

## Apalachee Local Emergency Planning Committee

Capital Area Chapter of the American Red Cross  
1115 Easterwood Drive  
Tallahassee, FL 32311

August 23, 2018 @ 10:00 AM  
Draft Meeting Minutes

### 1. Call to order, Roll Call, and Introductions

Chairman Peters called the meeting to order, welcomed those in attendance, thanked those who traveled to the meeting at the Liberty County Emergency Operations Center, and asked for self-introductions from those individuals present. Staff indicated a quorum was present. Chairman Peters reminded all present to sign the attendance roster that has been passed out. The following members were present:

#### Members and Alternates:

Hall, Darryl	Leon County Emergency Medical Services
Lara, Jonathan	Florida Department of Environmental Protection
Leiva, Nancy	Florida Department of Health
Peters, Kevin	Leon County Emergency Management
Rainey, Eve	Florida Emergency Preparedness Association
Stewart, Gail	Florida Department of Health
Woehle, Melissa	Florida Department of Environmental Protection
Willis, Allen	Tallahassee Fire Department
Herbe, Carol	Jefferson County Emergency Management
Taylor, Randall	Wakulla County Emergency Management
King, Nicole	American Red Cross
Gray, Laymon	Florida State University
Holliday, Kristina	Florida Department of Law Enforcement
Younger, Michael	Tallahassee Community College
Abrams, Chad	Leon County EMS
Hall, Darryl	Leon County EMS
Nagy, Jennifer	Leon County Emergency Management

#### Guests:

Fisher, Elise	Apalachee Regional Planning Council
Meuth, Richard	Woodville Volunteer Fire Department
Bradshaw, Brian	Florida Division of Emergency Management
MacDonell, Sam	Florida Department of Health
Smith, Erika	Jefferson County Emergency Management

Pullin, Justin  
Wool, Mark  
Mahler, Tim  
Batts, Howell  
Stephens, Mike  
Stafford, Wanda  
Hill, Candace

National Weather Service  
National Weather Service  
Consolidated Dispatch Agency  
Florida Department of Health  
Florida Department of Health  
Florida Division of Emergency Management  
Gadsden County Emergency Management

**Staff:**

Annett, Zachary

Apalachee Regional Planning Council

**2. Approval of the Minutes**

- a. Eve Rainey motioned to approve the minutes from the last meeting, that motion was seconded by Nancy Leiva. A vote was taken and the motion to approve the minutes from the previous meeting was approved unanimously.

**3. Chairman's Report**

- a. **SERC Training Task Force (TTF) and LEPC Chairs and Staff Meeting Recap, St Augustine, FL, April 12-13, 2018**

- i. **Training Task Force Meeting Summary (Melissa Woehle)**

1. **Project Box Updates – Matt Marshall**

- a. ToxMedic Protocols – Toxmedic protocols are currently being re-written as they were last updated close to 18 years ago. Jacksonville, Miami and Tampa Poison Control Centers, Center of Occupational and Environmental Health and Paramedics throughout the state are helping to re-write the protocol. The first draft has been completed and the final document will be presented at the next SERC meetings in October. The document will serve as a guidance document, not a mandated protocol.
      - b. Off-shore hazmat response – There is a need to re-establish the working group and certain TTF members were suggested to fill the role. Matt Marshall will reach out to them for assistance moving forward. The CG agreement is about 80% complete and additional funding is currently being identified. Classroom and hands-on training will be needed once completed to implement training on this matter.
      - c. Future projects for consideration consist of the development of competency checklist for hazmat teams and specialty training to treat K9 units that response to hazmat and other related incidents.

2. **HazMat Team Assessments – Scott Chappell**

- a. Scott Chappell discussed on-going efforts to streamline the reporting process and re-write evaluations to focus on capabilities rather than equipment. Forms for use during the assessments were presented to the group and should be completed by the next TTF meetings.

**3. FirstNet – Daryl Wise**

- a. A presentation was given by FirstNet on the uses of the software for first responders. FirstNet is system designed to give first responders priority when entering areas where cell signal is limited due to large crowds. The software is currently only available to users on AT&T networks. The unlimited plan is set at \$40 but is anticipated to drop.

**4. National Institute of Environmental Sciences – Philippe Carre**

- a. Philippe Carre gave a presentation on the Hazardous Waste Worker Training Program and the HAZMAT Disaster Preparedness Training Program. Philippe mentioned they are located in Ft. Lauderdale, Orlando and Puerto Rico but are willing to travel for deliver the courses.
- b. Both of these programs are offer free, grant funded training for hazmat officials. Examples of trainings offered are:
  - i. HazMat Awareness – 8-hours
  - ii. HazMat Operations – 16- hours
  - iii. HazMat IC – 16-hours
  - iv. Hurricane Disaster Preparedness Training

Additional visitors were present and provided their contact information, those visitors included:

- Clayton Hatfield, HazMat Safety Assurance Team, Field Ops, Southern Region, USDOT Pipeline and Hazardous Materials Safety Administration
  - (404) 273-2165 / [clayton.hatfield@dot.gov](mailto:clayton.hatfield@dot.gov)
- Michael “Mac” McLean, Emergency Manager, AMTRACK
  - (302) 655-2041 – Cell: (202)-329-8546/ [McLeanM@amtrack.com](mailto:McLeanM@amtrack.com)

The next TTF meeting is scheduled for Oct 18, 2018 in Sandestin.

**ii. LEPC Chairs and Staff Meeting**

1. An update was given by Matt Marshall on the TTF meeting.
2. Michael “Mac” McLean from AMTRACK gave a presentation. The presentation consisted of the services available through AMTRACK. They are able to travel and bring training / exercise expertise for free. The trainings are first responder focused and consist of the response to a train related incident. If anyone is interested in receiving these trainings or would like more info, Mac’s contact info is listed above.

**3. LEPC Contract**

- a. The LEPC contract has been changed from cost reimbursement to Fixed Fee.

#### 4. Hazard Analyses Working Group

- a. Zach Annett is now the sole chair of the working group as Jessica Sunday has left her position at the LEPC.
- b. The working group is currently working to put together a standard operating guide for use by the LEPCs and other employees who complete HA's for their area.
- c. The working group is also working on creating an E-Book for the HA information to include in E-plan. The book will aim to take the most relevant data from CAMEO and condense it into a more accessible format for easier access by first responders.
- d. Training is currently being developed on the HA process and once completed will be delivered throughout the state to any one interested in receiving it.

The next LEPC Chairs and Staff meeting is Oct 18, 2018 in Sandestin.

#### iii. SERC Meetings

1. Updates were provided outlining the activities that occurred during the TTF and LEPC Chairs and Staff meetings.

The next SERC meeting is Oct 18, 2018 in Sandestin.

#### b. Domestic Security Update: North Florida Regional Domestic Security Task Force (NFRDSTF)

- i. Kristina Holliday with the Florida Department of Law Enforcement gave an update on the recent activities of the NFRDSTF and FDLE
  1. Currently FDLE is preparing for the upcoming inauguration and will be focusing most of their time on that.
  2. The NFRDSTF is partnering with the LEPC, and the Department of Health to deliver 3 a series of active shooter tabletop exercises in 2019. Additionally, the partnership is planning to host two full-scale exercises in 2020.
  3. Staff asked Kristina Holliday to put together a presentation to overview the recent "Save Life!" workshops that were held within the region at the next LEPC meeting in November.

#### 4. Staff Updates

##### a. New Member Updates

- i. Kevin welcomed the new members to the LEPC and thanked them for their involvement. Lt. Allen Willis with TFD, Kristina Holliday with FDLE, Adam Johnson with Calhoun County EM and Michael Younger with TCC were announced and welcomed as new members to the LEPC.

- ii. Staff mentioned the availability of membership forms to those who are interested in becoming a member of the committee.

**b. HMEP Planning Project - 2018 LEPC Tabletop Exercise**

- i. The LEPC completed its FY 17/18 HMEP planning project on August 1, 2018. The project was a comprehensive tabletop involving a multi-jurisdictional response. The exercise took place in Wakulla County and involved a multitude of agencies including Wakulla County EM, EMS, Fire and SO, FDLE, FDEM, FDOH, FHP, Tallahassee CDA and Wakulla County Public Works.
- ii. The focus of the exercise was on a response to a transportation related hazardous materials incident occurring near a local elementary school.
- iii. The AAR/IP will be completed and sent to FDEM for approval by September 30<sup>th</sup>.

**c. Quarterly Training Overview**

- i. Staff mentioned there were 41 hours of training offered during the quarter with over 140 individuals who received training offered by the LEPC.
- ii. Upcoming trainings
  1. Staff mentioned that a 40-hour OSHA HAZWOPER Technician Level Course is being offered in Tallahassee on July 16-20<sup>th</sup> of 2018.
  2. Staff mentioned there will be a HazMat IQ course offered on September 5<sup>th</sup> in Gulf County.
  3. Staff mentioned the LEPC will be partnering with WFLEPC to offer 3 days of the HazMat IC course in Gulf County. The course will be held on Oct 23-35<sup>th</sup>.

**d. Future Training Needs and Desires**

- i. Chaires VFD and Lake Jackson VFD have reached out asking for a 24-hour operations level course for their responders. Staff will work to schedule this course over a 2-week period to allow for all responders to attend.
- ii. TFD reached out and asked for a ToxMedic course to be delivered in Tallahassee. Staff will begin getting quotes and scheduling this course soon.
- iii. Staff asked the members in attendance to please reach out to if they have any hazmat or transportation related courses they would like offered.

**e. Outreach Activities and Opportunities**

- i. Staff set up the Shelter-in-Place doll house at both the Wakulla and Tallahassee Build-your-Bucket Events on May 12 and June 2, respectively. Together staff presented on the benefits and how-to's of sheltering in place to close to 2,000 citizens in the region.
- ii. Staff has mentioned to the members in attendance they will be hosting a session at this years FEPA annual meetings on the HMEP program. The session will contain an overview of the planning and training sides of the program in addition to a short workshop/tabletop. Staff will be working with the various LEPCs throughout the state to deliver the session and will begin planning for it in the upcoming months.

**f. Future Exercises**

- i. Staff discussed the possibility of planning a mass-decontamination functional exercise for local responders in the region. The exercise would involve properly

decontamination a large group of affected individuals exposed to a chemical release. There is no date set for when planning will begin at this time.

## 5. Other Business

### i. The Use of the NWS During HazMat Incidents – Mark Wool

1. Mark Wool with the NWS Tallahassee gave a presentation on the services they have available to counties and local agencies for assistance during a hazmat incident.

### ii. FDEM Update – Brian Bradshaw and Wanda Stafford

1. FDEM gave an update on the upcoming Farley Nuclear Plant Ingestion Pathway Exercise taking place on October 31, 2018.
2. Before the exercise there will be a tabletop on September 29, 2018 in Jackson County. Additionally, a plume model exercise will be held on October 30, 2018
3. The HotWash for the exercise will take place on November 1, following the exercise.

### iii. FEPA Update – Eve Rainey

1. FEPA Director Eve Rainey gave an update on the mid-year meeting in addition to details pertaining to the upcoming annual meeting.
  - a. 120 members attended the mid-year meeting in St. Pete
  - b. This was the first time the REP working group met. They will continue meeting and deliver a session at the annual meeting.
  - c. This year will be the 20<sup>th</sup> year of FEPA and there are now over 680 members of the association.
  - d. The annual meeting will take place on February 4-8, 2019 in Miramar Beach, FL.

## 6. Public Comment

### 7. Next Meeting Date - TBD

- a. The next meeting of the Apalachee LEPC is tentatively scheduled for November.

### 8. Adjournment

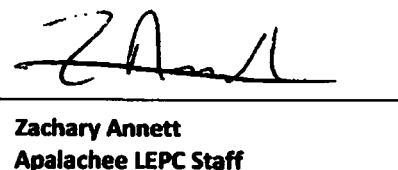
- a. The meeting was adjourned at 11:45 AM

Signed:



Gail Stewart  
Apalachee LEPC Vice-Chairman

Attest:



Zachary Annett  
Apalachee LEPC Staff