**Apalachee Local Emergency Planning Committee**

Capital Area Chapter of the American Red Cross

1115 Easterwood Drive

Tallahassee, FL 32311

November 29, 2017 – 10:00 AM Eastern

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 Capital Area Chapter of the American Red Cross, 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 follow members were present:

**Members and Alternates:**

Andreasen, Rodney Jackson County Emergency Management

Brownell, Pam Franklin County Emergency Management

Chad Abrams Leon County EMS

Dameron, Tress Franklin County Emergency Management

David Odom Tallahassee Police Department

Davison, Judi Tallahassee Fire Department

Ellerbe, Carol Jefferson County Emergency Management

Lara, Jonathan Florida Department of Environmental Protection

Leiva, Nancy Florida Department of Health

Lupton, G.W. Tallahassee Community College

Nagy, Jennifer Leon County Emergency Management

Nelson, Scott St. Marks Powder

Peters, Kevin Leon County Emergency Management

Stewart, Gail Florida Department of Health

Taylor, Randall Wakulla County Emergency Management

Whoele, Melissa Florida Department of Environmental Protection

Younger, Michael Tallahassee Community College

**Guests:**

Batts, Howell Florida Department of Health

Bradshaw, Brian Florida Division of Emergency Management

Briley, Kevin Leon County EMS

Daniels, Jennifer Franklin County Emergency Management

Hall, Darryl Leon County EMS

Imbler, Denise Apalachee Regional Planning Council

MacDonell, Sam Florida Department of Health

Martin, Brad Sunshine 811

Sullivan, Gloria American Red Cross

Thomas, Sara Apalachee Regional Planning Council

Ziegmont, Chuck City of Tallahassee

**Staff:**

Annett, Zachary Apalachee Regional Planning Council

1. **Approval of the Minutes**

Gail Stewart motioned to approve the minutes for the August 24, 2017 Apalachee Local Emergency Planning Committee Meeting. David Odom seconded the motion and the minutes were passed unanimously.

1. **Chairman’s Report**
   1. **SERC Training Task Force (TTF) and LEPC Chairs and Staff Meeting Recap, Destin, FL – October 26-27, 2017.**
      1. **Training Task Force Meeting Summary (Melissa Woehle)**
         1. White Paper Recommendations for First Responders
            1. The Interagency Board (IAB) publication was approved for distribution during the TTF Conference calls and sent out on Sept 25th. It can now be distributed with the TTF Cover Letter. \*Matt Marshall requested ideas for a TTF Logo to put on our Letterhead
            2. DOH pointed out a reference in the paper to send samples to State Labs and advised the 3 DOH State Labs do not run opioid samples. TTF is checking with FDLE to see if they would run opioid samples for confirmation.
         2. Project Boxes and SharePoint Updates
            1. Notification of access to the new SharePoint and project boxes was sent out. It will be resent to those people who are on the project boxes and active boxes will be discussed during the next teleconference.
         3. HazMat Team Assessments
            1. Scott Chappell expressed appreciation for help with self-assessments and site visits. Much more was accomplished than what he and Matt could have done alone.
            2. Over next three months he plans to collect the documents, analyze and post the results for everyone to review. Now is time to bring up ideas for edits and process changes. The documents and processes will be reviewed and edited and plans for 2018 presented at the January SERC.
            3. It was noted that all HazMat Teams do Type I assessments while WMD Regional Teams do Type II assessments.
            4. State Funding is not based on the Hazmat Assessments, but they can be used as documentation along with after action reports to help demonstrate needs when applying for funding.
            5. TTF is working on a train the trainer class for people performing hazmat assessments. Plan to offer it as a one-hour course during the 2019 HazMat Symposium. There was also discussion of offering preliminary training on how to conduct assessments in conjunction with the 2018 SERC Meetings.
         4. Updates from Florida Fire Chiefs Associations / Florida Association of Hazardous Materials Responders
            1. A request to open Rule 472 & 473 for Hazmat & USAR Training was advanced by FLAR, by request of the State Fire Marshal’s Office, during the July FFCA meeting. The intent is to remove the class syllabus (if left in it would be required, not optional) and clean up Rule language. Also, will be updating awareness/ops level training documents put out by the SERT in 2006. The Rule requires these documents meet NFPA 2/2013.
         5. A concern about decontamination of bunker gear with an emphasis on pesticides was advanced from the floor. Preliminary discussion will be followed up during next teleconference to determine if existing SOPs and guidance are sufficient.
         6. DEM is looking at Legislative Budget Requests for the first time to make up for lost Federal funding. Good documentation identifying needs to maintain capabilities is needed to find potential funding sources.
      2. **LEPC Chairs and Staff Meeting**
         1. An overview from the TTF meeting was given for those who may have missed the initial meeting.
         2. HA Working Group
            1. The creation of a simple PowerPoint slide listing all relevant HA information such as site verification forms, evacuation and vulnerability zones and site maps was discussed. This slide would be uploaded into CAMEO as a quick reference for first responders.
            2. FDEM mentioned their ability to host free How to Comply trainings for facilities required to submit Tier II forms.
            3. It was noted that E-Plan incorrectly lists facilities that carry hydrogen peroxide under the threshold level as EHS facilities. If the amount is under the threshold but the facility is still listed as an EHS site on E-Plan they do not need to be visited under the HA contract.
         3. FDEM Grant Section Changes
            1. It was stated that Donna Ray is now in charge of all contracts relevant to the LEPCs, such as the HMEP, LEPC and HA Contracts.
            2. These changes will help to reduce unnecessary documentation in future. This will also allow for more consistent reporting requirements when submitting documentation to FDEM.
         4. HMEP Contract
            1. The LEPCs are still waiting to receive the new HMEP contract for FY 17-18. The contract for this FY will be a 12-month contract.
            2. FDEM stated they would like the LEPCs to submit a list of training classes previously approved by the agency. This will make it easier for the LEPCs and interested parties to know which classes are available to be held throughout the State.
      3. **SERC Meetings**
         1. An overview of both the TTF and LEPC Chairs and Staff meetings was given for those who were unable to attend the initial meetings.
         2. It was stated that the next SERC Meetings will take place in Daytona Beach, FL on January 16-17, 2018.
   2. **Domestic Security Update**
      1. The NFRDSTF is currently in the process of acquiring new funding as they try to develop new projects to increase capabilities. These projects will also help to bring in more funding for the NFRDSTF.
2. **Staff Updates**
   1. **New Member Updates**
      1. Kevin announced the newly approved members and asked them to introduce themselves to the committee. Staff also mentioned the need for existing members to update their alternates information if necessary. Staff provided membership forms for anyone interested in becoming a member.
   2. **HMEP Planning Project – Updating SOPs for Hazardous Materials**
      1. Staff completed the planning project for the FY 16-17 and submitted it to Donna at FDEM for approval. Once the project is approved staff will distribute the completed SOPs to their respective counties, so they can be implemented into their CEMPs.
      2. Staff has selected the planning project for the FY 17-18 and has decided to facilitate a comprehensive tabletop exercise. The exercise will be regional in scale and staff will begin facilitating meetings in 2018. Ideally, this tabletop exercise will lead into a full-scale exercise in 2019.
   3. **HMEP Contract FY 17-18**
      1. Staff is still waiting to receive the new HMEP Contract for the FY 17-18. FDEM stated they are in the final revision process and hopefully that contract will be distributed to the LEPCs soon.
   4. **HMEP Training**
      1. Trainings that were to be held in September were rescheduled to later dates due to Hurricane Irma. The following courses being offered are listed below with their rescheduled dates.
      2. Staff announced that the following trainings are currently available to interested parties:
         1. 8-hour Technician Level Refresher Course – December 4th, 2017
         2. 24-hour Operations Level Course – December 5-7th, 2017
         3. 40-hour Technician Level Course – November 13-17th, 2017
            1. Staff announced that this training was canceled due to a lack of registrations. It was stressed that for these trainings to be successful there needs to be enough interest when they are advertised.
         4. 3-hour Gasoline Tanker Response Course – December 14th and 15th, 2017
            1. Staff announced there will be two offerings of this course, which will be held at the Jackson County EOC. The courses are three hours each and held on consecutive days to allow for the different shifts of first responders to attend.
            2. Staff will evaluate the trainings after they are held and depending on future interest, will begin planning to hold more of these classes throughout the region.
      3. 4-Hour Awareness Courses
         1. Staff identified an instructor and a curriculum is being put together for future classes. There is a need for 140+ responders with Leon County EMS to receive this training. Staff will begin working with Leon County EMS and the instructor to plan multiple offerings, so all responders can get the training. These courses will be held in 2018.
         2. Additionally, staff will begin coordinating multiple 4-hour classes to take place throughout the region as desired.
   5. **Future Training Needs and Desires**
      1. There is a need for a 40-hour Technician class to be held within the region. Staff will work to reschedule the canceled class in 2018 in hopes there will be sufficient attendance next time around.
      2. Hazardous Materials Symposium – Jan 16-18th – Daytona Beach
         1. The 6th annual Hazardous Materials Symposium is taking place in Daytona Beach from January 16-18 of 2018. There will be 196 total hours of trainings being held during this time frame.
         2. Staff will be sponsoring individuals to attend the Symposium and will be submitting that paperwork to FDEM once individuals register.
   6. **FSU Magnet Lab TTX – Date TBD**
      1. The LEPC is currently working with the FSU Magnet Lab to facilitate a tabletop exercise. Laymon Gray with FSU mentioned the need for evaluators to attend and provided details on the exercise.
      2. The exercise was postponed to due to Hurricane Irma and has been tentatively rescheduled for late March or early April.
3. **Other Business**
   1. FEPA – Kevin Peters (on behalf of Eve Rainey)
      1. The Intermediate Academy will take place in the first week of March at Camp Blanding.
      2. Annual FEPA Meeting will take place Feb 2-5th in St Augustine. Visit FEPA.org to register and find hotel information. Early registration ends December 8th for the discounted rate.
   2. Website Updates
      1. Staff discussed the option of adding a resource page to the LEPC website. This page will have various links that might be associated with hazardous materials response and awareness. It will serve as quick reference for individuals looking for information regarding reporting requirements, important contact information, etc.
      2. Staff will reach out to the LEPC members to see what content they would find useful to have on this page.
4. **Public Comment**
5. **Next Meeting Date -TBD**
   1. Potential meeting date set for the week of February 12th, 2018.
6. **Adjournment**
   1. The meeting was adjourned at 11:00 AM.

**Signed: Attest:**

**Kevin Peters Zachary Annett**