I. Pledge of Allegiance

II. Roll Call and Verification of Quorum

   Chair Kevin Guthrie asked for verification of a quorum. Ms. Anhar Al-Asadi acknowledged that a quorum was present.

III. Approval of Minutes

   1. Approval of Minutes for July 13, 2018 SERC Meeting

      ACTION: Motion for SERC Approval

      EXHIBIT: Minutes of July 13, 2018 SERC meeting

      Chair Kevin Guthrie presented the first item on the agenda, the approval of minutes from the July 13, 2018 SERC meeting. Minutes Motion for approval initiated by Chief Michael Murphy and seconded by Mr. John Kohnke.

IV. New Business

   1. Local Emergency Planning Committees (LEPCs) Appointments

      ACTION: Approval of the list of recommended members/alternates

      EXHIBIT: Memo # 01-19

      (Pages 01-05)

      Chair Kevin Guthrie presented the first item on the agenda under new business, the approval of minutes initiated by Chief Michael Murphy and seconded by Mr. Richard Delp.

   2. Approval of LEPC Emergency Response Plans for Hazardous Materials

      ACTION: Consideration for approval of the LEPC Plans

      EXHIBIT: Memo # 02-19

      (Page 06)
Chair Kevin Guthrie presented the second item on the agenda under new business, the approval of minutes initiated by Mr. Richard Delp and seconded by Chief Michael Murphy.

3. Thomas Yatabe — SERC Award Nominations and Certificates of Appreciation
   ACTION: Discussion and consideration for the Thomas Yatabe — SERC Awards and Certificates of Appreciation
   EXHIBIT: Memo # 03-19 (Pages 07-09)

Chair Kevin Guthrie presented the third item on the agenda under new business, the approval of minutes initiated by Major Sandy Mandell and seconded by Mr. Richard Delp.

4. Thomas Yatabe-SERC Award Presentations
   EXHIBIT: (Pages 10-15)

5. HazMat Medical Protocols
   - Chief Mathew Marshall talked about the finalized Medical Protocols that been sent out on November 15, 2018 to the SERC board for their review and recommendations. A motion was made by Chief Michael Murphy and seconded by Mr. John Kohnke. The hazmat medical protocols can be found at:

V. Reports
1. SERC Training Task Force (TTF) Report
   ACTION: Oral report on issues of the SERC TTF
   - In addition to the Medical Protocols, Chief Mathew Marshall also talked about his experience while deployed to Bay County for Hurricane Michael. While responding to a chemical facility release post storm, he stressed the need to properly identify and communicate to these facilities. As the possibility of additional damage and/or a significant chemical release post storm needs to continue to be integrated into Hurricane mitigation and preparedness.
   - Mr. Scott Chappell talked about the 2018 Hazmat Team Assessment process, he is in the process of compiling the Self-Assessment scoring tools as well as the Site Visit scoring tool from the LEPCs, The SERC Assessment Scoring Tool is to be used to capture the results of the self-assessments from all teams while the SERC Site Visit Scoring Tool is to be used to record the findings from follow up the site visits. His goal is to wrap up the 2018 assessment process, tweak the process as needed to make the 2019 assessments as user friendly as
possible, and then to roll out the 2019 assessment sometime between our spring and summer meeting.

2. Hazard Analysis Working Group Report

   ACTION: Report by Chair Zach Annett

   Chair Zach Annett stated that The Hazards analyses working group is currently working on finalizing the HA guidance document. This guide will cover the basic how-to’s for performing in person site visits for the facilities. Within the guide it contains: A breakdown of the initial calls to facilities explaining the HA process, how to schedule the site visit, what materials are needed for the visit, what to look for when performing the visit and how to upload the info into CAMEO. The guidance document will also contain information on how to perform the phone verifications for facilities that don’t require in person visits. The purpose of the guide is to create a standardized process for new hires and others new to the HA contract. This will hopefully lessen the learning curve present when first executing the HA contract. This guide will hopefully be included in the next HA contract as an appendix. Additionally, the HA working group is working to identify the best way to standardize site maps throughout all CAMEO data. Once a standardized map is decided on LEPC/County staff will update site maps and then import those into E-Plan for easy access by first responders. Also, once a standardized site map is identified, a guide for creating those maps will be created and input into the next HA contract.

3. Update on the LEPC Activities

   ACTION: An update of the meetings and activities conducted by each of the 10 LEPCs

   EXHIBIT: HazMatters

   (Pages 17-28)

   • Mr. Richard Delp provided an update on LEPC activities in addition to those contained in the HazMatters.

4. Financial Status Report

   ACTION: Report on revenues received and expenditures incurred for the fiscal year

   EXHIBIT: Memo # 04-19

   (Pages 29-32)

   • Mr. Robert Dietrich gave the financial status report, indicating data is included as part of the Agenda materials.


   ACTION: Report on recent hazardous materials incidents reported in the State of Florida

   EXHIBIT: Memo # 05-19
Mr. Robert Dietrich indicated that detailed listings of Section 304 investigations, fixed facility and transportation-related hazardous materials incidents were prepared and included with the Agenda materials to describe incidents occurring between the period of September 3rd to November 30th, 2018.

6. Update of Staff Activities and Reports by Section

   ACTION: Update on the reports received by section; including an update on staff presentations and information requests

   EXHIBIT: Memo # 06-19

Mr. Robert Dietrich indicated that various graphics were provided within the SERC Agenda materials to depict various staff functions and initiatives.

VI. Other Business

1. Presentation on SERC Financial Distribution ─ Robert Dietrich

   Mr. Dietrich presented an overview on the Florida Division of Emergency Management, Technological Hazards unit. Details covered all aspects of the unit staffing and positions, financial overview, and the different financial contracts that are distributed and managed by this unit. He also discussed to the new SERC members their importance to this board and how they can bring their experience and knowledge that will benefit all involved and make the Florida SERC even better in the future!

2. Hazmat Symposium 2019 ─ Jonathan Lamm

   Chief Jonathan Lamm stated that the 2019 Hazmat Symposium was going to be another huge success and this year increased by 26 percent compared with last year. Total attendees were 594 and by breaking down the number there were 82 instructors, 41 staff, 30 sponsors/40 vendors, and 441 students from FL, AL, AR, DE, GA, MD, MO, NC, ND, NY, SC, VA, VT, and Argentina. There were 57 training sessions over 3-1/2 days to include 190 hours of training and 82 instructors.

   Chief Jonathan Lamm indicated that the PERI is a partnership with the pipeline industry which will be administered under the Hazmat Symposium and announced that the MOU been signed, more information to be disseminated at the next SERC meeting. He mentioned PERI sponsored training being integrated with this year’s symposium and looking forward to the partnership.

VII. Comments

   A motion initiated to support the 2020 Hazmat Symposium. Motion were initiated by Mr. Robert Kincart and seconded by Mr. Larry McIntyre.

   A motion to recognize private industry were initiated by Chief Michael Murphy
and seconded by Mr. Larry McIntyre. The TTF will be taking this as a project box and reporting back to the SERC.

VIII. Next Scheduled Meeting – April 19, 2019 – St. Augustine, FL.
IX. Adjournment