

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

Lake City Fire Department
Lake City, FL

Thursday, 21 November, 2013
10:00 a.m.

MEMBERS PRESENT

Ron Mills, Chair
Frank Armijo
Joseph Bazinet for
 Carl Glebowski
Bill Ellis
Matt Harris for
 Gracie Kennedy
Scott Holowasko
Paul Kremer
Donnie Land
Mark Land for
 Casey Schmelz
T.F. Smoak
Ebbin Spellman for
 David Donnelly
Ed Ward

MEMBERS ABSENT

Shayne Morgan,
 Vice-Chair
Tim Alexander
Mike Brimeyer
Tom Cisco
Clint Daugherty
Dave Dickens
Robert Garbett
Scott Garner
Robyn Gedeon
Keith Godwin
Mitch Harrell
Sylvia Ifft
Brian Johns
Erica Kight
David Meurer
John Mousa
Jennifer Paris
David Peaton
Donnie Sessions
Kimberly Thomas
Steve Truluck

GUESTS PRESENT

Sara Buford, AT&T
Brian Bradshaw, DEM
Bruce Jordan, Madison Fire
 Rescue
Chief James Sommers,
 Suw. Co. Fire Rescue
Chief Westbury, Lake City
 Fire Department

STAFF PRESENT

Dwayne Mundy

The meeting was called to order at 10:03 a.m.

I. CHAIRMAN'S REPORT AND INTRODUCTIONS

Chairman Ron Mills welcomed everyone and asked that they introduce themselves. He thanked Chief Armijo for providing a location for today's meetings. Chairman Mills reported on the last LEPC Chairs and State Emergency Response Commission meetings.

Chairman Mills reported on the Florida Emergency Preparedness Association academy and its annual work meeting being held in Daytona Beach in early 2014.

II. APPROVAL OF 15 AUGUST 2013, LEPC MEETING MINUTES

Action: It was moved by Ed Ward and seconded by Bill Ellis to adopt the minutes of the 15 August, 2013, LEPC meeting as printed. The motion passed unanimously.

III. LEPC BUSINESS ITEMS

Dwayne Mundy reported on the status of the Executive Order issued by President Obama on Improving Chemical Facility Safety and Security. He said that public comment sessions have started and one is scheduled for Florida on December 11, 2013 in Orlando. Mr. Mundy recommended the focus of the LEPC comments be that regional LEPCs have worked well in Florida and present a workable model elsewhere. He reviewed the following items identified as priorities at the last meeting:

- Identify ways to ensure that SERCs and LEPCs have ready access to key information in a usable format (Section 3.a.iii).
- Improved sharing of Chemical Facility Anti-Terrorism Standards (CFATS) data (Section 3.c).
- Improved sharing to help identify chemical facilities which may have additional reporting requirements (Section 5.a).
- Monitor and comment on the list of potential regulatory and legislative proposals (Section 6.b)
- Provide stakeholder comments on successes and best practices to reduce safety and security risks (Section 7).

Dwayne Mundy reported on the Improving Hazard Analyses Working Group and its recent meetings. The group discussed that the list of Section 302 facilities still contained errors, but should be fixable. Possible sources of errors in the last couple of versions of the facility lists were discussed.

Next, the Committee discussed the hazards analysis process. Chair Ron Mills discussed two meetings which he had with Director Bryan Koon on fixing the hazards analysis process. He indicated that there is interest at the Division in hearing suggestions to increase regional involvement in the hazards analysis process. Dwayne Mundy reported next on the Improving Hazard Analyses Working Group and reported on three ideas to help improve the process.

- The LEPC should approve the hazards analyses rather than the Division. The LEPC review should focus on coordination among facilities, fire departments, county emergency management. An improved streamlined review would be at a higher level than the current checklist-based reviews conducted by the Division. The primary focus would be on improving preparedness through increased coordination among facilities, emergency management, fire departments and the LEPC.
- The LEPC or counties should decide which half of the Section 302 sites should be visited each year. This would allow sites with large potential impacts to be a priority over sites with minimal impacts.

- A review tool needs to be developed to facilitate the review of CAMEO data. One idea being discussed is exporting the relevant data to a spreadsheet to speed up the process and being able to quickly determine if any required fields are missing.
- The identification of critical facilities within a given vulnerable zone should be automated and be easily updated based upon existing state, regional and county data. The Regional Planning Councils have collected critical facility information and locations as part of the Statewide Regional Evacuation Study. This could help remove duplication of planning efforts.

The LEPC discussed that this is the year to conduct an exercise and the Initial Planning Conference was conducted as part of the LEPC meeting. Various options for an exercise were discussed. It was decided that a functional exercise should be conducted as part of the conclusion of the hazmat technician class in May or a table top exercise be conducted prior to June 2014. A final decision will be made at the midterm planning conference to be held at the next LEPC meeting.

IV. PUBLIC INFORMATION ISSUES

Vice-Chairman Shayne Morgan was not present at the meeting and was reported to be in a training class. Dwayne Mundy reported that no dates were selected for a statewide Hazardous Materials Awareness week next year. It was decided to declare February 16-22, 2014, as Hazardous Materials Awareness Week in north central Florida. Activities are anticipated to include, "Improving Chemical Safety and Security through Regional Coordination" seminars and inviting all reporting facilities and fire departments to participate. Dwayne Mundy said some, "How to Comply with Hazardous Waste Management" seminars could be held in conjunction.

Shayne Morgan was announced as the recipient of the 2014 Thomas Yatabe Award from the State Emergency Response Commission. The recipients of Certificates of Appreciations were also listed in the packet. These are in recognition of outstanding contributions made in supporting LEPC projects and helping increase hazardous materials safety in our communities.

It was reported that the LEPC is continuing the updating of the LEPC web pages. All membership categories remain filled.

V. FIRST RESPONDERS ISSUES

The LEPC discussed ensuring that firefighters have access to Tier 2 forms and that they are aware of electronic access available through E-Plan at <http://erplan.net>.

It was reported that the State Emergency Response Commission Training Task Force, State Training Task Force is working on the Second Annual Hazardous Materials Symposium to be held in conjunction with Fire Rescue East on January 23-24, 2014,

in Daytona Beach. He added that there will be a hazmat team competition this year and that there was talk of having the North Central Florida Regional Hazmat Team enter the competition.

It was mentioned that the Regional Hazardous Materials Response Team Policy Board will not meet today.

The LEPC reviewed the hazmat training classes conducted during the past fiscal year, October 1, 2012 through September 30, 2013. A total of 17 classes were held with a total of 297 students and 1,936 hours of training. Classes included Awareness, Operations, Technician Refresher, Incident Command, HazmatIQ, Decontamination and Chemical Suicide Awareness.

The group discussed that attendance was down in some classes. It was decided that if there are not a sufficient number of students registered in a class on the day before the class, that the class would be cancelled.

It was reported that a TRANSCAER workshop being planned at the State Fire College for September 2013 to cover Chlorine, Ammonia and ethanol response was cancelled. A TRANSCAER railcar stop tour of Florida is being planned for first quarter 2014, with the closest stop being Jacksonville.

VI. OTHER BUSINESS AND INFORMATION REQUESTS

It was reported that no out of the ordinary requests or information had been received this quarter. There was a discussion on possible sources of radiation awareness training.

VII. NEXT MEETING DATE AND LOCATION

The next meeting date was discussed and set for Thursday, February 20, 2014 at 10:00 am in Alachua County. It is anticipated that the Regional Hazmat Team will meet at 1:00 pm that same day and location. These meetings will be held during Hazardous Materials Awareness Week.

It was moved and the meeting was adjourned at 11:25 a.m.



Chairman

2/20/2014
Date