

LOCAL EMERGENCY PLANNING COMMITTEE, DISTRICT II

2507 Callaway Road, Suite 200, Tallahassee, Florida 32303
Office (850) 488-6211 ext. 102 Fax: (850) 488-1616

Chairman: Kevin Peters
Vice Chairman: Chief Tom Quillin
Training Task Force Member: Captain Tom Pescatore

Staff to the Committee: Apalachee Regional Planning Council



District II Local Emergency Planning Committee Meeting

Wednesday, February 4, 2015

10:00 AM Eastern

*****Tallahassee/Leon Public Safety Complex (Room 112)*****

**911 Easterwood Drive
Tallahassee, FL 32311**

AGENDA

1. Call to Order, Roll Call, and Introductions
2. Approval of Minutes* 1
3. Chairman’s Report – Kevin Peters
 - A. Recap of State Emergency Response Commission (SERC); LEPC Chairs & Staff; and SERC Training Task Force (TTF) meetings..... 9
 - B. Domestic Security Update: North Florida Regional Domestic Security Task Force (NFRDSTF)
4. Staff Updates – Chris Rietow
 - A. Hazardous Materials Training 12
 - B. HMEP Planning Project Update
 - C. Hazards Analysis Update
5. Other Business
6. Public Comment
7. Next Meeting Date and Location – proposed **April 15, 2015** (To be Determined).

*Requires a Motion from the Committee

**Tallahassee/Leon Public Safety Complex (PSC)
911 Easterwood Drive
Tallahassee, FL 32311**

***PLEASE PARK IN THE PUBLIC PARKING LOT OFF OF WEEMS ROAD AND
SIGN IN AT THE FRONT DESK***



**District II Local Emergency Planning Committee
Tallahassee/Leon Public Safety Complex
Room 112
911 Easterwood Drive
Tallahassee, FL 32311
October 15, 2014 – 10:00 AM Eastern
Meeting Minutes**

1. Call to Order, Roll Call and Introductions

Chairman Kevin Peters called the meeting to order, welcomed those in attendance, thanked everyone for coming to the meeting at the Tallahassee/Leon Public Safety Complex and asked for self-introductions from those individuals present. A quorum was not initially present at the start of the meeting, but was met after several members arrived soon thereafter. He reminded all present to sign the attendance roster that had been passed out. The following members were present:

Members and Alternates

Andreasen, Rodney	Jackson County Emergency Management
Doyle, Philip	Tallahassee Memorial Hospital
Ellerbe, Carol	Jefferson County Emergency Management
Gray, Laymon	FSU, Environmental Health and Safety
Leiva, Nancy	Florida Dept. of Health
Peters, Kevin	Leon County Division of Emergency Management
Rainey, Eve	Florida Emergency Preparedness Association
Schmid, Paul	City of Tallahassee – Water Quality
Spettel, Wayne	Volunteer Leon
Stewart, Gail	DOH – Leon County Health Department

Guests

Avery, Hal	City of Tallahassee - EPER
Bradshaw, Brian	Florida Division of Emergency Management
Imbler, Denise	North FL Regional Domestic Security Task Force
Gaines, Jerome	Tallahassee Fire Department
Norman, Dallas	Southern Natural Gas
Pescatore, Tom	Tallahassee Fire Department
Powers, Robby	City of Tallahassee - EM
Tammisetti, Sri	City of Tallahassee – EPER
Taylor, Brad	Wakulla County Emergency Management

Staff

Rietow, Chris	Apalachee Regional Planning Council
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2. Approval of Minutes

A motion to approve the minutes of the July 30, 2014 District 2 Local Emergency Planning Committee meeting was made by Philip Doyle and seconded by Carol Ellerbe. The vote was unanimous.

A. SERC Training Task Force (TTF) & LEPC Chairs/Staff Meeting Recap Tallahassee, FL – October 2, 2014

Training Task Force Meeting Summary Update by TTF Member Lt. Tom Pescatore

- HazMat Symposium will be held again in conjunction with Fire Rescue East on January 21-23, 2015 (Wed-Fri) in Volusia County with the HazMat Competition on Wednesday
 - Day 2 will be at the Volusia County Fire Training Facility
 - Will have busses to shuttle folks to the facility
 - See draft schedule handout
 - Gainesville, St. Johns, Ft. Lauderdale, Orlando and Tallahassee Teams have expressed interest so far
 - www.flhazmatsymposium.org website has been established by the ECFRPC as an info and registration website
 - Please contact LEPC prior to registration to received travel funding approval
 - Will be fed to Fire Rescue East to avoid double registration
 - Exhibit Hall included with the registration and time allotted on Friday afternoon for the Exhibit Hall
 - 150 participants in 2014, looking to break 200 in 2015
- Oil Response Meeting with U.S. Coast Guard scheduled for October 30th
- Annual E-Plan Conference is November 3-4 in Nashville, TN

LEPC Chairs and Staff Meeting Update by Chris Rietow

- New How to Comply Manual has been drafted by District 1 LEPC Chair Ric Delp
 - Will be posted on SERC website in the near future
- Dwayne Mundy provided HA Work Group Update
 - One and done issue appears to have been addressed
 - New developments on GATOR that will help provide more accurate critical facility data
 - Paul Wotherspoon update on HA Contracts
 - Complex process when attorneys and DFS get involved
 - Changes fixed to address inconsistencies within contract and deliverables (fixed fee vs. cost reimbursement)
 - DEM will now have 21 working days to review, counties/RPCs have one chance (10 working days) to make corrections or will receive financial penalty (\$110 per incorrect facility)
 - The upload to SharePoint starts the clock
 - An additional checklist will be sent out to clarify what the reviewers will really be paying attention to (or it will likely be included in the contract)
- SERC Member Ron Mills submitted letter of dismay to Linda McWhorter on HA issues
 - Letter available upon request

- 2 years of spinning our wheels and without making adequate progress and with significant communication issues
 - \$3M project that has taken over two years to resolve
 - Will present to the SERC meeting in hopes of making progress
 - Ms. McWhorter addressed many of the concerns and acknowledged communications could be improved
- Richard Butgereit update on SERC SharePoint/GATOR as it relates to HAS
 - HA zip file upload data limit is 100 MB on SharePoint
 - Will try to develop a work around
 - SharePoint access issues on some mobile devices is being worked on
 - Continuing to work on HA tool for GATOR
 - Can create a Vulnerable Zone (VZ) map and critical facilities (print a PDF or download via Excel)
 - Looking into nightly refresh of E-Plan data into GATOR
 - Also working on SharePoint to make critical facilities available for download
 - No progress to report Hazards Analysis QA/QC tool or the Supplemental Environmental Project database
 - Recently hired new staff, so progress to report during the Feb. 2015 meeting
- HMEP Contract Updates
 - Develop and submit new ideas for HMEP planning projects to DEM by January each year to help expand the list of eligible projects

**State Emergency Response Commission (SERC) Meeting Recap
October 3, 2014 – Tallahassee, FL**

New Primary Member LEPC Appointments were approved (see page 8 of agenda package)

- Wayne Spettel (Interested Citizen Occupational Category)
- Will need to add Joe Johnson, DEP as a new primary member for the next SERC Meeting

New Alternate Members

- Philip Cavicchia, FDOH (Health Occupational Category)

- Thomas Yatabe SERC Awards Nominations approved

1. Major Chris Connell (retired) of Tallahassee Police Department is the award winner for District 2
2. Retired in March of 2014 after approximately 8 years on the LEPC
3. Always helpful with providing the law enforcement perspective with respect to hazardous materials

- *Domestic Security Update: North Florida Regional Domestic Security Task Force Update*

- Next North Florida RDSTF meeting is scheduled for Thursday, December 11th at 9 am

- Gail Stewart provided a comprehensive update on Ebola response efforts and reported on the Identify, Isolate and Inform strategy
 - Ms. Stewart emphasized the importance of correct use of PPE
 - Ms. Stewart also gave out the conference call number and PIN for the daily conference calls
 - Ms. Stewart noted the upcoming Healthcare Coalition meeting

4. Staff Update

A. Regional Hazardous Material Response Training

Training Summary

Date	Course	Location	Hours	Participants
7/31/14	8-hr Technician Level Refresher	TFD Training Division Facility	8	24
10/6/14	8-hr HazMat Essentials 101 Course	TFD Training Division Facility	8	9
10/7/14	8-hr HazMat Essentials 101 Course	TFD Training Division Facility	8	12
10/8/14	8-hr HazMat Essentials 101 Course	TFD Training Division Facility	8	18*

Upcoming Training

- 8-hr Technician/HAZWOPER Refresher course in November/December
- Working to schedule 4-hr HazMat Awareness Level Courses in Liberty & Franklin Counties
- Working to schedule a 16-hr Operations Level Course in Jefferson County
- Funding for FY 2013-14 is fully obligated and training plan for FY 2014-15 has been submitted
- See Intro to Rad & Nuclear Incident Response (INIR) Course Flyer with Fact Sheet
 - Nancy Leiva reported that the FDOH Bureau of Radiation Control can also offer this training at no cost
- DEM is working to bring more TRANSCAER training to the staff
 - Tallahassee is a potential location

B. HMEP Planning Project Update

- Hazards Analysis Facility Summary
- Project completed in late September
- Each dispatch center will receive an updated binder with condensed Hazards Analysis data for the County's Section 302 facilities
- Copies available for each county to provide to their respective dispatch agency

C. Hazards Analysis Update

- Region 2 DVD available for TFD
- Will work with TFD to install the data on their field laptop

- Still working with DEM to allow the RPCs to take over the management of the Hazards Analysis contract in FY 2015-16
 - Eve Rainey noted that all budget requests will be available for viewing later today
- Staff will begin work on the 2014-15 HA for District 2 counties (minus Wakulla and Jackson) in the near future

D. *District 2 LEPC Emergency Plan Update*

- Annual update of the LEPC Plan approved at the October 3, 2014 SERC Meeting
- General hazmat guidance document for the LEPC with reference to all Section 302 facilities within the District
- Page 11 of the agenda is the Resolution for adoption
- A motion was made by Eve Rainey and seconded by Carol Ellerbe to adopt the resolution and the vote was unanimous
- Chris Rietow noted that he will be working with Leon County EM and the Tallahassee Fire Department on a comprehensive review of the plan
- Electronic copy of the plan is available upon request

Additional Updates – Page 10 of agenda package (Graph I) shows a steady decline of the number of hazmat incidents reported to the State Watch Office since 2007

- Page 12 of agenda package includes an article on a yet to be released CSX mobile app
- Staff attended the Pipeline Safety Program Seminar on August 19th in Tallahassee
- Staff attended the District 3 LEPC meeting in Madison on August 21st along with Lt. Pescatore to discuss the revival of the Tri-State HazMat Mutual Aid Agreement

Other Business – Chairman Peters reported that officer elections were last held in October of 2012 and that it was time again to vote for officers. Chris Rietow apologized for not including this item in the agenda packet, as it was discovered yesterday afternoon. He noted that although Vice Chair Tom Quillin was unable to attend the meeting, he would be willing to serve if nominated. Chief Quillin also explained that he would be fine if someone else is elected.

- A motion was made by Eve Rainey and seconded by Philip Doyle to nominate Chief Quillin as Vice Chair. The vote was unanimous.
- A motion was made by Rodney Andreasen and seconded by Nancy Leiva to nominate Kevin Peters as Chair. The vote was unanimous.
 - Chairman Peters thanked the group and pledged to serve the membership to the best of his ability.
- Gail Stewart reported that Gwen Keenan of DEP just announced that guidance will be issued today on how to handle Ebola hazardous waste.
- Rodney Andreasen provided an overview on the ALICE training that is scheduled for December 2-3, 2013

- Chairman Peters announced that Katie Sherk has been renamed the Director of Disaster Services for the Capital Area Chapter of the American Red Cross

Public Comment – No public comment given.

Next Meeting – February 4, 2015 (Leon/Tallahassee Public Safety Complex).

Meeting Adjournment

Chairman Peters thanked everyone for their attendance and participation. There being no further business, the meeting adjourned at 11:45 AM Eastern Time.

SIGNED:

ATTEST:

KEVIN PETERS

CHRIS RIETOW

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December 29, 2014

Ms. Donna Ray
Contract Manager
Division of Emergency Management
2555 Shumard Oak Blvd.
Tallahassee, Florida 32399-2100

Dear Ms. Ray:

The District 2 LEPC would like to request the following changes to the District's membership roster:

- Please **add** Captain Tom Pescatore, Tallahassee Fire Department as the primary member (Occupational Category – Firefighting) and Robby Powers, TFD as the alternate
 - Please **remove** Chief Wes Roberts and Chief Hal Eastman of TFD
- Please **add** John Johnson as a new primary member, Florida Department of Environmental Protection (Occupational Category – Local Environmental Groups)
- Please **remove** primary member Sheriff Larry Campbell, Leon County Sheriff's Office (Occupational Category – Local Elected Officials)
- Please **remove** primary member Katie Sherk, American Red Cross (Occupational Category – Community Groups)

All corresponding member nomination forms have been included for your records. If you have any questions, please do not hesitate to contact Chris Rietow at (850) 488-6211 ext. 102.

Sincerely,

A handwritten signature in black ink that reads "K. L. Peters".

Kevin Peters
Chairman, District 2 LEPC

Attachments

Hazards Analysis – GIS Summary

Downloadable GIS data within FDEM/SERT Sharepoint

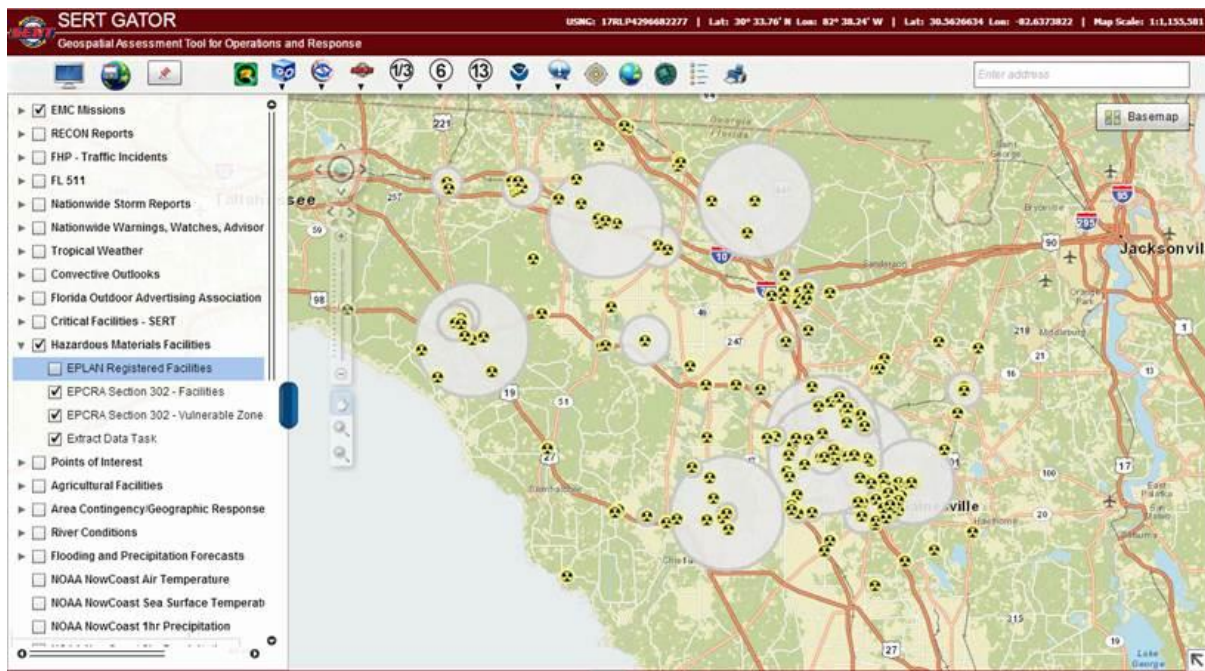
- <https://portal.floridadisaster.org/SERT/GIS/Files> - download zipped files for each county containing a shapefile and personal geodatabase of critical facilities
- data for all counties now working -- thanks Manny for letting me know about the problem with Miami-Dade, St. Johns and St. Lucie were also problematic
- layer files updated and included in county zip file should now open pathed to find all data layers
- see new _SYMBOLS.ZIP file available at https://portal.floridadisaster.org/SERT/GIS/Files/_SYMBOLS.zip containing required files and instructions on how to download and install Federal Geographic Data Committee Emergency Response Symbol Set for ArcGIS to be used with these layers
- these layer files will work for ArcGIS 10.0 and newer -- anybody with ArcGIS 9.3 or earlier will need to contact me

Hazardous Materials Facilities in SERT GATOR

- Hazardous Materials Facilities are now available in SERT GATOR
- SERT GATOR is available through EM Constellation at <https://seoc.floridadisaster.org/EMC> (if you don't have credentials to EMC, contact me directly, and I will give you "read-only" access)
- Once logged in and viewing SERT GATOR, look for Hazardous Materials Facilities in the list of layers, click the arrow to expand this list of layer, and check to turn on this layer as shown below

NOTES:

- *I have turned off the Statewide EPLAN Registered Facilities to better see the map*
- *EPCRA Section 302 Facilities and Vulnerable Zones are currently only available for North Central Florida (more will be added as other districts submit data through SharePoint)*
- *You may also want to turn off the Vulnerable Zones, as many overlap each other*





STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

RICK SCOTT
Governor

BRYAN W. KOON
Director

Thomas Yatabe – SERC Awards

SUMMARY: This year the SERC received several nominations for the annual Thomas Yatabe – SERC Awards Program. The nominations are in recognition of the outstanding contributions made in the implementation and support of the Emergency Planning and Community Right-To-Know Act (EPCRA). The SERC's Membership Committee reviewed the nominations in accordance with the awards program procedures. Attached is a summary sheet, which lists the nominees for SERC Awards and Certificates of Appreciation.

BACKGROUND: According to established Thomas Yatabe – SERC Award Procedures, each LEPC Chairperson recommends one individual or organization that has made an outstanding contribution to the hazardous materials planning program for special recognition. Additional nominees may be recommended for Certificates of Appreciation.

RECOMMENDATION: The SERC's Membership Committee recommends that the attached list of nominees receive Thomas Yatabe – SERC Awards and Certificates of Appreciation.

District 2: Major Chris Connell, Tallahassee Police Department

- Major Chris Connell of the Tallahassee Police Department was a member of the District II LEPC since April of 2006. Major Connell was always an active and vocal participant at the quarterly meetings. He consistently voiced a helpful, law enforcement perspective with respect to hazardous materials issues. Furthermore, Major Connell always demonstrated a willingness to lend a helping hand when it came to LEPC-related training, planning and exercises. Major Connell retired from the Tallahassee Police Department in March of 2014 and his representation on the District 2 LEPC will be sorely missed.



DIVISION HEADQUARTERS
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100
Tel: 850-413-9969 • Fax: 850-488-1016
www.FloridaDisaster.org

STATE LOGISTICS RESPONSE CENTER
FLORIDA RECOVERY OFFICE
2702 Directors Row
Orlando, FL 32809-5631

District II Local Emergency Planning Committee
Training Summary FFY 2013 - 2014

Date	Course	Location	Hours	Participants	Total Hours	Cost
11/20 /13	New HMEP Training Laptop Purchase	N/A	N/A	N/A	N/A	\$2,682.99
11/21/13	8-hr OSHA HazMat Technician Level Refresher Course	TFD Training Division Facility	8	27	216	\$5,095.00
1/22/14	HazMat Symposium	Daytona Beach	N/A	4	N/A	\$986
2/27/14	HazMat Awareness	Monticello VFD	4	30	120	\$250
3/26/14	4-hr Awareness	FSU	4	21	84	0
4/14/14	8-hr HazMat Incident Commander Course	TFD Training Division Facility	8	12	96	\$4,965.00
4/15/14	8-hr HazMat Incident Commander Course	TFD Training Division Facility	8	23	184	\$4,965.00
4/16/14	8-hr HazMat Incident Commander Course	TFD Training Division Facility	8	16	128	\$4,965.00
7/31/14	8-hr Technician Level Refresher	TFD Training Division Facility	8	24	192	\$3990.00
10/6/14	8-hr HazMat Essentials 101 Course	TFD Training Division Facility	8	11	88	\$2,720
10/7/14	8-hr HazMat Essentials 101 Course	TFD Training Division Facility	8	9	72	\$2,720
10/8/14	8-hr HazMat Essentials 101 Course	TFD Training Division Facility	8	18	144	\$2,720
11/13/14	HazMat Refresher	Liberty EOC	4	6	24	\$300
TOTALS			N/A	201	1,348	\$36,358.99