

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



Nutrien Conference Center Center  
White Springs, Florida

May 30, 2019, Thursday  
10:00 a.m.

- I. Welcome, Introductions, and Chair's Report**
- II. Approval of February 21, 2019, Meeting Minutes \***
- III. Business Items**
  1. County Reports on Hazardous Material Incidents and Activities
  2. Improved Coordination with Regional Facility Responders – Agreement with Nutrien White Springs Emergency Response Team
  3. Improved Coordination with County-Level Facility Responders
- IV. Public Information Issues**
  1. New LEPC Contract
  2. Other Public Information Issues
- V. First Responder Issues**
  1. Hazmat First Responder Training Classes
  2. Four-Gas Detectors distributed by Regional Hazmat Team
  3. Full-Scale Exercises with Pipeline Companies
  4. Regional Hazmat Team Meeting, 1:00 pm Today \*
  5. Other First Responder Issues
- VI. Other Business and Information Requests**
- VII. Next Meeting Date and Location**

**\* Included in Packet**

C:\Users\parrish\Desktop\lepc\_2q19\_agenda.docx

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

Gilchrist County Emergency Operation Center  
Bell FL

February 21, 2019  
10:00 a.m.

**MEMBERS PRESENT**

Shayne Morgan, Chair  
Darian Brown  
Robert Garbett  
Scott Garner  
Matt Doty  
Amy Sweeny  
Kevin Carr  
J.L. Waldron  
Christopher Bond  
Ebbin Spellman  
Chris Leavitt  
Bruce Jordan, Vice-Chair  
Michael Laycock  
David Peaton, Vice-Chair  
Ralph Smith  
Sharon Hingson  
Ed Ward  
Alan Whigham  
Scott Holowasko  
Ebbin Spellman

Dave Dickens  
Michael Fowler  
Mitch Harrell  
Michael Holmes  
Jeff Huffman  
Paul Kremer  
Henry Land  
Marc Land  
John MacDonald  
David McIntire  
Augustin Olmos  
Sandi Courson  
Tim Smoak  
Lisa Sprague  
David Still  
Tim Westbury

**STAFF PRESENT**

Dwayne Mundy (Telephone)

**MEMBERS ABSENT**

Mike Escalante

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

**I Minutes**

Action: It was moved by David McIntire and seconded by Ebbin Spellman to approve the draft minutes as modified. The minutes were approved as modified.

II. Business Items: Adam Mc from the Nutrien Emergency Response Team discussed the desire to work closer with the Regional Team on response and training at a regional level. Wilson Propane was discussed as another facility that had response capabilities and has assisted

Action: It was moved by David Peaton and seconded by Sharon Hingson to authorize the LEPC to enter into a Memorandum of Understanding and/or inclusion in the LEPC Plan. These actions are not limited to only the two sites discussed today.

III. Public Information: Chair Shayne Morgan reported that Retired Lake City Fire Chief Frank Armijo was awarded the Thomas Yatabe Certificate of Achievement. The Decontamination Kit was opened and reviewed by the group. Instructions were contained on a flash drive and a green collapsible traffic cone was sent in a second box. Shayne said that we will look. It was reported that Shelter in-Place workshops were held in Starke.

Ideas were discussed for increasing attendance in classes and workshops. Ideas included asking to be included in SERT TRAC, RDSTF Flyer, and advertised on the fireside and emergency management. It was recognized that LEPC Classes need to be as full as possible.

Presentations of what is an LEPC at Rotary Club meetings were also discussed. Shayne reported presenting in Lake City on April 3, 2013.

IV. Next hazmat classes for responders and other incidents were discussed. Levy County reported hosting a G-300 class. David McIntire discussed the upcoming hospital pipeline exercise. The possibility of swapping evaluators and participants was raised.

A discussion from a recent Training Task Force Meeting was discussed. Responders checked on a chemical plant that reported no hazards. A few days later, a large explosion occurred at that site. A review of EPlan data indicated an explosive potential.

V. Next Meeting: The next meeting was scheduled for May 30, 2019, to be held at the Nutrien Conference Center, at 10:00 am. Lunch will be provided.

The meeting adjourned at 11:02 am.

---

Date

---

Chair

# **FLORIDA DIVISION OF EMERGENCY MANAGEMENT**

*Bureau of Response/ Technological Hazards*

*Grants Section*

## **LEPC Grant Quick Reference Guide**



## **OVERVIEW**

### ***“Disclaimer”***

**These guidelines are designed to promote consistency by providing clarification and is not meant to be a legal document.**

### ***“Fixed Fee Grant”***

A fixed-price contract/grant (also known as a firm-fixed-price, firm-price, or fee-for-service contract/grant) requires a recipient to perform work necessary to produce deliverables (i.e., services or property) specified in the contract/grant for an established dollar amount and, usually, by a defined time. Under such a contract/grant, price is not subject to adjustment on the basis of the recipient’s cost experience in performing the contract/grant, and payment for performance of the contract/grant remains constant despite the actual costs associated with work that might be required to fulfill the terms of the contract/grant.

## **TABLE OF CONTENTS**

### **I. Deadlines, Tasks, and Deliverables**

- A. quarterly process reports
- B. deadlines and penalties
- C. quarterly report submissions
- D. technical assistant log
- E. tasks and deliverables (1-10)
- F. SharePoint requirement

# I. DEADLINES, TASKS, AND DELIVERABLES

## A. Quarterly Progress Report

Quarterly Progress Reports are due to FDEM no later than **30-days** after the end of each quarter of the program year and will be sent each quarter until submission of the administrative Close-Out report.

The ending dates for each quarter of the program year are:

- Q1 – December 31
- Q2 – March 31
- Q3 – June 30
- Q4 – September 30
  
- The Close-Out report is due **60 days** after termination of the Grant Agreement or **60 days** after completion of the activities contained in the Grant Agreement, whichever occurs first.

<b>Reporting Period</b>	<b>Report Due to FDEM No Later Than</b>
October 1 through December 31	<b>January 31</b>
January 1 through March 31	<b>April 30</b>
April 1 through June 30	<b>July 31</b>
July 1 through September 30	<b>October 31</b>

The LEPC will provide FDEM with Quarterly Progress Reports and a Close-Out report. These reports will include status and progress updates in completing the work described in the Tasks and Deliverables.

## **B. DEADLINES & PENALTIES**

Required tasks as outlined in the Scope of Work (Attachment A) of the Grant Agreement have Deliverables with specific due dates (deadlines).

<b>TASK NUMBER</b>	<b>DUE DATE(S)</b>
Task 1, 2, 6, 9, 10	September 30, 2018 December 31, 2018 March 31, 2019 June 30, 2019
Task 3, 4, 5, 7, 8	June 30, 2019

Failure to successfully complete each of the required tasks, as demonstrated by the failure to produce the applicable Deliverables, will result in the following penalty:

- Reduction of the maximum payable amount based on the applicable percentage of each task not successfully completed.

If, your circumstances are beyond control, and your LEPC is unable to successfully perform a task required by the Grant Agreement, the LEPC is to contact FDEM immediately. Should FDEM agree that the inability to perform the task was due to circumstances beyond the control of the LEPC, FDEM will consider waving the financial consequence. All requests must be made in writing.



## C. QUARTERLY REPORT SUBMISSIONS

### *“What to Submit with the Quarterly Report”*

The fixed-fee grant deliverables have been streamlined to reflect the beginning of the 2019 contract. No longer required are receipts for any type of purchases: travel, lodging, gas, training, payroll, etc. No receipts are required for submission to the State in order to be reimbursed for monies spent on LEPC activities. With this in mind, LEPCs will want to keep **ALL** invoices/receipts for their own internal auditing and financial management, State auditing, and State Monitoring purposes (*coming soon....*).

The Request for Payment or RFP is the amount paid based on the weighted value of the Tasks and Deliverables that have been accomplished for the Performance Period. This document is found in the Grant Agreement as [Attachment C – LEPC FINANCIAL INVOICE](#), and can also be found on the LEPC SharePoint portal. This is a *required document* as part of the Quarterly Progress Report package. An explanation of any circumstances prohibiting the submittal of the Financial Invoice will be submitted to the FDEM Grant Manager as part of the LEPC’s Quarterly Reporting.

The second *required document* to be submitted with the Quarterly Progress Report is [Attachment I – QUARTERLY PROGRESS REPORT TASK FORM](#) (also found in the Grant Agreement and on the LEPC SharePoint portal). This form is used to list the tasks that were performed during the quarter, and provides a comments section for a description of the tasks completed during the performance period.

**ALL Deliverables are required** to be uploaded to the SharePoint Portal for Submission by their due date. Please send an email to your Grant Manager to let them know you’ve uploaded your documents and the date of upload.

## **D. TECHNICAL ASSISTANCE**

**Attachment P - TECHNICAL ASSISTANCE ACTIVITY LOG** (also found in the Grant Agreement and on the LEPC SharePoint portal). This form is for use with Task 6, and is used to annotate when assistance/guidance is given regarding Tier II/EPCRA, the SERC, LEPC, etc. This document is being provided for LEPCs that don't have a tracking system in place.

## **E. TASKS AND DELIVERABLES**

**Task 1: LEPC Meeting Support Deliverables** (Weighted Value = 23%) – LEPC meeting agenda (proof of submission to Division 7 days prior to each meeting), approved meeting minutes (proof of submission to Division within 7 days following each meeting), draft meeting minutes, Proof of Publication from the Florida Administrative Register, meeting agenda posted on LEPC's website.

**Deliverable due dates: September 30, 2019, December 31, 2019, March 31, 2020, and June 30, 2020**

Supporting documentation for LEPC meetings that can be posted as "proof" to the LEPC's website include: notification to LEPC members and the general public of meeting time, date and location, posting meeting agenda and minutes, a screenshot of the agenda package posted on the website, and uploading pertinent documents, materials, and media for use at meeting(s).

**Task 2: SERC Meetings & Conference** (Weighted Value = 9%) – Presentation, agendas, and sign-in sheets. The State will provide agendas and sign-in sheets for SERC meetings. If attending a National Conference, provide the agenda & sign-in sheet. Submit a travel receipt as proof, for example: airline ticket, hotel lodging receipt, vehicle rental, etc.

**Deliverable due dates: September 30, 2019, December 31, 2019, March 31, 2020, and June 30, 2020**

The State will provide agendas and sign-in sheets for SERC meetings. If attending National Conference provide agenda & travel receipt or applicable data, example (airline ticket, hotel lodging receipt, vehicle rental, anything that proves you attended the Conference). If you are unable to attend a scheduled meeting, you may attend another LEPC's meeting.

**Task 3: EPCRA Presentations** (Weighted Value = 10%) - Presentation, agendas and sign-in sheets.

**Deliverable due date: June 30, 2020**

There has been some concern expressed that the language in Task 3, specifically "...conduct a minimum of two (2) public presentations for interested parties within the district..." may be too specific. Please note, the language is taken directly from 42 U.S.C. Chapter 116 §11001(c).

Establishment of local emergency planning committees:

Not later than 30 days after designation of emergency planning districts or 10 months after October 17, 1986, whichever is earlier, the State emergency response commission shall appoint members of a local emergency planning committee for each emergency planning district. Each committee shall include, at a minimum, representatives from each of the following groups or organizations: elected State and local officials; law enforcement, civil defense, firefighting, first aid, health, local environmental, hospital, and transportation personnel; broadcast and print media; community groups; and owners and operators of facilities subject to the requirements of this subchapter. Such committee shall appoint a chairperson and shall establish rules by which the committee shall function. Such rules shall include provisions for public notification of committee activities, public meetings to discuss the emergency plan, public comments, response to such comments by the committee, and distribution of the emergency plan. The local emergency planning committee shall establish procedures for receiving and processing requests from the public for information under §11044 of this title, including Tier II information under §11022 of this title. Such procedures shall include the designation of an official to serve as coordinator for information.

Note: Best Example of this is Northeast Florida LEPC, contact them for link to presentation.

**Task 4: Public Availability/Notification** (Weighted Value = 3%) – Proof of Publication.

**Deliverable due date: June 30, 2020**

Actual publication (electronic or hardcopy) **and** receipt for payment of the ad.

**Task 5: LEPC Emergency Response Plan** (Weighted Value = 8%) - Updated LEPC Hazardous Materials Emergency Response Plan and approval documentation.

**Deliverable due dates: June 30, 2020**

Emergency Response Plan (Electronic Only) uploaded in FDEM SharePoint Portal/Emergency Response Plan Folder – **Please note – ALL Deliverables are required to be uploaded to the SharePoint Portal.** If you have issues with uploading your documents, please contact Trish Tidwell @ [trisha.tidwell@em.myflorida.com](mailto:trisha.tidwell@em.myflorida.com).

**Task 6: Technical Assistance** (Weighted Value = 10%) - Quarterly Log of Technical Assistance Activities.

**Deliverable due dates: September 30, 2019, December 31, 2019, March 31, 2020, and June 30, 2020**

Information provided for assistance include: EPCRA, LEPC, Tier II reporting requirements, Possible Non-Tier II filer, E-Plan, Cameo, HA or anything that falls under the umbrella of the SERC. See the new form in the Attachments section of the Contract as **Attachment P**.

**Task 7: Hazmat Exercise** (Weighted Value = 23%) - HSEEP compliant documentation to include: Situation Manual (SitMan), Exercise Plan (ExPlan), Controller and Evaluator (C/E) Handbook, Master Scenario Events List (MSEL), Player Handout, Exercise Evaluation Guides (EEGs) *as applicable per type of exercise activity*. **All exercises must include:** After Action Report/Improvement Plan (AAR/IP), Sign-in sheet, Agendas.

**Deliverable due date: June 30, 2020**

**HSEEP training is now required** (see updated Task 9), FDEM has continuous classes. Task 7 has been updated to account for the additional funding added last year. In order to make the work load and monetary compensation more equitable, we have adjusted the Deliverables for those not choosing Option 1. Option 2 requires **full participation** when assisting community partners with exercises. Full participation means that LEPCs are now required to attend **ALL** planning meetings, actively engage in, and have a role in the exercise in some capacity, and provide support/guidance with AAR/IP activities. LEPCs are required to do four (4) table top or full scale exercises, if you want 100% of the available funding. Each exercise is 25% or \$4,600 of the total payment equaling \$18,400. If you complete two (2) exercises, you will receive \$9,200, (3) \$13,800, and four (4) \$18,400.

**Task 8: Shelter In Place Presentation** (Weighted Value = 5%) - Agendas, sign-in sheets, PowerPoint presentation, educational materials.

**Deliverable due date: June 30, 2020**

For example, a school and nursing home are located near a cold storage facility. The LEPC holds a meeting with the school, nursing home facility, the cold storage facility, and the First Responders, during which a relationship is established. The nursing home and school will now know that if they were to be alerted by loud sirens coming from the cold storage facility, they should pull the kids off the playground, and at the nursing home, the elders rounded up from outside, and each facility will shelter in place inside until the Fire Department mitigates and/or gives the all clear.

**Task 9: Training Coordination** (Weighted Value = 5%) - Quarterly list of training courses planned/coordinated within the district.

**Deliverable due dates: September 30, 2019, December 31, 2019, March 31, 2020, and June 30, 2020.**

In the past, LEPCs have asked for trainings that were deemed unallowable by PHMSA. Task 9 has been updated to allow for these previously unacceptable training expenditures. Examples - CBRN Training, Fixed-Facility HazMat

Preparedness Training, Joint Terrorism Task Force Exercises, WMD Terrorism Courses, etc.

**Task 10: Quarterly Progress Report** (Weighted Value = 5%) – Completed Quarterly Progress Report submitted with corresponding LEPC Financial Invoice (Attachment C) and the Quarterly Progress Report Task Form (Attachment I).

**Deliverable due dates: September 30, 2019, December 31, 2019, March 31, 2020, and June 30, 2020**

See above for more information on Quarterly Reports.

### *“Please Note”*

**Fixed Fee Grant:** The amount paid is based on the weighted value of the Tasks and Deliverables listed above that have been accomplished for the Performance Period.

**Example:** Task 2 - Attend Quarterly LEPC/SERC meetings - LEPC Staff Coordinator or designee only attends 3 of the 4 scheduled meetings. FDEM staff will use attendance roster from the meeting to verify, and use Invoice Calculator to compile payment of only 75% task completion. So for the Contract Year, that LEPC would only be paid \$5,100 with \$1,700 being left over, as task was not fulfilled.

## **F. SharePoint Requirements**

1. [LEPC Emergency Response Plans](#) **required** to be uploaded to LEPC SharePoint/Emergency Response Plans Folder
2. [LEPC Quarterly Report](#) **required** to be uploaded to LEPC SharePoint/Quarterly Reports Folder

**TECHNOLOGICAL HAZARD GRANTS SECTION STAFF**

*“BUREAU OF RESPONSE”*

*Mr. Robert Dietrich, Program Manager*

*email address: [Robert.dietrich@em.myflorida.com](mailto:Robert.dietrich@em.myflorida.com)*

*Work cell no. (850) 727-3414*

*Ms. Trisha Tidwell, Grants Coordinator*

*email address: [Trisha.Tidwell@em.myflorida.com](mailto:Trisha.Tidwell@em.myflorida.com)*

*Office no. (850) 815-4322*

*Ms. Donna Ray, Grants Manager*

*Email address: [donna.ray@em.myflorida.com](mailto:donna.ray@em.myflorida.com)*

*Office no. (850) 815-4314*

*Mrs. Isabell Parker, Grants Manager*

*Email address: [isabell.parker@em.myflorida.com](mailto:isabell.parker@em.myflorida.com)*

*Office no. (850) 815-4315*

**AGENDA  
NORTH CENTRAL FLORIDA  
REGIONAL HAZMAT TEAM**



Nutrien Conference Center  
White Springs, Florida

May 30, 2019, Thursday  
1:00 p.m.

- I. Welcome, Introductions, and Chair's Report**
- II. Approval of February 21, 2019, Meeting Minutes \***
- III. Improved Coordination with Regional Facility Responders – Agreement with Nutrien White Springs Emergency Response Team**
- IV. LEPC / Bradford County EOC CSX Railroad Tabletop Exercise, June 4, 2019, 9:30 am – You should attend if you have a CSX Rail line**
- V. First Responder Issues**
  1. Hazmat First Responder Training Classes
  2. Four-Gas Detectors
  3. Full-Scale Exercises with Pipeline Companies
  4. Other First Responder Issues
- VI. Next Meeting Date and Location**

C:\\_dm\RHMT\_2q19\_agenda.docx