



LEPC Meeting Notice

MEMO TO: Tampa Bay LEPC, District VIII Members/Alternates

FROM: Asst Chief Scott Ehlers, LEPC Chairman and
John Meyer, LEPC Coordinator

SUBJECT: **LEPC MEETING - September 19, 2012**

DATE: September 7, 2012

The next Tampa Bay LEPC, District VIII meeting will be held on **Wednesday morning, September 19, 2012, 10:30 a.m.**, at the offices of the Tampa Bay Regional Planning Council, 4000 Gateway Centre Blvd, Suite 100, Pinellas Park, FL 33782.

The enclosed package of informative materials will recap various agenda items, precluding the need for detailed discussion at the meeting unless specific questions arise. The LEPC meeting is expected to adjourn by noon.

You are invited to review the LEPC website: www.tbrpc.org/lepc

*****REMINDER*****

Only the abbreviated short-form Agenda will be available at the door the day of the meeting. Please remember to bring your full Agenda package with you to the meeting.

If you are a person with a disability who needs any accommodation in order to participate in this meeting, you are entitled, at no cost to you, to the provision of certain assistance. Please contact John Meyer at the Tampa Bay Regional Planning Council at (727) 570-5151 X 29 within three working days of the meeting.

Asst Chief Scott Ehlers, Chairman - Jeff Tobergte, Vice Chairman - John Meyer, Coordinator
Tampa Bay Local Emergency Planning Committee (LEPC), District VIII
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LEPC Agenda

TAMPA BAY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) DISTRICT VIII MEETING

Tampa Bay Regional Planning Council
4000 Gateway Centre Blvd, Suite 100, Pinellas Park, FL 33782
Wednesday, September 19, 2012 - 10:30 am

*****THIS MEETING IS OPEN TO THE PUBLIC*****

- | | | |
|-----------------|--|-------------------------------|
| Agenda Item #1 | CALL TO ORDER, WELCOME, PLEDGE OF ALLEGIANCE - Page 1 | Chair Scott Ehlers |
| Agenda Item #2 | APPROVAL OF <i>MINUTES</i> - May 30, 2012 LEPC MEETING - Page 1 | Chair Ehlers |
| Agenda Item #3 | DISTRICT 8 LEPC MEMBERSHIP CHANGES - Page 1 | John Meyer |
| Agenda Item #4 | RECAP OF QUARTERLY SERC MTGS & TTF'S "PROJECT BOARD" - Page 3 | Chair Ehlers |
| Agenda Item #5 | HMEP PROGRAM - PLANNING - Page 12 | Subcomm. Chair Alan Pratt |
| Agenda Item #6 | FACILITY DISASTER PLANNING SUBCOMMITTEE - Page 12 | John Meyer |
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| Agenda Item #8 | REGIONAL DOMESTIC SECURITY TASK FORCE - Page 23 | John Meyer |
| Agenda Item #9 | PHMSA's "2012 EMERGENCY RESPONSE GUIDEBOOK" VIDEO - Page 23 | John Meyer |
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| Agenda Item #11 | LEPC BUSINESS | Chair Ehlers |
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| | B. Florida Division of Emergency Management/Region 4 - Quarterly Meeting Summary - Page 27 | |
| | C. LEPC Membership/Biennial Reappointments - Page 32 | |
| | D. Other Business (To be Determined and/or may be Applicable) - Page 32 | |
| Agenda Item #12 | TAMPA BAY LEPC LOGO SHIRTS - Page 33 | Chair Ehlers |
| Agenda Item #13 | PUBLIC COMMENTS - Page 33 | Chair Ehlers |
| Agenda Item #14 | NEXT MEETING - Wednesday, November 28, 2012 | Chair Ehlers |
| Agenda Item #15 | ADJOURNMENT | |

Asst Chief Scott Ehlers, Chairman - Jeff Tobergte, Vice Chairman - John Meyer, Coordinator

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Agenda Item #1

CALL TO ORDER, WELCOME, PLEDGE OF ALLEGIANCE

Chair Scott Ehlers

Agenda Item #2

APPROVAL OF MAY 30, 2012 LEPC MEETING MINUTES (Transmitted Separately from Agenda)

Chair Ehlers

Agenda Item #3

LEPC DISTRICT 8 MEMBERSHIP CHANGES

John Meyer

The following LEPC membership change(s) were *tentatively* approved at the July 13, 2012 SERC meeting. However, since a quorum of the SERC was not present at the July 13th meeting, these modifications will alternatively be considered for ratification at the October 12, 2012 meeting:

MEMBER	CATEGORY	MEMBER TYPE		STATUS OF CHANGE			DESCRIPTION (IF NECESSARY AND/OR APPROPRIATE)
		PRIMARY	ALTERNATE	NEW MEMBER	CATEGORY OR TYPE CHANGE	RESIGNED/ REMOVED	
Jeff Patterson	Emergency Management		✓	✓			Hillsborough County Emergency Management. Redesignation of "Alternates" by "Primary" member (Ms. Holley Wade).
Martin Montalvo			✓			✓	
Bryan Cook	Print & Broadcast Media	✓				✓	Tampa Bay Times. Redesignation of "Alternates" by "Primary" member (Mr. Jonathan Kemp).
Janet Frazier-Henry			✓			✓	
JoAnn Chambers-Emerson	Hospital	✓		✓			Tampa General Hospital/ Florida Poison Information Center. Due to the departure of Mr. Martin Dorsey's from TGH's Poison Information Center, his LEPC membership was terminated along with his designated "Alternate" - Dr. Cynthia Lewis-Younger. Ms. JoAnn Chambers-Emerson has subsequently requested "Primary" membership status for the agency and has proposed the designation of Dr. Cynthia Lewis-Younger as her "Alternate."
Cynthia Lewis-Younger			✓			✓	
Martin Dorsey	Health	✓				✓	
Cynthia Lewis-Younger			✓			✓	

NOTE: The membership modification(s) highlighted in yellow above (if and where applicable) signifies addition(s) to the LEPC District 8 membership. Likewise, modification(s) highlighted in gray (if and where applicable) indicates a reduction(s) in overall LEPC membership.

The following LEPC membership changes are being requested in association with the October 12, 2012 SERC meeting:

MEMBER	CATEGORY	MEMBER TYPE		STATUS OF CHANGE			DESCRIPTION (IF NECESSARY AND/OR APPROPRIATE)
		PRIMARY	ALTERNATE	NEW MEMBER	CATEGORY OR TYPE CHANGE	RESIGNED/ REMOVED	
Betti Johnson	Non-Elected Local Official	✓		✓			Tampa Bay Regional Planning Council/Regional Domestic Security Task Force. Ms. Johnson has been named the <i>interim</i> RDSTF Staff Coordinator following the resignation of Ms. Amanda Shaw. As such, Ms. Johnson has requested "Primary" LEPC membership status. Upon approval, Ms. Johnson wishes to designate Mr. Wynne as her "Alternate."
William Wynne			✓	✓			
Amanda Shaw	Non-Elected Local Official	✓				✓	Tampa Bay Regional Planning Council/Regional Domestic Security Task Force. Membership modification on account of Ms. Amanda Shaw's resignation from the TBRPC effective August 10, 2012.
SFC Christopher Barton	Local Option		✓	✓			48th Civil Support Team. Designation of "Alternate" by "Primary" member (Capt. Christopher Atherton).
Capt. Steven LeCroy	First Aid	✓				✓	St. Petersburg Fire & Rescue. Capt. LeCroy's recently resigned from the LEPC to coincide with his retirement. Per SERC/LEPC membership guidelines, when Primary membership status is removed, their designated Alternate is also removed.
Chief Robert Ballou			✓		✓		

NOTE: The membership modification(s) highlighted in yellow above (if and where applicable) signifies addition(s) to the LEPC District 8 membership. Likewise, modification(s) highlighted in gray (if and where applicable) indicates a reduction(s) in overall LEPC membership.

Additional Material: None.
 Action Recommended: Recognition of New Appointments

**RECAP OF QUARTERLY SERC MEETINGS &
TRAINING TASK FORCE'S CURRENT "PROJECT BOARD"**

The State Emergency Response Commission and associated Subcommittee meetings were held in Jacksonville at the Aloft Hotel/Tapestry Park on July 12-13, 2012. However, a quorum of the SERC was not present to approve any/all items which required a vote. Alternatively, these items will be brought back to the SERC, in conjunction with their next meeting (October 12, 2012), for consideration and/or ratification. LEPC Chair Scott Ehlers and Staff Coordinator John Meyer attended the meetings. The following eight pages constitute a *Recap* of the SERC meeting, inclusive of discussion items associated with the SERC's Training Task Force (TTF) and the LEPC Staff & Chairs meetings, and the TTF's current Project Board.

Additional Material: SERC Meeting *Recap* (**Pages 4-11** of these Agenda materials)
Action Recommended: None. For Information Only.



RECAP OF JULY 13, 2012 STATE EMERGENCY RESPONSE COMMISSION MEETING

The July 13, 2012 SERC meeting was held at the Aloft Hotel/Tapestry Park in Jacksonville. Mr. Bryan Koon chaired the meeting and called it to order at 10:02 a.m. and proceeded with the Pledge of Allegiance and an introduction of all in attendance.

It was acknowledged that not enough SERC members were present to constitute a quorum and that all items will continue to be discussed today. However, those requiring approval can be considered at the very beginning of the next SERC meeting (i.e. October 12, 2012).

The items of business were:

- **Tentative approval of April 24, 2012 SERC meeting Minutes.** The *Minutes* from the April 24, 2012 meeting were tentatively approved subject to concurrence and presence of a quorum at the next SERC meeting.
- **Hazardous Materials and Explosive Ordinance Teams Integration Protocol.** While the protocol for integration of the Hazardous Materials and Explosive Ordinance Teams initially sought approval from the SERC, it was determined that further “vetting” of the initiative would be appropriate prior to SERC consideration and potential endorsement. Discussion ensued about circulation of the proposed protocol to all hazmat and EOD teams as well as incorporation of the concept and materials into the 160-hr. certification course. The protocol has already been transmitted to the State Working Group.

NEW BUSINESS

- **New/revised Local Emergency Planning Committee Appointments (Statewide).** The SERC tentatively approved all new LEPC appointments requested by each of the 11 LEPC Districts as well as the biennial ratification of all existing members. Subject to “official” approval by SERC upon the presence of a quorum, the following LEPC District 8 LEPC membership changes were formally requested for recognition by the SERC:
 - Ms. Joann Chambers-Emerson to replace Mr. Martin Dorsey as the “Primary” LEPC appointment for Tampa General Hospital - Florida Poison Information Center. In turn, Ms. Chambers-Emerson would designate Ms. Cynthia Lewis-Younger of the same agency to be her “Alternate” on the LEPC.
 - Mr. Jeff Patterson to replace Mr. Martin Montalvo as the “Alternate” LEPC appointment for Hillsborough County Emergency Management (HCEM). The “Primary” LEPC representative from HCEM would remain Ms. Holley Wade.
 - Mr. Bryan Cook to replace Ms. Janet Frazier-Henry as the “Alternate” LEPC appointment for *Tampa Bay Times* (TBT). The “Primary” LEPC representative from TBT would remain Mr. Jonathan Kemp.

REPORTS

- **Report from SERC's Training Task Force (TTF).** Aside from discussion of the HazMat/EOD teams integration protocol recognized above, the following serve as additional topics addressed and encapsulate the other highlights of the July 13, 2012 TTF meeting as identified by TTF Chair Don Sessions:
 - Teleconferences. Teleconferences were held primarily to discuss the HazMat/EOD Team protocol initiative (May 23) and status updates on planned Hazardous Materials Training Symposium (June 27).
 - Hazardous Materials Training Symposium.
 - It was affirmed that hosting the Training Symposium in conjunction with the 2013 Fire Rescue East Conference in Daytona Beach would be most convenient for attendees to enable them to attend both venues at one location.
 - It was determined that scheduling four courses in the evening of Wednesday, January 23 and four courses in the morning of Thursday, January 24, 2013 (4 Courses) would be most beneficial to promote/encourage cross-attendance at both events.
 - It has **not** been determined which source of LEPC funding (and to what extent) could be utilized to offset the training and perhaps travel costs associated with employees from their Districts and/or whether an alternative source of funding can be identified and established by FDEM.
 - Surveys were sent to approximately 1,800 statewide HazMat team members to solicit their training needs. Only about 100 completed surveys were returned. From those received, it was evident that the training would/should include Detection/Analysis and Risk Assessment.
 - Radiological Emergency Preparedness. Previously noting the commonality between the Training Task Force (TTF) and the Radiological Emergency Response Program (REP) in terms of goals, objectives, personnel, equipment and training needs/requirements, it was SERC's prior desire to add Mr. Rankin to the TTF & SERC membership rosters. FDEM staff Paul Wotherspoon introduced Radiological representatives from FDEM (Roger Rankin) and FEMA (Randall Hecht) who were present. Mr. Wotherspoon advised that a petition currently exists to potentially change and expand the radiological response zones. If approved, 64 of the 67 counties would be affected, including all of the counties within the Tampa Bay area. The only Counties that would not be affected are Santa Rosa, Escambia & Sarasota. The proposed changes would relate to the protection zone distances associated with the relevant facilities. It is understood that Roger Rankin will represent REP on the SERC upon appointment by the Governor.
 - Biological Sampling Protocol. The procedures pertain to the collect of evidence sample(s) and transmittal to state lab for analysis/identification. The Biological Sampling Protocol document is nearing completion and should be completed in "about a month." Upon completion, it will serve only as guidance procedures. Extremely expensive technologies exist to avoid the potential of contamination by hazmat teams. However, these procedures have been put on hold due to cost. What has not been addressed is action that would be taken by the hazmat teams while waiting for lab analysis and identification.

- TRANSCAER Initiatives. It is known that large quantities of Chlorine and Ethanol are transported daily via rail car throughout the U.S. There will be a concerted effort to bring response training for hazmat incidents involving the transport of these chemicals (or others) via rail car to the State. However, it typically takes a minimum of eight months to schedule such training considering the delivery of trains and other training equipment that is necessary. Grant funds for backfill and some travel cost would be available to defray some of the expenses. The training is normally a three day event. However, it can be as large or small as the State wants it to be. Facilities have expressed an interest in participating and allowing the use of their equipment and resources. It is anticipated that the training would be shift-friendly & multi-day.
 - Updates from Agencies/Organizations.
 - Mr. Joe Nelson identified that DEA is getting out the business of sampling analysis and the function will now be assumed by DOH. What will they do with their former analysis equipment? A box has been added to the TTF Tracking Chart to explore this and other issues.
 - Mr. Domenic LetoBarone identified that FDEP has been partially reorganized. The Division of Law Enforcement has been moved under FWC. Emergency Response remained under FDEP.
 - Next Scheduled TTF Conference Call. The next quarterly TTF conference call has been scheduled for September 5th at 1:30 p.m. and will focus on updates to the proposed training symposium and other issues.
- **Report of EPA Chemical Emergency Preparedness and Prevention Program Staff Changes.** Mr. Paul Wotherspoon (FDEM staff) announced that EPA has recently implemented several staff assignment changes for their Chemical Emergency Preparedness Program (CEPP). The CEPP is designed as a voluntary program to encourage State Emergency Response Commissions (SERCs) and Local Emergency Planning Committees (LEPCs) to identify hazards in their areas and to plan for potential chemical emergencies. Mr. Victor Weeks has been named the CEPP Coordinator for EPA Region 4 and Mr. Jyoti “Jay” Bhushan the liason specifically for the State of Florida. They can be reached at weeks.victor@epa.gov and bhushan.jyoti@epa.gov respectively.
 - **Financial Status Report.** Mr. Wotherspoon reported that the SERC Agenda materials contained numerous tables and graphs depicting a comparison of the various revenues and expenditures associated with FDEM’s Hazardous Materials Planning and Risk Management Planning Programs over the past two years. There was slightly less revenue this year compared to last year. Some of the difference could be attributed to the waiver process of fines that has been initiated for facility’s that were unaware of filing requirements. There has been a focus to reach out to facilities that are required to report (e.g. golf courses...). The federal HMEP grant pays some of the staff salaries which is not included in the Financial Statement nor is the radiological program which is funded by the power companies.
 - **Hazardous Materials Incidents Reports.** Mr. Sam Brackett (FDEM staff) advised that detailed listings of fixed facility and transportation-related hazardous materials incidents were prepared and included with the Agenda materials to describe incidents occurring between the period of March 2 - May 31, 2012. Such Reports included documentation of these incidents and portrayed the number of persons evacuated, injured or deceased down to LEPC District and ultimately County level.

STATE EMERGENCY RESPONSE COMMISSION RECAP - 7/13/12

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The following constitute the hazardous material incidents recorded for District 8 during this period, including an enumeration of those evacuated, injured or deceased:

County	Date of Release	Type*	Chemical	Amount Released (Lbs.)	Business Type	# Evacuated	# Injured	# Fatalities
Hills.	3/02/12	TR	Natural Gas	Unknown	Pipeline/Const.	11	0	0
	5/06/12	304	Anhydrous Ammonia	3,604	Cold Storage	N/A	N/A	N/A
	5/30/12	TR	Gasoline	Unknown	Traffic Accident	2	0	0
Manatee	4/07/12	304	Anhydrous Ammonia	20	Frozen Fruit Mfg.	N/A	N/A	N/A
Pasco	3/31/12	304	Unknown Hazmat	250	Construction	N/A	N/A	N/A
Pinellas	4/05/12	304	Hydrochloric Acid	Unknown	Unknown	N/A	N/A	N/A
	4/09/12	FF	Lye (Acid)/ Toluene	Unknown	Meth Lab	0	1	0
	4/20/12	FF	Natural Gas	Unknown	Private Residence	5	0	0
	4/26/12	TR	Natural Gas	Unknown	Pipeline/Const.	30	0	0
	4/28/12	TR	Natural Gas	Unknown	Pipeline/Traffic	41	0	0
TOTAL →						89	1	0

* - FF = Fixed Facility incident / TR - Transportation-related incident / 304 - Section 304 Investigation (Closed)

Supplemental information also contained in the SERC Agenda materials were annual comparisons of:

- annual revenues received monthly by the EPCRA & RMP programs since 2009-10;
- detailed breakdown of annual appropriations for the Hazardous Materials Planning & Risk Management Planning Programs since FY 2010-11;
- potential Section 304 Investigations for each District and County by date;
- comparison of hazardous materials incidents reports by District (from June 1, 2012 - May 31, 2012);
- annual comparison of the Statewide number of Hazardous Materials Incidents Reports since 2000;
- monthly enumeration of Hazardous Materials Incident Reports since 2002;
- *Total Chemical Count* by District; and
- quantification of monthly Technical Assistance Calls Since June 2011.

Mr. Brackett identified that the overall number of releases have gone down 33%, mostly on account of fuel incidents. While Ammonia releases have gone up presumably to relate to the recently experienced heat wave, it was speculated that the number of Chlorine incidents have been reduced since alternatives now exist to the use of Chlorine. In fact, the number of Chlorine incidents have been reduced from 285 to 218 in the just the past year and a half.

- **Update on LEPC Activities.** Subcommittee Chair George Danz announced that this will be his final meeting on the SERC and has submitted his letter of resignation in this regard. In fact, Mr. Danz had recently tendered his letter of resignation as LEPC District 11 Chair since he and his wife have recently relocated from their south Florida residence to Naples, FL. SERC Chair Bryan Koon thanked Mr. Danz for his dedication to hazardous materials planning and awareness and his years of faithful public service.

- Mr. Danz recognized that Ms. Jennifer Hobbs of LEPC District 6 has been nominated as his replacement as the Chair for the LEPC Staff and Chairs and additionally, following her official appointment by the Governor, will serve as the representative on the SERC in this capacity.
- Mr. Danz recognized that over the past several years, the Governor has proclaimed a *Hazardous Materials Awareness Week* and the various LEPCs promoted education regarding a particular, statewide, pre-determined theme. It was agreed that the Governor shall continue to proclaim a *Hazardous Materials Awareness Week* but each LEPC would be encouraged to select their own topic(s)/initiative(s) to promote during this specified time period.
- Mr. Tim Date had agreed to research and resolve the discrepancies between "Manager Rights" vs. "Administrative Rights" identified by LEPC staff when posting HMEP courses to the State Training Calendar.
- Mr. Date also reminded all LEPC staff and Chairs that the Thomas Yatabe Award winners and nominations must be provided in conjunction with the October 2012 SERC meetings.
- Mr. Paul Wotherspoon indicated that each LEPCs should be gathering list of potential SEPs. The potential project(s) must be beneficial to State and local communities. There are eight categories of projects (eg. solar panel(s), parks, lake cleanups, alternative fuel vehicle, training, equipment...).
- Mr. Danz concluded his remarks by recognizing that the majority of accomplishments achieved by each LEPC is captured in the *Hazmatters* section of the backup SERC Agenda materials. The following serve as the documented tasks identified by LEPC District 8 staff for the period of March-May 2012:
 - District 8 was involved in a number of HMEP and LEPC co-sponsored activities during the quarter. Staff attended the SERC quarterly meetings held in St. Pete Beach at the Tradewinds Resort on April 23-24 and conducted the District 8 LEPC quarterly meeting on May 30th. In addition, staff and/or LEPC members attended the FDEM Region 4 quarterly meeting on March 2nd at the Polk County Emergency Operations Center under the leadership of FDEM Region 4 Coordinator Paul Siddall.
 - The LEPC's Facility Disaster Planning Subcommittee (FDPS) met on April 19, 2012. Invigorated with new membership garnered from prior forums and/or workshops, discussion items included: highlights of last Subcommittee meeting (i.e. January 19th); discussion regarding the future conduct of a "Private Sector Preparedness Course" which would allow smaller facilities to "self certify" their hazardous materials plans; and the future scheduling of a workshop to be entitled "Fire Departments - Promoting Useful EPCRA Reporting." It is envisioned that the attendees will be apprised of useful reporting information that can be further disseminated to hazmat facilities during their routine inspections conducted by fire department personnel. This workshop has tentatively been scheduled for Thursday, September 20th.
 - The LEPC's HMEP Training Subcommittee met on May 30th to strategize addressing FDEM's directive to plan, schedule and conduct \$10,000+ in training for first responders during the first quarter of the next HMEP contract (i.e. between July 1- September 30). Based on the consensus and needs identified by the Subcommittee members present, it appears that the conduct of a Foam/Ethanol course(s) will be pursued. The HMEP Training pre-requisites were, once again, recognized to be destined for First Responders, must be "cost effective," and must include a transportation component or nexus.
 - LEPC staff and/or member(s) participated in a May 23rd teleconference administered by FDEM staff regarding the furthering of Training Task Force initiatives.
 - Three 4-hour "Hazcat Kit Training" courses were conducted for the Pinellas County Hazmat Team (April 24-26, 2012) and a 24-Hr. "Confined Space Rescue Operations for Industrial, Municipal and Transportation Hazardous Materials Environments" course (May 8-10, 2012) was conducted for members of the North River Fire District (Manatee County) with funding from the HMEP/Training Program. An additional 40-hour training event, entitled "Hazwoper/Clandestine Drug Lab Certification" has been approved and will be conducted.

- Staff and/or LEPC member(s) represented the Tampa Bay LEPC at the March 13th & May 8th meetings of the Tampa Bay Spill Committee, as well as the March 20th, April 26th & May 30th meetings of the Ammonia Handlers/Operators of Tampa.
- With a special thanks extended to the Department of Homeland Security/Transportation Security Administration, the Hillsborough County Sheriffs Office, the Tampa Police Department, Tampa Fire Rescue, Hillsborough County Fire Rescue, Hillsborough County Emergency Management, Tampa Port Authority & CF Industries for assistance in scenario development and participation, LEPC staff conducted their biennial exercise on Friday, May 25th. The scenario of the "walk through" exercise involved the placement of a simulated bomb device on C.F. Industries' Anhydrous Ammonia pipeline by anarchist in association with the Republican National Convention and required their response actions. The secondary component of the exercise, added for the benefit of the LEPC, involved an acknowledgment of a slight rupture of the pipeline and associated release caused during the removal of the bomb and solicited the corresponding facility, emergency management & first responder actions and evacuations associated with the incident.
- In terms of miscellany, LEPC staff additionally: attended the March 13th U.S. Coast Guard Area Contingency Plan meeting; assisted with the March 14th, March 21st & April 11th meetings of the Pinellas Police Standards Council; facilitated the quarterly meeting of the Preventative Radiological Nuclear Detection Committee (April 4th & 24th); and provided updates regarding the LEPC program activities to the Tampa Bay Regional Planning Council in conjunction with their March 12th, April 9th & May 14th meetings.

OTHER BUSINESS

- Ms. Jennifer Hobbs introduced a representative from the Space Florida industry. While the Governor has yet to officially and recently make new appointments to the SERC, the SERC had unanimously agreed to expand their membership roster to include a representative from the industry.
- Mr. Richard Smith urged SERC Chair Bryan Koon to encourage the Governor to fill the numerous vacancies identified in the current SERC membership roster and acknowledged that the list of vacancies has just grown by one with Mr. Danz's resignation today. Mr. Smith added that by making such timely appointments, the potential for not having a quorum at future SERC meetings would be dramatically reduced.
- SERC Chair Bryan Koon acknowledged that he will work with Heather Stearns to confirm that the SERC meeting date changes (recognized above) can/will be authorized through advertisement and/or notification processes.

COMMENTS & ADJOURNMENT.

- **Next Meeting.** It was announced that the next SERC meeting will be held in Tallahassee on October 12, 2012 although the particular venue has not been established at this point. It was further identified that the January 2013 SERC meeting would be held in Daytona Beach in conjunction with the Fire Rescue East Conference/Hazardous Materials Training Symposium on January 24, 2013.
- **Adjournment.** The SERC meeting was adjourned at 10:50 a.m.

SERC's CURRENT TRAINING TASK FORCE "PROJECT BOARD"
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Florida SERC Training Task Force – Project Board								
Updated: April 24, 2012								
	RESOURCES (RES)	PUBLICATIONS (PUB)	TRAINING (TRN)	UPDATES (UP)	NEEDS ANALYSIS (NDS)	FUNDING (FUN)	STANDARDS & CERTIFICATIONS (STD)	SYSTEMS & RELATIONSHIPS (SYS)
Active Projects	TTF Web Page and Project Summaries DEM Staff	Sampling Protocol Sessions, DOH, DEM staff	First Responder Best Practices for RAD event Marshall/TJ Smith	Mass Technical Decon Assessment FLAHR/FSFC	Hazmat Team ICS Curriculum Sessions/Nelson	Capability Assessments Marshall/SFM/DEM	Oil Spill Response for Hazmat Technicians Murphy	Secure Portal for Access to TTF Products Kohnke/Nelson
	Awareness Level Training for White Powder SOP DOH	Offshore Hazmat Response Murphy	Hazmat Training Guidelines (revised) Lamm/Colson/Marshall/Chappell	Model Procedure for Hazmat Team NIMS Compliance District 7	Marine Firefighting Requirements (33CFR 155) Ehlers/Dist 4 and 6			Hazmat Team Marketing Murphy
	Hazmat/EOD Integration Murphy/DEM	Chemical Classification for Evidence Nelson	Hazmat Training Symposium Lamm/Murphy/Ehlers/Hobbs/Kohnke/Mundy	Hazmat /Florida FOG ICS Crosswalk DEM Staff				
Monitoring Projects	RES – Reprting Template for Responders Model Report System DeFrancesco		TRN – E-Plan Training Materials Marshall	UP – HMIS Upgrade Provide additional detail DEM Staff/Murphy				
	RES – Maintain FFCA/FLAHR website for TTF Products DeFrancesco							
	RES – IR Spec & RAMAN Long Term Costs & Maintenance Dan Smith/Bevelacqua							
	RES – RIID Model SOP & Long-term Cost and Maintenance FLAHR							
2012 Completed Projects								

SERC's CURRENT TRAINING TASK FORCE "PROJECT BOARD"
 [PAGE 8 of 8]

SERC TTF Projects							
RESOURCES (RES)	PUBLICATIONS (PUB)	TRAINING (TRN)	UPDATES (UP)	NEEDS ANALYSIS (NDS)	FUNDING (FUN)	STANDARDS & CERTIFICATIONS (STD)	SYSTEMS & RELATIONSHIPS (SYS)
Chemistry in Schools Program	Medical Treatment Protocols April 2010	TRN – Ops Level Training Program DEM Staff June 2010		Review ORE Deficiencies Dan Smith/Mundy Feb 2011	Support SHSGP Grant Assessment Process SFM	Define Tox-Medic Murphy	Health & DEP Detection Support Capabilities Jacobs
	Radiological Screening Response Procedure Charlie Boyd April 2010	Hazmat Training Guidelines		NDS – LEPC Top 5 Needs Weiss/LetoBarone Initial Listing-Jan 2008		Pro Board Certification FSFC – Bosley Feb 2011	
	PUB – Hazmat FOG FLAHR	TRN – 3 Non-Routine Hazards FSFC-Schell Ongoing Monitoring					

Completed Projects

Committee Chair Pratt will provide an update of the HMEP/Planning Program activities. In addition and as previously inquired about, the *Port of Tampa Ammonia Siren & Notification System/Shelter-in-Place* brochure, which was previously prepared for distribution to attendees, is provided for informational purposes.

Additional Material: Port of Tampa Ammonia Siren & Notification System/Shelter-in-Place Brochure (**Pages 13-14** of these Agenda materials)

Action Recommended: None. For Information Only.

The LEPC's Facility Disaster Planning Subcommittee (FDPS) met on April 19, 2012, a *Recap* of which is attached. A variety of topics were discussed, including: recognition of forwarding specific FDPS recommendations to better integrate essential and appropriate hazardous materials information into the *Facility Business Disaster Survival Kit* prior to transfer to the Florida Division of Emergency Management for posting to their website; FEMA's "*Private Sector Preparedness Certification*"; updates on 2011 Tier II reporting and possible reassessment of LEPC District 8's reporting records; update on the Memorandum of Understanding between SERC & USEPA regarding potential funding of "Supplemental Environmental Projects" (which at that point was unknown) in lieu of EPCRA violation fines; benefits derived from soliciting and integrating representation from fire departments on the Subcommittee in order to more effectively and efficiently accomplish objectives and initiatives; and re-scheduled remaining 2012 Subcommittee meeting dates to coincide with the third Wednesdays of July & October in order to capitalize on the availability of the larger Conference Room (i.e. July 18th & October 17th).

Additional Materials: FDPS Meeting Recap (**Pages 15-21** of these Agenda materials)

Action Recommended: None. For Information Only.

Community Presentation

Port of Tampa Ammonia Siren & Notification System

*Sponsored by the Tampa
Bay Local Emergency
Planning Committee,
District VIII*

*4000 Gateway Centre Blvd, Ste 100
Pinellas Park, FL 33782
For Further Information
(727) 570-5151, Ext 29
Email johnm@tbrpc.org*

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Yara North America, Ammonia Terminal
Kinder Morgan Ammonia Terminal
Tampa Port Authority
U.S. Coast Guard
Hillsborough County and City of Tampa*

BASIC INFORMATION CHEMICAL CHARACTERISTICS, USES AND EFFECTS OF ANHYDROUS AMMONIA

- ❖ Colorless gas with a strong pungent odor
- ❖ Ammonia is lighter than air and vapors rise
- ❖ Stored in liquid form under pressure or refrigerated and stored at atmospheric pressure
- ❖ Produced from natural gas, steam and air
- ❖ Direct injection into soils as fertilizer nutrient
- ❖ Over 90% of ammonia is used as fertilizer and is transported from Port of Tampa and Port Sutton by pipeline, rail tank cars and truck tanker to fertilizer plants in East Hillsborough and Polk Counties
- ❖ One of the most widely used industrial chemicals; also used as refrigerant by the food industry.
- ❖ Direct liquid contact to the skin can cause severe burns
- ❖ Irritating to nose, throat, eyes and skin
- ❖ Soluble in water; forms corrosive liquid

“SHELTER-IN-PLACE”

- ❖ Go inside. Stay there until local radio or TV stations report that you may leave.
- ❖ Close all doors and windows. Use masking tape or damp towels to seal any openings.
- ❖ Turn off all heating, cooling, and ventilating systems.
- ❖ Do not use fireplaces. Put out any fires. Close dampers.
- ❖ Do not go to school to pick up your children. They will be safe with school officials who are prepared to take special care of them.
- ❖ Listen to radio or TV stations for further instructions.

QUE HACER EN CASOS DE EMERGENCIA

- ❖ Entren a sus casas y manténganse dentro hasta que anuncien lo contrario por la television o la radio.
- ❖ Cierren las puertas y ventanas. Usen una toalla mojada or cinta adhesiva para sellar algunos huecos o agujeros, si es necesario.
- ❖ Apaguen los abanicos y sistemas de ventilación.
- ❖ No usen las chimeneas. Apaguen todo lo que esté encendido.
- ❖ No vayan a las escuelas a buscar a los niños. Estarán más seguros en sus escuelas, pues tienen personas preparadas para bregar con emergencias.
- ❖ Mantenganse informado escuchando la radio o la televisión en casos de cambios o para intrucciones adicionales.

AMMONIA SIREN/SHELTER-IN-PLACE INFORMATIONAL BROCHURE

[PAGE 2 of 2]

Ammonia Terminals Prevent Accidents By...

DESIGNING for Safety...

- Ammonia terminals are designed to fail-safe
- Equipment for the ammonia storage facility engineered, fabricated and installed by the world leader in the design and construction of ammonia storage facilities.
- Tank fabricated per American Society of Mechanical Engineers code - ductile carbon steel, welded, inspected and hydrostatically tested
- Automatic and manual shutoff devices are provided at tank locations
- Temperatures, pressure, and level indication continuously monitored by operators at terminals
- Facilities incorporate emergency shut down systems which include automatic shutoff and manual remote devices
- System design incorporates multiple layers of protective/redundant safeguards

MAINTAINING the Terminals...

- Maintenance personnel are trained and are skilled craftsmen
- Critical equipment including tanks, relief devices, hoses, piping, instruments and shut down systems tested and inspected to assure proper operation
- Preventative Maintenance (PM) program conducted by qualified instrumentation, electrical and mechanical technicians
- Equipment is tested and rechecked by Operations after it is worked on by Maintenance

OPERATING Safely...

- Operators are trained and certified to operate the terminals safely
- Continuous computer, operator monitoring and surveillance
- Written operating procedures and operational standards based on process risk analysis
- Controlled entry to ammonia storage areas and work permit system to control hazardous work in the areas

AUDITING the Operations...

- Independent audits and reviews:
 - Fire Protection
 - Government agencies - Department of Transportation, U.S. Environmental Protection Agency, Occupational Safety and Health Administration (OSHA), Florida Department of Environmental Protection, Hillsborough County Environmental Protection Commission
- Internal audit and reviews conducted for PSM (Process Safety Management)
- Operator and Management safety inspections
- Pre-startup safety reviews prior to startup of new or modified equipment in the area
- Process hazard analysis conducted on all equipment and processes
- Design changes reviewed for proper design and complete documentation
- Routine audits conducted to assure safe practices
- Investigation of all accidents and incidents to determine root cause
- Failure Mode and effects analyses are performed on all pieces of equipment at the terminals

TERMINALS EMERGENCY RESPONSE...

TRAINING and Preparation...

- Terminal Emergency Response Plans
- Simulation drills conducted regularly
- Critiques of drills and actual events
- Emergency Response Team available 24 hours per day
- Emergency Response Team trained in hazardous material and rescue operations
- Participate in simulation drills with community responders
- Off-site Emergency Response to transportation incidents.

IF a Release Occurs...

- Fire monitors provide a water spray to pooling ammonia to "knock down" vapors
- Fence-line monitoring and computer modeling
- Emergency Response Team can be activated
- Computer system provides weather conditions
- Preplanned release scenarios available to allow quick preliminary evaluation of impact
- Emergency response equipment located throughout facility
- Ability to immediately request outside emergency mutual aid assistance
- ACTIVATION OF SIREN WARNING SYSTEM



FACILITY DISASTER
PLANNING SUBCOMMITTEE

RECAP

July 18, 2012 Meeting

LEPC District VIII, 4000 Gateway Centre Blvd., Suite 100, Pinellas Park, FL 33782 - 727/570-5151, Staff Contact: John Meyer

Attendees (Present) - Thea Dunmire, Chet Klinger, Patricia Williams, John Appenzeller, Stephanie McDannold, Kelli Winter, Anna Burchfield & John Meyer

Please note that text appearing as **red** symbolizes an item which requires future action. **Blue** text serves as action which has subsequently transpired since the meeting and prior to preparation of this *Recap*.

1. INTRODUCTIONS
2. ANNOUNCEMENTS AND/OR RECAP OF 4/19/12 MEETING

Mr. John Meyer provided the following status updates of action items identified during the April 19th FDPS meeting:

- Acknowledged the recent coordination with the four County Emergency Management Departments to obtain the name and e-mail contact information for the appropriate representative from each of the following fire departments to invite to future EPCRA/Fire Department workshop:

HILLSBOROUGH COUNTY FIRE DEPARTMENT CONTACTS

Hillsborough County Fire Rescue 2709 E. Hanna Avenue Tampa, FL 33610	Tampa Fire Rescue 808 E. Zack Street Tampa, FL 33602	Sun City Center Emergency Squad 101 Ray Watson Drive Sun City Center, FL 33573
Plant City Fire Department 604 E. Alexander Street Plant City, FL 33566	Temple Terrace Fire Dept. 124 Bullard Parkway Temple Terrace, FL 33617	

MANATEE COUNTY FIRE DEPARTMENT CONTACTS

Bradenton Fire Department 1010 9th Avenue East Bradenton, FL 34206	Braden River Fire Rescue 8800 State Road 70 East Bradenton, FL 34202	Cedar Hammock Fire Rescue 5200 26th Street West Bradenton, FL 34207
Duette Volunteer Fire Department 30520 State Road 62 Duette, FL 33834	East Manatee Fire Rescue 8800 State Road 70 East Bradenton, FL 34202	Longboat Key Fire Department 5490 Gulf of Mexico Drive Longboat Key, FL 34228
Myakka City Fire Department 26636 State Road 70 East Myakka City, FL 34251	North River Fire District 1225 14th Avenue West Palmetto, FL 34221	Parrish Fire District 12132 US 301 N Parrish, FL 34219

FACILITY DISASTER PLANNING SUBCOMMITTEE MEETING SUMMARY - 4/19/12

[PAGE 2 of 7]

SBIA Fire Department 6000 Airport Circle Sarasota, FL 34243-2105	Southern Manatee Fire Control Dist. 1640 60th Avenue Drive East Bradenton, FL 34203-5020	Trailer Estates Fire Department 6831 American Way Bradenton, FL 34203
West Manatee Fire & Rescue 6001 Marina Drive Holmes Beach, FL 34217-1563	Whitfield Fire Department 7555 Ponce De Leon Sarasota, FL 34234	

PASCO COUNTY FIRE DEPARTMENT CONTACTS

Pasco County Fire Rescue 4111 Land O'Lakes Blvd., #208 Land O'Lakes, FL 34639	Port Richey Fire Department 7824 Grand Boulevard Port Richey, FL 34668
New Port Richey Fire Department 5919 Main Street New Port Richey, FL 34652	Zephyrhills Fire Department 6907 Dairy Road Zephyrhills, FL 33540

PINELLAS COUNTY FIRE DEPARTMENTS

Pinellas County Public Safety Services - EMS/Fire Admin. 12490 Ulmerton Road Largo, FL 33774	Lealman Fire District 4360 55th Avenue North St. Petersburg, FL	Seminole Fire Department 9199 113th Street Seminole, FL 33772-2805
Airport Fire Rescue 14700 Terminal Blvd., Ste 221 Clearwater, FL 33762-2942	Madeira Beach Fire Department 300 Municipal Drive Madeira Beach, FL 33708	South Pasadena Fire Department 911 Oleander Way South South Pasadena, FL 33707-2150
Clearwater Fire Department 610 Franklin Street Clearwater, FL 33756-5414	Oldsmar Fire Rescue 225 Pine Avenue North Oldsmar, FL 34677-4630	St. Pete Beach Fire Department 7301 Gulf Boulevard St. Pete Beach, FL 33706-1947
Dunedin Fire Department 1042 Virginia Avenue Dunedin, FL 34698	Palm Harbor Fire Rescue 250 West Lake Road Palm Harbor, FL 34684	St. Petersburg Fire Department 400 Dr. MLK Jr. St. S. St. Petersburg, FL 33701-4419
East Lake Fire & Rescue, Inc. 3375 Tarpon Lake Boulevard Palm Harbor, FL 34685-1222	Pinellas Park Fire Department 11350 43rd Street North Clearwater, FL 33762-4900	Tarpon Springs Fire Department 444 Huey Avenue South Tarpon Springs, FL 34689-4722
Gulfport Fire Department 2401 53rd Street South Gulfport, FL 33707-5161	Pinellas Suncoast Fire Rescue 304 First Street IRB, FL 33785-2508	Treasure Island Fire Department 180 108th Avenue Treasure Island, FL 33706-4702
Largo Fire Department 201 Highland Avenue Largo, FL 33770	Safety Harbor Fire Department 700 Main Street Safety Harbor, FL 34695	

- Demonstrated a sample of the FloridaHMIS.org e-mail database of facilities reporting their chemical inventories as received from the Florida Division of Emergency Management by County.

Acknowledging that the database would/could be utilized for the purpose of disseminating EPCRA information and/or promotion/notification of future workshop(s), Mr. Meyer had

taken the initiative of deleting the facility name and additional spacing from the database so that a mass e-mail list could be easily compiled. In the modified database, essentially all that remained was contact names, titles, e-mail and facility addresses, and telephone numbers. It was additionally recognized that several of the facilities had more than one identified contact which spanned the following categories:

- ⇒ Tier II Emergency Contact;
- ⇒ Tier II Secondary Contact;
- ⇒ Tier II Emergency 24-Hr. Contact;
- ⇒ Additional Contact;
- ⇒ Additional 24-Hr. Contact;
- ⇒ Sec 302 Facility Contact;
- ⇒ Regulatory Contact;
- ⇒ 112(r) Representative;
- ⇒ 112(r) 24-Hr. Representative;
- ⇒ 313 Public Contact;
- ⇒ 313 Technical Contact; and/or
- ⇒ Legal

Subcommittee Chair Thea Dumfries and others suggested restoring these data fields since they may be needed at another time. Mr. Meyer affirmed that a copy of the original database was retained for future reference.

It is anticipated that the issue of multiple contacts per facility will be re-visited in conjunction with (or following) a future FDPS meeting and consensus can be reached regarding the appropriateness of which category(ies) of e-mail contacts can or should be removed from the above listing.

3. UPDATE ON POTENTIAL FOR “UNIVERSAL CREDENTIALING”

Ms. Stephanie McDannold acknowledged that there is “nothing new to report” and no official working group has been established to potentially address “universal credentialing.” This term would essentially be defined as the means whereby re-entry into an affected community and/or facility would or could be expeditiously authorized. Ms. McDannold further stated that “re-entry” was a primary discussion item at a recent FDEM Public/Private Sector Disaster Preparedness Summit she attended and that it remains a big concern for many.

Since a *significant* program does not exist for credentialing, there is not a lot of guidance in which to respond to the inevitable and critical questions of “what to do” and “how to do it.” However, Sarasota County currently has some re-entry guidelines/practices that may be useful to other Counties.

Some of the other typical questions which exist include whether a letter from a facility’s CEO on company letterhead suffice or would it be reasonable to “wrist band” appropriate facility personnel rather than authorize particular vehicle entry?

Mr. McDannold agreed to provide a status update at the next FDPS meeting.

4. UPDATE ON POTENTIAL “FIRE DEPARTMENTS: PROMOTING USEFUL EPCRA INFORMATION” WORKSHOP

Mr. Chet Klinger acknowledged that EPA recently published on July 13, 2012 regarding regulations that revise the Tier II form. Such changes, which go into effect during the 2013 reporting year (i.e. due March 1, 2013), included: acknowledgment of whether or not the chemical inventory is identical to last year; Latitude & Longitude coordinates of facility; identification of whether the facility is “manned” or “unmanned”; if applicable, the maximum number of occupants present; facility identification numbers under the TRI & RMP programs; e-mail addresses of several facility staff; and identification of at least one local contact (name, address, telephone and e-mail) “that can act as a referral.” The revised Tier II form and instructions appear in the July 13, 2012 edition of the Federal Register (Volume 77/No. 135) and a link was included in the most recent version of the *EPCRA Newsletter* published by the USEPA/Region 4. **Mr. John Meyer agreed to e-mail an electronic copy of the EPCRA Newsletter to the FDPS members.** [Update: The *EPCRA Newsletter* was e-mailed to FDPS members on July 27th]

Mr. Klinger reminded members that we have embarked on a preparation of a presentation for a future workshop to be entitled “*Fire Departments: Promoting Useful EPCRA Information.*” The workshop was tentatively scheduled for conduct on September 20th although the time had not been determined.

Mr. Klinger briefly presented a 45-slide PowerPoint (PPT) presentation that he had initially prepared in this regard. Mr. Klinger suggested that this PPT could serve as a base for the future workshop presentation. The content of the PPT presentation spanned the spectrum from EPCRA reporting basics such as history, reporting thresholds, timeline for notification... to mutual benefit that could be derived by both the LEPC and the fire departments through concerted coordination between the agencies. In fact, the fire departments could serve as a conduit for alerting facilities of newly-imposed hazardous material reporting requirements and/or notifying facilities about future workshops that may be conducted by the Subcommittee and/or the LEPC.

Mr. Klinger was unable to coordinate a date/time to meet with his local fire department to determine the topics that may be of interest to the fire departments prior to his initial preparation of the PPT.

Subcommittee Chair Dunmire and several other members recognized that the fire departments may not need to know the reporting “basics” or the timeline of EPCRA regulations. It would be good idea to meet with a fire department (or two) to determine their desires in which to gear the future workshop or perhaps share the initial presentation with them to evaluate at their leisure.

Other comments/remarks made included:

- The workshop should be limited to 2± hours to captivate their attention and schedules.
- Workshop invitations should be submitted at least six weeks in advance of workshop date.
- Somehow we need to detect what facilities are not reporting.
- Should we target the Fire Marshals?

It was ultimately determined that the tentatively-reserved date of September 20th was too early and that we would discuss the workshop again at the next FDPS meeting. While a new target date for the workshop was not established, it was determined that, perhaps, a meeting date in January would work out best and would proceed the conduct of annual "EPCRA: How-to-Comply" workshops.

In the interim, **Mr. Klinger and Mr. Meyer had agreed to meet with representatives from the Largo Fire Department to determine their interest in and topics which would be most beneficial for the future workshop.** [Update: Mr. Klinger and Mr. Meyer met with representatives of the Largo Fire Department (i.e. David Mixson, Tim Wedin and J. Keith Hatten) on July 24th. They expressed a sincere interest in attending the future workshop and concurred that it would be most beneficial to learn most every suggested topic - the history of the EPCRA, reporting thresholds, timeline for reporting, procedures to be followed for new facilities, procedures to be employed for facilities that are no longer required to report, procedures for amending facility contacts... It was expressed that the fire departments are tremendous assets since they are always out in the communities... The LFD confirmed that they utilize E-Plan when responding to a hazardous materials incident. They also store hard copies of all Tier II Reports in their administrative offices. They also recognize that there is no way to ensure that the data they have available when arriving at a facility is totally true, correct, and/or current.]

It is unclear at this point whether Mr. Klinger and Mr. Meyer can and will coordinate a meeting with another fire department (or two) prior to the next FDPS meeting.

5. UPDATE ON 2011 TIER II REPORTING & DISCUSSION REGARDING POSSIBLE REVIEW INITIATIVE

Mr. Meyer reminded Subcommittee members that the State has been promoting electronic Tier II filing for the past couple of years. Approximately 57% of the facilities throughout the State filed their Tier II Reports electronically this past year. In fact, the SERC has acknowledged that facilities will be allowed to prepare their reporting with the popular software programs of Tier II Submit or Tier II Manager and then submit the Report(s) electronically in lieu of processing through the www.FloridaHMIS.org website. Noting the firsthand knowledge of the considerable amount of time it takes to conduct a Tier II assessment (comparing hard copy reports to the State's electronic database), Mr. Meyer suggested that such consideration be tabled until at least following the next reporting year. All meeting attendees agreed to the appropriateness of the request.

6. UPDATE ON SERC/EPA "MEMORANDUM OF UNDERSTANDING" (MOU) REGARDING SUPPLEMENTAL ENVIRONMENTAL PROJECT(S)

Mr. Meyer identified that the SERC and USEPA have now finalized the MOU whereby a Supplemental Environmental Project (SEP) could be funded by a violating Industry in lieu of the payment of fines. Any/all SEPs must be specifically agreed to by the SERC, USEPA and the Industry itself. SERC has tasked each LEPCs to identify potential SEPs so that they could be quickly processed if an infraction were to occur within their District. **Mr. John Meyer has agreed to provide a listing of potential SEPs and qualifying terms to the FDPS members for discussion and consideration in association with the October 17th FDPS meeting.**

7. FEMA'S PRIVATE SECTOR PREPAREDNESS CERTIFICATION

As recognized in the April FDPS Recap and consistent with the mission of the FDPS, businesses with reportable hazardous material inventories are encouraged to develop comprehensive Business Continuity and Disaster Recovery Plans utilizing pre-determined standards in order to address the risk of hazardous material releases to the environment resulting from a disaster. The Private Sector Preparedness Certification would allow accreditation of these Plans from a certified third party for larger businesses or, perhaps, allowing small businesses to self-certify their own Plans, as currently being considered by the Department of Homeland Security. In either instance, considerable savings could be realized.

Subcommittee Chair Dunmire indicated that consideration of the potential future workshop should be postponed until the "*Fire Departments: Promoting Useful EPCRA Information*" has been conducted.

It is possible that a "piece" of the Certification process could be added to the annual How-to-Comply workshops anticipated for January 2013 since the intended audience is essentially the same.

Mr. John Meyer has agreed to determine TBRPC Conference Room availability for January 2013. [Update: As of the date of preparation of this Recap (August 2nd), the TBRPC's Conference Room is available at any time during the weekdays of January 2013 with the exception of: January 1st, 9th (morning), 10th, 11th (afternoon), 14th, 21st, 23rd and/or 28th (morning). It is hereby noted that the presumed January 16, 2013 Facility Disaster Planning Subcommittee meeting date was not recognized in the room availability identified above since the meeting date has not been formally established. However, it must be emphasized that, as January approaches, additional Conference Room bookings inevitably occur.]

8. UPDATE ON "FLORIDA BUSINESS DISASTER SURVIVAL KIT" & POTENTIAL FUTURE TRANSFER TO FDEM WEBSITE

The FDPS had previously recommended bolstering the *Florida Business Disaster Survival Kit* (FBDSK) with pertinent and relevant hazardous materials information, forms and resources. Although TBRPC (or the LEPC) does not possess the money or expertise to personally incorporate the specific recommendations which were formulated, the recommendations were forwarded to the Florida Division of Emergency Management (FDEM) at their request.

The FDEM had expressed in interest in updating the FBDSK to reflect these recommendations (and others) and ultimately placing the FBDSK on the FDEM website as an available resources to facilities.

Mr. John Meyer advised that Betti Johnson could not join us today to provide an update but advised that "FDEM has still not acted on this item." **Ms. Johnson has expressed a willingness to provide future updates to the FDPS as may be applicable.** [Update: The FDEM staff member that championed this initiative, Mr. John Cherry, has recently resigned and the task was recently removed from the Council's current contract with FDEM.]

9. OTHER ISSUES/COMMENTS

- Mr. John Appenzeller indicated that he had recently received an “Risk Management Planning (RMP) notification/inquiry” for one of the Hillsborough County Water Treatment Plants in which he is responsible for reporting. **Mr. Appenzeller agreed to provide a copy of said correspondence, as informational, at the next FDPS meeting.** [Update: Mr. Appenzeller provided a copy of the referenced correspondence to Mr. Meyer shortly following meeting via e-mail. The correspondence appears to have actually been a request for a *Statement of Determination* to essentially confirm the chronology for the facility which had subsequently introduced an alternative to use the chlorine at their facility. Due to this measure, the facility is no longer be classified as an “EHS” (Section 302) facility. As previously agreed upon, this e-mail was further distributed to the FDPS members in attendance, as informational, on August 3rd.]
- Subcommittee Chair Dunmire has inquired of the parameter’s of the Tampa Bay Regional Planning Council’s Constant Contact® mass e-mailing software program. **Mr. Meyer has agreed to find out the details of the program and report back to the FDPS at the next meeting.** [Update: The details of Constant Contact® is that the program can: send out essentially a very large number of e-mails (larger than would be anticipated for future Subcommittee initiatives) without being flagged as “spam”; the e-mail(s) could contain links but no attachments; and the e-mail distribution list(s) can/could be imported from Excel®, Outlook® or other programs. Other Constant Contact® program capability inquiries can be facilitated upon request]
- Ms. Kelli Winter (American Compliance Technologies or “ACT”) inquired about the LEPC membership process for District 8. Mr. Meyer advised that, although the LEPC is always looking to bolster its membership for *committed* members that attend and participate on a regular basis, LEPC membership is not necessary to participate in or be notified of future LEPC and/or Subcommittee meetings. Additionally, District 8 staff maintains the LEPC website (www.tbrpc.org/lepc) with relevant and current information and initiatives associated with hazardous materials planning, including the posting of future meeting dates. Mr. Meyer did acknowledge and recognize his appreciation for ACT staff’s (e.g. Gary Weiss, Robert Kincart...) contributions and attendance over the past year at several of the LEPC and FDPS meetings. **Mr. Meyer agreed to provide Ms. Winter contact information for the LEPC Membership Chair - Ms. Hallie Calig.** [Update: Mr. Meyer provided a copy of this Recap blurb to Ms. Winter and Ms. Calig via e-mail (on August 3rd), as informational, in order to establish a link between these two parties and also to notify Ms. Calig of Ms. Winter’s interest and desire in potential LEPC membership]

10. ADJOURNMENT

Following a reminder of the next scheduled meeting (Wednesday, October 17th), Subcommittee Chair Dunmire adjourned the meeting at 12:40 p.m.

LEPC District 8 was allotted a \$47,072 FDOT Hazardous Materials Emergency Preparedness (HMEP) subgrant through the Florida Division of Emergency Management for the period of July 1, 2012 - June 30, 2013. One noteworthy caveat to the subgrant was that the LEPC must expend \$11,768 (i.e. 25%) exclusively during the first quarter for training and associated expenses or otherwise forfeit any/all unspent monies. It was further encouraged that the remaining training funds be spread relatively even across the final three quarters of the Contract period. The program is intended to increase public-sector first responder hazardous materials response training opportunities. Each training event must: meet FDEM’s cost effectiveness criteria and must be transportation-related or include a transportation component or nexus.

The following Table identifies the FY 2012-13 HMEP training schedule by quarter for District 8 along with the associated expenditures. Those course(s) appearing in *italics*, if applicable, have been approved by FDEM but yet to be conducted:

Quarter	Date	Name	Expenses	Cumulative	Remaining
	BASE FUNDING UNDER 2012-13 HMEP CONTRACT				\$47,072.00
1	8/23-25/2012	Foam/Ethanol Training, Zephyrhills Fire Department	\$ 5,199.00	\$ 5,199.00	\$41,873.00
	8/27-29/2012	Foam/Ethanol Training, Pasco County Fire Rescue ²	\$ 5,199.00	\$ 10,398.00	\$36,674.00
	> 9/30/12	***TO BE DETERMINED***	\$ 5,199.00	\$ 10,398.00	\$36,674.00
		1 st Qtr Admin. Expenses/July - Sept. 2012 <Estimate ¹ >	\$ 1,370.00	\$11,768.00	\$35,304.00
2	10/23-25/2012	E-Plan Users Conference (J. Patterson), Atlanta, GA	\$ 915.60		
		2 nd Qtr Admin. Expenses/Oct. - Dec., 2012			
3					
		3 rd Qtr Admin. Expenses/Jan. - March, 2013			
4					
		4 th Qtr Admin. Expenses/April - June, 2013			

FOOTNOTES:

- Administrative. expenses include indirects, internal service charges, auditing, building occupancy, travel time and small miscellaneous expenses. Please note that *italicized* “estimates” of administrative costs, where applicable, denote an estimation of anticipated administrative costs at the time of Agenda materials preparation and are presented for informational purposes only. Actual administrative expenses are tabulated at the end of each quarter, as is appropriate, and invoiced to the FDEM as part of the HMEP Contract deliverables.
- The Foam/Ethanol Training course originally scheduled for Pasco County Fire Rescue on August 27-29 was canceled on account of the threat of Tropical Storm Isaac. It is anticipated that the course will be scheduled later in the Contract year.
- Italicization* of course(s), if applicable, signifies that the course(s) has been committed/approved but not yet conducted.

HMEP Training Subcommittee Chair J.J. Johnston has scheduled a HMEP Training Subcommittee meeting on Wednesday, September 19, 2012 at 9:30 a.m. at the LEPC/TBRPC offices, one hour prior to the scheduled start of the LEPC quarterly meeting. A stipulation of the FY 2012-13 HMEP Training Contract was for the required expenditure of \$11,768 in training funds during the July 1 - September 30, 2012 period (1st Quarter). Due to the necessary cancellation of a pre-scheduled course (identified above), it is hopeful at this point that an alternate course can/will be scheduled within specified time frame to satisfy this stipulation. Otherwise, any/all unused 1st Quarter funding would need to be returned. It is anticipated that discussions will resume about the feasibility of hosting Foam/Ethanol training courses regionwide as well as other training needs and/or opportunities that may be identified for the final nine months of the Contract period (i.e. through June 30, 2013).

Additional Material: None.
 Action Recommended: None. For Information Only.

The Region 4 RDSTF includes three of the four counties of the LEPC District VIII - Hillsborough, Pasco and Pinellas as well as Hardee, Polk, Hernando, Citrus and Sumter Counties. The RDSTF Co-Chairs are Hillsborough County Sheriff David Gee and FDLE Special Agent in Charge (SAC) Rick Ramirez. DEM's primary role is in Consequence Management and each Regional Task Force also has a DEM representative. For District IV, it is Joe Eckstein, Citrus County Emergency Manager.

Regional Interoperable Communications Exercise

Region 4 will host a regional Interoperable Communications Exercise next year. Planning is only in the preliminary stages and updates will be provided as they are available.

Multi-Year Training and Exercise Planning Workshop

In late Fall, each RDSTF region will begin compiling information on the training and exercise needs of the agencies within their region. The collection point for this information will be the emergency management office in each county. Local agencies should reach out to their emergency management office if they are not asked for this information by January 2013.

RDSTF Planner Departure

Amanda Shaw, RDSTF Planner for the region, has resigned from the Tampa Bay Regional Planning Council to accept a position with the Hillsborough County Office of Emergency Management, effective August 13, 2012.

Additional Material: None
Action Recommended: None. For Information Only

Agenda Item #9 PHMSA's "2012 EMERGENCY RESPONSE GUIDEBOOK" VIDEO John Meyer

The U.S. Department of Transportation's Pipeline and Hazardous Materials Safety Administration (PHMSA) prepared a video highlighting the purpose and usefulness of the *Emergency Response Guidebooks*, including the recently-released 2012 edition. Updated and published every four years, the ERG provides first responders with a "go-to" manual to help deal with the critical first 30 minutes following a hazmat accident. The ERG primarily applies to hazardous materials transported by highway and railway, but would also be applicable for materials transported by air or waterway. The video would also be relevant for facilities that receive and/or transport hazardous materials. The video is available for view from PHMSA's website at the following link: www.phmsa.dot.gov/hazmat/erg2012.

An additional Emergency Response Guidebook video resource was prepared by Hazmat Solutions, Inc. and is available for viewing on YouTube® at: www.youtube.com/watch?v=dV1XfqZp_f4.

Additional Material: None.
Action Recommended: None. For Information Only.

Information is available for the following Training/Conference events:

- A. FDEM's Training and Events Schedule/**Region 4**, Various FL Locations/Times (Sept. - Nov. 2012)
- B. FDEM's Training and Events Schedule/**Region 6**, Various FL Locations/Times (Sept. - Nov. 2012)

FDEM TRAINING AND EVENTS SCHEDULE/REGION 4 (Sept. 2012 - Nov. 2012), as posted 9/04/12

SERT TRAC
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Florida State Emergency Response Team

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State Training and Events Schedule

The following schedule is provided by Florida Division of Emergency Management (FDEM) to keep our customers advised of events and training opportunities throughout the state.

REMINDER: Information on these pages changes frequently. It is recommended that you check the site weekly to stay abreast of important changes.

[Training and Events Links](#) | [Frequently Asked Questions](#) | [FDEM Course List](#)

Search Criteria

Course:

Region:

From: To:

Jump to a month

[September 2012](#)
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September 2012 Training and Events

Date	Region	City/ County	Name	Status
Sep. 12 - Sep. 14	Region 4	Brooksville Hernando	I-973 Finance/Administrative Section Chief (FSC) ...	Not started
Sep. 19 - Sep. 21	Region 4	Bushnell Sumter	G-300 Intermediate Incident Command System for Expandi ...	Not started
Sep. 25 - Sep. 28	Region 4	Crystal River Citrus	I-340 Radiological Emergency Preparedness (REP) Planni ...	Not started

October 2012 Training and Events

Date	Region	City/ County	Name	Status
Oct. 09 - Oct. 11	Region 4	Hudson Pasco	PER-212 WMD/Terrorism Incident Operations for Emergenc...	Not started
Oct. 15 - Oct. 19	Region 4	Winter Haven Polk	MGT-310 WMD: Threat and Risk Assessment...	Not started
Oct. 29 - Nov. 01	Region 4	Brooksville Hernando	I-965 Resources Unit Leader (RESL) ...	Not started

November 2012 Training and Events

Date	Region	City/ County	Name	Status
Nov. 08 - Nov. 09	Region 4	Lecanto Citrus	G-270.4 Recovery from Disaster: The Local Government R...	Not started

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FDEM TRAINING AND EVENTS SCHEDULE/REGION 6 (Sept. 2012 - Nov. 2012), as posted 9/04/12

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State Training and Events Schedule

The following schedule is provided by Florida Division of Emergency Management (FDEM) to keep our customers advised of events and training opportunities throughout the state.

REMINDER: Information on these pages changes frequently. It is recommended that you check the site weekly to stay abreast of important changes.

[Training and Events Links](#) | [Frequently Asked Questions](#) | [FDEM Course List](#)

Search Criteria

Course:

Region:

From: To:

Jump to a month

[September 2012](#) [October 2012](#) [November 2012](#)

September 2012 Training and Events

Date	Region	City/ County	Name	Status
Sep. 05 - Sep. 07	Region 6	Fort Myers Lee	G-300 Intermediate Incident Command System for Expand...	Not started
Sep. 17 - Sep. 17	Region 6	Arcadia DeSoto	IS-230.b Fundamentals of Emergency Management...	Not started
Sep. 18 - Sep. 18	Region 6	Arcadia DeSoto	G-351 Who is In Charge Here? Exercising Leadership in...	Not started
Sep. 19 - Sep. 19	Region 6	Arcadia DeSoto	IS-235.b Emergency Planning...	Not started

October 2012 Training and Events

Date	Region	City/ County	Name	Status
Oct. 11 - Oct. 12	Region 6	Fort Myers Lee	G-400 Advanced Incident Command System Command & Gener...	Not started

November 2012 Training and Events

Date	Region	City/ County	Name	Status
Nov. 01 - Nov. 02	Region 6	FT. Myers Lee	I-956 Liaison Officer	Not started
Nov. 05 - Nov. 09	Region 6	Fort Myers Lee	MGT-341 Disaster Preparedness for Hospitals and Health...	Not started
Nov. 06 - Nov. 07	Region 6	Lake Placid Highlands	G-400 Advanced Incident Command System Command & Gener...	Not started
Nov. 14 - Nov. 16	Region 6	Sarasota Sarasota	Community Based Disaster Coalitions...	Not started

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<http://trac.floridadisaster.org/trac/trainingcalendar.aspx>
9/4/2012

A. TAMPA BAY LEPC (DISTRICT 8) HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN UPDATE John Meyer

The 19th update of the *District 8 LEPC Hazardous Materials Emergency Response Plan* was approved by the Florida Division of Emergency Management on August 29, 2012 and will be considered for ratification by the State Emergency Response Commission at their October 12, 2012 quarterly meeting. The updated Plan has been posted to the LEPC website and a CD Rom containing the updated LEPC Plan in various formats has been/will be promptly distributed to the required entities.

Additional Material: None.
Action Recommended: None. Information Only.

B. FDEM REGION 4 QUARTERLY MEETING John Meyer

The Florida Division of Emergency Management - Region 4 held their Quarterly meeting at the offices of the Tampa Bay Regional Planning Council on June 8, 2012. With a special thanks extended to Ms. Amanda Shaw, a meeting summary is provided on **Pages 28-31** of these Agenda materials. The next FDEM Region 4 meeting has been scheduled for Friday, November 30, 2012 at a location yet to be determined. A *Summary* of that meeting will be provided in association with the February, 2013 LEPC Agenda materials.

Additional Material: June 8, 2012 meeting summary
Action Recommended: None. Information Only.

**FLORIDA DIVISION OF EMERGENCY MANAGEMENT/REGION 4
QUARTERLY MEETING SUMMARY - 6/08/12
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**REGION 4 QUARTERLY EMERGENCY MANAGEMENT
MEETING
JUNE 8, 2012**

- **Region 4/Manatee Pre-Landfall Hurricane Battle Rhythm**
Regional Conference Calls

Joe Eckstein explained why there is no set time for the regional conference calls. The calls are based on where the storm is and how it would affect us. Sally Bishop has previously stated that she wanted a set time. Joe would like to caution everyone that even after being on the state conference call at 11:15 and hearing from Dan Noah (2 hours after the advisory, 7:00 am, 1:00 pm, 7:00 pm), he is not immediately ready to tell you what he will do in his county. This is the reason for not having a set time. It gives everyone time to discuss the situation with their own folks.

Annette Doying stated that she would not want to get locked into a series of long phone calls when she has other things to do. She would prefer to have a conference call when the region needs to make regional coordination decisions.

EM Constellation is the place to look for information.

- **Debris Management Updates - Dave Merrill – Debris Specialist DEM Recovery**

Office – 850-410-3286

Cell – 850—510-0325

Email – David.Merrill@em.myflorida.com

At this time they are focused on outreach for hurricane preparedness. They are trying to let everyone know about the preapprovals that are necessary, that they can assist with updates, plans, requests for proposals, etc. They will need to get in contact with whoever is going to be handling debris

**FLORIDA DIVISION OF EMERGENCY MANAGEMENT/REGION 4
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**REGION 4 QUARTERLY EMERGENCY MANAGEMENT
MEETING**

JUNE 8, 2012

management in the local area. FEMA Debris Monitoring Guide and Contacting Checklist are important to have.

Pinellas – How long will it take for you to review plans?

Answer: The plan submitted from Pinellas has already been reviewed and some notes made, and is awaiting further review by another individual.

Imperial Polk – Can I give my debris management folks your contact information to have them contact you directly?

Answer: Yes.

Pasco County – Please forward that list of folks who are managing different aspects of the debris management program.

Answer: Paul will receive this list and forward it to the region.

- **Dan Noah – National Weather Service Tampa**

NWS Tampa Bay is now on Twitter (starting soon). They are only able to follow emergency management and the media, no individuals.

If you want all of the storm events information (damage, injuries, fatalities, etc.) visit www.ncdc.noaa.gov/stormevents/ftp.jsp

- **Joe Eckstein – Chair EM Committee RDSTF**

When it comes to RDSTF and UASI, if you don't participate in those meetings you will NOT get funding. FDLE has been very clear on this. David Casto stated that he feels that if there are no reports this may not be a good use of time. Joe Eckstein reiterated that participation is important and that sometimes there are no reports, but other important information is covered. He also believes that as funding is reduced, UASI may be a better option for getting projects funded. Annette Doying said that it is intended that we think about

**FLORIDA DIVISION OF EMERGENCY MANAGEMENT/REGION 4
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**REGION 4 QUARTERLY EMERGENCY MANAGEMENT
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what projects would best serve the region as a whole and that we are currently missing out on UASI because we are not having that conversation.

If you have not already done so, get access to E-sponder (by visiting <http://tb07.epn.com/>) and HSIN (contact Jill Sweeny at jillsweeny@fdle.state.fl.us).

Joe Eckstein would like to step down from SWG Ops and Plans committee and we need a replacement for Mark Tobert on the Interoperable Communications committee. Annette Doying nominated Jim Johnston to be on the Interoperable Communications committee. Jill Sweeny will submit this to SAC Ramirez and it will be presented to the co-chairs.

- **RNC Updates / Mutual Aid – Paul Siddall / Preston Cook**

Paul presented the latest Org Chart from the consequence management plan. The City of Tampa, Hillsborough County, Consequence Management will be combined to one EOC. It will be 6 days, 12 hour shifts. Representatives on the list will be asked to work 6 shifts.

- **County EM Rankings (Type) Rating Update – Paul Siddall**

Evan Rosenberg evan.rosenberg.em.myflorida.com (850) 487-2293

Pete McNally said that he wants us to go through the variables and find out which ones are worthwhile. He would like us to get back with him about this by June 13.

- **Amanda Shaw – Threat Hazard Identification Risk Assessment presentation submitted to Paul Siddall.**

- **Round table**

- **Reorganization of Red Cross is complete.**
- **Dan Joah said that the June 21st Lightning event will be at the Fire Station Museum.**
- **The Villages will hold a tri-county healthcare summit on June 19.**

**FLORIDA DIVISION OF EMERGENCY MANAGEMENT/REGION 4
QUARTERLY MEETING SUMMARY - 6/08/12**

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**REGION 4 QUARTERLY EMERGENCY MANAGEMENT
MEETING**

JUNE 8, 2012

- Hunter Zager said that suspicious substance samples from Hillsborough and Pinellas counties will be sent to the Tampa lab as usual during RNC, but samples from other counties in the region will be rerouted to other laboratories and transportation issues are being determined at this time.
- Pasco finished and submitted their PDRP.
- Sumter will be conducting a round of shelter analyses.
- FEPA area 4 luncheon on June 29.

THERE WILL BE NO AUGUST MEETING DUE TO THE REPUBLICAN NATIONAL CONVENTION. THE NEXT MEETING WILL BE NOVEMBER 30TH.

C. LEPC MEMBERSHIP/BIENNIAL REAPPOINTMENTS

John Meyer

Each July of all even-numbered years, the State Emergency Response Commission seeks to reauthorize LEPC membership rosters for each LEPC District for additional two-year terms. However, since there was not a quorum present at the July 13, 2012 SERC meeting, the following LEPC District 8 membership roster will be reconsidered for “official” ratification at the next SERC meeting (i.e. October 12, 2012). The following listing is inclusive of membership modifications originally requested in conjunction with the July 8, 2012 meeting (highlighted in yellow), as well as those which will be initially requested in association with the October 12, 2012 SERC meeting (highlighted in green).

PRIMARY	ALTERNATE	CATEGORY	PRIMARY	ALTERNATE	CATEGORY
Armstrong, Dean	William Orzech	Hospital	Shaw, Amanda Johnson, Betti	None William Wynne	Non-Elected Official
Atherton, Chris	None Christopher Barton	Local Option	Johnston, James	Greg Lindgren	Emergency Mgmt.
Burnett, David	James Wilson	Firefighting	Kemp, Jonathan	Janet Frazier Henry Bryan Cook	Print & Broadcast Media
Calig, Hallie	None	Local Environmental	Kinley, Ed	None	Transportation
Castonguay, Steven	Gregg Rottler	Health	Klinger, Chester	N/A	Interested Citizen
Dorsey, Martin Chambers-Emerson, JoAnn	Cynthia Lewis- Younger Cynthia Lewis- Younger	Health Hospital	LeGroy, Steven	Robert Ballou	First Aid
Connors, Lance	Jon Tillis	Law Enforcement	Lofgren, William	N/A	Interested Citizen
Cooksey, Michael	Sandra Brooking	First Aid	McCarthy, Steve	Craig Maciuba	Firefighting
Crowther, Charles	James Terry	Firefighting	Pratt, Alan	Lynne Vadelund	Facility Operator
Dabrowski, Peter	N/A	Interested Citizen	Simpson, Steve	Don Hermey	Emergency Mgmt.
Davies, Scott	William Stanfield	Transportation	Steadham, Phillip	Richard Booth	Transportation
Douglass, William	Pamela Bartley	Transportation	Stewart, Jeffrey	Ron Kobosky	Facility Operator
Ehlers, Scott	Tom Forward	Firefighting	Terrell, Michael	Ron Koper, Sr.	Non-Elected Official
Fernald, Larry	Elliot Smith	Community Group	Tobergte, Jeff	Timyn Rice	Local Environmental
Frad, Terry	Robert Knecht	Health	Touchton, Lesley	Michael Holtcamp	Water Mgmt. District
Gonzalez, Roberto	Dale Hanson	Transportation	Wade, Holley	Martin Montalvo Jeff Patterson*	Emergency Mgmt.
Griffin, Navin	Jessica Paxton	Law Enforcement	Walker, Richard	Paul Keller	Emergency Mgmt.
Guincho, Michael	James Markart	First Aid	Watson, Alain	Greg Cowden	Local Environmental
Hall, Glenn	Charles Rowe	Facility Operator			

Additional Material: Above Listing of current LEPC District 8 membership
 Action Recommended: None. Information Only.

D. OTHER BUSINESS (To be Determined and/or may be Applicable)

Agenda Item #12**LEPC LOGO SHIRTS****Chair Ehlers**

LEPC-Logo shirts will always be made available in a variety of styles, colors and sizes. Each shirt will be personally designed to the specifications of the purchaser. If interested or for more details, please consult John Meyer, LEPC Staff Coordinator.

Agenda Item #13**PUBLIC COMMENTS****Chair Ehlers**

Agenda Item #14**NEXT MEETING - Wednesday, November 28, 2012****Chair Ehlers**

Agenda Item #15**ADJOURNMENT****Chair Ehlers**