LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
CHAIRPERSONS/COORDINATORS MEETING (Minutes)

DoubleTree by Hilton St. Augustine Historic District
Anastasia Conference Center
116 San Marco Avenue, St. Augustine, FL 32084
April 18, 2019 – 1:30 PM

I. Pledge of Allegiance

II. Introductions

III. Approval of Minutes from January 22, 2019 Meeting.

- Meeting minutes for January 22, 2019 were approved by Chief Richard Knoff and seconded by Mr. Shayne Morgan.

IV. Training Task Force Update

- FLAHR and the SERC Training Task Force along with SERC assigned staff have been updating standard operating procedures for various hazmat operations. The purpose of these policies was to develop procedures which could be utilized by the hazmat teams throughout the state to standardize the response should mutual aid occur, provide a policy that was vetted by subject matter experts, and to provide agencies with operational ideas for improving their responses to various types of situations.

- FEMA Team Typing: Captain Frank DeFrancesco stated that FEMA developed definitions for team typing and for a hazardous materials technician. In the definition of the hazardous materials technician requirements, the technician shall also be capable of performing duties of a Hazmat Team Leader and an Asst. Safety Officer. The guidelines from FEMA are only designed for deploying resources during mutual aid. These guidelines were not to set standards for agencies to comply with. In the FEMA guidelines, NFPA and OSHA are referenced throughout their document. The State of Florida has a state certification for being a hazardous materials technician. However, the state does not have a specific certification for a Hazmat Team Leader and an Asst. Safety Officer. At the current time there are no plans for such certifications to be developed. The discussion about this certification and the requirements pointed out that SERC already has training
requirements for being a Hazmat Team Leader and an Asst. Safety officer which was published in 2015.

- Potential Conflict of Training Task Force (TTF) Membership. Mr. Kevin Guthrie expressed FDEM Legal Counsel’s concern regarding the potential appearance of a conflict of interest presented by several members of the TTF. A conflict may be perceived if one (or more) of the TTF members could personally stand to benefit from future training opportunities resulting from a recommendation made by the TTF. Chair Guthrie indicated that this issue will be re-evaluated by FDEM Legal Counsel. Initially, it had been announced that TTF Chair Matt Marshall would be "stepping down" from his position and TTF membership as well as other TTF members with potential conflicts. FDEM Legal Counsel is researching at this time.

- The TTF recommend the SERC to write a letter to NOVA indicating interest in developing a Hazards Material course specific for the Marine Firefighting, motion been initiated and were approved unanimously upon voice vote.

V. District Reports

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

VI. Other Business


- Chair Zach Annett identified the current HAWG initiative remains to develop and standardize a Hazards Analysis guidance document to advise personnel conducting the analyses as well as for the facilities to inform them as to how/why the Hazards Analysis process was developed and information is utilized. FDEM staff will take a "more active" role in the mission of the HAWG. The standardization is likely to include universal symbols to be applied to Site Plans. The data must be accurate and thorough prior to distribution to first responders. That is the intent of the program. While HAWG continues to solicit any suggested improvements to the HA Program, Mr. Robert Dietrich did recognize that Mr. Joe Mastandrea (Hillsborough County Office of Emergency Management) was been a great statewide asset for all his efforts and his willingness to be involved.

2. 2018 Hazmat Team Assessment Process – Scott Chappell

- Mr. Scott Chappell acknowledged that the Hazmat Teams throughout the state of Florida are requested to complete a Hazmat Team Self-Assessment Survey annually to describe their Team’s capabilities and resources. The results of the Assessment are verified through an in-person site visit/verification performed by their respective LEPC staff and/or Hazmat Technician(s) from an adjacent jurisdiction on a 3-4-year rotational basis. While Scott Chappell indicated that the 2018 results of the in-person validations varied greatly, the observed disparities may be somewhat attributable to the thoroughness of the assessor(s). In association with the April 18 TTF meeting, Mr. Kevin
Guthrie did propose several options to ensure that all inspections can be consistently and punctually applied every five years, potentially obtaining baseline data as early as 2020.

3. LEPC Contract/Hazard Analysis Improvements — Robert Dietrich

- Extensive discussion ensued about the draft FY 2019-2020. LEPC Staff Services Contract which was recently circulated. Much of the discussion focused on the potential requirements associated with the LEPC administering the conduct of annual exercise(s). In particular, how many would be required and what type of exercise (i.e. full-scale, functional or tabletop). While the DRAFT language would require conduct of "one full-scale" OR "four tabletops" annually, FDEM has indicated that they will reconsider the requirement based on the input provided by the various LEPC staffs. As presented in the DRAFT Contract, exercise(s) must be HSEEP compliant and include the following documentation: "Situation Manual, Exercise Plan, Controller and Evaluator Handbook, Master Scenario Events List, Player Handbook, Exercise Evaluation Guides, an After-Action Report/Improvement Plan, Sign-In Sheets and Agendas." Noting that the exercise component yields such a large portion of the Contract value, it was suggested that each LEPC pre-coordinate their proposed exercise scenarios and details with FDEM Contract Managers to determine the extent of acceptance.

4. 2019 Hazmat Symposium Update — Jonathan Lamm

- Chief Jonathan Lamm stated that the 2019 Hazmat Symposium was 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. Volusia County continues to provide the use of their Training Grounds and personnel for the Symposium. More than $68k of HMEP funding was utilized to send 349 first responders, exclusive of lodging, travel and/or Per Diem expenses. In addition, FDEM continues to contribute $33k annually towards the event. The Opening Ceremony speaker was retired Colonel Danny McKnight, his military career included combat duty on two occasions - Panama 1989 and Somalia 1993 (basis for the Book and Movie "Black Hawk Down"). Colonel McKnight’s speech was about leadership. Leadership awards were presented to Lieutenant Butch Loudermilk (Seminole County Fire Rescue) and Battalion Chief Jason Castelli (Volusia County Fire Rescue). Unfortunately, Battalion Chief Castelli did pass away earlier this year. A member of the Florida State Fire College has been added to the Symposium leadership team to ensure the application of proper training credits. It was announced that recently-retired Chief Richard Knoff will serve as the Incident Commander for the 2020 Hazmat Symposium. Chief Jonathan Lamm mentioned that planning for the 2020 Hazmat Symposium has been started already and will be hosted on January 21-24, 2020.
5. Florida Pipeline Emergency Responders Initiative — Jonathan Lamm
   - 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, Chief Lamm mentioned that PERI sponsored training that been integrated with this year’s symposium and looking forward to the partnership. Florida PERI representatives been asked to provide an overview of their program next month in Reno in conjunction with the National Association of Sara Title III Program Official's (NASTTPO) annual conference.

VII. Issues for State Emergency Response Commission (SERC)
   - The LEPC Chairs/Coordinators have agreed to determine criteria for a Lifetime Achievement Award, solicit nominations associated with the Thomas Yatabe Awards for each of the various agencies comprising the SERC and any additional recognition to be provided in the future. Motion been initiated by Mr. Manny Cela and seconded by Mr. Bruce Porter.

VIII. Next Scheduled Meeting July 18, 2019 – Hyatt Regency Sarasota.
IX. Adjournment