Tampa Bay Regional Planning Council

LEPC Minutes

TAMPA BAY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) DISTRICT VIII, MEETING November 30, 2011

Committee Members/ Alternates in Attendance	*Representing*
Armstrong, Dean	Bay Pines VA Healthcare System
Brooking, Sandy (A)	Pinellas County EMS & Fire Administration
Burnett, David	Plant City Fire Rescue
Calig, Hallie	City of Tampa/Environmental Coordination
Castonguay, Steven	Hillsborough County Health Department
Connors, Cpl Lance	Hillsborough County Sheriff's Office
Dabrowski, Peter	Retired
Douglass, Doug	American Red Cross
Ehlers, Chief Scott	Tampa Fire Rescue
Fernald, Larry	Civil Air Patrol
Hanson, Dale (A)	Florida Department of Transportation
Johnston, James D.	Pasco County Emergency Management
Kemp, Jonathan	St. Petersburg Times
Kinley, Ed	Universal Waste and Transit
Lofgren, Col. Bill	Retired
Meyer, John	Tampa Bay Regional Planning Council
Orzech, Bill (AA)	Bay Pines VA Healthcare System
Rowe, Charles (A)	Yara North America, Inc.
Simpson, Steve	Manatee County Emergency Management
Steadham, Phillip A.	Tampa Port Authority
Stokes, Robert "Robin"	Hillsborough County Fire Rescue
Terrell, Michael D.	Manatee County Attorney's Office
Tobergte, Jeff	Florida Department of Environmental Protection
Wade, Holley (A)	Hillsborough County Emergency Management
Watson, Alain G.	Environmental Protection Commission of Hillsborough County

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.

Members Absent Without Alternates in Attendance	*Representing*
Atherton, Chris	Florida National Guard/48th CST
Crowther, Charles	St. Petersburg College
Davies, Scott	Manatee Port Authority
Dorsey, Martin	Tampa General Hospital
Frady, Terry	Florida Department of Health
Griffin, LCDR Navin	U.S. Coast Guard
Keller, Paul	Pinellas County Emergency Management
Klinger, Chet	Retired
LeCroy, Steve	St. Petersburg Fire & Rescue
McCarthy, Steven	Pinellas Park Fire Department
Pratt, Alan	CF Industries, Inc.
Shaw, Amanda	Tampa Bay Regional Planning Council
Stewart, Jeff	Mosaic Fertilizer, LLC
Touchton, Lesley	Southwest Florida Water Management District
Vannan, Rick	The Clorox Products Manufacturing Co.
Wenger, Doug	Retired

Staff Coordinator	*Representing*
Meyer, John	Tampa Bay LEPC District VIII

Guests	*Representing*
Appenzeller, John	Hillsborough County Public Utilities
Apostol, Kristy	Tampa Electric Company
Cole, Ken	Chemical Formulators
Delapenha, Mark	AT&T
Eichner, Catherine	HRP Associates, Inc.
Fleck, Christopher	Kinder Morgan/CFPL
Knight, Judi	American Red Cross
Latham, Paul	USF/Emergency Management
Mixson, David	Largo Fire Rescue
Murphy, Ed	DOT/PHMSA
Skiba, Erinn	USF Center for Bio Defense
Stefancic, Josh	Largo Fire Rescue
Weedon, Warren	U.S. Coast Guard
Weiss, Gary	LEPC District 7
Willitts, Len	Florida Gas Transmission

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. Chair Ehlers acknowledged that this is the final day of Hurricane Season. With 25 members and/or their Alternates present, it was acknowledged that a quorum was present (nine members constitute a quorum). Chair Ehlers welcomed the LEPC members as well as the 15 attending from the public.

APPROVAL OF *MINUTES* - The Chair inquired whether there were any suggested additions, subtractions or modification(s) to the *Minutes* of the August 31, 2011 LEPC meeting. Hearing none, the Chair asked for motion to approve the *Minutes*. Steve Simpson moved and Jonathan Kemp seconded the motion. *Minutes* were approved unanimously on voice vote.

LEPC DISTRICT 8 MEMBERSHIP CHANGES - LEPC Staff Coordinator John Meyer indicated that the sole membership modification requested and approved for District 8 this past quarter was the re-designation of an Alternate for Capt. Steve LeCroy from St. Petersburg Fire & Rescue. In particular, current Chief Robert Ballou was appointed as Capt. LeCroy's Alternate to replace retired Chief Bill Ward.

RECAP OF QUARTERLY STATE EMERGENCY RESPONSE COMMISSION (SERC) MEETINGS - Mr. Meyer stated that a detailed Recap of the discussion and/or action items associated with the October 6-7, 2011 SERC Quarterly meetings, held at the Betty Easley Conference Center in Tallahassee, was included in the LEPC Agenda materials and additionally available on the LEPC website.

Chair Ehlers mentioned that there have been a series of recent teleconferences by the Training Task Force members regarding the procedures employed while responding to "white powder" incidents. It is clear that specific response measures and protocol will be coordinated by the Department of Health.

Mr. Meyer concluded the SERC Recap discussion by identifying the following items:

- **FDEM Informational Brochure.** FDEM staff is nearing completion of an informational brochure consisting of EPCRA, Risk Management, Accidental Release and Toxic Release Inventory program descriptions as well as corresponding citations, rules, fees, web site addresses and Contact Names/Numbers. Initially requested by a SERC member (Nancy Stephens), this work product will be provided to industries contemplating a relocation to the State of Florida. Mr. Meyer acknowledged that the brochure will be forwarded to the LEPC District 8 members upon completion and receipt as well as posted to the LEPC website;
- **Non-Reporting of Hazardous Material Inventories Penalties.** Chapter 252.85, F.S. specifies the penalties to be imposed on non-reporting entities. Following concurrence received from the State Emergency Response Commission, FDEM staff is contemplating proposing legislative changes which would/could allow the application of their discretion in terms of monetary penalties to be imposed on violating facilities, possibly even implementing an amnesty program for first time registrants;
- **Hazardous Materials Awareness Week.** The SERC has declared January 22-28, 2012 as this year's Hazardous Materials Awareness Week. It is anticipated that the Governor will be issuing a "Proclamation" in this regard in the next few weeks. This year's theme is "Mercury Awareness & Education." Statewide and localized initiatives promoting the theme are yet to be determined;

- **National Association of Sara Title III Program Officials (NASTTPO) Conference.** The 2012 NASTTPO Conference has been scheduled at the Trade Winds Resort in St. Pete Beach on April 25-27. The SERC has decided to host their quarterly meetings at the same facility the two days prior (i.e. April 23-24); and
- **Potential Florida Hazardous Materials Training Symposium.** SERC's Training Task Force members are contemplating the establishment of a Hazardous Materials Training Symposium to be held centrally within the State of Florida. Acknowledging the success of a similar venue held annually in Baltimore, MD and fully aware of the talents, qualifications and expertise that exist within our State, it was determined that such an event, if conducted locally, would draw much greater participation from across the State due to a significant reduction in participatory costs.

HMEP PROGRAM - PLANNING - While not present, Subcommittee Chair Alan Pratt had previously relayed the fact that they remain ready and willing to conduct ammonia siren briefings and show the "Shelter In Place" video upon the request of interested schools, organizations and community groups in proximity of the Port of Tampa.

FACILITY DISASTER PLANNING SUBCOMMITTEE (FDPS) - Mr. Meyer recognized that the FDPS held their quarterly meeting on October 20, 2011 and acknowledged that Subcommittee membership has increased slightly as a result of interest generated during two recently-conducted Facility Disaster Preparedness Forums. While recognizing that highlights of the most recent Forum will be shared momentarily, Mr. Meyer did identify the prominent discussion items of the October 20th Subcommittee meeting to be:

- completion of Tier II quality control initiative comparing SERC's electronic Tier II inventories to those received via hard copy to the LEPC District 8;
- FDEM staff recently prepared and subsequently submitted an EPA grant. If awarded, drastic improvements to electronic Tier II filing procedures would be expected. This could/would include enabling facilities to prepare their annual Tier II inventories using the nationally-recognized Tier II Submit software program and then "upload" to the State database, rather than require the use of the, arguably tedious, www.FloridaHMIS.org software program;
- unsuccessfully solicited Subcommittee Chair nomination(s);
- possible future initiatives including: another Tier II quality control assessment, expansion of e-mail contact list based on Tier II reporting, promotion efforts of current Hazardous Materials Awareness Week theme, and identification of improvements for hazardous materials section of the *Florida Business Disaster Survival Kit;* and
- update on the issue ("Need for Universal Credentialing") raised during the first Forum. The issue was based on the need to provide easier and quicker access to affected areas following a disaster. New FDPS member Stephanie McDanold of the Unified Recovery Group indicated that she is currently one of a select group currently contemplating this issue under a FDEM Subcommittee. Ms. McDanold acknowledged that this issue has previously surfaced but that the greatest obstacles to overcome will be the costs associated with implementation and the naming of a single credential-issuing entity.

Mr. Meyer recognized that select FDPS members recently conducted a second (of two) Facility Disaster Preparedness Forums, on September 7th. Moderated by FDPS Subcommittee Chair Chet Klinger, the Forum was designed to promote the interaction and sharing of ideas between the private and public sector representatives in terms of pre-and post-disaster planning efforts. The following constitute highlights of the meeting although more details are included within the Agenda materials and/or are available on the LEPC website:

- need for integration of *Emergency Response Plans* and *Business Continuity Plans*;
- with the prior consent and assistance of the Department of Homeland Security (DHS) Physical Security Advisor, the DHS can assist facilities in determining their own risks and potential vulnerabilities through modeling;
- trend for facilities to introduce the substitution of less hazardous materials into their processes where possible and financially feasible; and
- most facilities' *Emergency Response Plans* are all written to rely on a limited number of local Contractor(s)/Vendor(s) for post-disaster services and/or resources. However, their response times and capabilities may be significantly altered based on the type, location and magnitude of disaster. Post-Disaster Pre-Arranged Agreements would always be encouraged to cover a variety of goods and services in the event they are needed.

HMEP PROGRAM/TRAINING - HMEP Training Subcommittee Chair "JJ" Johnston identified that training funds have been, once again, allocated to each of the LEPCs throughout the State. This year's allocation is essentially the same as prior years but pro-rated on a nine month basis to align the State Contract period. So far this Contract period, HMEP funds were utilized: to send an LEPC member (Mr. Greg Lindgren/Pasco County Emergency Management) to the annual E-Plan Users Conference; and to conduct of an Anhydrous Ammonia Refresher course for the Pinellas County hazmat team. LEPC staff continues to solicit the training needs for public sector first responders early and often. Since HMEP funding is somewhat limited and provided on a "first come/first served" basis, qualifying parties are encouraged to notify Mr. John Meyer or Mr. "JJ" Johnston of their training needs at their earliest opportunity. In this regard, the Training Subcommittee will meet one hour prior to the next LEPC meeting to discuss the status of expenditures and discuss available training opportunities. This meeting will occur at 9:30 a.m. on February 29, 2012.

The following constitutes a breakdown of the current 2011-12 HMEP Training Contract expenditures:

Quar-ter	Date	Name	Expenses	Cumulative	Remaining
	BASE FUNDING UNDER 2011-12 HMEP CONTRACT				**$35,304.00**
1	10/25-27/11	Anhydrous Ammonia Refresher Training, Pinellas Co.	$3,200.00	$ 3,200.00	$32,104.00
	10/26-27/11	E-Plan Users Conf. (Greg Lindgren)@Charlotte, NC	$ 587.30	$ 3,787.30	$31,516.70
	12/31/11	1st Qtr Admin. Expenses/Oct.-Dec., 2011* <Estimated>	$1,200.00	$ 4,987.30	$30,316.70
2	3/31/12	2nd Qtr Admin. Expenses/Jan.-March, 2012* <Actual>			
3	6/30/12	3rd Qtr Admin. Expenses/April-June, 2012* <Actual>			

* Admin. expenses include indirects, internal service charges, auditing, building occupancy, travel time and small miscellaneous expenses. Please note that *italicized* numbers (above) constitute an estimation at the time of Agenda materials preparation and could include committed but yet to be conducted courses as would be identified. The true administrative expenses are tabulated to coincide with the end of each quarter, as submitted to the FDEM under the HMEP Contract.

REGIONAL DOMESTIC SECURITY TASK FORCE (RDSTF) - Although not present, Ms. Amanda Shaw provided the overview of the recent RDSTF Program initiatives included in the LEPC Agenda materials. The Region 4 RDSTF serves Hillsborough, Pinellas, Pasco, Hardee, Polk, Hernando, Citrus and Sumter Counties.

CHEMICAL SAFETY BOARD (CSB) VIDEO - "EXPERIMENTING WITH DANGER" - LEPC staff presented the above-captioned video recently produced by the CSB to denote the dangers involved with the use of extremely hazardous materials at academic institutions and the recommended safety measures. While our University of South Florida is nationally-renowned as a research institution, the documented lessons learned could be applied to any chemical laboratory.

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

- FDEM's Training and Events Schedule/**Region 4**, Various FL Locations/Times (Nov. 2011 - Feb. 2012)
- FDEM's Training and Events Schedule/**Region 6**, Various FL Locations/Times (Nov. 2011 - Feb. 2012)
- Wide Area Search (PER-213), Pasco County, December 5-7, 2011
- Medical Management of CBRNE Events (PER-211), Pasco County, January 17-18, 2012
- Risk Based Response: An Approach Toward Hazard Risk Assessment, Ocala, FL, January 30, 2012

LEPC Member Scott Simpson reminded the membership that the Florida Emergency Preparedness Association (FEPA) Conference is scheduled for February 6-10, 2012 in Daytona Beach. Additional information about this event can be obtained from the FEPA website (www.fepa.org).

LEPC Member Bill Lofgren advised that the Tampa Bay Harbor Safety & Security Committee will be hosting an informative meeting with Capt. Sheryl Dickenson (U.S. Coast Guard/Sector St. Petersburg) leading a panel of experts about the non-secure safety measures which will be employed in association with the upcoming Republican National Convention. The meeting will be held at 9:00 a.m. at the Tampa Port Authority Board Room.

***TAMPA BAY LEPC HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN* UPDATE** - Mr. Meyer advised members that the 18th annual update of the LEPC's *Hazardous Materials Emergency Response Plan* has been accepted by the State Emergency Response Commission in association with their October 7th meeting and subsequently posted to the LEPC website.

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN SERC AND LEPCs REGARDING FUTURE ELECTRONIC REPORTING - Mr. Meyer identified that SERC staff (i.e. FDEM) is still be going forward with the drafting of a *Memorandum of Understanding* (MOU) to be considered for execution by all 11 LEPCs with the State plus all 450+ fire departments which would pre-empt current federal regulations requiring facilities to submit their annual Tier II inventories via hard copy to the respective LEPCs and fire department. As of today, the MOU has not been submitted for formal consideration by the

LEPC. In addition, it is understood that no response received from any of these agencies will be interpreted as acceptance of the terms and conditions of the MOU.

FLORIDA DIVISION OF EMERGENCY MANAGEMENT (FDEM)/REGION 4 QUARTERLY MEETING - Mr. Meyer indicated that FDEM Region 4 held their quarterly meeting on August 26th at the offices of the Tampa Bay Regional Planning Council under the leadership of FDEM Region 4 Coordinator Paul Siddall. A Recap of this meeting will was included within the LEPC Agenda materials.

***CERTIFICATE OF APPRECIATION* - ED MURPHY.** Chair Ehlers presented A *Certificate of Appreciation* to Mr. Ed Murphy for his five years of dedicated and faithful service to the Local Emergency Planning Committee representing the Hillsborough County Office of Emergency Management. Mr. Murphy was an invaluable "team" member and a staunch supporter of LEPC District 8 prior to his resignation in late October. Mr. Murphy is and has been well-respected in the hazmat community of Hillsborough County, the Region, the State and even the nation. His thorough knowledge of hazardous materials, regulations and procedures have proven to be tremendous assets.

Although recently accepting a position with the Department of Transportation's Pipeline and Hazardous Materials Safety Administration in Washington, DC, Mr. Murphy has vowed "to keep in touch" with the LEPC and the numerous friends he has garnered over the years locally.

OTHER LEPC BUSINESS/THOMAS YATABE AWARDS NOMINATIONS - Chair Ehlers publicly thanked all those involved in numerous preparation meetings associated with the Republican National Convention.

TAMPA BAY LEPC LOGO SHIRTS - Chair Ehlers reminded members that LEPC Logo Shirts will always be made available in a variety of styles and colors. If interested, please contact Mr. John Meyer.

NEXT MEETING - Chair Ehlers announced the tentative 2012 LEPC District 8 meeting schedule to be February 29th, May 30th (as corrected), August 29th and November 28th, all to be held at the offices of the TBRPC/LEPC at 10:30 a.m. It was subsequently realized that the August 29th meeting would fall directly in the middle of the 2012 Republican National Convention to be held in the City of Tampa and, as a result, will need to be rescheduled. As appropriate, the rescheduling of this meeting will be discussed at the next LEPC meeting (i.e. February 29, 2012 LEPC).

ADJOURNMENT - Without objection and upon a motion for adjournment by Mr. Jonathan Kemp and without objection, the LEPC meeting was adjourned at 11:24 a.m.

Respectfully submitted,

John Meyer, Coordinator

Scott Ehlers, Chairman