State Emergency Response Commission  
Training Task Force (Minutes)  
Bayside Ballroom EF at Bayside Conference Center  
9300 Emerald Coast Parkway West  
Miramar Beach, Florida 32550  
October 17, 2019 – 9:30 AM

I. Pledge of Allegiance

II. Introductions

III. Approval of Minutes for July 18, 2019 Meeting.
   • Meeting minutes for July 18, 2019 were initiated by Chief Jonathan Lamm and seconded by Mr. Burt McKee.

IV. TTF Conference Call Updates
   • The Conference Calls included an update on the status of the U.S. Coast Guard’s initiative regarding joint offshore response with the hazmat teams. The Captain of a Port will need to request the services of a hazmat team, reimbursement will be through USCG at USCG rates. Although not identified yet, there will be an effort to identify 14 teams (two teams per Port). The issue of what happens when the 11-12-mile mark is crossed which typically defines Florida’s boundaries will also need to be addressed. Chief Murphy asked that the TTF prepare and provide a letter of support encouraging NOVA Southeast University to administer and provide the associated hazmat training and acknowledged that the verbiage is already prepared. Chief Lamm identified that caution should be taken when determining the teams to be selected on the east coast, perhaps to include Port Canaveral since they are on the front line for many of the cruise ships serving Florida. Chief Murphy added that it does not matter whether the selected teams are funded or not, they just need to meet the SERC criteria. The selected 14 teams will all receive the training will be covered under the Statewide Mutual Aid Agreement.
   • Scott Chappell identified that the results of the Hazmat Team Self Assessments, currently being undertaken by John Scott, may be beneficial in making the 14-team selection. John Kohnke identified that floatation devices will be needed for all selected teams since they are currently not in their possession and that this initiative is based on response to “low-frequency/high risk” events.
V. Current Business

1. Project Boxes – Frank DeFrancesco

- Capt. Frank DeFrancesco advised that the next four SOGs/SOPs topics (of 18) have recently been finalized by Subject Matter Experts regarding each of the following respective topics and are ready for SERC’s approval prior to their distribution. Those topics are: Gas Cylinders & Containers; Radiological; Safety & Health for Hazmat; and Emergencies involving Corrosives. In addition, Capt. DeFrancesco did acknowledge his anticipation to complete the remaining topics in advance of the January 2020 SERC meeting. Chief Jonathan Lamm thanked Capt. DeFrancesco for all of his efforts and for “making them much more user friendly.” It was suggested that the SOGs/SOPs be viewed by all statewide hazmat teams as “minimum standards” when establishing and preparing their plans, procedures and protocols.

- It is noteworthy that first seven updated SOGs/SOPs (i.e. Hazmat Medical Support; Field Analysis of Unidentified Potentially Hazardous Materials; Flaring of Liquefied Petroleum Gases (LPG); Toxic Materials, Poisons & Pesticides; Drums & Abandoned Containers; Biomedical or Biological Waste; and Hazardous Materials Incident Timeline) were previously approved by the SERC in conjunction with their April 19, 2019 meeting. The updated SOGs/SOPs were subsequently distributed.

2. Hazmat Team Assessment – Scott Chappell

- Mr. Scott Chappell thanked all that have and will be assisting John Scott in any capacity regarding his goal of assessing all statewide hazmat teams this year. Mr. Chappell acknowledged that he anticipates utilizing these results of these assessments to generate a 50-60-page summary report.

VI. New Business

1. Florida’s First Hazmat Team Deployments — Scott Chappell

- Mr. Scott Chappell discussed the need for training of selected individuals within incident management teams, as well as the need to “train up” division supervisors in command and control, especially for use in impacted Regions since they would possess the localized knowledge. It was identified that Capt. Frank DeFrancesco served as the Subject Matter Expert for the Incident Management Team in regard to the readiness of and preparation for hazmat response to Hurricane Dorian. Scott Chappell identified the need for more E-Plan training for first responders. Rob Dietrich mentioned that “the key” will be to get more responder’s familiar with and access to E-Plan, with additional outreach planned for the Hazmat Symposium.
VII. Update from Agencies and Organizations

1. Florida Fire Chief’s Association — Chief Murphy
   • No update.

2. Florida Association of Hazardous Materials Responders — Frank DeFrancesco
   • No update.

3. Florida Department of Environmental Protection — Nick Roff
   • No update.

4. Florida State Fire College — Scott Chappell
   • No update.

5. Florida Department of Health — Steve McCoy
   • Mr. Steve McCoy was unable to attend.

6. 2020 Hazmat Symposium Update — Jonathan Lamm
   • Chief Jonathan Lamm stated that The Symposium will be hosted again on January 21-24, 2020 at the Plaza Resort & Spa in Daytona Beach.
   • The hands-on training component, formerly hosted at the Volusia County Training Grounds, will be held at the Conference location. The reason for this relocation from this venue was the limited classroom size associated with such training, especially considering the number of students projected for this and future years. A total of 236 hours of training instruction will be provided over the 3.5-day event.
   • The Symposium committee received 82 White papers from parties interested in providing instruction associated with this year’s event. A total of 68 courses were selected for conduct. A registration cost of $195 per student is being imposed for the Symposium, whether the students attend one or more courses offered.
   • Although no discount is actually applied, Ms. Michelle Cechowski will provide each Local Emergency Planning Committee with a unique “discount code” that should be entered during the registration process by all registrants in which their particular LEPC will be paying their registration costs. The Hazmat Teams competition this year will have 14 assessment stations through the FDEM FDOT PHMSA contract. A maximum of 12 teams will be participating. Teams will be authorized to participate on a “first come/first served” basis. However, teams will be limited to one registration per jurisdiction unless the number of teams participating have not been maximized.

7. Other Agencies and Organizations
   • Potential Conflict of Interest associated with Training Task Force (TTF) Membership. FDEM Legal Counsel Mr. Erik Sayler advised that all TTF members shall comply with Code of Ethics since, in his determination, the
TTF is subject to the Sunshine Law (Section 286.011, F.S.). TTF members should refrain from discussing issues to be brought forward amongst each other. At the present time, it does not appear that Financial Disclosure Forms must be filed by TTF members although all TTF meetings must be publicly noticed. Mr. Kevin Guthrie acknowledged that this issue will be one of the first discussion topics at the next TTF meeting (i.e. January 21, 2020).

- Mr. Burt McKee thanked the Florida Division of Emergency Management for enabling him to attend the mid-year conference of the National Association of Sara Title III Program Officials (NASTTPO) in Houston, TX. Mr. Burt McKee further stated that admiration is always given to Florida for their hazmat program and Florida’s State Emergency Response Commission at these national meetings/conferences.

VIII. Upcoming Events

1. Schedule Next Conference Call
   a.) November 13th @1:30 PM (EST).
   b.) December 11th @1:30 PM (EST).

2. Next Meeting January 21, 2020 – Daytona Beach, FL.

IX. Adjournment