

Apalachee Local Emergency Planning Committee

Tallahassee Fire Department Training Division

2964 Municipal Way

Tallahassee, FL 32304

May 22, 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:

Abrams, Chad	Leon County Emergency Medical Services
Duncan, William	Florida Department of Transportation
Hall, Darryl	Leon County Emergency Medical Services
Lara, Jonathan	Florida Department of Environmental Protection
Nagy, Jennifer	Wakulla County Emergency Management
Odom, David	Tallahassee Police Department
Peters, Kevin	Leon County Emergency Management
Rainey, Eve	Florida Emergency Preparedness Association
Thomas, Sara	City of Tallahassee Emergency Management

Guests:

Coe, Michael	Tallahassee Fire Department
Fisher, Elise	Apalachee Regional Planning Council
Johnson, Reginald	Department of Homeland Security
Knecht, Kayla	Jefferson County Emergency Management
Mitchell, Michael	Florida Department of Health
Waters, Ian	Tallahassee Community College
Wool, Mark	National Weather Service

Staff:

Annett, Zachary

Apalachee Regional Planning Council

2. Approval of the Minutes

- a. Sara Thomas 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, Daytona Beach, FL, January 22-23, 2019

- i. Training Task Force update:
 1. HazMat Response SOPs
 - a. Frank DeFrancesco reported ½ of the SOPs have been revised and will be posted to SharePoint. The other half of the SOPs will be ready for SERC approval in July.
 2. NOVA SEAMIST – Doug Dillon
 - a. A presentation was given by NOVA on a training they will be providing regarding Marine HazMat Response. A project box was created in order to sit down with NOVA to determine different levels of this training for those who desire it.
 3. HazMat Assessments
 - a. Jonathan Lamm made a motion to have a third-party contractor be responsible for reviewing the HazMat Assessments every 5 years. Kevin Guthrie recommended having a mutual aid agreement in place with other states to have them perform the review. Additionally, it was mentioned that the LEPCs could be responsible for performing the reviews for other LEPCs throughout the state. All three options will be considered moving forward
 - b. Scott Chappell recommended that funding for HazMat equipment and training needs be prioritized over the team assessments.
 4. TTF Chairman
 - a. Matt Marshall stepped down as TTF Chairman. Kevin Guthrie will serve as the interim Chairman until a new and alternate Chairman can be assigned.
 - b. There was some discussion about the ethics of having a voting member on the SERC/TTF who also serves as a training provider within their district. FDEM will be doing some research into this

to decide if this is a conflict of interest and will report with their finding at the next SERC meetings.

- 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 on the Hazard Analyses working group. No new updates on projects were provided, however, it was discussed that FDEM will be taking on a more involved role with the Hazard Analyses Working Group as they are the ones who distribute the contracts. They will work with the existing group to collaborate ideas.
- iii. SERC Meeting:
 - 1. Updates were given on the TTF and LEPC chairs meeting.

The next quarterly meetings of the SERC, TTF, and LEPC Chairs and Staff will be held in Sarasota, FL on July 18-19, 2019.

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

- i. Kevin Peters and Zach Annett provided updates on the NFRDSTF activities that have taken place throughout the quarter.
 - 1. The NFRDSTF is working with the Big Bend Health Care Coalition to provide multiple Active Shooter Workshops throughout the Region. These workshops will build off of last year's Save Life! Workshops provided.

4. 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 that during the quarter, they were able to send four individuals to the 7th Annual Hazardous Materials Symposium in Daytona Beach, FL. Between the four students sent, over 30 hours of training was provided free of cost to the attendees.
- ii. Staff held four 8-hour Technician Refresher Courses for the City of Tallahassee Power Plants in Tallahassee and St. Marks. Those numbers will be reported at the next LEPC meeting.
- iii. Upcoming trainings

1. Staff has coordinated with TFD and Leon County to provide three consecutive days of an 8-hour ToxMedic Course. These courses are Scheduled for July 2019.
 2. Staff has coordinated with Jackson County to provide 3 consecutive days of HazMat Incident Commander. These courses are scheduled for September 2019.
 - iv. Staff asked members to reach out if there are any additional trainings the members would like to see held within the Region.
 - v. HMEP Training Subcommittee
 1. Training Subcommittee
 - a. Staff will be reaching out to members to schedule the next Training Subcommittee meeting.
- c. LEPC Contract**
- i. Staff reviewed the new LEPC contract requirements with the attendees. The only major update to the contract that was discussed was the new requirement for 2 functional or 2 tabletop exercises each year within the Region.
- d. Outreach Activities and Opportunities**
- i. Staff attended the Wakulla County Build Your Bucket Event on April 27, 2019. Staff discussed the importance of sheltering in place when needed and demonstrated the proper process for doing so.
 - ii. Staff was asked to attend the City of Tallahassee's Build Your Bucket Event on June 1, 2019.
 - iii. Staff asked the meeting attendees to please reach out if there are any other opportunities available where they would like the LEPC to provide presentations / demonstrations.
- e. Future Exercises**
- i. Staff and attendees discussed in detail putting on multiple Meth Lab tabletop exercises throughout the Region, starting in Jefferson County. Planning will begin in the fall and will involve a multitude of disciplines. This will satisfy the new contract requirements as well as provide good training opportunities throughout the region on a topic of high interest.

5. Other Business

- a. FEPA Update – Eve Rainey
 - i. Eve Rainey, FEPA Executive Director provided an update of things to come with the organization. She mentioned they are a co-sponsor for Governor's Hurricane Conference. She also mentioned the mid-year meeting will be the 1st week of August. The Annual meetings will take place during the 1st week of February 2020.
 - ii. Eve mentioned they are still working on the FEPA EOC Mutual Aid Working Group. The purpose of this group is to identify a solution to provide SMEs and individuals with technical skills to respond to County EOCs as needed. If anyone is interested in providing input to the group, they should reach out to Eve for more information.
- b. Department of Homeland Security – Chemical Facility Anti-Terror Group

- i. Reginald Johnson with DHS provided some information on the purpose of his group within DHS. The main goal is to keep tabs on chemicals not commonly reported and those that can be used for WMDs, IEDs, etc. He mentioned if the LEPC would like an in-depth presentation that they should reach out within 90 days prior to the next meeting.
- c. National Weather Service – Mark Wool
 - i. Mark Wool with the National Weather Service provided an update of the incoming weather and what to expect this upcoming hurricane season. If you would like more information, please reach out to Mark Wool.
- d. FDEP – Jonathan Lara
 - i. Jonathan Lara with FDEP mentioned to the group that FWC Law Enforcement is moving back into the Office of Emergency Response with FDEP.

6. Public Comment

7. Next Meeting Date -TBD

- a. The next meeting of the Apalachee LEPC is tentatively scheduled for August 2019.

8. Adjournment

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

Signed:



Kevin Peters
Apalachee LEPC Chairman

Attest:



Zachary Annett
Apalachee LEPC Staff