

## Apalachee Local Emergency Planning Committee

Tallahassee Fire Department Training Division  
2964 Municipal Way  
Tallahassee, FL 32304

December 5, 2018 @ 10:00 AM  
Draft Meeting Minutes

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

Vice-Chairwoman Stewart called the meeting to order, welcomed those in attendance, thanked those who traveled to the meeting at the TFD Training Division, and asked for self-introductions from those individuals present. Staff indicated a quorum was present. Vice-Chairwoman Stewart reminded all present to sign the attendance roster that has been passed out. The following members were present:

#### Members and Alternates:

Abrams, Chad	Leon County EMS
Hall, Darryl	Leon County EMS
Lara, Jonathan	Florida Department of Environmental Protection
Leiva-Krause, Nancy	Florida Department of Health
Nelson, Scott	St Marks Powder
Odom, David	Tallahassee Police Department
Phillips, Mike	Florida Department of Health
Rainey, Eve	Florida Emergency Preparedness Association
Stewart, Gail	Florida Department of Health in Leon County
Teaf, Christopher	Florida State University
Woehle, Melissa	Florida Department of Environmental Protection
Younger, Michael	Tallahassee Community College

#### Guests:

Baker, Ivy	Florida Department of Health in Leon County
Fieux, Jessica	National Weather Service
Fisher, Elise	Apalachee Regional Planning Council
Hilldreth, Kelly	Florida Highway Patrol
Holliday, Kristina	Florida Department of Law Enforcement
Lingerfelt, Earl	Tallahassee Community College
MacDonell, Sam	Florida Department of Health
Martin, Brad	Sunshine 811
Runo, Ray	Big Bend Healthcare Coalition
Willis, Allen	Tallahassee Fire Department

**Staff:**

Annett, Zachary

Apalachee Regional Planning Council

**2. Approval of the Minutes**

- a. Christopher Teaf motioned to approve the minutes from the last meeting of the Apalachee LEPC. Eve Rainey seconded that motion. 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, Destin, FL, October 18-19, 2018**

The October SERC meetings were canceled due to impacts from Hurricane Michael. All membership updates will be reviewed for approval at the January meetings. There was no report for this meeting.

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

- i. Kristina Holiday 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. Inauguration will be on January 8, 2019.
  2. The NFRDSTF is partnering with the Apalachee Regional Planning Council and the Florida Department of Health in Leon County to potentially deliver an active shooter exercise in Leon County in the New Year. Updates will be sent out accordingly as they come.
  3. The next NFRDSTF meeting is tentatively scheduled for January 2019. Kristina will send out RDSTF newsletters with important information regarding the task force and FDLE operations in the new year.

**4. Presentations**

- a. *"Save Life! An integrated Response to Active Shooter Incidents" – Kristina Holliday*
  - i. Kristina gave a presentation on the "Save Life!" workshops held throughout the Region during the summer. During the presentations, attendees were given an overview of the history of active shooters incidents, where we are now, and some tips on how to better prepare for and respond to these types of incidents. The main purpose of the workshop was to show responders how they can save lives using tourniquets and stop the bleed actions.
- b. *Hazard Analyses: Leon County – Zach Annett*
  - i. Zach Annett gave a presentation on the hazard analyses completed for Leon County. This presentation outlined the purpose of LEPCs and the work they do

to identify chemical hazards within the community. The presentation also showed attendees the number of facilities that use or store chemicals within the community and the information recorded in CAMEO for first responder to use when responding the chemical incidents. All the information is available to the public upon request.

## **5. Staff Updates**

### **a. New Member Updates**

- i. Staff mentioned that all pending membership requests were postponed due to the cancellation of the October SERC meetings. These requests will be reviewed for approval at the January SERC meetings.
- ii. Staff mentioned the availability of membership forms to those who are interested in becoming a member of the committee.

### **b. Quarterly Training Overview**

- i. Staff mentioned there were 24 hours of training offered during the quarter with over 41 individuals who received LEPC sponsored training.
- ii. Upcoming trainings
  1. Staff planned to sponsor 3 HazMat Incident Commander Courses in Gulf County in late October, however, due to Hurricane Michael these courses have been postponed to a later date, yet to be determined.
  2. Staff is sponsoring 4 individuals to attend the annual HazMat Symposium in January.

### **c. Future Training Needs**

- i. Staff will work to identify a training subcommittee with various members of the LEPC to represent different agency needs. This committee will work to create an annual training plan for the region regarding transportation related hazmat trainings.
- ii. Jessica Fieux with NWS stated they will be hosting a Tropical Training for all interested. If interested individuals should reach out to her for more information.
- iii. Kristina Holliday mentioned there will be a WMD Training hosted by the FBI in Tallahassee in mid-December and it is open to all who are interested.
- iv. Mike Phillips mentioned there will be a Suspicious Substance Response training to be held soon.
- v. For all training opportunities or additional information please contact Zach Annett.

### **d. Outreach Activities and Opportunities**

- i. Staff has begun planning for the 2019 FEPA Annual Meetings taking place from February 4-8 of 2019 in Destin Beach. The LEPC will be hosting a brief tabletop exercise to evaluate the ability of Emergency Management personnel throughout the state to respond to a transportation related hazardous materials incident. The scenario will mirror the 2017/18 HMEP Planning Project completed by the Apalachee LEPC in August 2018.

- ii. Staff continues to reach out to entities throughout the region to promote and bring awareness to the LEPC. If there are any outreach opportunities, staff asks that you reach out, so they can set up presentations or workshops as needed.

**e. Future Exercises**

- i. LEPC staff assisted the Department of Health in Leon County with the completion of their Point of Dispensing Exercise on October 26, 2018. The exercise evaluated the ability of department of health staff to respond to an anthrax attack in Leon County.
- ii. LEPC staff will potentially assist the NFRDSTF with planning for an active shooter exercise in summer 2019. The exercise will focus on life saving actions after an initial attack and the use of rescue task force teams.

**6. Other Business**

**a. Hurricane Michael**

- i. Staff opened the floor for all agencies to give updates on their response to Hurricane Michael. TPD, FDOH, TFD, NWS and the BBHCC all gave input on the issues they faced and the strengths they observed as they responded to the hurricane both at home and in the more affected counties to the west. Major issues discussed were sheltering operations, feeding and Urban Search and Rescue.
- ii. FEPA will be having a focus on specialized teams for EOCs as that was an issue identified during the response. These teams will be condensed IMTs to focus on things such as Mass Care, and other ESFs as needed within an EOC.

**7. Public Comment**

**8. Next Meeting Date -TBD**

- a. The next meeting of the Apalachee LEPC is tentatively scheduled for February 13, 2019.

**9. Adjournment**

- a. The meeting was adjourned at 11:30 AM

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**Signed:**



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**Kevin Peters**  
Apalachee LEPC Chairman

**Attest:**



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**Zachary Annett**  
Apalachee LEPC Staff