



## **MISSION STATEMENT**

## **TRAINING TASK FORCE**

## **OF THE**

## **STATE EMERGENCY RESPONSE COMMISSION**

The Training Task Force (TTF), as established by the State Emergency Response Commission (SERC) for Hazardous Materials was first formed in 1993 for the purpose of providing guidance to the SERC concerning the training of both public and private sector responders to hazardous materials emergencies. Since its inception, the roll of the TTF has broadened to include providing response and preplanning guidelines and the training recommendations to the SERC necessary to support these guidelines.

### **MISSION STATEMENT**

**Safer, environmentally healthier Florida accomplished by providing the State Emergency Response Commission (SERC) with recommendations concerning response and preplanning guidelines as well as the training necessary to support those recommendations.**



## STATE EMERGENCY RESPONSE COMMISSION

## GOVERNANCE POLICIES FOR THE

## TRAINING TASK FORCE

### I. DEFINITIONS

**Agency:** The term agency used in this document shall refer to the Local Emergency Planning Committees (LEPC) and agencies or organizations approved by the State Emergency Response Commission as members of the Training Task Force.

**Primary Member:** That individual who is appointed by the sponsoring agency to represent the interests of that agency on the Training Task Force.

**First and Second Alternate Member:** The first alternate is an individual appointed by the sponsoring agency to represent the interests of that agency in the absence of the primary member. Each LEPC Chair shall be automatically designated as the second alternate and represent the interests of that agency in the absence of the primary and first alternate except when the LEPC Chair is appointed as the primary member or first alternate. **For non-LEPC agencies, a second alternate may be appointed at the discretion of that agency and the second alternate would be governed by the same criteria as an LEPC second alternate.**

**Staff:** Staff to the State Emergency Response Commission (SERC) are those individuals from the Division of Emergency Management who conduct day-to-day business on behalf of the SERC. Staff to the LEPCs are those representatives from the Regional Planning Councils who conduct day-to-day business on behalf of the LEPC. Staff to other agencies are any employees or members of the agencies that are asked to conduct the business of the Training Task Force on behalf of the agency.

## **II. MEMBERSHIP**

A. Primary membership of the Training Task Force shall consist of one representative from each of the eleven LEPC's and may include one representative from each of the other listed agencies:

1. Local Emergency Planning Committee, District 1
2. Local Emergency Planning Committee, District 2
3. Local Emergency Planning Committee, District 3
4. Local Emergency Planning Committee, District 4
5. Local Emergency Planning Committee, District 5
6. Local Emergency Planning Committee, District 6
7. Local Emergency Planning Committee, District 7
8. Local Emergency Planning Committee, District 8
9. Local Emergency Planning Committee, District 9
10. Local Emergency Planning Committee, District 10
11. Local Emergency Planning Committee, District 11
12. Florida State Fire Marshal's Office/Florida State Fire College
13. Florida Association of Hazardous Materials Responders
14. Florida Department of Health
15. Florida Department of Environmental Protection
16. Florida Department of Law Enforcement
17. Florida Fire Chiefs' Association
18. Florida Sheriff's Association
19. Private industry representative as designated by the SERC
20. Florida Division of Emergency Management Radiological Emergency Preparedness

B. Each agency's primary member appointed prior to formal SERC adoption of these policies shall automatically be designated as the official representative of the sponsoring agency. Upon formal SERC adoption of these policies, each agency shall appoint a first alternate representative from within the membership of the sponsoring agency. Each LEPC Chair shall be automatically designated as the second alternate except when the LEPC Chair is appointed as the primary member or first alternate.

C. When a primary member resigns or is removed from the Training Task Force, or the primary member is no longer employed by or affiliated with the sponsoring agency, the sponsoring agency shall appoint a new primary member and a first alternate from within the membership of the sponsoring agency. When the first alternate resigns or is removed from the Training Task Force, or the first alternate is no longer employed by or affiliated with the sponsoring agency, the sponsoring agency shall appoint a new first alternate from within the membership of the sponsoring agency.

D. When a primary member resigns, or is removed from the Training Task Force, or is no longer employed by or affiliated with the sponsoring agency, the first alternate may serve as the interim voting member until the supporting agency appoints a new primary and first alternate member. In the absence of the first alternate, the LEPC Chair may serve as the interim voting member.

E. Nothing herein shall prohibit an alternate from being appointed as the primary representative or as an alternate for a new primary appointee.

F. Term of membership is at the discretion of the agency appointing the member.

G. If a TTF member and his/her alternate or second alternate, miss three consecutive meetings, or fail to participate in at least one working conference call per quarter, the appointing agency shall be requested to terminate the appointment and provide a replacement.

H. Additional agencies requesting membership on the Training Task Force must petition the State Emergency Response Commission for such appointment. The State Emergency Response Commission also reserves the right to add or remove agencies from membership on the Training Task Force.

I. Written notification of appointments or changes in primary or alternate members shall be provided to the staff of the State Emergency Response Commission.

### **III. QUORUM**

A. A quorum shall consist of a simple majority of the appointed members or alternates present at any meeting. If a quorum cannot be met then a work session can be held but no recommendations can be made to the SERC.

### **IV. VOTING**

A. Each agency shall have only one vote on action required by the Training Task Force.

B. In the event that the primary representative or either alternate representative are present at the same meeting, only the primary representative shall have voting rights.

### **V. ELECTION AND TERM OF OFFICERS**

A. A Chairperson and Vice-Chairperson shall be elected from the primary members of the Training Task Force by a simple majority of the appointed primary members or alternates.

B. The Training Task Force Chairperson and Vice-Chairperson shall serve a two-year term. The Chair person shall be elected at the first organizational meeting after July 1<sup>st</sup> of even numbered years. The Vice Chairperson shall be elected at the first organizational meeting after July 1<sup>st</sup> of odd numbered years. The former Chairperson shall serve as interim chairperson until said meeting is held and elections can be conducted.

C. If the Chairperson resigns or is removed from the Training Task Force, or the Chairperson is no longer employed or affiliated with the sponsoring agency, the Vice-Chairperson shall preside until a new Chairperson can be elected.

## **VI. CODE OF CONDUCT**

A. All members and alternates of the Training Task Force shall comply with the Code of Ethics for Public Officers and Employees (Part III, Chapter 112, Florida Statutes).

Revised and adopted by the SERC July 13, 2012