

## **Apalachee Local Emergency Planning Committee**

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

February 13, 2019 @ 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 TFD Training Division, 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:**

Andreasen, Rodney	Jackson County Emergency Management
Hall, Darryl	Leon County Emergency Medical Services
Holliday, Kristina	Florida Department of Law Enforcement
Leiva-Krause, Nancy	Florida Department of Health
Nelson, Scott	St Marks Powder
Odom, David	Tallahassee Police Department
Peters, Kevin	Leon County Emergency Management
Phillips, Mike	Florida Department of Health
Rainey, Eve	Florida Emergency Preparedness Association
Stewart, Gail	Florida Department of Health in Leon County
Thomas, Sara	City of Tallahassee Emergency Management
Willis, Allen	Tallahassee Fire Department
Woehle, Melissa	Florida Department of Environmental Protection

#### **Guests:**

Batts, Howell	Florida Department of Health
Fisher, Elise	Apalachee Regional Planning Council
Gelpi, Anthony	Lake Talquin Volunteer Fire Department
Lingerfelt, Earl	Tallahassee Community College
MacDonell, Sam	Florida Department of Health
MacKinnon, Alex	Leon County Emergency Management
Metcalf, Anthony	Lake Talquin Volunteer Fire Department
O'Meara, Dana	St. Marks Powder

**Staff:**

Annett, Zachary

Apalachee Regional Planning Council

**2. Approval of the Minutes**

- a. Allen Willis motioned to approve the minutes from the last meeting of the Apalachee LEPC. Melissa Woehle 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, Daytona Beach, FL, January 22-23, 2019**

- i. Training Task Force update – Melissa Woehle
  1. HazMat Medical Protocols have been approved
  2. Scott Chapel requested all hazmat assessments be submitted so he can begin compiling that data. Rob Dietrich mentioned the results would be posted to DEM website once received. Also, a training on how to complete the assessments was provided at this year's HazMat Symposium.
  3. Response to Hurricane Michael:
    - a. Matt Marshall gave a presentation on his involvement in recovery efforts in Bay Co. He was deployed as a STRIKE Team leader on the East side of Panama City Oct 15 - 25. Three-person teams in pickup trucks conducting recon visits at Tier II facilities to determine if any outside assistance was needed. One of the facilities, a chemical plant, had an explosion/fire involving hazmat after the recon visit. A Hazmat Team was deployed and took command of the scene. Matt expressed concern that additional hazmat resources/expertise are needed immediately following storm impact to conduct recon visits.
    - b. Jonathan Lamm suggested the TTF consider developing a document to identify hazmat resources and recommendations for deployment following a hurricane. Could use existing USAR documents as a starting point.
    - c. First Net AT&T provided phones to the STRIKE Teams. Matt advised they worked well. No service with Verizon early on. A First Responder in Port St Joe said the First Net AT&T phones did not work there, but there was limited service through Verizon.
    - d. DEM will be discussing the need for better communications during hurricane recovery with the telecom industry. The State

is also looking at re-investing in satellite technology for redundancy.

4. Agency Updates:
  - a. Florida State Fire College - Scott Chappell described the hurricane response as an overall success. PERI Group will have a subcommittee under the Symposium with an MOU to be posted on the website. To be presented for SERC approval 1/23.
  - b. 2019 Hazmat Symposium - Jonathan Lamm
    - i. 610 registered, including 488 students, remainder Staff and Vendors.
    - ii. Keynote Speaker, Col. Danny McKnight
    - iii. Jonathan asked for improved process for CEUs. He suggested a Fire College member on the Symposium Leadership Team. Scott agreed to bring it up with the Fire College for next year
- ii. LEPC Chairs and Staff Meeting:
  1. Updates were provided by all the LEPCs of the projects and activities completed during the quarter. This information can be found in Hazmatters.
  2. Zach Annett gave an update to the Hazard Analyses working group. Currently the group is working to finalize the HA Guidance Document in addition to exploring ways to standardize site plans throughout the state.
- iii. SERC Meeting:
  1. Updates were given on the TTF and LEPC chairs meeting.
  2. The Thomas Yatabe awards were presented by each LEPC to their respective winner.

The next quarterly meetings of the SERC, TTF, and LEPC Chairs and Staff will be held in St Augustine one April 17-18, 2019.

**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. Kristina discussed the Inauguration and mentioned everything went well and there were no issues. WebEOC was utilized during the event and there were no problems with the software.
  2. Kristina also discussed the HealthCare Coalition approved funding to hold a series of Active Shooter tabletop exercise within the region. FDLE will be partnering with the Apalachee Regional Planning Council to design and facilitate these exercises.

3. The next NFRDSTF meeting will be held at FDLE in Tallahassee on March 19, 2019.

#### 4. Presentations

- i. *Thomas Yatabe Award / Certificates of Appreciation*
  1. The Apalachee LEPC awarded the Thomas Yatabe award to Lt. Allen Willis with TFD for his commitment to the LEPC during the short time he has been a member.
  2. Staff gave out 3 Certificates of Appreciation to members of the LEPC for their continued commitment to promoting the purpose of the LEPC within the Region. These awards were given to Gail Stewart, Nancy Leiva-Krause and Jennifer Nagy.
    - a. Staff mentioned he forget the certificates at his office and will mail them out to the recipients at a later date following the meeting.

#### 5. Staff Updates

##### a. New Member Updates

- i. Chairman Peters welcomed all new members to the LEPC after their approval at the most recent SERC meetings. Staff reminded each member of the duties they are responsible for as being members of the LEPC.
- ii. Staff provided membership forms to those wishing to become members of the LEPC and instructed them on how to complete the form for approval.

##### b. Quarterly Training Overview

- i. Staff mentioned there was one class held during the quarter and that class was an 8-hour technician refresher course held in Tallahassee. 16 students were trained during the class.
- ii. Upcoming trainings
  1. Staff has coordinated with the City of Tallahassee to provide (4) 8-hour technician refresher courses for employees of the generating stations in St. Marks and Tallahassee. These courses are scheduled for the beginning of April.
  2. Staff is still looking to sponsor 3 days of HazMat IC courses and will work with the training subcommittee to schedule those courses.
- iii. **HMEP Training Overview / HMEP Training Subcommittee**
  1. Training Overview
    - a. Staff outlined the HMEP funding utilized so far during the year to the LEPC to provide an overview of where the money is being spent and on what classes are being delivered.
    - b. Staff mentioned the remaining funding that is still needed to be expended and will discuss options during the training subcommittee meeting.
  2. Training Subcommittee

- a. Staff is working to establish a training subcommittee with LEPC members to find ways to better utilize the funding available to them.
- b. Gail Stewart mentioned there is a need for a HazMat Tox-Medic Course in the Region.
- c. Rodney Andreasen mentioned the need for a HazMat 160-hour course.
- d. Rodney Andreasen also mentioned Jackson County is willing to host the HazMat IC courses during the summer within their county.
- e. Members showed interest in a chlorine response class. Staff mentioned they will look into it and find potential vendors.
- f. The first meeting of the Training Subcommittee will be held on March 19, 2019 after the NFRDSTF meeting where these items will be further discussed.

**c. Outreach Activities and Opportunities**

- i. Staff conducted it's 2018/19 HMEP planning project on February 5, 2019 at the Florida Emergency Preparedness Association (FEPA) annual meetings. The planning project consisted of a presentation on the Interagency Modeling Atmospheric Assessment Center (IMAAC) and the HMEP program in Florida followed by a HazMat related tabletop exercise. There were 19 participants from all throughout the state of various backgrounds that participated in the workshop / exercise. The after-action report will be written and distributed in the coming months.
- ii. Staff spoke with FSU EM professors about presenting on the LEPC program to one of their classes. Staff will continue to work with FSU on setting this up within the next few months.
- iii. 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.

**6. Other Business**

- a. FEPA Update – Eve Rainey
  - i. Eve mentioned that this year's annual meetings of the FEPA went incredibly well. There were 375 attendees and a variety of trainings and workshops held throughout the week.
  - ii. The Mid-year meetings will be held on August 7-9, 2019 in Sarasota.
  - iii. Next years annual meetings will be in February 2020 in Daytona Beach, FL.
- b. Lt. Allen Willis mentioned TFD will be hosting radiation training in June and will provide more information as it comes.
- c. David Odom mentioned the AAR for the Marjory Stoneman Shooting has been released. Major issues presented were radio communications between various agencies and mass response problems. David encouraged everyone to look at the AAR and review their applicable sections.

- d. Members mentioned the Tallahassee Airport Full-Scale Exercise is coming up on February 21-25.
- e. 2019 HazMat Symposium:
  - i. Staff gave an overview of this year's symposium. Staff reminded members the LEPC can sponsor individuals to attend at very little cost to them and encouraged members to start thinking of individuals to send to next years. The following is a break down of the HazMat Symposium this year:
    - 1. 7<sup>th</sup> annual symposium
    - 2. 447 students
    - 3. 82 instructors
    - 4. 41 staff members
    - 5. 30 sponsors/40 vendor staff
    - 6. HazMat team competition
    - 7. HMEP Grant approved
    - 8. States in attendance
      - a. FL, AL, AR, DE, GA, MD, MO, NC, ND, NY, SC,VA, VT, Argentina.

**7. Public Comment**

**8. Next Meeting Date -TBD**

- a. The next meeting of the Apalachee LEPC is tentatively scheduled for May 22, 2019.

**9. Adjournment**

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

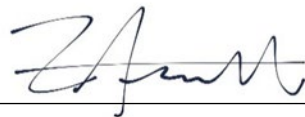
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**Signed:**



**Kevin Peters**  
Apalachee LEPC Chairman

**Attest:**



**Zachary Annett**  
Apalachee LEPC Staff