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**PRELIMINARY AGENDA
NORTH CENTRAL FLORIDA (DISTRICT 3)
LOCAL EMERGENCY PLANNING COMMITTEE**

Florida Gas Transmission
5030 South Highway 129, Trenton, Florida

Thursday, 11 August 2011
10:00 a.m.

- I. INTRODUCTIONS AND CHAIRMAN'S REPORT**
- II. APPROVAL OF 6 MAY 2011, MEETING MINUTES**
- III. FLORIDA GAS TRANSMISSION COMPANY HIGH PRESSURE NATURAL GAS PIPELINE SAFETY AWARENESS PRESENTATION - JOHN LONG**
- IV. LEPC BUSINESS ITEMS**
 - a) 2011 Update of LEPC Emergency Response Plan
 - b) HMEP Planning and Training Grant Program
 - c) SERC Agreement with LEPCs and Fire Departments on Electronic Tier 2 Data
- V. PUBLIC INFORMATION ISSUES**
 - a) 2012 Hazardous Materials Awareness Week -- Mercury Safety
 - b) Membership Report
 - c) LEPC Webpage Update
 - d) Other Public Information Issues
- VI. FIRST RESPONDER ISSUES**
 - a) Planning for the Next LEPC Exercise - Before June 2012
 - b) Additional Training Classes: Technician Refresher and "Using Electronic Hazmat Data: E-Plan and Hazards Analyses"
 - c) Regional Hazmat Team Update
 - d) SERC Training Task Force Issues
- VII. OTHER BUSINESS AND INFORMATION REQUESTS**
- VIII. NEXT MEETING DATE AND LOCATION**

Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

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

PCS Phosphate
White Springs, Florida

Friday, 6 May, 2011
10:00 a.m.

MEMBERS PRESENT

Frank Armijo
Jim Deckon
Bill Ellis
Robyn Gedeon
Robert Garbett
Michael Heeder for Brian
Johns
Gracie Kennedy
Shayne Morgan
Alton Scott
Megan Wetherington

MEMBERS ABSENT

Mike Brimeyer
Tom Cisco
Jerry Combass
Clint Daugherty
David Donnelly
Billy DuCoeur
Scott Garner
Keith Godwin
Carl Glebowski
Scott Holowasko
John Hudson
Sylvia Ifft

MEMBERS ABSENT

Melissa Jones
Erica Kight
Paul Kremer
David Meurer
Ron Mills, Chair
John Mousa
Verne Riggall
Edye Rowell
Casey Schmelz
Donald Sessions
Kimberly Thomas
Steve Truluck
Ed Ward

GUESTS PRESENT

STAFF PRESENT

Dwayne Mundy

The meeting was called to order at 10:12 a.m.

I. CHAIRMAN'S REPORT AND INTRODUCTIONS

Chair Ron Mills was not present so Vice-Chair Shayne Morgan acted as Chair. Bill Ellis welcomed everyone. Acting Chair Morgan asked everyone to introduce themselves.

II. APPROVAL OF 17 FEBRUARY, 2011, LEPC MEETING MINUTES

Action: It was moved by Alton Scott and seconded by Bill Ellis to adopt the minutes of the 17 February, 2011, LEPC meeting as written. The motion passed unanimously.

III. LEPC BUSINESS ITEMS

The committee discussed the 2011 update of the LEPC Response Plan. Dwayne Mundy reported that one priority for this year was the updating of the communications chapter. Mr. Mundy said that a draft would be submitted by June 30th and that the LEPC would have the opportunity to review it prior to the next meeting. It is anticipated to be adopted by the LEPC at the November meeting.

The group discussed new potential HMEP planning projects for the upcoming year. Since a priority of the LEPC and the SERC is to encourage emergency responders to use electronic data, it was suggested that this would make a good new planning project. Staff was directed to send in a proposed planning project to accomplish this. The HMEP funded planning project for the year involved the quality control review of the submitted Tier 2 chemical inventory forms. Work is progressing on this and the results will be completed by end of September.

It was noted that facilities were required last year to submit Tier 2 information to local fire departments and the LEPC directly and not through the Florida HMIS data submission portal. The reason for this is that the EPA recently decided that the State Emergency Response Commission needs to have a memorandum of understanding in place with both LEPCs and fire departments agreeing that all will access data through E-Plan. It was reported that this is an ongoing issue being worked by the SERC.

The majority of the funds received for planning purposes as well as training originate from fees paid by the Hazardous Materials transporters through US DOT. The group reviewed a handout distributed by FDEM that weighs issues and suggests that there will be changes to the HMEP grant process. It was concluded that the memo was unclear.

Dwayne Mundy reported that the EPA has proposed amendments to revise the way that the regulated community applies threshold planning quantities for solid extremely hazardous substances. The worst case scenario assumes that all materials in a chemical release will be dispersed over a 10 minute period. The group discussed this is highly unlikely for a bag of solid pesticides and that many of the vulnerable zones for granular solids appear to be unreasonable large. The LEPC discussed and agreed to support the proposed amendments to calculating the threshold planning quantities.

Action: It was moved by Frank Armijo and seconded by Gracie Kennedy that the LEPC send a letter supporting the proposed EPA changes to calculating threshold planning quantities. The motion passed unanimously.

IV. PUBLIC INFORMATION ISSUES

Vice Chairman of Public Information, Shayne Morgan reported on the status of the Public Information Programs. He reported that shelter in place training is available using the model house. Members were encouraged to take advantage of this resource.

Shayne Morgan also reported that on the status of membership at the LEPC and noted that all categories were currently filled. Clint Daugherty will be replacing Alan Chandler and Michael Heeder from Bradford County Emergency Management will be the new alternate for Brian Johns. It was also noted that Jamie Montes is moving out of the state and has resigned his position on the LEPC.

V. THE FIRST RESPONDERS ISSUES

Dwayne Mundy reported on increasing Hazmat involvement in the North Florida Regional Domestic Security Task Force region. It was reported that RDSTF planner Chris Rietow was unable to attend today, but he recommends that our local Hazmat Teams/Fire Departments should become more involved with the Fire Department Committee for that RDSTF. Mr. Mundy said currently that the only Hazmat team in RDSTF Region 2 is Tallahassee and that it is likely they would welcome increased involvement from other departments.

Feedback on the new Florida online Tier 2 Reporting system was discussed. It was noted that progress is slowly being made however there are a number of unresolved issues with the system.

Regional Hazmat team update status was discussed. The Policy Board had met earlier in Gainesville in April and continues to make progress in expanding the team. It was noted that the LEPC is requesting additional funds to hold a hands on Technician Level Refresher Class.

Dwayne Mundy reported that the 2010 - 2011 Hazards Analysis update for Columbia, Dixie, Gilchrist, Hamilton, Lafayette and Taylor Counties have been approved by the state. Mr. Mundy reported that a prototype technical session was held before the meeting to help counties load this information on to their laptops. It was noted that the requested funds would also include using electronic data classes on accessing E-Plan Chemical Inventories as well using the counties Hazard Analyses stored in Cameo.

It was reported that the State Emergency Response Commission Training Task Force is working on a Field Operations Guide for Florida Hazardous Materials Response Teams. If additional information or feedback is desired on this task, please contact TTF Chairman Donnie Sessions.

VI. OTHER BUSINESS AND INFORMATION REQUESTS

Frank Armijo raised the issue of a need to increase Hazards Awareness in the communities. He reported on a recent incident where railroad explosive charges were found and brought to the Fire Department to handle. He suggested that a possible public outreach program could be if you find explosives or hazardous chemicals to report them and not bring them to the Fire Department.

The committee discussed the need for sand as a mitigation measure for some incidents. PCS Phosphate reported that they have sand that could be available.

VII. NEXT MEETING DATE AND LOCATION

The next meeting was tentatively scheduled for August 18, 2011 and will be held in Bell. Note: The meeting date has been changed to August 11, 2011 at the Florida Gas Transmission site between Bell and Trenton.

It was moved and the meeting was adjourned at 11:22 a.m.

Chairman

Date

N:\LEPC\minutes\LEPC_minutes_6may 2011.docx

5.0 EMERGENCY COMMUNICATION

5.1 GENERAL

This section describes the various emergency communications systems that may be used during a hazardous materials emergency.

5.2 COORDINATION OF EMERGENCY COMMUNICATIONS

The County EOC will provide off-site communications support to the on-scene coordinator having responsibility for coordinating emergency response to hazardous materials incidents within affected area(s) of the county including coordination functions with outside agencies and organizations. Off-site communications will be provided to the on-scene coordinator through the EOC supported by the Sheriff's, Fire, and local government communication systems.

The Communications Officer is responsible for the various communications of the Department, and, through the EOC, will exercise the necessary discipline, direction, coordination, and control of all communication systems available to the County. The duties of this individual include:

- Organization of all communications within the County into an efficient network(s) for emergency use.
- Organize and assign communications responsibilities to other agencies occupying the EOC including RACES, common carrier, and other available

communication services.

- Maintain liaison with all recognized communications groups within the County.
- Compile and submit necessary communications reports, as required, to the Director and other EOC staff.
- Establish capabilities for informing the public (EAS warning systems, etc.).
- Maintain accurate communication logs of message traffic, insure delivery and routing of all communications, and maintenance of all necessary parts, supplies and support materials.

The Communication Coordinator will arrange for staffing of the communications center (including volunteer communicators) to operate emergency communications systems. Emergency communications personnel will be directed to report to the County EOC for assignment.

County Communications will be assigned support functions at the EOC, and volunteer organizations (Civil Air Patrol, etc.) will provide staff for their respective operations at the EOC. Direct communications between the County EOC and the following organizations will be established and maintained:

- The State Division of Emergency Management regarding the local situation and requests for state and Federal support and resources;
- The chemical facility or spill site where the release of hazardous materials is occurring;

- Local emergency response agencies by agency radio systems and commercial telephone;
- Medical facilities and ambulance services through the County's Hospital/Emergency Ambulance Radio system; and,
- Federal agencies, through the State Division of Emergency Management.

Telephone service within the EOC operations room will be established and a log of incoming and outgoing messages will be maintained. The County Sheriff's Department, municipal police departments and appropriate hospitals typically have independent communications capabilities. The primary county dispatch center for emergencies has radio contact with each of these departments. Each agency is responsible for training appropriate personnel to use, and correct deficiencies in, their particular systems.

5.3 COMMUNICATIONS SYSTEMS AND NETWORKS

Communications systems available within the District in the event of an emergency are constantly undergoing change. Some larger agencies have upgraded their communications technology from ultra high frequency (UHF) to 800 MHz enhance their ability to communicate internally and with outside agencies. A complete list of communication systems is available in the Comprehensive Emergency Management Plan (CEMP) for each county in the Region. The frequencies for the different networks are also available in the Tactical Interoperable Communications (TIC) Plan..

Any or all of the systems may be used depending on the extent of the emergency. Due to the various communications systems used by various first responder disciplines within the Region, effective interoperable communications is a major challenge during a multijurisdictional response. The following interoperable communication systems can be requested by a county EOC during a long-term, multijurisdictional response:

Emergency Deployable Interoperable Communications System (EDICS)

- Ability to "patch" between different radios and systems.
- 1 – 2 mile radius of coverage.
- Low Band, VHF, Aircraft, UHF, 800 MHz, SLERS, cellular, and satellite radios.
- Raytheon ACU-1000 modular interoperability system.
- Florida Interoperable Network (FIN) workstation.

Emergency Deployable Wide Area Data System (EDWARDS)

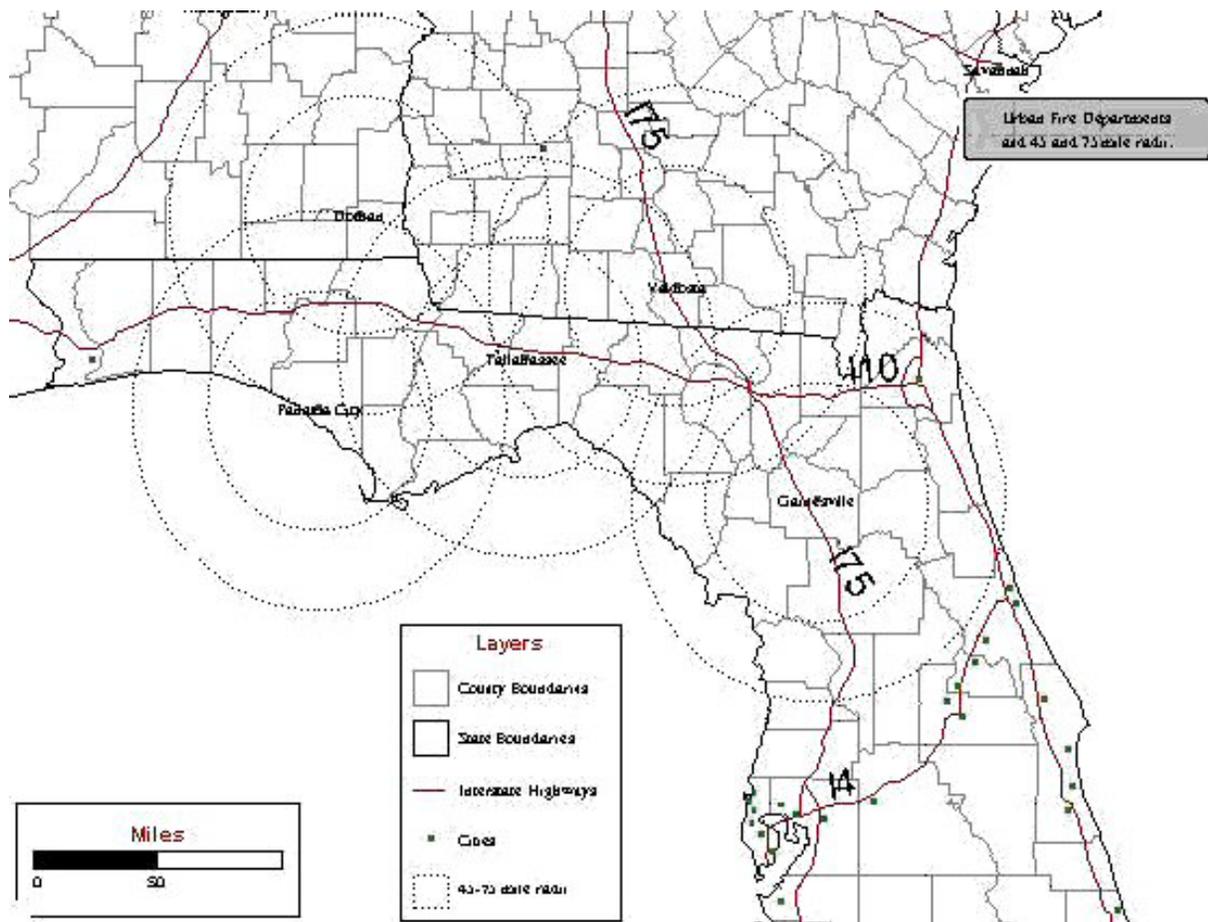
- 6 Tactical hand-out MESH network kits.
- Satellite based Internet – 2Mb up/down (Wide Area 5 mile - 802.11S footprint).
- 4 VoIP telephone circuits/ 32 lines per kit.
- Accommodates 12-16 data users (8 wired)
- 4.9 GHz public safety network between sites.
- MESH network software controlled.

Mutual Aid Radio Cache (MARC)

- Antenna and repeater system
- Multiple handheld radios with common operating frequencies.

5.4 COMMUNICATIONS CENTERS

Information on communications centers is included in each Comprehensive Emergency Response Plan (CEMP).



7.4.2 OTHER TECHNICAL SUPPORT

check

7.3.2 REGIONAL HAZMAT TEAM RESPONSE TRAILERS

add

7.3.3 REGIONAL HAZMAT TEAM DECONTAMINATION TRAILER

add

7.3.4 REGIONAL HAZMAT TEAM TRAINING TRAILER

Add

8.4 SERC INCIDENT LEVELS

add

Reserved for future use.

Figure 11-1 Locations of Regional Hospitals

(Map to be added here)

**13.12 DISCUSSION OF 2009-10 HAZARDOUS MATERIALS EMERGENCY
PREPAREDNESS (HMEP) TRAINING AND PLANNING PROJECTS**

To be added after September 30, 2010.



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

RICK SCOTT
Governor

BRYAN W. KOON
Director

June 17, 2011

MEMORANDUM - # 16-11

TO: Members of the State Emergency Response Commission
(SERC) for Hazardous Materials

FROM: Bryan W. Koon, Alternate Chair 

SUBJECT: Single Reporting Point For Tier II Memorandum of Understanding (MOU) /
Update on other MOUs

SUMMARY: Currently the State of Florida has three Memorandum of Understandings (MOUs) in various stages of development – the agreement between the United States Environmental Protection Agency (EPA) and the SERC to exchange TRI (Toxic Release Inventory) data; the MOU between EPA and the State of Florida to coordinate compliance and enforcement activities; and the MOU between the SERC, LEPC and fire departments for a single point reporting for TIER II.

The agreement between the EPA and the SERC to exchange TRI (Toxic Release Inventory) data was approved. The electronic TRI data that the EPA receives is shared with the State of Florida via a CDX viewer. Facilities are not required to submit paper forms or diskettes to the State. However, facilities that file paper forms must still submit copies to both the EPA and to the State. Facilities were notified of this change with the annual TRI mail-out in May.

The memorandum of Understanding between the EPA and the State of Florida (Division of Emergency Management) for the purposes of identifying and coordinating compliance and enforcement activities has been forwarded for review by the EPA. Currently there is very little cooperation, coordination or data sharing between the EPA and the State of Florida with regards to enforcement actions. The MOU was forwarded to EPA in early May with no response to date.

The final MOU would allow an online sharing partnership between the SERC, LEPCs and fire departments to facilitate a single point of electronic submittal of Tier Two report data. The State will provide regular downloads to E-Plan and LEPCs/fire departments can access that data via E-Plan. This should enhance the online filing option by removing the requirement that facilities filing Tier Two data online also must send a copy

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June 17, 2011
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of the Tier Two report to both the LEPC and the responding fire department. Staff is currently compiling a mailing list of Florida fire departments. The current plan is to contact each fire department about the MOU and allow an opt-out option. Attached is a draft example of the MOU.

RECOMMENDATION: : It is recommended that the SERC consider for approval the attached Memorandum of Understanding for Single Point Reporting of Tier II data.

BWK/sb

Attachment

*****DRAFT*****

**FLORIDA STATE EMERGENCY RESPONSE COMMISSION
TIER II HAZARDOUS MATERIAL INVENTORY REPORTS
DATA USE MEMORANDUM OF UNDERSTANDING**

THIS DATA USE MEMORANDUM OF UNDERSTANDING (“MOU”), is issued by the Florida State Emergency Response Commission for Hazardous Materials, ("SERC"), whose administrative office address is 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100, on behalf of Florida’s Local Emergency Planning Committees and all Florida’s local fire departments, as follows:

WHEREAS, On March 1 of each year, facilities that are subject to the Emergency Planning and Community Right-to-Know Act are required to file Tier II Hazardous Material Inventory Reports (“Tier II Reports”) on the regulated hazardous materials that were located on-site during the previous calendar year; and

WHEREAS, these reports are required to be filed with the SERC and a regulated facility’s Local Emergency Planning Committee (LEPC) and the local fire department; and

WHEREAS, the Division of Emergency Management serves as staff to the SERC and maintains the data in an informational database; and

WHEREAS, in an effort to alleviate this duplicative paperwork submittal and provide the data management necessary at LEPCs and local fire departments, the SERC directed the development of FloridaHMIS.org, an on-line Tier II reporting system, and authorized the use of E-Plan, a Hazardous Materials Emergency Management Information System, as the official means for sharing all chemical inventories collected by the SERC; and

WHEREAS, after these actions, the U. S. Environmental Protection Agency (EPA) published a clarifying interpretation in the Federal Register (75 FR 39852, 39855) which states that a formal agreement should be developed between a State’s SERC, its LEPCs and its local fire departments if the State desires to implement an electronic information sharing program.

Therefore, this MOU formalizes the relationships necessary to allow the Tier II data that is entered into the SERC’s on-line reporting system to sufficiently cover a facility’s reporting responsibilities to the LEPC and local fire department. The SERC hereby determines the following:

1. Pursuant to Section 119.07(2)(a), Florida Statutes, the SERC is authorized to provide access to public records by remote electronic means, provided exempt or confidential information is not disclosed.
2. The SERC will continue to provide regulated facilities the ability to submit Tier II Reports via the SERC’s FloridaHMIS.org system and provide the updated data to EPA’s E-Plan system on a monthly basis or more frequently when necessary.

3. The Tier II Reports may be accessed directly from the EPA's E-Plan by LEPCs and local fire departments. This access to E-Plan relieves a regulated facility's requirement to provide an additional copy of the Tier II Report to the LEPCs and local fire departments. The Tier II Reports contain the hazardous material related information utilized by first responders, emergency planners and the general public to determine the possible hazards located in their communities.
4. The SERC will have no responsibility to provide any formal training with respect to accessing and utilizing E-Plan. However, on-line training and technical assistance will be provided from the SERC and EPA.
5. Access to E-Plan will be supervised by the SERC. Local emergency management directors, fire department chiefs and LEPC Chairpersons will be given the opportunity to delegate that jurisdiction's master approval account. This account would then be granted the ability to approve any users to access E-Plan as they deemed appropriate within their jurisdiction.
6. If a LEPC or local fire department wishes to opt out of this MOU, they shall advise the SERC in writing prior to November 1 of each reporting year. Facilities will be notified of agencies that have opted out during the on-line reporting process and will be directed to ensure they provide a paper copy of their Tier II Report to the respective agency(ies).
7. This MOU does not preclude a local fire marshal or other authority from imposing stricter reporting requirements which fall under their regulatory authorities.
8. Pursuant to Section 119.07(2)(c), Florida Statutes, the SERC may charge a fee for remote electronic access including the direct and indirect costs of providing such access. However, since the LEPCs and local fire departments are public agencies, no fee will be charged pursuant to this MOU.
9. This MOU is non-exclusive and nothing herein shall be deemed to limit the ability of the SERC to provide the data referenced herein to other parties.
10. The LEPCs and local fire departments are permitted to share the information obtained from E-Plan data provided under this MOU, however they are prohibited from entering into MOUs that preclude any other party from entering into an MOU with the SERC.
11. The SERC will continue to respond to public information requests for Tier II chemical inventory data in accordance with Chapter 119, Florida Statutes.
12. All notices, communications and determinations between the parties hereto and those required by this MOU, including, but not limited to, changes to the notification addresses set forth below, shall be in writing and shall be sufficient if mailed by regular United States mail, postage prepaid, to the party at the following address:

Florida Division of Emergency Management

Technical Hazards Section Chief
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

13. This MOU embodies the whole understanding of the parties with respect to the Tier II Reports. There are no promises, terms, conditions, or obligations other than those contained herein, and this MOU shall supersede all previous communications, representations, or MOUs, either verbal or written, issued by the SERC.
14. It is understood and agreed by the parties hereto that if any part, term, or provision of this MOU is by the courts held to be illegal or in conflict with any law of the State of Florida, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the MOU did not contain the particular part, term, or provision held to be invalid.
15. Any questions or matters arising under this MOU as to validity, construction, enforcement, performance, or otherwise, shall be determined in accordance with the laws of the State of Florida.
16. Venue for any and all actions arising out of or in any way related to the interpretation, validity, performance or breach of this MOU shall lie exclusively in a state court of appropriate jurisdiction in Leon County, Florida.
17. A modification or waiver of any of the provisions of this MOU shall be effective only if made in writing and issued by the SERC.

Approved By: _____
Bryan W. Koon, Chairman
State Emergency Response Commission

Date: _____



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Preliminary Agenda

North Central Florida Regional Hazardous Materials Response Team Policy Board Meeting

Florida Gas Transmission
5030 South Highway 129, Trenton, Florida

Thursday, 11 August 2011
1:00 p.m.

- I. Chairman's Report
- II. Approval of 21 April 2011 Draft Minutes
- III. Policy Board Business
 - Deployment Plan Update
 - Increasing Involvement in Regional Domestic Security Task Force(s)
- IV. Planning and Operational Issues
 - Technician and Other Training
 - Expansion of Team
 - Coveralls for Team Members
 - Expansion of Hazmat Boot Camp
- V. Other Business and Next Meeting

Note: Meeting packet will be available at www.ncflepc.org approximately one week prior to meeting.