



LEPC Minutes

TAMPA BAY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) DISTRICT VIII, MEETING November 17, 2010

Committee Members/Alternates

Representing

Boyles, LCDR Tom	U.S. Coast Guard
Brooking, Sandy (A)	Pinellas County EMS & Fire Administration
Burnett, David	Plant City Fire Rescue
Calig, Hallie	City of Tampa/Environmental Coordination
Connors, Cpl Lance	Hillsborough County Sheriff's Office
Crowther, Charles	St. Petersburg College
Dorsey, Martin	Tampa General Hospital
Douglass, Doug	American Red Cross
Ehlers, Chief Scott	Tampa Fire Rescue
Hall, Glenn	Yara North America, Inc.
Hanson, Dale (A)	Florida Department of Transportation
Johnston, James D.	Pasco County Emergency Management
Keller, Paul	Pinellas County Emergency Management
Kinley, Ed	Universal Waste and Transit
Klinger, Chet	Retired
Lofgren, Col. Bill	Retired
McCarthy, Steven	Pinellas Park Fire Department
Meyer, John	Tampa Bay LEPC District VIII Staff Coordinator
Murphy, Edward	Hillsborough County Emergency Management
Orzech, Bill (A)	Bay Pines VA Healthcare System
Rowe, Charles (A)	Yara North America, Inc.
Simpson, Steve	Manatee County Emergency Management
Steadham, Phillip A.	Tampa Port Authority
Stewart, Jeff	Mosaic Fertilizer, LLC
Tillis, Master Dep. Jon	Hillsborough County Sheriff's Office
Tobergte, Jeff	Florida Department of Environmental Protection
Vadeland, Lynne (A)	CF Industries, Inc.
Watson, Alain G.	Environmental Protection Commission of Hillsborough County
Wenger, Doug	Retired

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

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A = Alternate member with voting standing.

AA = Alternate member attending, but without voting standing due to presence of primary member.

Red text signifies meeting Chair.

<u>Guests</u>	<u>Representing</u>
Atherton, Chris	48 th CST
Brown, Geoff	St. Pete College
Crosby, Robert	DHS
Fleck, Christopher	Kinder Morgan
Lang, Steve	USCG
Latham, Paul	USF
McElligutt, Bill	Dunedin Fire Department
Shaw, Amanda	Tampa Bay Regional Planning Council/RDSTF
Skiba, Erinn	USF Center for Biological Defense
Stapleton, Stuart	EQ Florida, Inc.
Weedon, Warren	USCG

<u>Staff Coordinator</u>	<u>Representing</u>
Meyer, John	Tampa Bay LEPC District VIII

<u>Members Absent Without Alternates in Attendance</u>	<u>Representing</u>
Ballaron, John	Manatee Port Authority
Castonguay, Steven	Hillsborough County Health Department
Dabrowski, Peter	Retired
Fernald, Larry	Civil Air Patrol
Fraday, Terry	Florida Department of Health
Kemp, Jonathan	St. Petersburg Times
LeCroy, Steve	St. Petersburg Fire & Rescue
Stokes, Robert "Robin"	Hillsborough County Fire Rescue
Terrell, Michael D.	Manatee County Attorney's Office
Touchton, Lesley	Southwest Florida Water Management District
Vannan, Rick	The Clorox Products Manufacturing Co.

CALL TO ORDER - Scott Ehlers chaired the meeting and called the meeting to order at 10:31 a.m. Following a brief introduction of attendees, everyone stood and recited the Pledge of Allegiance. With 29 members and/or their Alternates present, it was acknowledged that a quorum was present. (Nine members constitute a quorum). Chair Ehlers welcomed the members as well as the 11 attending from the public.

APPROVAL OF MINUTES - The Chair inquired whether there were any suggested modification(s) to the *Minutes* of the August 25, 2010 LEPC meeting. Hearing none, the Chair asked for motion to approve the *Minutes*. Doug Wenger moved and Steve Simpson seconded the motion. *Minutes* were approved unanimously on voice vote.

LEPC DISTRICT 8 MEMBERSHIP CHANGES - Mr. Meyer indicated that SERC approved the following new members: Paul Keller (Pinellas County Emergency Management) and Doug Meyer his Alternate); as well as Master Deputy Jon Tillis as the Alternate to CPL Lance Connors (Hillsborough County Sheriffs Office). Mr. Meyer and Chair Ehlers welcomed these new members.

RECAP OF QUARTERLY STATE EMERGENCY RESPONSE COMMISSION (SERC) MEETINGS - Mr. Meyer stated a recap of the discussion and/or action items associated with the October 7-8, 2010 SERC Quarterly meetings held at the Betty Easley Center in Tallahassee was included in the LEPC Member Agendas and available through the LEPC website.

Chair Ehlers recognized that Ms. Shanti Smith has left the employment of the Florida Division of Emergency Management to accept a position with Collier County Emergency Management. Paul Wotherspoon will be serving in her former capacity as the State's E-Plan Administrator and Tim Date and Lou Ritter will fill in for the Training Task Force Conference calls, at least on an interim basis. We will advise the LEPC membership if and when these assignments are considered final and/or her replacement is named.

Some of the more notable topics captured in the Recap included:

- SERC approved the Hazardous Materials Emergency Planning as revised by all Local Emergency Planning Committees in the State.
- SERC approved the nominations for the Thomas Yatabe Award and recipients of Certificates of Appreciation made by each of the Local Emergency Planning Committees. The awards (and recognition thereof) will be provided in association with the January 7, 2011 SERC meeting.
- SERC will encourage the Governor to proclaim February 13-19, 2011 as "Hazardous Materials Awareness Week" (HMAW). The theme of next year's HMAW will be to promote the concept of Shelter in Place, a topic very familiar to District 8 with the annual outreach efforts conducted by the large Ammonia industries in close proximity of the Port of Tampa.
- SERC approved changes to the Training Task Force (TTF) membership guidelines including recognition of a potential second alternative for each LEPC on the TTF and restoring the name of the Subcommittee to "Training Task Force."
- TTF Subcommittee Chair Don Sessions highlighted the recent activities and accomplishments of the various Subcommittee members, including:

- Three Subcommittee teleconferences were conducted during the past quarter primarily to discuss modifications to hazardous materials section of the Field Operations Guide (FOG) and proposed changes to the TTF membership guidelines which were considered by SERC as part of today's meeting;
- There are certain "difficulties" that currently exist in converting the chemical inventories being reported electronically by various Section 302 facilities in the Hazardous Materials Information System program (HMIS) system to E-Plan, primarily due to differences in data fields. Electronic filing was initiated and promoted this past year as an alternative to the paper filing of annual Tier 2 reports to the SERC, the local LEPC and local fire department, as required in the past. FDEM staff is fully aware that this and other conversion and/or data entry issues must be resolved as expeditiously as possible and that data conversions between the two programs shall be exercised "early and often" to ensure timely and accurate data. Mr. Matthew Marshall confirmed that the "plume modeling" component of E-Plan is still in the beta-testing phase. By design, E-plan is intended to provide first responders and emergency management personnel quick access to chemical inventories and contact information concerning the various facilities within their (and other) jurisdictions;
- There will be a dire need for a secure portal to post many of the finished work products of the Training Task Force to be accessed by only those intended due to sensitive nature of some information that may be included in a document. This portal could also accommodate many other products such as training videos;
- FDEM staff recently provided a presentation to the LEPC staff and Chairs concerning guidelines and procedures associated with the Hazardous Materials Emergency Preparedness (HMEP) grant program; and
- Many new initiatives were added to the TTF's "Project Board" by various members and prior initiatives were advanced.

HMEP PROGRAM - PLANNING - In the absence of Subcommittee Chair Alan Pratt, Ms. Lynne Vadelund stated that there are no program updates to provide and that there have been recent request(s) for the conduct of Ammonia siren briefings.

FACILITY DISASTER PLANNING PROJECT - Mr. Meyer identified that the Facility Disaster Planning Subcommittee met on October 28, 2010 and that a detailed recap of the meeting was included in the LEPC member Agendas. Mr. Meyer did recognize that a Subcommittee initiative was undertaken to mail postcards to the Section 302 facility representatives in the Region encouraging their participation in a brief on-line survey to, among other objectives, determine their future training needs and preferred venue for such training (e.g. in-persons workshops, on-line webinars or computer training courses). While few responses were received, the results of the survey were somewhat conclusive as tabularly presented in the recap.

Mr. Meyer identified that the Subcommittee decided to solicit survey completion from a broader audience, the Section 312 facilities, prior to actually planning and scheduling future workshops. In an effort to collect contact information regarding the Section 302 and 312 facilities, Subcommittee members inspected reporting records previously filed with the LEPC. It became immediately apparent that reporting errors had occurred for many of the facilities, including reporting materials that do not meet the threshold reporting quantities, non-signed forms, unidentified or misidentified storage containers, not providing Section 311 notification

when a new chemical has been added to or removed from a site... Subcommittee members agreed to proceed to review all prior reporting records received by the LEPC to collect this contact information (i.e. preferably e-mail addresses but alternatively telephone numbers), chemical inventories and containment procedures... The contact information will be utilized to encourage broader participation in this on-line survey. As can be imagined, this is a tremendously time-consuming and labor intensive process of which participation of LEPC members is encouraged.

It is initially apparent that a Subcommittee workshop on reporting requirements and forms completion would may prove very beneficial and a second component of the workshop could logically be added to include a planning component to address the importance of proper planning for a facility's chemical inventory before a disaster or incidental release. LEPC members willing to assist in this or other Subcommittee initiatives are/were encouraged to notify LEPC Staff (John Meyer) or the Subcommittee Chair (Chet Klinger).

Subcommittee Chair Chet Klinger echoed Mr. Meyer's sentiments and further encouraged participation in this or other Subcommittee initiatives from the LEPC members.

HMEP PROGRAM/TRAINING - Mr. Meyer stated that the HMEP Training Subcommittee met one hour prior to this LEPC meeting to discuss training opportunities that may be available for the upcoming year. During the meeting, Subcommittee members were reminded that a void in the Subcommittee Chair position was created upon the former resignation of Mr. Bob Tollise from the Subcommittee and the LEPC. Subcommittee members unanimously nominated James D. "JJ" Johnston (of Pasco County Emergency Management) to fill this void and serve as Chair of the Subcommittee. Mr. Johnston graciously accepted the nomination pending concurrence by LEPC Chair Scott Ehlers, which was subsequently provided moments before the LEPC meeting.

Mr. Meyer identified that an annual allotment of nearly \$42,000 (less minimal administrative costs) will once again be received by LEPC District 8 to provide training to first responders. While, as of this date, this "Hazardous Materials Emergency Planning (HMEP) - Training" Contract has not been rendered by the Florida Division of Emergency Management, it will run retroactively run from the period of October 1, 2010 through September 30, 2011.

Mr. Meyer stated that a listing of courses that were funded under a HMEP/Training Contract over the past two years was provided to the Subcommittee members documenting attendance figures and training hours associated with each one of these training events. In summary, ten training events, resulting in 4,710 hours of training, were funded in all (or in part) with HMEP funds during FY 2008-09. Similarly, 12 events were conducted during FY 2009-10 drawing 564 participants and yielding 5,909 hours of training.

Mr. Meyer stated that Mr. JJ Johnston suggested consideration should be granted about possibly "pooling" the HMEP Training funds with those of other entities (e.g. RDSTF) in order to potentially maximize future training opportunities. While Mr. Meyer agreed to explore this option with RDSTF and FDEM staffs, he initially stated that: HMEP Training grant guidelines strictly prohibit expenditures for such things as equipment purchase(s) and/or backfill/overtime wages, perhaps unlike other grant funding allowances; difficulty in providing required documentation concerning expenditures associated with multiple funding sources; and the fact that the delineation of the LEPC boundaries is different from that of the RDSTF. Mr.

Meyer acknowledged that, at minimum, documentation of future RDSTF training events and opportunities afforded by the adjacent LEPCs can and will be provided to each LEPC member as part of future LEPC member Agenda packets and earlier as may be known.

The following constitutes a current breakdown of the 2010-11 HMEP Training Contract expenditures:

Quarter	Date	Name	Expenses	Cumulative	Remaining
BASE FUNDING UNDER 2010-11 HMEP CONTRACT					\$41,969.00
1	10/21-22/10	E-Plan Users Conference @ Estero/Ft. Myers	\$1,130.99	\$1,130.99	\$40,838.01
	12/31/10	1 st Qtr Administration Expenses Oct-Dec, 10 <Estimate>	<i>\$200.00*</i>	<i>\$1,330.99</i>	<i>\$40,638.01</i>
2	1/06/11	Decon Zones & Scene Management, Pasco County	\$2,000.00	\$3,330.99	\$37,638.01
3					
4					

* Council expenses include indirects (postage, office supplies, copying charges, communications), internal service charges (accounting, information center), auditing, building occupancy, travel time (local mileage, etc.) and small miscellaneous expenses. Please note that *italicized* numbers (above) constitute an estimation at the time of materials preparation. Exact quarterly administrative expenses will be incorporated in to this Table once determined.

REGIONAL DOMESTIC SECURITY TASK FORCE (RDSTF) - Ms. Amanda Shaw introduced herself as the new RDSTF staff of the Tampa Bay Regional Planning Council. Ms. Shaw identified that recent RDSTF activities associated with her Region were included in the LEPC Agenda.

The Region 4 RDSTF serves Hillsborough, Pinellas, Pasco, Hardee, Polk, Hernando, Citrus and Sumter Counties.

DEEPWATER HORIZONS OIL SPILL IN REVIEW - LEPC Members Alain Watson and Ed Murphy narrated a Powerpoint presentation documenting a trip they took to the Panhandle of Florida (i.e. Escambia and Santa Rosa Counties) in August 2010. The purpose was to learn about Deepwater Horizons oil spill response actions which were being taken by the Counties, the State and other public/private agencies and organizations. While there, they attended numerous command post briefings intended to provide status updates on safety, logistics and planning measures being implemented. It was agreed that future science and reports will be necessary to truly assess the magnitude and long-term impacts posed by the BP incident on the Gulf and sea life. It was acknowledged that *After Action Reports* will be independently prepared by the Florida Division of Emergency Management, the U.S. Coast Guard, the Environmental Protection Agency and the National Oceanic and Atmospheric Administration, to name a few. While Florida was clearly spared

the brunt of impacts, Mr. Murphy stated that the U.S. Coast Guard's local Area Contingency Plan has been improved as a result of the incident and incorporation of lessons learned. Mr. Watson and Mr. Murphy extended their appreciation to Mr. Paul Siddall (FDEM Region 4 Coordinator) for facilitating their trip.

TRAINING/CONFERENCE OPPORTUNITIES - Chair Ehlers recognized that numerous training opportunities were identified within the Agenda materials. Information concerning the following events was provided.

- SERC's State Training and Events Schedule - Various FL Locations/Variou Times (Nov. '10 - Jan. '11)
- National Fire Academy Resident Classes - Emmitsburg, MD (April 1 - September 30, 2011)
- Decon Zones and Scene Management - New Port Richey, FL (January 6, 2011)

LEPC Member Steve Simpson added that the Florida Emergency Preparedness Association will be holding their annual meeting in Lake Buena Vista at the Hilton Walt Disney World on January 24-28, 2011. Additional information concerning this event can be acquired from their website (i.e. www.fepa.org).

Chair Ehlers added that a 80-hour IFF course will be held at Tampa Fire Rescue in January. Please contact Mr. Ehlers if further information is necessary.

TAMPA BAY LEPC HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN UPDATE - Mr. Meyer advised that final Plan revisions have been accepted by FDEM and the Plan was ultimately approved by the State Emergency Response Commission. CDs containing the revised Plan have been produced and distributing in accordance in Plan requirements.

HAZARDOUS MATERIALS AWARENESS WEEK/"SHELTER IN PLACE" - Mr. Meyer identified that each year the State Emergency Response Commission approves a theme to coincide with the designation of "Hazardous Materials Awareness Week" (HMAW). This year's theme will be "Sheltering in Place." It is anticipated that the Governor will proclaim February 13-19, 2011 as HMAW. The concept of sheltering in place is NOT new to our District and in fact is part of the annual outreach efforts intended for the large population and business community surrounding the Port of Tampa. Such education is necessary when considering the large concentrations of hazardous materials (e.g. including Ammonia) located in the Port. A 7½ video produced by CF Industries was played illustrating these procedures.

FLORIDA DIVISION OF EMERGENCY MANAGEMENT (FDEM)/REGION 4 QUARTERLY MEETING - Mr. Meyer indicated that a recap of the FDEM Region 4 meeting held at the Polk County Emergency Operations Center on September 3, 2010 was included in the LEPC Agenda materials. The next quarterly meeting is scheduled for November 29, 2010 at the Sumter County EOC. A recap of the November meeting will be included in the February 2011 LEPC Agenda materials.

REGULATION 33CFR-155 - Chair Ehlers acknowledged that he has volunteered to research provisions of Regulation 33CFR-155 as part of the Training Task Force. Chair Ehlers mentioned that the Regulation pertains to the newly-established requirement for petroleum bearing vessels entering Florida's Port to have marine firefighting qualifications and equipment and, in particular, can private sector entities capitalize on (or enter into Contract with) a public entity's resources and responsibilities that may already exist. Discussion ensued regarding about potential interpretations of the regulation and whether Florida firefighting requirements apply on "open waters."

TAMPA HAZMAT INCIDENT - Chair Ehlers mentioned that Tampa Fire Rescue responded to a hazmat incident on November 13, 2010 at a public storage unit in the City. The incident resulted from the processing of Vegetable Oil into Biodiesel. The owner alleged that they are in compliance with all rules and regulations for such processing. However, it is not apparent that the facility is in compliance with EPCRA requirements which would be applicable for facilities possessing in excess of 10,000 pounds of materials. Mr. Alain Watson indicated that he would see if there is anything that could be done by the Environmental Protection Commission of Hillsborough County. Chair Ehlers did acknowledge that insight and direction was recently provided by the Florida Division of Emergency Management staff as well as other LEPC Districts.

IN MEMORIUM - EUGENE L. OLSON - Chair Ehlers recognized that LEPC District 8 recently lost a kind and dear friend of our community - Major Eugene Olson. Chair Ehlers mentioned that Major Olson had been a tremendous asset to this LEPC both before and after his appointment more than four short years ago. Col. Bill Lofgren shared some cherished memories of Major Olson and identified his passion to mentor.

TAMPA BAY LEPC LOGO SHIRTS - Vice Chair Tobergte indicated that LEPC Logo Shirts are still available. If interested, please contact Mr. John Meyer.

PUBLIC COMMENT/OTHER LEPC BUSINESS - Ms. Erinn Skida introduced herself as the new Learning & Development Facilitator at the University of South Florida Center for Biological Defense (USFCBD). Ms. Skida mentioned that USFCBD provides free training in a variety of subjects. If interested, Ms. Skida welcomed the opportunity to be contacted at eskida@health.usf.edu.

Captain Chris Atherton also introduced himself. Capt. Atherton is with the 48th Civil Support Team (CST) of the Florida National Guard based out of the St. Petersburg-Clearwater Airport. Florida now has two CSTs, the second is the 44th CST based in Starke, FL. Mr. Atherton offered to make a presentation regarding response to chem-bio incidents at a future LEPC meeting.

NEXT MEETING - Chair Ehlers announced that the next LEPC meeting will be held on Wednesday, February 23, 2011 at the Tampa Bay Regional Planning Council offices. The mailout associated with this meeting will be done on or before February 14, 2011 and posted to the LEPC website.

ADJOURNMENT - Without objection and upon a motion of Mr. William Douglass and a second by Mr. Doug Wenger, the Chair adjourned the meeting at 11:46 a.m.

Respectfully submitted,



John Meyer, Coordinator



Scott Ehlers, Chairman