

# **APALACHEE LOCAL EMERGENCY PLANNING COMMITTEE**

2507 Callaway Road, Suite 200, Tallahassee, Florida 32303  
Office (850) 488-6211 ext. 107 Fax: (850) 488-1616

*Chairman: Kevin Peters*  
*Vice Chairwoman: Gail Stewart*  
*Training Task Force Member: Melissa Woehle*

*Staff to the Committee: Apalachee Regional Planning Council*



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***Apalachee Local Emergency Planning Committee Meeting***  
**Thursday, August 24<sup>th</sup>, 2017**  
**10:00 AM Eastern**

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

## **AGENDA**

- 1. Call to Order, Roll Call, and Introductions**
- 2. Approval of Minutes\***
- 3. Chairman's Report – Kevin Peters**
  - a. Recap of State Emergency Response Commission (SERC); LEPC Chairs and Staff; and SERC Training Task Force (TTF) Meetings – See page 10*
  - b. Domestic Security Update: North Florida Regional Domestic Security Task Force (NFRDSTF)*
- 4. Staff Updates – Zach Annett**
  - a. New LEPC Contract (FY 2017-18)*
    - i. Expanded scope of work – See page 13*
  - b. HMEP Planning Project – Updating SOPs for Hazardous Materials*
    - i. Continue meetings with County EM Directors*
    - ii. Deadline is Sept. 30<sup>th</sup>, 2017*
  - c. HMEP Training*
    - i. 8-hour Technician level refresher course September 12<sup>th</sup> (Seats Available)*

- ii. 24- hour Operations level course September 13-15<sup>th</sup> (Seats Available)
- iii. 40-hour Technician level course November 13-17<sup>th</sup> (Seats Available)
- iv. 4-hour Awareness level course instructor needed
- v. Future training needs and desires

d. *FSU Magnet Lab Tabletop in September 2017*

e. *LEPC Website Updates*

- i. <http://thearpc.com/what-we-do/emergency-planning/local-emergency-planning-committee/>

f. *LEPC Member and Alternate updates*

g. *Possible Volunteer Fire Department Workshops*

## **5. Other Business**

- a. *Emergency Planning Update – Denise Imbler, Apalachee Regional Planning Council*

## **6. Public Comment**

## **7. Next Meeting Date - TBD**

## **8. Adjournment\***

\* = Action Item

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



The Capital Area Chapter of the American Red Cross is located adjacent to the Tallahassee/Leon Public Safety Complex. The parking lot entrance is on Easterwood Drive. You are not required to sign in upon entering the facility.

**Apalachee Local Emergency Planning Committee  
Capital Area Chapter of the American Red Cross  
1115 Easterwood Drive  
Tallahassee, FL 32311  
June 19 – 10:00 AM Eastern  
Meeting Minutes**

**I. Call to Order, Roll Call, and Introductions**

Chairman Peters called the meeting to order, welcomed those in attendance, thanked those that traveled to the meeting at the Capital Area Chapter of the American Red Cross, and asked for self-introductions from those individuals present. Staff indicated that a quorum was present. Chairman Peters reminded all present to sign the attendance roster that had been passed out. The following members were present:

Members and Alternates

Abrams, Chad	Leon County Emergency Medical Services
Davis, Sally	Leon County Emergency Medical Services
Ellerbe, Carol	Jefferson County Emergency Management
Gray, Laymon	Florida State University
King, Nicole	Capital Area Chapter of the American Red Cross
Lara, Jonathan	Florida Department of Environmental Protection
Lupton, GW	Tallahassee Community College
Nagy, Jennifer	Leon County Division of Emergency Management
Nelson, Scott	St. Mark's Power
Notley, Todd	Tallahassee Fire Department
Peters, Kevin	Leon County Emergency Management
Rainey, Eve	Florida Emergency Preparedness Association
Stewart, Gail	Department of Health – Leon
Woehle, Melissa	Florida Department of Environmental Protection
Younger, Michael	Tallahassee Community College

Guests

Brown, Greta	Leon Division of Emergency Management
Holliday, Kristina	Florida Department of Law Enforcement
MacDonell, Sam	Department of Health
Martin, Brad	Sunshine 811
Odom, David	Tallahassee Police Department
Steel-Claridge, Sue	North Florida Fusion Exchange
Ziegmont, Charles	City of Tallahassee

Staff

Mendicino, Gina  
Annett, Zach

Apalachee Regional Planning Council  
Apalachee Regional Planning Council

Zach Annett was introduced as the new Apalachee LEPC Coordinator.

**II. Approval of Minutes**

Carol Ellerbe motioned to approve the minutes of the February 14, 2017 Apalachee Local Emergency Planning Committee meeting. GW Lupton seconded the motion and the minutes were passed unanimously.

**III. Chairman's Report**

**IV. *SERC Training Task Force (TTF) and LEPC Chairs and Staff Meeting Recap  
Cocoa Beach, FL – May 8, 2017***

**V. Training Task Force Meeting Summary**

- **HazMat Symposium**
  - The HazMat Symposium included 51 classes and over 160 hours of training.
  - This year showed the largest turnout for the HazMat Competition compared to any previous year.
  - There were over 340 individuals registered this year, which was a 12% increase over last year's attendance.
- **HazMat Team Assessments**
  - Scott Chappell provided an update on the HazMat Team Assessment project.
  - The assessment's purpose is to look for areas of improvement for all HazMat teams in Florida.
  - Ideally, all HazMat teams will be assessed by the October TTF meeting, where discussion is planned to take place regarding updates to the assessment package and process.
- **Senate Bill 1018 (Pollution Notification Act)**
  - As of June 15, in the event of a release that is above a reportable quantity threshold, operators will report to DEP, who will post notice of the release on a public website within 24 hours of the release.
  - The public has access to check the website for releases, and can opt in to notifications based on region or county.
  - This will become effective on July 1, 2017.
- **Statewide Hurricane Exercise**
  - Overall, DEM was pleased with the outcome of the 2017 Statewide Hurricane Exercise.

- During discussion after the exercise, it was emphasized that including subject matter experts in the SimCell to help create injects was an asset to the exercise as a whole.

## **VI. LEPC Chairs and Staff Meeting**

- **HA Working Group**
  - Dwayne Mundy received the results of his Hazards Analysis Survey, which included the following:
    - 2641 total responses
    - 62% of responses said they knew what an HA is
    - 63% did not have copies of their HA
    - 53% did not know how to use CAMEO
    - A link will be added to E-Plan which will redirect to the facility HA.
- **RMP Rule**
  - This rule would have required facilities to work with LEPCs on tabletop and full scale exercises every few years, but it has been pushed for reconsideration in 2018.
- **Staff Changes**
  - Paul is no longer with DEM or the SERC, and Rob Dietrich has taken over in his stead.
  - Rob and Chris Rietow are working to reformat the LEPC contract in order to make it fixed-fee, and is so far progressing favorably.
  - DEM is asking for patience during the reorganization process while everyone is working out the kinks.
  - DEM is looking to hire two new RMP inspectors, who should be able to help with the EPCRA Tier II work as well.

## **VII. SERC Meeting**

- ***Cocoa Beach, FL – May 9, 2017***
- **Updates**
  - Updates were given regarding the HazMat Symposium, TTF Meeting, and LEPC Chairs and Staff Meeting.
- **NASTTPO**
  - This SERC meeting took place in conjunction with the NASSTPO convention.
  - Florida is considered to be one of the most successful LEPC programs in the country.
  - This provided the LEPCs with the opportunity to discuss directly with DOT and PHMSA representatives and other LEPCs from around the country.

**VIII. Domestic Security Update**

- The NFRDSTF is undergoing changes in their task force meeting schedule and structure. The LEPC will be updated as these changes take place.
- The next NFRDSTF will be in June, 2017.
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**IX. Staff Updates**

- **Domestic Security Update**
  - The Regional Domestic Security Task Force is undergoing a restructuring.
  - The RDSTF is overall downsizing, but is looking into the possibility of meeting more often.
- **North Florida Fusion eXchange**
  - The NFFX provides updates on crime in the area, specifically terrorism.
  - There are currently no known threats to the region.
  - Reminder to “See Something, Say Something”
- **NASTTPO Update**
  - NASTTPO was a very beneficial experience for the LEPC.
  - Discussion with other LEPCs and PHMSA representatives allowed for the next step in bringing a drone program and chemical suicide training to the Apalachee region.
- **HMEP Planning Project**
  - Both Gina and Zach will continue to work on the HMEP Planning Project. Sample SOPs have been sent to DEM for a courtesy review to ensure they are all meeting the scope of work.
- **HMEP Training**
  - 8-hour Technicians Refresher course on June 29<sup>th</sup>.
  - 8-hour Technician Refresher course on September 12<sup>th</sup>.
  - 24-hour Operations-Level course on September 13-15<sup>th</sup>.
  - 40-hour Technician-Level course is being planned for November or December timeframe

**X. Other Business**

- **FEPA Update**
  - Eve Rainey provided an update of the FEPA mid-year meeting.
  - There was discussion on whether the Pipeline Emergency Response Initiative (PERI) could get involved in the mid-year meeting.
- **Sunshine 811 Update**
  - PHMSA has found Florida to be inadequate in the enforcement of pipeline safety and reporting.
  - The law now states that 911 must be called if a pipe is hit or damaged.

**XI. Adjournment**

The meeting was adjourned at 12:25 P.M.

**SIGNED:**

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**KEVIN PETERS**

**ATTEST:**

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**ZACHARY ANNETT**



# Reference Documents

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**MEMORANDUM**

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**TO:** APALACHEE REGIONAL PLANNING COUNCIL  
**FROM:** ZACHARY ANNETT, LEPC COORDINATOR  
**SUBJECT:** TTF, LEPC, & SERC MEETINGS  
**DATE:** AUGUST 4, 2017  
**CC:**

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The Training Task Force, LEPC Chairs and Staff, and State Emergency Response Commission meetings took place from July 20<sup>th</sup>-21<sup>st</sup> in St. Petersburg, Florida.

The main points of discussion are listed below:

**Training Task Force meeting:**

- FDEM Share Point - Hazardous Materials Training Portal
  - New updates will include a training section for LEPCs and interested parties to reference free training information and contacts. Additionally, website will include grants available for providing training funds.
- Old Documents
  - Several plans are out of date (such as white powder SOPs, etc.) as well as certain curriculums. After assessments are made to determine needs, a RFP will be made or the LEPCs will be contacted to complete these updates.
- Negotiated rates for common vendors of training.
- Opioid Outbreak
  - Due to recent opioid outbreaks, TTF subject matter experts will look at existing peer reviewed white papers and provide approved documents to first responders / receivers. These documents will be able to provide recommendations to first responders / receivers when handling incidents involving drug overdoses, drug arrests and drug labs. These documents will be sent to the LEPCs once determined.
- 6<sup>th</sup> annual Hazardous Materials Symposium
  - January 16-18<sup>th</sup>, 2017 – [www.flhazmatsymposium.org](http://www.flhazmatsymposium.org)
  - Registration opens September 1<sup>st</sup>, 2017
  - HazMat team competition moved to Tuesday. Registration opens September 1<sup>st</sup>, 2017 and is limited to the first 12 teams enter. There will be a class session on

Wednesday for participating teams to go over best practices and pointers for each of the items in competition.

**LEPC Chairs and Staff meeting:**

- DEP Notification Rule – [dep.state.fl.us/pollutionnotice/](http://dep.state.fl.us/pollutionnotice/)
  - Section 403.077, F.S., the Department is establishing a method for regulated entities to submit Public Notice of Pollution for reportable releases. The Department is also making available to the public all Notices received to date as well as offering an e-mail subscription service for interested parties to stay informed of incidents submitted to their area of interest.
  - Reporting entities should be aware that while a submission of a Notice to the website satisfies the requirements of Section 403.077, F.S., these entities are still required to report to the State Watch Office and National Response Center.
- LEPC voting rights
  - A motion was passed to make the LEPC Coordinator the alternate voting member to the LEPC Chairman / Vice Chairman accordingly, allowing only 1 vote per district. This allows chairmen and staff to openly discuss potential policy decisions without violating the Sunshine Law.
- SQG / LQJ Rule pushed back until state adopted in 2018 or 2019
- RMP Rule pushed back to 2019

**State Emergency Response Commission meeting:**

- Overview of activities and recommendations from the Training Task Force and LEPC Chairs and Staff meetings.

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**MEMORANDUM**

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**TO:** APALACHEE LOCAL EMERGENCY PLANNING COMMITTEE  
**FROM:** ZACHARY ANNETT, LEPC COORDINATOR  
**SUBJECT:** LEPC CONTRACT CHANGES  
**DATE:** AUGUST 4, 2017  
**CC:**

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LEPC contracts for FY 17-18 have been updated and include a new set of expectations and deliverables.

**Task 1:** Conduct quarterly LEPC meetings with the associated agenda packet, minutes, advertising, etc.

**Task 2:** Attend Quarterly SERC Meetings

**Task 3: NEW** - Conduct a minimum of two (2) public presentations for interested parties within the district on the EPCRA program, including an overview of Florida's LEPC program.

**Task 4:** Publish availability of information in local newspapers

**Task 5:** Update LEPC Hazardous Material Response Plan

**Task 6:** Provide Hazardous Materials Technical Assistance

**Task 7: NEW** - assist with a minimum of one (1) hazmat-related exercise *OR* facilitate a minimum of one (1) hazmat tabletop exercise per fiscal year within the district.

**Task 8: NEW** - Provide a minimum of one (1) shelter-in-place presentation *and* one (1) evacuation workshop per fiscal year within the district.

**Task 9: NEW** - Provide for the planning and coordination of Hazardous Materials Emergency Preparedness (HMEP) training as well as Transportation and Community Awareness and Emergency Response (TRANSCAER) training within the district.

**Task 10:** Submit Quarterly Reports