



FACILITY DISASTER PLANNING SUBCOMMITTEE

MINUTES (from 5/19/10 Meeting)

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

A meeting of the LEPC Disaster Planning Subcommittee was held on May 19, 2010 at 11:00 a.m.

Attendees - Chet Klinger, Larry Clark, Gary Dunmeyer, Thea Dunmire, Steve Fogarty, Christopher Priest, Robert Kincart and John Meyer

Discussion Summary

1. **Introductions.** Following the typical introductions, Mr. Robert Kincart (American Compliance Technologies) and Mr. Steve Fogarty (ENLAR Compliance) were welcomed to the meeting.
2. **Approval of *Minutes*.** Temporary Chair John Meyer asked if there were any corrections or additions to the April 15, 2010 Subcommittee meeting *Minutes*. Hearing none, Chair Meyer asked for a motion to approve the *Minutes*. Following the motion made by Chet Klinger and seconded by Larry Clark, the *Minutes* were approved unanimously.
3. **Facility Disaster Planning Subcommittee *Mission Statement*.** The Subcommittee tasked John Meyer with obtaining the *Mission Statement* that was previously established for the Subcommittee. Mr. Chet Klinger agreed to additionally review his prior Subcommittee meeting notes for this information. Upon transmittal of the Statement, members can evaluate whether the current goals meet the previously established objectives.
4. **Subcommittee Chair Nominations.** John Meyer indicated that Bob Westly will be stepping down as Subcommittee Chair during the third quarter of 2010 in association with his relocation to the Florida panhandle. As such, Chair Meyer solicited nominations for the Chair position. No nominations were received. Chet Klinger indicated that he would be willing to accept the position as a last resort (on an interim basis) “when Bob Westly is no longer able to serve in this capacity.

Noting the limited attendance present at this particular meeting and the lack of nominations received, once again, it was decided that Chair nominations would be deferred to the next meeting. It is hereby re-emphasized that Subcommittee members interested in serving in this capacity shall express their interest in conjunction with (or prior to) the next meeting.

5. **Training Initiatives/Webinars/Training Survey.** John Meyer commended the past training efforts conducted by LEPC Subcommittee members. In fact, copies of the *2009 State Emergency Response Commission Annual Report* were provided to each of the members. Within this document was an article entitled “Tampa Bay Local Emergency Planning Committee: Facility Disaster Planning Team,” authored by Chet Klinger and Bill Lofgren, highlighting many of the Subcommittee’s prior accomplishments.

Noting that technology continues to evolve, Mr. Meyer recognized that exploring different avenues of providing training to various businesses would be in the best interest of the Subcommittee. This would/could include webinars and/or web-based training.

Thea Dunmire identified that webinars are typically characterized as follows:

- requires internet access to participate and telephone connection if speaking is desired;
- host will send out link to webinar prior to scheduled event;
- include Audio/Video components;
- requires Adobe Flash Player® for comparable software download to participate;
- more successful webinars are limited to less than one hour, otherwise can be broken into segments. Limited duration webinars cater to “hot topics”;
- can allow questions to be posed to the presenter or all webinar participants;
- visual controls can be switched between presenters;
- can be recorded for future “interactive” review purposes. Recorded webinars are about 18 MB (of computer space) for 40 minutes of presentation with audio. This excludes video component(s) or pictures which would exponentially increase storage needs. The recording would/could be kept on host site;
- can be arranged to allow participant to view listing of all attendees; and
- can add electronic survey and/or blogging components to gauge extent of success of training;

Thea Dunmire indicated that ENLAR Compliance may be willing to waive webinar production costs in exchange for a registration fee (e.g. \$25) so as not to impose any expense to the LEPC. Ms. Dunmire estimated that there are about eight hours of production involved in one hour of presentation. Following completion of webinar(s), “Completion of Participation” Certificates could/would be provided to participants.

Each Subcommittee member was tasked with coming up with a series of questions to pose to local facilities to ascertain training needs, desires, and preferred delivery method for such training (i.e. workshops, webinars and/or web-based training). The “top ten” questions will be determined in conjunction with the July 15th Subcommittee meeting. Post cards will be mailed to the Section 302 facilities in the Region encouraging completion of a short on-line survey regarding these training-related inquiries. Upon compilation of survey results, the Subcommittee can determine the most beneficial training course(s) and training forum(s).

6. **Hazardous Materials Storage and Handling Tips.** Chet Klinger has finalized a two-page summary of tips/considerations for hazardous material facilities based on results of telephone surveys within private/public hazardous materials facility owners/operators and research of regulations. The document is entitled “*Disaster Planning Tips for Facilities Storing and Handling Hazmats*” and will be placed within the “*Links to Related Agencies and Topics*” directory of the LEPC website. These tips/considerations can/will be updated as necessary to ensure relevance.
7. **Update on Action Items from 4/15/10 Meeting.**

John Meyer confirmed: notification of Subcommittee members, Doug Meyer (Pinellas County Emergency Management) and Jeff Tobergte (Florida Department of Environmental Protection/Bureau of Emergency Response) of interim May 19, 2010 meeting; continuance to search for grant funding to update the *Florida Business Disaster Survival Kit* (FBDSK); obtained estimated cost of \$2,000+ to update the FBDSK with “interactive” hazardous materials section from Ms. Betti Johnson, dependent of the level of interactivity desired and/or required; and confirmed that the LEPC e-mail database could be used for notification of future training opportunities.

Chet Klinger did provide final edits of the “*Disaster Planning Tips for Facilities Storing and Handling Hazmats*” document, including the addition of a “Static Electricity and Lightning Protection” section and modifications to the “Storage Tanks” component.

Bob Westly did contact Thea Dunmire to provide presentation to the Subcommittee regarding the specifics of conducting webinars, hence her presentation today, as highlighted above.

8. **Other Issues/Comments.** Bob Kincart inquired whether there is a possibility to work with the insurance companies to reduce the insurance rates being assessed to the hazardous materials facilities as an additional incentive to complete certain training courses and/or levels of training. Mr. Kincart was commended for his innovative idea. Various Subcommittee members agreed to research the possibility.
9. **Action Items for 7/15/10 Meeting.**

John Meyer agreed to:

- research and transmit prior Subcommittee Mission Statement to members;
- update the LEPC website to include 4/15/10 and draft 5/19/10 meeting *Minutes*;
- update the LEPC website to include “*Disaster Planning Tips for Facilities Storing and Handling Hazmats*” document;
- continue to seek/solicit nominations for the position of Subcommittee Chair; and
- research Item #8, above.

Chet Klinger agreed to:

- additionally attempt to locate the existing Subcommittee Mission Statement;
- provide “*Disaster Planning Tips for Facilities Storing and Handling Hazmats*” document in Word® to John Meyer for future editing and posting to the LEPC website; and
- research Item #8, above.

Subcommittee members in attendance agreed to:

- prepare questions to be asked of hazardous materials facility owners/operators regarding training needs, desires and their preferred source for such training. Such responses will be discussed at the next Subcommittee meeting.

The meeting was adjourned at 1:05 p.m.

The next meeting is scheduled for Thursday, July 15th from 11:00 a.m. - 1:00 p.m. at the offices of the Tampa Bay Regional Planning Council/Local Emergency Planning Committee.