC better maintains situational awareness, and that this may facilitate a more effective response during a release incident.

Next, Mr. Wolfe discussed the membership guidelines for the TTF. There was a recommendation, then a motion and subsequent approval of the TTF, that the actual voting members be limited to LEPC representatives from each of the LEPCs. This recommendation was put forth in response to concerns of sunshine law implications. Mr. Wolfe stated that some of the TTF attendees whom belong to other professional organizations, such as the Florida Fire Chiefs or Florida Sheriffs Association, for example, may not be able to discuss TTF business during their meetings. Therefore, it was decided that the recommendation will be presented to the State Emergency Response Commission (SERC) meeting, tomorrow to request their approval of TTF membership guidelines, with one amendment: That the only voting members be limited to LEPC representatives to the TTF. All of the other organizations would still be invited to attend TTF meetings.

Mr. Wolfe reported that the TOX-Medic Initiative was discussed regarding defining what a TOX-Medic is in the state of Florida. Mr. Mike Jacobs, of the Florida Department of Health, has developed a white paper on the implications of the newly revised NFPA 473, which defines the professional competencies required for EMS responders to hazardous materials. The TTF is looking to build on that document and incorporate it into the Public Sector Hazardous Materials Training Guidelines (PSHMTG) that are published by the SERC; which will soon be due for revision. The TTF proposes, that during the next revision of PSHMTG, adding the TOX-Medic training standards and guidelines as a separated category of certification.

Mr. Wolfe also stated that the TTF also voted to submit three (3) additional documents to the SERC for approval. One, the model procedures for the medical surveillance of hazardous materials team members. Two, a hazardous materials technician refresher competency checklist document; for utilization by employers to assess their technicians. And, three, a hazardous materials team level of service document; to be utilized to evaluate assessment methodologies.

Mr. Wolfe reported that the TTF received a request from the Florida State Fire Marshall's Office (FSFMO), to accelerate the delivery of a self-assessment tool document. The Haz-Mat Team Assessment Tool document had been previously scheduled to be released in January 2009. However, the FSFMO asked that the document be released for their use by this summer, to enable its inclusion in a grant application to the Department of Homeland Security. Mr. Wolfe indicated that the TTF will complete a draft of the document with thirty (30) days, and should have it ready to present to the SERC for final approval, at their next meeting, in July.

In closing, Mr. Wolfe reported that a draft NIMS Compliance flyer was completed in preparation for distribution to private industry to facilitate their compliance with NIMS-requirements when interacting with local communities and emergency management agencies. The draft flyer will be presented to the SERC tomorrow and, if approved, will soon be posted and available on the Florida Division of Emergency Management (DEM) website.

Mr. Danz made a motion to submit to the SERC, tomorrow, the TTF recommendation of membership guidelines, with the one amendment that voting members be limited to LEPC representatives to the TTF. Some members expressed concern whether subject-matter-experts, who would become non-voting members of the TTF if the SERC approves this, would become less inclined to participate in TTF meetings. After acknowledgement of that concern, Mr. Danz asked the members if the motion should be approved. Subsequently, by unanimous vote, the motion was approved.

## **DISTRICT REPORTS**

### **DISTRICT 1**

Mr. John Gallagher stated that the staff contact for District 1 LEPC is Mr. Juan Lemos. Staff conducted a Homeland Security Exercise Evaluation (HSEEP) class last month; and another class will be held on April 10-11, 2008, in Panama City. Several openings are still available for anyone who wishes to attend. For the LEPC's biennial exercise, a hazardous materials scenario is being considered for development as an additional component to a Coast Guard exercise that is planned for 2009.

Mr. Gallagher reported that two counties in the area are developing full-scale hazardous materials exercises. The scenarios involve railroad tank cars releasing hazardous materials with mass-casualties and decontamination.

Mr. Gallagher also stated that the LEPC's website is being upgraded.

### **DISTRICT 2**

Mr. Chris Rietow stated that the District 2 Local LEPC facilitated and participated in the "Crossing the Imaginary Line" workshop and exercise with regional partners in northern Florida counties and southern Georgia counties. The exercise was held in attempt to yield improvements in communication, networking and training opportunities between the regional and cross-border response principals. The scenario developed involved a multi-vehicle accident involving a hazardous materials tanker truck along the Florida-Georgia border. The exercise was considered successful; however, there was less attendance from southern Georgia agencies than expected.

Mr. Rietow reported attending a very informative presentation on natural gas pipelines, which was sponsored Leon and Gadsden counties.

Mr. Rietow stated that a Hazardous Waste Operations and Emergency Response (HAZWOPER) 8 Hour Annual Refresher class will be held on May 5, 2008, at DEP. Also, two

HazMat IQ training sessions will be conducted at the Tallahassee Fire Department Training Classroom on July 24 and 25, 2008.

Regarding this year's LEPC biennial exercise, Mr. Rietow stated that he is developing a tabletop exercise, in conjunction with CSX Corporation, in which the scenario involves railroad tank car derailments with a hazardous material release within the City of Tallahassee, and also impacting the Florida State University campus.

### **DISTRICT 3**

Mr. Dwayne Mundy reported that the District 3 LEPC also participated in the "Crossing the Imaginary Line" tabletop exercises. The LEPC recently assisted with a functional exercise at the University of Florida. Mr. Mundy informed Mr. Tim Date that certain "household supplies" were purchased for this exercise to use as hazardous materials simulants and, therefore, should be considered an appropriate use of grant monies.

Mr. Mundy stated that the LEPC will be conducting Train the Trainer and HAZMAT Awareness- Level classes. To coincide with the release for distribution of the 2008 Emergency Response Guide, preparations are proceeding to increase the level of outreach; to reach a larger number of principals.

Mr. Mundy reported participation in the E-Plan teleconference, and discussed utilization of electronic data from the Tier Two forms. Discussions are proceeding with the DEM and the National Oceanic and Atmospheric Administration (NOAA) to determine if off-site impacts may be documented using Areal Locations of Hazardous Atmospheres (ALOHA) gas dispersion modeling software. Staff attended a pipeline group training session, in Lake City. Mr. Mundy stated that CSX Corporation has free training materials available on-line.

Mr. Mundy reported that, later this month, he will be assisting with a video-teleconference regional tabletop exercise at the Alachua County Emergency Operations Center (EOC).

### **DISTRICT 4**

Ms. Heather Golightly reported that LEPC District 4 is sponsoring two City of Jacksonville firefighters' attendance of railroad tank car response training on April 21-25, 2008. The training is being provided by Norfolk Southern, at no cost, in Pueblo, Colorado. Two firefighters from St. John's County will be sponsored for training at the International Hazardous Materials Response Team Conference, in Baltimore, Maryland on May 28-31, 2008.

Ms. Golightly stated the last LEPC District 4 meeting was held on February 13, 2008 at the new Flagler County EOC. Mr. John Long, of the Florida Gas Transmission Line Company, also gave a very good presentation to the LEPC. Mr. Long discussed the natural gas transmission process; the pipelines and characteristics of natural gas.

Ms. Golightly also reported this year's Hazardous Materials Emergency Preparedness (HMEP) grant planning project will be "Quality Control of Submitted Tier II Information," and that work on this project is proceeding well. The District 4 LEPC biennial exercise was held on

January 23, 2008; and the After Action Report is now available. Successful objectives that were achieved during the exercise:

- Activation and coordination with emergency response personnel with Georgia-Pacific Paper and Pulp Mill.
- Activation of the Office of Greenways and Trails Emergency Action Plan.
- Response mitigation of a hostage incident.
- Establishment of mass care facilities.
- Decontamination and triage of victims of the incident.

## **DISTRICT 5**

Mr. Michael Arnold reported that a Computer-Aided Management of Emergency Operations File Maker (CAMEOfm) software class was held last month; conducted with Mr. Dwayne Mundy. A tabletop exercise is planned for April 9, 2008; and a full-scale exercise is scheduled for April 30, 2008, in Brooksville. The previously scheduled Highway Safety course for Sumter County has been cancelled; however, the same course will be held on April 14-15, 2008 for Citrus County. Mr. Arnold stated that, at the behest from the Marion County Fire-Rescue and Sheriff's Office, an exercise is being currently being developed which will feature a live fire of a row of houses, with collapse; and special-entry team demonstration.

Chairman Milton Hill announced the he will not seek reelection as Chair of LEPC District 5, and that the July 2008 LEPC meeting will likely be his last in attendance. Chairman Danz expressed his thanks to Chairman Hill for his many years of emergency management service.

Ms. Sheri Powers asked of news of former LEPC District 5 staff member, Charlotte Neupauer. Mr. Arnold replied that she is doing well.

Mr. Arnold also reported his recent marriage of March 16, 2008. A round of applause and congratulations followed.

## **DISTRICT 6**

Ms. April Raulerson reported that in addition to the training listed in the most recent HAZmatters for District 6, a HazMat IQ course on July 17, 2008 in Kissimmee; and an Air Monitoring course on June 25-27, 2008 at the Orlando EOC.

Ms. Raulerson stated that they are also continuing to work on their planning project, facility outreach and the community workshops.

Chairman Danz expressed his thanks to Ms. Jennifer Hobbs and Ms. April Raulerson for the recent tour of the Kennedy Space Center.

## **DISTRICT 7**

Mr. Chuck Carter reported that American Compliance Technology (ACT) sponsored Confined Space Recovery training at their facility in Bartow; at no cost to the participants.

Mr. Carter stated that Mr. Gene O'Neill has retired as the Emergency Management (EM) Director of Okeechobee County. A retirement party/fundraiser is scheduled for June 13, 2008. Mr. Mike Faulkner is now the interim EM Director of Okeechobee County.

## **DISTRICT 8**

Mr. Bill Lofgren reported that Mr. John Long, with Florida Gas Transmission Line Company, gave an excellent presentation to the LEPC on March 26, 2008. Mr. Long discussed the gas transmission process; the pipelines and characteristics of the gas.

Mr. Lofgren stated that five (5) Hazardous Risks workshops had been recently conducted, primarily, for small companies that have never written a disaster plan for their businesses. A competition was opened to all companies that had participated in the workshops and were willing to submit their plans for evaluation. Three (3) companies were judged to be winners: Raytheon Company, 1<sup>st</sup> Place; Yara North America, 2<sup>nd</sup> Place; and Lakewood Ranch Medical Center was awarded an honorable mention for their efforts. The awards were presented at the Tampa Bay RPC, Annual Future of the Region Award.

Mr. Lofgren reported a very successful ethanol foam training event at the Tampa Fire Academy. A repeat of this class will be held in St. Petersburg on August 26-28, 2008.

Regarding their upcoming LEPC biennial exercise, it will involve a bus bombing scenario on May 6-8, 2008, which will be used to measure response measures, forensics analysis of evidence, and subsequent apprehension of a suspect and decontamination of the bombers residence.

Mr. Tim Date asked Mr. Lofgren if NIMS principles had been incorporated into their planning workshops. Mr. Lofgren's response was affirmative.

## **DISTRICT 9**

Per the Governor's Initiative, Chairman Bruce Porter reported that they have approved several energy management standards. To conserve postal, paper and energy, future LEPC Agendas will be sent electronically. To further conserve paper and energy, agendas and presentations at future LEPC meetings will be displayed electronically. Paper copies will be made available, only if requested.

Mr. John Gibbons stated that in addition to what was reported in the latest District 9 HAZmatters, a tabletop exercise was conducted on March 26, 2008. This exercise proceeded fairly well, but some problematic issues were identified, such as communications. For that issue, as well as some others, corrective actions have been developed to address those concerns. Those corrective actions will be implemented and evaluated during the full-scale exercise, which will be conducted on April 29, 2008.

Mr. Gibbons reported that a bioterrorism course has been scheduled in Fort Myers during the month of May. An additional bioterrorism course has also been scheduled in Sarasota County, tentatively on June 19, 2008.

Mr. Gibbons stated that regarding their ongoing gas initiative, meetings with representatives from TECO Energy's Peoples Gas System and Florida Gas Transmission Line Company were recently held. Public safety concerns were discussed, and what steps these gas pipeline companies have taken to provide pipeline safety information to emergency responders.

Mr. Gibbons reported that a HSEEP course will be conducted by Mr. Chuck Carter at the LEPC office in Fort Myers on April 9-10, 2008. The HAZWOPER Awareness Level and Air Monitoring courses conducted recently were very well attended.

In closing, Mr. Gibbons announced his imminent marriage. A round of applause and congratulations followed.

## **DISTRICT 10**

Ms. Kate Boer reported that their next meeting is scheduled for May 1, 2008. The Haz-Mat Regional Response Plan is being updated. Shelter in Place is their planning project this year, and they are almost ready to build their model for this project. Regarding the Hazard Analysis submissions to the State, they are presently waiting for the DEM's response.

In closing, Ms. Boer solicited the group for suggestions regarding the availability of nearby free railroad tank car response training.

## **DISTRICT 11**

Mr. Manny Cela reported that in addition to the items listed the latest issue of the District 11 HAZmatters; a Clandestine Drug Laboratory Awareness training class is scheduled for May 28 at the Miami-Dade Water and Sewer Department Training Center, in South Miami. A Chemical Compatibility and Storage training class is also scheduled for this quarter. Mr. Cela also reported that the District 11 biennial hazardous materials exercise will consist of a tabletop exercise with live drills being held at the former Homestead Air Reserve Base. At this time, the date/time information for this exercise has not been established.

Chairman Danz also thanked Mr. Chuck Carter and Mr. Bill Lofgren for the course they conducted last week at the South Florida RPC.

## **OTHER BUSINESS**

- a. Ms. Sheri Powers stated that, prior to start of this meeting, she distributed to LEPC staff CDs with the latest "snapshot" of data from the Hazardous Materials Information System (HMIS) database.
- b. Mr. Date announced the addition of a new staff member, Mr. Bill Milazzo. Mr. Milazzo had previously worked a few years ago in the Bureau's Risk Management

Planning Unit. Also announced was the resignation of Ms. Ashley Sanders; who has decided to become a stay-at-home mother for the benefit of her family. A search for her replacement is well underway.

- c. Mr. Date stated regarding new planning projects for Hazardous Materials Emergency Preparedness (HMEP) grant funding, please email ideas or suggestions to him and/or Ms. Powers. The HMEP grant application deadline is July 1, 2008.

Mr. Dwayne Mundy stated that under HSEEP guidelines, a three-year training and exercise program is required. Mr. Mundy proposed this type of program is what the District 3 LEPC would like to develop as a HMEP grant project.

Mr. Mike Arnold asked if this type of activity would be a substitute for the biennial exercise. Ms. Sheri Powers replied that it would not. Mr. Date replied that it would be one of the eight options available in the HMEP scope of work guidelines.

Mr. Date stated if any of the LEPC Districts anticipate not using their entire HMEP grant funding, please let the Division quickly know so that the funds may be redistributed to other LEPC Districts that may have need for additional funds. Ms. Powers indicated that the TTF has two pressing projects that will be funded from this grant source, as well.

- d. Mr. Date stated that prior to the July meeting; the biennial re-appointment process for LEPC members will be underway. For new members, who have not been through this process before, a current roster for their districts will be sent out by next week. Please then identify any deletions to the roster, as soon as practical; ideally, no later than the first week of June.
- e. Mr. Date stated that the LEPC updates are due by the end of June. Ms. Powers indicated that recent exercise outcomes should be included in these plans.
- f. Mr. Bill Lofgren asked for clarification of the regulatory requirement to make an annual public notice of LEPC activities; which are also quite costly. After much discussion, Ms. Powers stated that she will conduct research to determine the specific rationale(s) for this requirement, and to investigate if other, less costly methods of public notice may be available.
- g. Mr. John Gallagher asked if a general theme may be agreed on, well prior to the January meeting, for the 2009 Florida Hazardous Materials Awareness Week. This would enable more time to make substantive preparations.

Mr. Chuck Carter stated that, regarding a potential theme, the public is being greatly encouraged to switch from energy-intensive incandescent light bulbs to much more efficient compact fluorescent bulbs. However, compact fluorescent bulbs also contain mercury, a toxic element. Currently, there appears to be very little discussion about the looming environmental problems that will occur when these products fail and are eventually discarded.

Mr. Arnold stated that all household waste collection sites in Florida currently accept this type of hazardous waste. Mr. Lofgren stated that the counties in LEPC District 8 will accept this type of waste from personal households, only. Municipal and/or commercial waste of this type is not accepted, at this time. Ms. Golightly suggested businesses could pay a relatively minor fee to dispose of fluorescent tubes and bulbs. Ms. Hobbs stated that existing regulations already address the appropriate disposal of municipal/commercial fluorescent lighting. And that concentrating our efforts by encouraging and facilitating proper disposal of household-generated waste of this type may be a more appropriate theme. Mr. Gibbons asked the committee to consider inclusion of schools, regarding this theme. Chairman Danz suggested that regarding ideas for this particular theme, or others, please email them to Ms. Powers, as soon as practical.

- h. Ms. Boer asked the committee to consider moving the January meeting date to a later date, perhaps late-February, due to the seasonal effect on the cost of lodging. Compared to February, lodging costs in January are very expensive. Mr. Lofgren referred to a statement he heard a couple of years ago and attributed to DEM Director Craig Fugate. As Mr. Lofgren recalled, Director Fugate had said future TTF, LEPC and SERC meetings do not have to be held at a hotel; nor do members/attendees have to stay at the same hotel. It may be more convenient, but it is likely to be less costly to hold meetings at a RPC office or state building, and members/attendees may separately arrange for their lodging at less cost, possibly, as well. Ms. Powers added that, due to the present budget situation, it is also possible that the meeting schedule may be shortened from four to three meetings a year.
- i. Due to other emergency management entities also holding meetings in January 2009, as well, discussion ensued to select the dates for the 2009 Hazardous Materials Awareness Week. Eventually, the dates were set for the week of January 18-24, 2009.
- j. Ms. Powers reported that a work group has been formed to develop draft policies and procedures to utilize E-Plan in the State of Florida. Group members that participated in a conference call on March 18, 2008 were: Ms. Nancy Stephens, Mr. Ozzie Morris, Mr. Greg Lee, Mr. Dwayne Mundy, Mr. Richard Rhea and several DEM staff. Concerns were discussed regarding methods of granting access to appropriate personnel to the E-Plan system, and also addressing modes of security for this process. Two options have been proposed to present to the SERC for consideration:
  - Option One: The EM Director for the county, the LEPC or the LEPC Chair, or the DEM Director would have the authority to approve access to the E-Plan system. This option would yield a high level of security, but will also cause a high workload, longer waiting periods and would not be able to effectively handle routine turnover of response teams in large organizations.
  - Option Two: The EM Director for the county, the LEPC or the LEPC Chair, or the DEM Director would also have the ability to delegate authority to other individuals (state/county/city agency heads, fire chiefs, police chiefs, etc.) to provide access to the

E-Plan system. This option would be slightly less secure, but would allow more practical management of access to responders.

Much discussion ensued about details of implementation for each mode. Chairman Danz asked Ms. Powers if DEM staff had a recommendation for a particular option. Ms. Powers stated that DEM staff has indicated that Option Two appears to be the most practical choice. Mr. Mundy made a motion to recommend Option Two the SERC. Ms. Boer seconded the motion. There was no additional discussion on the motion. Chairman Danz asked for a vote on the motion, and the motion was approved.

- k. Ms. Powers introduced Mr. Parrish Barwick as the new Planning Manager for the Division's Risk Management Planning and Radiological Emergency Preparedness programs.
- l. Ms. Powers reported that the latest version of the How-to-Comply Handbook is now available. Also available are "If a Haz-Mat Incident Happens in Your Neighborhood" brochures.
- m. Mr. Lofgren reported that he had HSEEP manuals available to distribute, as well.
- n. Ms. Powers reported that due to currently proposed budget cuts for the next fiscal year, funding for some contract items, such as Hazard Analyses Updates, may be impacted.
- o. Mr. Rietow proposed that the new SERC logo be added to the HAZmatters document. Ms. Powers indicated that work is already underway to address that issue.

Chairman Danz stated that the E-Plan proposal will be presented to SERC, tomorrow.

The next meeting is scheduled for Thursday, July 10, 2009 in Tallahassee, Florida

There being no further business, the meeting was adjourned.