

Approved

**NORTH CENTRAL FLORIDA
LOCAL EMERGENCY PLANNING COMMITTEE
MINUTES**

Location: Madison County
Emergency Operations Center, Madison, FL

August 10, 2017
10:00 a.m.

MEMBERS PRESENT

Shayne Morgan, Chair
Sandi Courson
Robert Garbett
Bruce Jordan
David Peaton, Vice Chair
Ralph Smith
Ed Ward
Alan Whigham

MEMBERS ABSENT

Tim Alexander
Frank Armijo
Cassidy Carlile
Dave Dickens
Matt Doty
Michael Fowler
Scott Garner
Mitch Harrell
Matt Harris
Scott Holowasko
Jeff Huffman
Brian Johns
Paul Kremer
Henry Land
Marc Land
Michael Laycock
John MacDonald
David McIntire
Roger Nogaki
Augustin Olmos

MEMBERS ABSENT

Dan Smith
Tim Smoak
Lisa Sprague
David Still
Kimberly Thomas

GUESTS PRESENT

Zach Arnett
Brian Bradshaw
Joseph Bazinet

STAFF PRESENT

Dwayne Mundy

The meeting was called to order at 10:02 am.

I. CHAIR’S REPORT AND INTRODUCTIONS

Madison County Emergency Management Director Alan Whigham welcomed everyone to the Madison County Emergency Operations Center for today’s meeting. Chair Shayne Morgan asked that everyone introduce themselves. Shayne Morgan reported on the most recent State Emergency Response Commission meeting, Sunshine requirements for meetings, the Hazardous Materials Symposium, and a new Local Emergency Planning Committee logo.

II. APPROVAL OF JUNE 1, 2017 MEETING MINUETS

Action: It was moved by Ed Ward and seconded by David Peaton for approval of the minutes as modified for the June 1, 2017 meeting. The motion passed unanimously.

III. BUSINESS ITEMS

Dwayne Mundy reported on the expanded scope of work for the Local Emergency Planning Committee and increased funding of \$80,000. New requirements include:

- Conduct a minimum of two (2) public presentations for interested parties within the district on the Emergency Planning Community Right-to-Know Act program, including an overview of Florida's Local Emergency Planning Committee program
- Assist the Division in scheduling and conducting hazardous materials workshops and training, including the Annual Hazardous Materials Training Symposium.
- Assist facilities with Tier 2 filing and E-Plan within the Local Emergency Planning Committee district by providing technical assistance when requested.
- Assist local emergency managers and fire departments with installation and use of Computer Assisted Management of Emergency Operations and E-Plan, including how to access their corresponding Hazards Analysis data.
- Assist local emergency managers, hazmat facilities and other organizations (e.g., schools, hospitals, local governments, etc.) with planning, conduct and evaluation activities for hazardous materials-related exercises. In this capacity, 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.
- Provide a minimum of one (1) shelter-in-place presentation and one (1) evacuation workshop per fiscal year within the district.

Mr. Mundy reported on the updating the Hazards Analysis.

Reports were given for each county on hazardous materials incidents and activities. Columbia County reported a pipeline safety meeting will be held in Lake City on September 20, 2017. Madison County reported that their pipeline safety meeting will be held in Tallahassee. Suwannee County reported that they have received ownership of the trailer purchased through the pipeline technical assistance grant.

IV. FIRST RESPONDERS ISSUES

The status of the first responder training program was discussed. The group was referenced to a spread sheet in the packet that itemized the classes conducted to date. Mr. Mundy added that additional classes will need to be held in the remaining parts of the district since we are no longer funding classes for Marion County or the City of Ocala.

The Pipeline Emergency Responder Initiative was discussed. Mr. Mundy reported that the next meeting was scheduled for August 24, 2017 in Jacksonville. This is an initiative to increase pipeline safety through training for emergency responders. The group discussed the benefits of using the Local Emergency Planning Committee to coordinate classes that has use of the Local

Emergency Planning Committee classes should be encouraged especially since the Local Emergency Planning Committee has a current Pipeline Hazardous Material Safety Administration-based hazardous materials contract with the state.

Hazardous materials teams were reminded to submit their team self-assessments if they have not already done so. The group was reminded that the Regional Hazmat Team meeting is being held today at 1:00 p.m. One agenda item includes applying for a Pipeline Hazardous Material Safety Administration- pipeline technical assistance grant.

Progress on the distribution of Shelter in Place flyer and training was discussed. It was reported that Michael Fowler from Air Liquide in High Springs had used the Power point and shelter in place house to conduct training in High Springs for the Women's Club.

V. PUBLIC INFORMATION ISSUES

The group reviewed hazardous materials incidents reported to the State Watch Office. This information contained in the packet was distributed to the State Emergency Response Commission as part of its meeting. Next, each county reported on hazardous materials incidents and activities.

The Committee discussed the categories of law enforcement and print or broadcast media that could use additional representation on the Local Emergency Planning Center. However, all occupational categories still remain filled.

The discussion on public information issues was initiated by David Peaton, Vice-Chair-Public Information. The group was reminded that the annual coordination meeting to which all facilities are invited is scheduled for November 16, 2017, to be held at the Gainesville Regional Utilities Eastside Operations Center.

VI. NEXT MEETING DATE AND LOCATION

The next meeting date was selected to be held at the Gainesville Regional Utilities Eastside Operations Center on either November 16, 2017. A How-to-Comply workshop will also be held on that date.

The meeting was adjourned at 11:07 a.m.



Chair

11-16-17
Date