

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



Gainesville Regional Utilities  
Eastside Operations Center  
4747 North Main St., Gainesville, Florida

November 8, 2018  
10:00 a.m.  
Thursday

- I. Welcome, Introductions, and Chair's Report**
- II. Approval of August 16, 2018, Meeting Minutes \***
- III. Chemical Safety Board Video: 2017 Fire at the Arkema Chemical Plant in Crosby, Texas, following Hurricane Harvey**
- IV. Business Items**
  1. County Reports on Hurricane Michael Response, Hazardous Materials Incidents, and Activities
  2. Hazardous Materials Awareness Week, February 24 - March 2, 2019
  3. How-to-Comply / Online Reporting Workshop, 8:30 - 9:30 am, Before Local Emergency Planning Committee Meeting\*
- V. Public Information Issues**
  1. Future Workshops: Shelter In-Place, Evacuation, and Overview of Florida's Local Emergency Planning Committee Program
  2. Updates: Tier II Reporting, and Hazards Analyses
  3. Other Public Information Issues
- VI. First Responder Issues**
  1. Hazmat First Responder Training Classes
  2. Distribution of Four-Gas Detectors by Regional Hazmat Team
  3. Full-Scale Exercises with Pipeline Companies
  4. Regional Hazmat Team Meeting, 1:00 pm Today \*
- VII. Other Business and Information Requests**
- VIII. Next Meeting Date and Location**

\* **Included in Packet**

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

Location: Cedar Key Community Center  
Cedar Key, Levy County, FL

August 16, 2018  
10:00 a.m.

**MEMBERS PRESENT**

Shayne Morgan, Chair  
Darian Brown  
Tim Westbury  
Robert Garbett  
Scott Garner  
Sandi Courson  
Kevin Carr  
J.L. Waldron  
Christopher Bond  
Ebbin Spellman  
Chris Leavitt  
Bruce Jordan  
Michael Laycock  
David McIntire  
David Peaton, Vice-Chair  
Ralph Smith  
Sharon Hingson  
Ed Ward

**MEMBERS ABSENT**

Frank Armijo  
Tim Alexander  
Cassidy Carlile  
Dave Dickens  
Matt Doty  
Michael Fowler  
Mitch Harrell  
Michael Holmes  
Scott Holowasko  
Jeff Huffman  
Paul Kremer  
Henry Land  
Marc Land  
John MacDonald  
Augustin Olmos

**MEMBERS ABSENT**

Tim Smoak  
Lisa Sprague  
David Still  
Alan Whigham

**GUESTS PRESENT**

**STAFF PRESENT**

Dwayne Mundy

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

**I. CHAIR'S REPORT AND INTRODUCTIONS**

Chair Shayne Morgan called the meeting to order. Everyone introduced themselves and Shayne Morgan gave a brief Chair's report. Chair Morgan reported on the most recent State Emergency Response Commission Meeting. David Peaton welcomed everyone to Cedar Key and Levy County.

**II. APPROVAL OF THE MAY 24, 2018 MEETING MINUETS**

**Action: It was moved by Ed Ward and seconded by Scott Garner to adopt the meeting minutes as presented. The motion passed unanimously**

**III. ELECTION OF OFFICERS**

Shayne Morgan, Columbia County Emergency Management Director was re-elected as Chair. David Peaton, Assistant Director Levy County Emergency Management was re-elected as Vice-Chair, Public Information. City of Madison Fire Chief Bruce Jordan was elected as Vice-Chair,

First Responders. Gainesville Fire Rescue District Chief - Emergency Manager was appointed as the new Training Task Force representative.

#### IV. BUSINESS ITEMS

The Local Emergency Planning Committee reviewed the new support contract scope of work and supported the idea of a fixed fee agreement. The Committee also reviewed lists of the extremely hazardous substances contained in the region and the Section 302 facilities in each county that are included in the hazards analyses for each county.

It was reported that a U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration Technical Assistance Grant is being used to provide three four-gas detectors and calibration kits to the following local governments: City of Gainesville, Bradford County, Columbia County, Dixie County, Gilchrist County, Hamilton County, Lafayette County, Levy County, City of Madison, Suwannee County and Taylor County.

The purpose is to increase capabilities for responding to natural gas pipeline incidents. Firefighters in each county need to be able to respond to a natural gas leak and determine if an area is vulnerable to a flammable threat. Training with the Health Care Coalitions was discussed as well as how to manage chemically contaminated victims. Counties were asked to report on Hazardous Materials Incidents and Activities that have occurred in their counties.

The Annual How-to-Comply workshop will be held on November 8, 2018, in Gainesville. The Florida Department of Environmental Protection Tanks Database is being used to invite facilities that appear to have Tier 2 reporting requirements but are not reporting. This includes non-retail facilities and sites with above ground tanks of 2,000 gallons or more.

#### V. PUBLIC INFORMATION ISSUES

The group discussed the update of the emergency response plan and that no significant changes are included in the update this year. Next, the group discussed other public information issues including a recommendation to present hazardous materials information during hurricanes since they are not the only hazards to threaten a county. Updates were given on Tier II reporting, and that the annual update of the hazardous analyses.

The Shelter In-Place page on the Local Emergency Planning Committee webpage has been updated and is available for each county emergency agency to link to the information. The Local Emergency Planning Committee is interested in participating in three full-scale pipeline exercises to be held next year.

#### VI. FIRST RESPONDER ISSUES

The group reviewed the hazardous materials first responders training classes that were held during the last fiscal year. Highlights included sending individuals to the Hazardous Materials Symposium and conducting two hybrid 160-hour technician classes. Current offerings include two air monitoring classes and the first one-half of the hybrid technician class in Levy County.

David Peaton discussed the use of drones in hazmat and emergency management situations.

VII. OTHER BUSINESS AND INFORMATION REQUESTS

No other business or information requests were made.

VIII. NEXT MEETING DATE AND LOCATION

It was decided the next meeting will be held in Gainesville on November 8, 2018 at 10:00 a.m.

The meeting was adjourned at 11:09 a.m.

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Chair

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Date

IV-3



## How-to-Comply Workshop: Online Reporting for Facilities Regulated under the Emergency Planning and Community Right-to-Know Act (EPCRA)

Thursday, November 8, 2018, 8:30-9:30 am  
Gainesville Regional Utilities Eastside Operations Center  
4747 North Main Street, Gainesville, FL 32609

The North Central Florida Local Emergency Planning Committee (LEPC) is hosting a workshop to assist facilities with using E-Plan ([erplan.net](http://erplan.net)) for online Tier 2 reporting. Annual chemical inventory reporting is required on hazardous materials present in amounts over 10,000 pounds for a substance that requires a Safety Data Sheet under OSHA and is not otherwise exempt.

Extremely Hazardous Substances are reportable if they are present in amounts over 500 pounds or the Threshold Planning Quantity, whichever is less. Common Extremely Hazardous Substances include sulfuric acid, chlorine, ammonia, and some restricted pesticides.

These reports must be submitted by March 1st of each year. The reports go to the State Emergency Response Commission (SERC), LEPC and local fire department. This reporting is required under law by the Emergency Planning and Community Right-to-Know Act.

Additional information on How-to-Comply with EPCRA reporting is available at <http://ncflepc.org>. If there are any questions, do not hesitate to contact LEPC Director Dwayne Mundy at email: [mundy@ncfrpc.org](mailto:mundy@ncfrpc.org) or call 352.955.2200 x108. If possible, RSVP in advance to ensure that a sufficient number of handouts are available. You are also invited to attend the LEPC meeting being held on November 8, 2018 starting at 10:00 am at the same location.





# How-to-Comply Workshop: Electronic Reporting of Gasoline, Diesel and Other Hazardous Materials Stored in Amounts of 10,000 Pounds or More

Thursday, November 8, 2018, 8:30-9:30 am  
Gainesville Regional Utilities Eastside Operations Center  
4747 North Main Street, Gainesville, FL 32609

Florida law and the Federal Emergency Planning and Community Right-to-Know Act (EPCRA) require that a facility with 10,000 pounds or more of a hazardous material report this annually by March 1st of each year. In Florida, electronic submissions are recommended at <http://erplan.net>. Reporting of what is in a tank is in addition to registering the tank. You are receiving this because it appears your facility or facilities have at least one tank of 2,000 gallons or more according to Florida Department of Environmental Protection data and are not exempt from reporting requirements.

**Reportable:** Tier 2 reporting is on flammable and hazardous products and is in addition to any tank registrations with the Florida Department of Environmental Protection. Facilities with over 10,000 pounds of a hazardous material that requires a Safety Data Sheet under OSHA (and is not otherwise exempt) must report by March 1st of each year. The reports go to the State Emergency Response Commission (SERC), Local Emergency Planning Committee (LEPC) and local fire department. This reporting is required under both State and Federal law.

- Gasoline or diesel in non-retail, aboveground and/or belowground tanks with total amounts of 10,000 pounds (roughly 1,700 gallons) or more of either substance at least once during the previous calendar year.
- Gasoline or diesel in aboveground retail fuel tanks with total amounts of 10,000 pounds (roughly 1,700 gallons) or more of either at least once during the previous calendar year.
- The 10,000 pound reporting threshold is for total amount of gasoline and/or diesel on the entire site present at any one time, not just in one individual tank. This does not include fuels contained in personal vehicles. Gasoline (all grades combined) and Diesel amounts are calculated separately. Motor oil and used motor oil are also reportable if combined they meet the 10,000 pound reporting threshold.

**Exempt:** Retail gas stations with entirely underground tanks of less than 75,000 gallons total of gasoline and less than 100,000 gallons total of diesel. A retail gas station means a retail facility engaged in selling gasoline and/or diesel fuel principally to the public for motor vehicle use on land. Also exempt from reporting on a Tier 2 form is any substance to the extent it is used as part of routine agricultural operations in growing crops or raising farm animals.

Additional information on How-to-Comply with EPCRA reporting is available at <http://ncflepc.org>. If there are any questions, do not hesitate to contact LEPC Director Dwayne Mundy at email: [mundy@ncfrpc.org](mailto:mundy@ncfrpc.org) or call 352.955.2200 x108.





## AGENDA

### NORTH CENTRAL FLORIDA REGIONAL HAZARDOUS MATERIALS TEAM POLICY BOARD

Gainesville Regional Utilities  
Eastside Operations Center  
4747 North Main St., Gainesville, Florida

November 8, 2018  
1:00 p.m.  
Thursday

- I. Introductions and Chair Report
- II. Approval of August 16, 2018, Meeting Minutes
- III. Ongoing Projects
  - a) Revision of Interlocal Agreement by Member Local Governments and Expansion of Team
  - b) Assembly of Leaking-Pipe Tree(s)
- IV. Pipeline Technical Assistance Grant
  - a) Distribution of 33 four-gas detectors and Agreement with Team Regarding Pipeline Response
  - b) Locations of Response and Decontamination Trailers
  - c) Florida Pipeline Emergency Response Initiative (PERI)
  - d) Request Extension of Time Frame for Grant
  - e) Three Full-Scale Exercises with Florida Gas Transmission and Perhaps Other Pipeline Operators
- V. Other Business and Next Meeting

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