I. Pledge of Allegiance

II. Introductions and Verification of Quorum
   - Chair Kevin Guthrie asked for verification of a quorum. Ms. Anhar Al-Asadi acknowledged that a quorum was present.

III. Member Moment — Amanda Bowen
   - Ms. Amanda Bowen advised that she and the Manufacturers Association promote responsible hazmat handling. Not only required by federal law but also to ensure the safety of first responders and the communities. Ms. Bowen stated that this is an opportunity to blend industry and Emergency Management to dig deeper into industry from submarines to aerospace, including mom and pop shops and let them know what responsibilities they have. Ms. Bowen closed by encouraging all to share and identify any outreach needed.

IV. Approval of Minutes
   1. Approval of Minutes for January 23, 2019 SERC Meeting
      ACTION: Motion for SERC Approval
      EXHIBIT: Minutes of January 23, 2019 SERC meeting
      - Chair Kevin Guthrie solicited a motion to approve the Minutes from the January 23, 2019. SERC meeting that held at the Plaza Resort & Spa in Daytona Beach. A motion for approval been initiated by Mr. Richard Delp and a second by Mr. Larry McIntyre.

V. New Business
   1. Local Emergency Planning Committees (LEPCs) Appointments
      ACTION: Approval of the list of recommended members/alternates
      EXHIBIT: Memo # 07-19
      (Pages 01-04)
• Chair Kevin Guthrie indicated that the LEPC membership modifications being requested by the LEPCs are included in the SERC package. A motion for approval been initiated by Chief Michael Murphy and a second by Mr. Richard Delp.


   EXHIBIT: Memo # 08-19
   (Pages 05-07)

• Mr. Robert Dietrich provided a proposed schedule of RMP audits/inspections for FY 2019-20. Chair Kevin Guthrie solicited a motion to approve the RMP schedule for FY 2019-20. A motion for approval been initiated by Ms. Amanda Bowen and seconded by Mr. David Mica.

VI. Reports

1. SERC Training Task Force (TTF) Report

   ACTION: Oral report on issues of the SERC TTF

• 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. A motion to publish the Standard Operating Guidelines (SOG’s) and Procedures (SOP’s) on SharePoint been initiated by Chief Michael Murphy and seconded by Mr. Richard Delp.

• FEMA Team Typing. Captain Frank DeFrancesco indicated that numerous comments were received regarding Mutual Aid requests etc. and the fact that Hazmat Technicians should be able to fill multiple roles. When assisting FEMA with Mutual Aid & Deployments, the Teams should send "the most qualified person(s). SERC Chair/FDEM Deputy Director Kevin Guthrie stated that Hazmat Teams will be integrated with each USAR team when deployed to all future disaster responses to ensure sufficient capabilities and adequate supplies in all affected areas.

• The TTF requested the SERC to write a letter to NOVA indicating that we have extreme interest in developing a Hazards Material course specific for the Marine Firefighting. A motion been initiated by Chief Michael Murphy and seconded by Mr. Mark Tumlin.

2. Hazard Analysis Working Group Report

   ACTION: Report by Chair Zach Annett

• 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. Bottom line, the analyses data must be accurate and through prior to distribution to first responders. That is the intent of the whole 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.

3. Update on the LEPC Activities
   **ACTION:** An update of the meetings and activities conducted by each of the 10 LEPCs
   **EXHIBIT:** HazMatters
   (Pages 09-19)
   • Mr. Richard Delp concluded his remarks by encouraging SERC members to review the HazMatters reports contained in the SERC Agenda materials for the LEPC activities and trainings that being provided across the State.

4. Financial Status Report
   **ACTION:** Report on revenues received and expenditures incurred for the fiscal year
   **EXHIBIT:** Memo # 09-19
   (Pages 20-23)
   • 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 # 10-19
   (Pages 24-29)
   • 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 December 1, 2018 - February 28, 2019. Such Reports included documentation of these incidents and portrayed the number of persons evacuated, injured or deceased down to LEPC District and ultimately County levels. These are all incidents reported to the State Watch Office and are broken down into different categories. Mr. Dietrich affirmed that there are no major releases or anything catastrophic nor seeing any upticks/increases or recent trends.

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 # 11-19
   (Pages 30-36)
• Mr. Robert Dietrich indicated that various graphics were provided within the SERC Agenda materials to depict various staff functions and initiatives.

VII. Other Business

1. 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. Mr. 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 18th 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.

2. 2019 Hazmat Symposium Updates — 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 $3SK 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.

3. 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.

VIII. Comments

- Mr. Richard Delp stated the LEPC Chairs and Coordinators 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. A motion for a Lifetime Achievement Award been initiated by Mr. Richard Delp and seconded by Mr. Robert Kincart.

- A motion for supporting FDEM proposed FY 2019-2020 budget been initiated by Chief Michael Murphy and seconded by Mr. Richard Delp.

- Chair Kevin Guthrie suggested to move the starting time associated with all future SERC quarterly meetings from 10:00 AM to 9:00 AM. except the January SERC meeting due to the Hazmat Symposium.


X. Adjournment