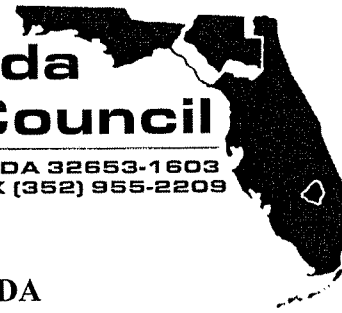


# North Central Florida Regional Planning Council

2009 NW 67 PLACE, SUITE A, GAINESVILLE, FLORIDA 32653-1603  
(352)955-2200 SUNCOM 625-2200 FAX (352) 955-2209



## NORTH CENTRAL FLORIDA LOCAL EMERGENCY PLANNING COMMITTEE MEETING NOTICE

The North Central Florida Local Emergency Planning Committee (LEPC) will meet at 10:00 a.m. on Wednesday, 17 November 2010. The meeting is being held at the Columbia County Emergency Operations Center, 263 Northwest Lake City Avenue, Lake City, FL 32055-4820.

Agendas, a location map and meeting packets for the LEPC and Regional Hazmat Team Policy Board meetings are available at [www.ncflepc.org](http://www.ncflepc.org). If there are any questions on these meetings, the LEPC or training classes, do not hesitate to call Dwayne Mundy, Director, Public Safety and Regulatory Compliance at (352) 955-2200 x108 or email [mundy@ncfrpc.org](mailto:mundy@ncfrpc.org).

## NORTH CENTRAL FLORIDA REGIONAL HAZARDOUS MATERIALS RESPONSE TEAM POLICY BOARD MEETING NOTICE

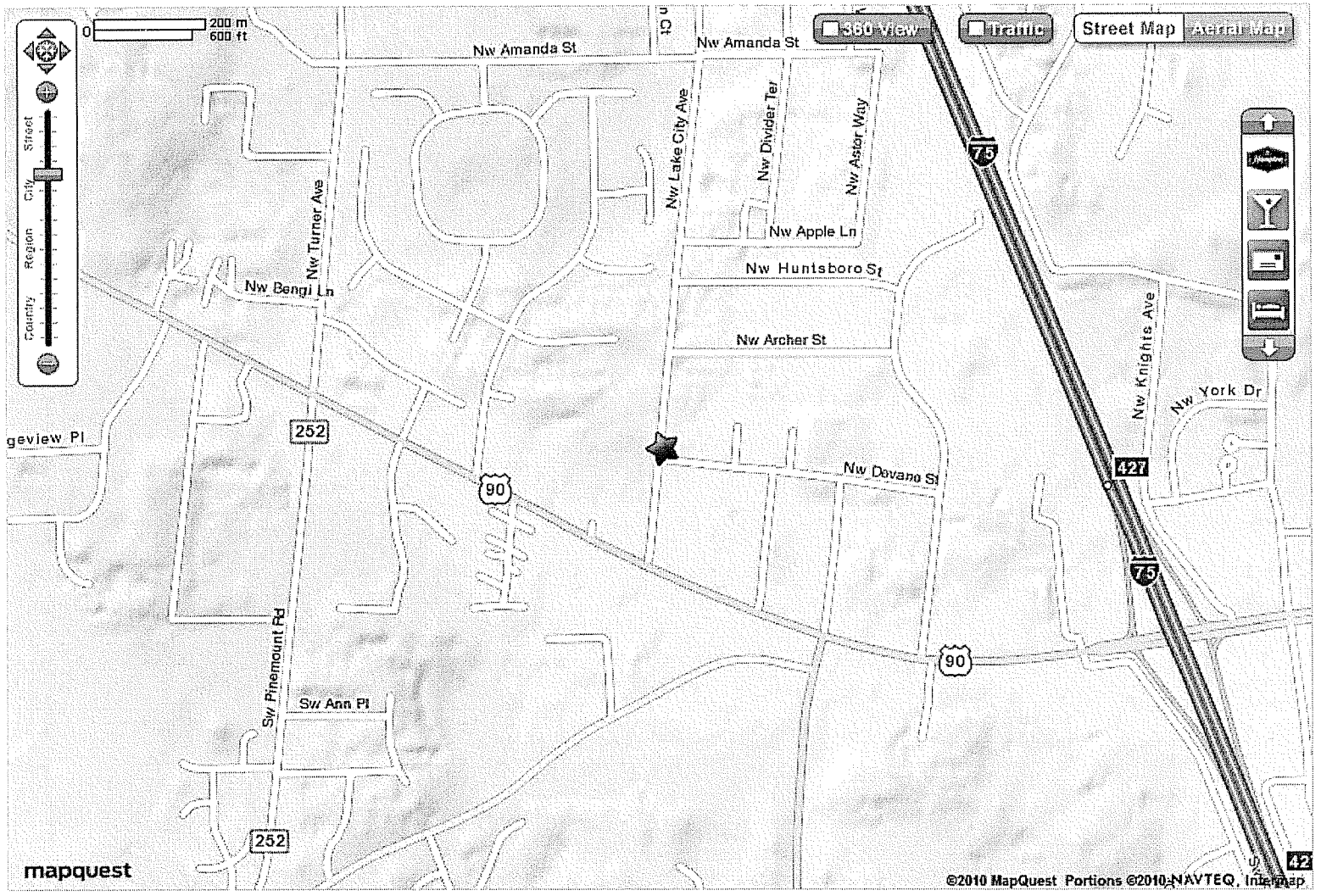
The Regional Hazmat Team Policy Board will meet at 1:30 p.m. on Wednesday, 17 November 2010. The meeting is being held at the Columbia County Emergency Operations Center, 263 Northwest Lake City Avenue, Lake City, FL 32055-4820.

## HAZARDOUS MATERIALS TRAINING IAFF 160 TECHNICIAN LEVEL CLASS

Applications are now being accepted for the next Hazardous Materials Technician Level class being offered by the LEPC. This class will be held in Live Oak from January 5, 2011 through February 5, 2011. The classroom and hands on activities will be conducted on Wednesdays, Fridays and Saturdays. There are prerequisites and substantial homework. Requests to attend this class should be sent to [mundy@ncfrpc.org](mailto:mundy@ncfrpc.org).

## PAPERLESS MEETING NOTIFICATIONS AND MEETING PACKETS

The LEPC is moving towards paperless meeting notifications by distributing materials using the internet. Future LEPC meeting notices may not be sent using the U.S. Mail, but will be published in the Florida Administrative Weekly, listed on the [www.ncflepc.org](http://www.ncflepc.org) website and announced through the NCFLEPC email Yahoo groups. **The best way to be notified about LEPC meetings, seminars, exercises and free training classes is to join the LEPC email list by sending an email to: [ncflepc-subscribe@yahoo.com](mailto:ncflepc-subscribe@yahoo.com).**



Country  
Region  
City  
Street

0 200 m  
600 ft

360 View Traffic Street Map Aerial Map

Navigation icons: Home, Back, Forward, Full Screen, Print, Refresh, Stop

mapquest

©2010 MapQuest Portions ©2010 NAVTEQ, Intermap

**NORTH CENTRAL FLORIDA LOCAL EMERGENCY  
PLANNING COMMITTEE MINUTES**

Suwannee County EOC  
Live Oak, Florida

Thursday, 12 August 2010  
10:00 a.m.

**MEMBERS PRESENT**

Ron Mills, Chair  
Bill Ellis  
Brian Johns  
Scott Garner  
Scott Holowasko  
Gracie Kennedy  
Paul Kremer  
Erica Kight  
Shayne Morgan  
John Mousa  
Edye Rowell  
Alton Scott  
Kimberly Thomas  
Megan Wetherington

**MEMBERS ABSENT**

Frank Armijo  
Mike Brimeyer  
Bill Coughlin  
David Donnelly  
Billy DuCoeur  
Robert Garbett  
Keith Godwin  
John Hudson  
Sylvia Ifft  
Brian Johns  
Melissa Jones  
Jaime Montes  
Rodger Mallard

**MEMBERS ABSENT**

David Meurer  
Jennifer Paris  
Verne Riggall  
Donald Sessions  
Frank Waters  
Steve Truluck

**STAFF PRESENT**

Dwayne Mundy

**GUESTS PRESENT**

Jerry Combass, Suwannee/Lafayette CH Dept.  
Clint Daugherty, AAG  
Mike Jaquette, SYSCO

**DRAFT**

The meeting was called to order at 10:00 a.m.

**I. CHAIRMAN’S REPORT AND INTRODUCTIONS**

Chair Ron Mills welcomed everyone to the LEPC meeting and asked that they introduce themselves. He thanked Kimberly Thomas and Suwannee County for hosting today’s meeting. He reported on upcoming FEPA All Hazards Conference and DEM Area 3 events, as well as the Governor’s Hurricane Conference.

**II. APPROVAL OF 20 MAY 2010, LEPC MEETING MINUTES**

**Action: It was moved by Alton Scott and seconded by Scott Holowasko to adopt the minutes of the 20 May 2010, LEPC meeting as written. The motion passed unanimously.**

**DRAFT**

### III. LEPC BUSINESS ITEMS

The LEPC reviewed the new appointments and reappointments of LEPC members accomplished at the last State Emergency Response Commission meeting. The new two year terms began on July 1, 2010. New member Erica Kight was introduced in the Media Category. It was noted that all occupational categories are now filled.

The Biennial Election of Officers was held next.

**Action: It was moved by Alan Chandler and seconded by Scott Holowasko to re-elected Ron Mills as Chair, Shayne Morgan as Vice-Chair - Public Information and Chief Donald Sessions the District 3 Representative on the Training Task Force. The motion passed unanimously.**

Newly elected Chair Mills appointed Alton Scott as LEPC representative on the Policy Board of the North Central Florida Regional Hazardous Materials Response Team. William Careccia was appointed as the LEPC Alternate to the Policy Board.

Next, the group reviewed comments on the draft LEPC Emergency Response Plan Update received from the Florida Division of Emergency Management. Staff explained how he resolved the various issues. Mr. Mundy reported that the communications chapter needs to be updated during the next year. A discussion on local government communications issues followed. It was decided that a presentation on communication issues and narrow banding/ re-banding should be presented at the next meeting.

Next, an After Action Conference was conducted during for the recent "Chill Wind" LEPC table top exercise. The scenario consists of an anhydrous ammonia release at a refrigerated warehouse. The objectives include incident management and pre-planning with local responders. The table top was geographically organized with each facility working with local responders. The final module required integrating additional regional resources in to the response framework.

Facilities participating in this process include P.F.G. Foods, Gainesville; Baugh South (SYSCO), Alachua; U.S. Cold Storage, Lake City; and Target Warehouse, Lake City. Recommendations for the improvement plan matrix included the LEPC making this exercise available to additional groups of responders and their facilities.

Nominations for the Thomas Yatabe Awards were solicited. LEPC members were asked to send any potential nominations for consideration by the Chair to Staff Dwayne Mundy. A form was available to make any nominations.

**DRAFT**

#### IV. FIRST RESPONDER ISSUES

Emergency Management coordination and reimbursement issues with the response to the Deepwater Horizon oil spill were discussed. Gracie Kennedy shared her first hand observations as a responder working the spill.

Dwayne Mundy reported on the status of the hazardous materials training program. He said that the majority of funds for this fiscal year were spent on the 160 hour Technician level class. Decontamination training was also conducted for the responders assigned to the recently relocated decontamination trailer in Gilchrist County.

The Division of Emergency Management has provided an additional three thousand dollars (\$3,000) in HMEP training funds to allow the LEPC to conduct an air monitoring class in Live Oak on September 17-18, 2010. This class will focus on using the air monitoring equipment contained in each of the Team's response trailers.

The reorganization of the Regional Hazardous Materials Response Team continues to progress. Suwannee County Fire Rescue has executed an agreement to provide them with a hazmat response trailer. Regional Team members include the following Cities: Gainesville, Lake City and Starke, as well as the following Counties: Alachua, Bradford, Columbia, Dixie, Gilchrist, Suwannee and Union.

A decontamination trailer is now in service with Gilchrist County Emergency Services. This unit has been invited to assist with emergency hazardous materials preparations during home Gator football games held at the University of Florida.

#### V. PUBLIC INFORMATION ISSUES

The Committee discussed the continuing negative feedback received on the new Florida On-Line Tier 2 Reporting System. Overall facilities have reported that the system is difficult to use and should more closely follow the layout of a Tier 2 form.

Dwayne Mundy reported that as a result of the many issues with the on line submission system that a workgroup of LEPC Chairs and Staff has been formed. However, little progress has been made towards making the system more useful.

VI. OTHER BUSINESS AND INFORMATION REQUESTS

The group discussed oil spill policies for spills on roads. The difference in what happens on state, county and federal roads was discussed.

VII. NEXT MEETING DATE AND LOCATION

The next meeting was tentatively scheduled for November 18, 2010 at Columbia County Emergency Management in Lake City. (Note: The date was changed to the November 17, 2010 to avoid a conflict with the DEM Area 3 meeting)

It was moved and the meeting was adjourned at 11:44 a.m.

**DRAFT**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

N:\LEPC\minutes\LEPC\_minutes\_12September2010.docx

# North Central Florida Regional Planning Council

2009 NW 67 PLACE, SUITE A, GAINESVILLE, FLORIDA 32653-1603  
(352)955-2200 SUNCOM 625-2200 FAX (352) 955-2209



## PRELIMINARY AGENDA NORTH CENTRAL FLORIDA (DISTRICT 3) LOCAL EMERGENCY PLANNING COMMITTEE

Columbia County Emergency  
Operations Center, Lake City, Florida

Wednesday, 17 November 2010  
10:00 a.m.

- I. INTRODUCTIONS AND CHAIRMAN'S REPORT
- II. APPROVAL OF 12 AUGUST 2010, MEETING MINUTES
- III. PRESENTATION: EMERGENCY RESPONSE COMMUNICATION ISSUES, TIM SMOAK
- IV. LEPC BUSINESS ITEMS
  - a) Adoption of Update of LEPC Plan - [www.ncflepc.org/plan/lepcPlan.pdf](http://www.ncflepc.org/plan/lepcPlan.pdf)
  - b) Feedback on the New Florida On-Line Tier 2 Reporting System
  - c) Selection of 2010-2011 HMEP Planning Project
- V. FIRST RESPONDER ISSUES
  - a) SERC Training Task Force Issues
  - b) Fiscal Year 2009-2010 Training and Planning End of Year Report
  - c) Training and Exercise Priorities of LEPC for 2011
  - d) Expansion of Hazmat Boot Camp
  - e) Regional Hazmat Team Update (Meeting 1:30 p.m.)
  - f) E-Plan Train-the Trainer and Hazards Analysis Update
- VI. PUBLIC INFORMATION ISSUES
  - a) Hazmat Awareness Week: February 13-19, 2011 – Shelter In-Place Theme
  - b) Nominations for 2010 State Emergency Response Commission Awards
- VII. OTHER BUSINESS AND INFORMATION REQUESTS
- VIII. NEXT MEETING DATE AND LOCATION





RESOLUTION

WHEREAS, the enactment by Congress of the Emergency Planning and Community Right-To-Know Act of 1986 and enactment by the Florida Legislature of the Emergency Response and Community Right-to-Know Act of 1988 impose upon Local Emergency Planning Committees preparedness requirements for response to emergencies involving the release of extremely hazardous substances; and

WHEREAS, In compliance with this mandate, County Hazardous Materials Emergency Plans have been developed and submitted to the Local Emergency Planning Committee to become a component of the regional plan; and

WHEREAS, this plan is intended to provide the framework for and encourages the development of detailed standard operating procedures by local emergency response organizations charged with protecting the public's health and safety; and

WHEREAS, this plan has reviewed and exercised and the results of those efforts have been incorporated into this updated plan; and

WHEREAS, this plan is now being submitted to the State Emergency Response Commission for Hazardous Materials for final approval; and

NOW, THEREFORE, BE IT RESOLVED BY THE NORTH CENTRAL FLORIDA LOCAL EMERGENCY PLANNING COMMITTEE THAT:

The North Central Florida Local Emergency Planning Committee Hazardous Materials Emergency Response Plan 201008 Update be hereby adopted.

PASSED AND DULY ADOPTED by the North Central Florida Local Emergency Planning Committee, at a regular meeting held on the 17th day of November 2010.

**DRAFT**

\_\_\_\_\_  
Ron Mills, Chairman

ATTEST:

\_\_\_\_\_  
Shayne Morgan, Vice Chair Policy



IV. b)

November 17, 2010

To: David Halstead, Director  
Florida Division of Emergency Management

From: Ron Mills, Chair  
LEPC District 3

**DRAFT**

Re: Support of expanding the use of E-Plan

Today the North Central Florida (District 3) Local Emergency Planning Committee met and we voted to suggest an expanded use of E-Plan in Florida. We all recognize that it is critical that Florida have a successful system of collecting chemical inventories from regulated facilities and distributing the information to emergency responders and management.

The District 3 LEPC is concerned with the feedback received from facility representatives on the LEPC, heard during hazards analysis site visits, and received during "How to Comply" seminars held earlier this year. The LEPC has concluded that E-Plan should be available as an additional compliance tool for regulated facilities for Tier 2 submissions while start-up problems with Florida HMIS are fixed.

Specifically, we are recommending that the Division of Emergency Management consider allowing facilities regulated under Section 312 of the Emergency Planning and Community Right-to-Know Act (EPCRA) to use E-Plan to electronically submit Tier 2 information to the State, LEPC and local Fire Departments. Regulated facilities should be able to catch the free E-Plan bus for EPCRA Tier 2 submissions while Florida's more complex system is being built.

First, many facility representatives continue to report that the current Florida HMIS system is too hard to use and has too many unresolved issues. In contrast, at the E-Plan conference, Harry Sherwood from Henry County, Georgia estimated that 75% of the facilities in his county now file Tier 2 forms through E-Plan and that most found out about how easy it is through word of mouth. The existing E-Plan submission system works and facilities like it because it is easy to use.

Second, the use of the E-Plan submission system is free and the site is secure. At the conference, E-Plan founder Doctor Doug Harris gave a presentation on the advantages of using E-Plan to submit Tier 2 data. He told the conference, "If we are going to save money, let's do it right." He reported that the University of Texas has already invested \$7.3 million in the current E-Plan system. He also described the rigorous cyber security testing that the system undergoes to meet rigorous standards since the Department of Homeland Security also uses the University of Texas for chemical data storage.

Finally, the E-Plan Tier 2 data submission system could be an important additional tool for EPCRA Section 312 compliance. At the last SERC meeting, Shanti Smith explained that Florida is trying to move beyond Tier 2 requirements and that if all we wanted was Tier 2 data, then we could use Tier 2 Submit. Regulated facilities should be able to catch the free E-Plan bus for EPCRA Tier 2 submissions while Florida's more complex system is being built from the ground up.

In summary, the District 3 LEPC voted to ask that the Division of Emergency Management consider allowing regulated businesses to also be allowed to use E-Plan to electronically submit EPCRA Section 312 Tier 2 information to the State, LEPC and local Fire Departments. We believe this is one more tools that will help Florida have a successful system of collecting chemical inventories from regulated facilities and distributing the information to emergency responders and management.



**ATTACHMENT A**  
**Scope of Work**

PLANNING GRANT

The Recipient shall perform one of the eight Planning Grant Options listed in this attachment and all tasks shall be completed by September 30, 2011. The Recipient shall notify the Division, in writing, of its choice of a Planning Grant Option within seven days of contract execution.

**Option 1: COMMODITY FLOW STUDY**

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to the following activities.

**Task 1:** On behalf of the LEPC, develop a commodity flow study of hazardous materials and extremely hazardous substances transported over selected Interstate and U.S. Highway corridors within the LEPC District. At a minimum, this will include two (2) north/south corridors and two (2) east/west corridors.

1. Carry out a placard survey of trucks carrying hazardous and extremely hazardous substances (EHSs). Record placard number, chemical name, carrier name, direction of travel, date and time of observation and type of vehicle. Data will be collected from several locations along each corridor over a six (6) month period in two to three hour time increments.
2. Generate a series of maps showing the most frequently recorded hazardous materials at each of the observation locations.
3. Provide a report to all county emergency management directors in the LEPC District detailing the results of the study. Prior approval of the report format by the Division is required.

**Task 2:** Reporting requirements.

1. Provide the Division with a project outline and timetable which indicate the estimated time frames to complete individual tasks. Include a brief description of the methods that will be used to accomplish the work tasks.
2. Prepare and submit to the Division a report of the findings and data collected, including any recommendations regarding the analysis.

3. Provide a written report to the Division within ten (10) working days of identifying any significant impediments to the completion of the project tasks as outlined in this scope of work.
4. Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.
5. Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.

## **Option 2: COMMUNITY WORKSHOPS AND SECTION 302 FACILITY OUTREACH**

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to the following activities.

**Task 1:** On behalf of the LEPC, the Recipient shall develop and conduct educational and safety workshops. The purpose of the workshops shall be to raise the awareness of the importance of preplanning and preparedness activities among emergency response agencies, Section 302 facilities and the general public. Workshops will also be designed to raise the community's awareness of hazardous materials and the related planning programs.

1. Workshops will include sessions on topics such as but not limited to: sample tabletop exercises, "How to Comply" seminars, explanations of applicable and related laws, chemical process safety, reduction of inventory, legislative changes to the program, methods for minimizing the hazard to the community, managing hazardous chemicals in the community, interagency coordination in emergency response and biennial hazards analyses.
2. **A *minimum* of three workshops will be held.** Additional workshops may be held based on available funding. Each workshop will include a minimum of twenty (20) participants.
3. The Recipient will provide the following for each workshop:
  - a. workshop advertising
  - b. appropriate meeting facilities
  - c. participant training or reference materials
  - d. program speakers or instructors
4. The Recipient will conduct workshop evaluations with participants, which include the opportunity for participants to indicate any need for additional programs.

**Task 2:** Reporting requirements.

1. Provide a written follow-up report to the Division within thirty (30) days of each workshop.
  - a. Maintain a list of attendees and provide for participant evaluations. Summarize workshop evaluations for submission in the follow-up report.
  - b. Provide the Division with a project outline and timetable which indicates the estimated time frames to complete the individual tasks. Include a brief description of the methods the Recipient will use to accomplish each task.

2. Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.
  
3. Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.



### **Option 3: LOCAL EMERGENCY PLANNING COMMITTEE PLAN EXERCISE**

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to, the following activities.

**Task 1:** On behalf of the LEPC, provide staff support to the LEPC to develop and conduct an exercise of the LEPC hazardous materials emergency plan. Use the Homeland Security Exercise Evaluation Program (HSEEP) guidelines to develop, conduct and evaluate the exercise. The following exercise must be regional in scope to reflect an incident requiring a multi-jurisdictional or cooperative response. The exercise must meet the following criteria:

1. A full-scale exercise that tests a minimum of two functional areas (e.g., communications, evacuation, resource management, etc.) or:
2. A comprehensive table-top exercise utilizing a simulator / diorama that can be altered to closely reflect an actual location within the jurisdiction being tested. The exercise must test a minimum of two (2) functional areas (e.g., communications, evacuation, resource management, etc.)

**Task 2:** The required exercise staffing tasks at a minimum consist of the following:

1. Meet with local emergency management directors and local emergency response officials within the district to accomplish the following:
  - a. Explain the purpose and scope of the exercise;
  - b. Establish a method to coordinate procedures among local emergency response officials;
  - c. Identify key personnel to be involved in the exercise which shall include emergency management officials; and
  - d. Develop exercise goals and objectives.
2. Develop an exercise scenario. The following work products shall be completed and submitted to the Division for approval no less than **30 days** prior to the date of the exercise;
  - a. A detailed schedule of exercise events;
  - b. A summary of exercise messages; and
  - c. A listing of exercise control procedures and responsibilities.
3. Following the completion of the exercise, all major participants shall meet to discuss the exercise and identify areas for improvement in the LEPC hazardous materials emergency plan.

**Task 3:** Submit an after-action report, using HSEEP guidelines, to the Division containing the results of the exercise, a summary of the post-exercise meeting outlined in 3 above and subsequent recommendations. The report should also include information regarding what is being done, or will be done, to address the recommendations.

**Task 4:** Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.

**Task 5:** Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan. For the purposes of this scope of work an actual event may *not* be substituted for the exercise requirement.



#### **Option 4: QUALITY CONTROL OF SUBMITTED TIER II INFORMATION**

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to, the following activities.

**Task 1:** On behalf of the LEPC, perform a quality control of the Tier IIs that are being submitted by the Section 302 and 311/312 facilities within the district. All of the Section 302s will be accomplished prior to doing the Section 311/312s.

1. Set up a systematic review of Tier IIs which are submitted on March 1 of each year to verify their completeness, correctness and thoroughness. This validity check will include the following items.
  - a. Correct Reporting Year date entered.
  - b. Facility identification block contains the facility's complete physical address.
  - c. Correct SIC Code and Dunn & Bradstreet Numbers. Get facility to add, if any.
  - d. Ensure Federal Employer Identification number is entered.
  - e. Complete address for Owner/Operator block.
  - f. Name, Title and telephone numbers (daytime and 24-hour) for Emergency Contact person(s).
  - g. Ensure that Chemical Abstract Service Number agrees with the Chemical Name and vice versa.
  - h. Make sure that there is an X in either the Pure or Mix blocks, as well as the Solid, Liquid or Gas blocks. Check to see that only Extremely Hazardous Substances (EHS) have an X in the EHS block.
  - i. If brand and/or trade names have been used for Chemical Name, make sure that the EHS Name is included.
  - j. Check to see that the Physical and Health Hazards have been correctly marked.
  - k. Ensure that the facility is reporting Inventory in Pounds in either Active Ingredient pounds or Total pounds and that they are not still using range codes, 01, 02, 03 etc.
  - l. Make sure that the facility is not reporting its dry chemicals in pounds and wet chemicals in gallons.
  - m. Check the Days on Site block for an entry.
  - n. Ensure that proper Storage Codes are being used for the Container Types, Pressure and Temperature.
  - o. Ensure that all Container Types are being reported, i.e. Drums, Cans and Jugs , if chemical is present in all three containers.
  - p. Ensure that Storage Locations are entered for the various Container Types.
  - q. Ensure that Certification block is filled out with signature, title and date.

- r. Ensure that Option Attachments blocks are checked, if there are any.
- 2. Cross reference the Hazardous Materials Information System database, for the region, to verify that all facilities that are required to submit annual Tier IIs are doing so.
  - a. Verify that Tier IIs are not missing for each required reporting year.

**Task 2:** Contact those facilities that contain four (4) or more errors as listed in Task 1:1., or Task 1: 2. a. which reveals missing Tier IIs, to educate the Facility Representative on the proper completion of Tier II forms and the use of the State Emergency Response Commission (SERC) How-to-Comply Handbook.

- 1. Review sample Tier II and Instructions provided in the handbook.
- 2. Submit corrected or missing Tier IIs to the SERC and the local fire departments.

**Task 3:** Prepare and submit to the Division a report of the Tier IIs reviewed, identifying those with no errors, those with minor errors and those with major errors. Identify those facilities which required onsite visits for focused attention in regards to preparing accurate Tier II forms.

**Task 4:** Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.

**Task 5:** Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.

## **Option 5: FACILITY HAZARDS ANALYSIS SUMMARY**

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to, the following activities.

**Task 1:** On behalf of the LEPC, the Recipient shall develop a facility hazards analysis summary to be used by first responders and their dispatchers.

1. Create a cross-reference two-part loose-leaf booklet, in a chart format, for each Section 302 facility (by county) within the district. This document can be submitted in an alternate format with prior approval from the Division. Information should include, but is not limited to the following.
  - a. Facility name.
  - b. Facility address.
  - c. Facility coordinator - including name, title and telephone number.
  - d. Evacuation routes - based on wind direction.
  - e. A list of Extremely Hazardous Substances (EHS) used, produced or stored at the facility - including name and Chemical Abstract Service (CAS) number.
  - f. The quantity of each EHS in the largest vessel or interconnected vessels.
  - g. The total quantity of each chemical on site.
  - h. The vulnerable zone of each chemical listed.
  - i. The total exposed population relative to each EHS listed.
  - j. The storage method for each EHS, i.e., tank, drum, cylinder, etc.
  - k. A history of previous incidents (if any).
  - l. The potential health hazards for each EHS.
  - m. The potential environmental impact for each EHS.
2. Cross-references should be ordered according to the following sub-sections.
  - a. An alphabetical listing of facilities (to include a listing reference number).
  - b. Physical/street address listing of facilities using the City Directory format (to include listing reference number).
3. A copy of the analysis summary should be sent to the supervisor of dispatchers of each fire station within each county/jurisdiction within the district.
4. Prepare and submit to the Division the following documentation.
  - a. A preliminary summary sample for review and approval.
  - b. A list of the facilities studied.

- c. A list fire stations, by county, and contact name of dispatch supervisor.
5. Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.
  6. Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.

## **Option 6: SECTION 302 FACILITY OUTREACH**

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to, the following activities.

**Task 1:** On behalf of the LEPC, the Recipient shall develop and conduct a Section 302 facility outreach and/or feedback program. The purpose of the program will be to provide reporting Section 302 facilities with increased awareness and understanding of the hazards analysis created for the facility.

1. The program will include components which provide at a minimum, contact with every Section 302 facility within the District, fifty (50) of those facilities will require on-site contact (whenever possible these on-site visits should be coordinated with the counties' on-site visits). Components may consist of, but are not limited to, any of the following features; but must include providing a copy of the most current hazards analysis prepared for the facility available to the LEPC:
  - a. Explanation of the hazards analysis process and results and a review by the facility for omitted or erroneous information.
  - b. Increasing facility representatives' understanding of the LEPC plan including the relationship between the facility's hazards analysis and the LEPC plan and LEPC activities such as, LEPC-sponsored training, LEPC participation, or exercise development.
  - c. Increasing facility representative understanding of reporting requirements for on site spills.
  - d. Providing information about local first responders, (location, telephone numbers, contact names).
  - e. Provide a reliable latitude and longitude for each facility's physical location in either degrees, minutes, seconds or decimal degrees.

**Task 2:** Reporting requirements.

1. Provide the Division with a project outline and timetable which indicate the estimated time frames to complete individual tasks. Include a brief description of the methods that will be used to accomplish the work tasks. Include in this report a request for a complete listing of Section 302 facilities within the District.
2. Prepare and submit to the Division a report consisting of two separate lists: one list for the 50 facilities that receive on-site visits and a second list for those facilities contacted by other means. On each list indicate the facilities contacted, the method of contact (on-site, telephone, mail, facsimile, etc.) and any technical assistance provided.

3. Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.
4. Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.



## **Option 7: SHELTER-IN-PLACE EDUCATION ENHANCEMENT**

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to, the following activities.

**Task 1:** On behalf of the LEPC, provide staff support to the LEPC to develop and conduct Hazardous Materials Shelter-In-Place (SIP) and Evacuation Information Seminars in each county in the region and similar train-the-trainer seminars to state and county agency health and human care facility inspectors, nursing and day care home operators/owners, etc. to further disseminate information about SIP and evacuation procedures in hazardous materials emergencies. Improve worldwide web page SIP information, and construct a scale model SIP demonstration community:

1. Meet with local emergency management directors and local emergency response officials within the district to accomplish the following:
  - a. Explain the purpose and scope of the SIP Information Seminars and train-the-trainer seminars programs to be held in given counties;
  - b. Ascertain level of involvement that local emergency management directors wish to have in development and hosting of the SIP programs;
  - c. Identify key personnel, county/municipal departments, etc. to be involved in the SIP programs; and
  - d. Develop program goals and objectives.
2. Identify locations where programs will be held in counties, schedule speakers, arrange presentation and agenda, and publicize events using appropriate mail lists, e-mail lists, advertising on world wide web (where accessible), radio, newspapers, and television through public service advertisements and interviews/community calendars.
3. Conduct the programs, which shall, at a minimum, include:
  - a. Hold at least a minimum of four (4) Information Seminars (one in each county) in the LEPC district to increase public, community, local government and state agency awareness concerning emergency/accidental hazardous materials releases and the response which individuals, families, businesses and institutions should take in the event of a hazardous materials incident using video presentations, slides, and lectures.
  - b. Hold a maximum of three (3) train-the-trainer seminars for state and county agency health and human care facility inspectors, nursing and day care home operators/owners, etc. within the LEPC district.

- c. A written evaluation form shall be given to participants which allows them to assess the materials and speaker presentations.
4. Submit an after-action report to the Division containing the results of the programs and web page development, a summary of questions asked at the meetings, attendance rosters, and evaluation sheets with a critique of the presenters as outlined in 3 above and subsequent recommendations. The report should also include information regarding what is being done, or will be done, to address any recommendations which LEPC staff, emergency management directors, or participants in the programs make towards future improvements of the presentations and web pages.

**Task 2:** Enhance existing LEPC web services by researching and providing additional community safety and shelter-in-place/evacuation instructions through hyperlinking and web page additions.

1. Work directly with county emergency management directors, the Division's computer web masters, and LEPC subcommittee members in identification of sites which may be appropriate for hyperlinking. Ensure that participants in the project view potential sites for hyperlinking so as to avoid creating links which give the public information which is in conflict with normal emergency preparedness and emergency management activities of West Florida.
2. Develop world wide web pages which incorporate appropriate hyperlinks and valuable information. Place a counter on the primary web page to ascertain number of times the site is accessed by the public.
3. Publicize the availability of the information through local area media and on web search engines.
4. Submit an after-action report to the Division containing the results of the project, number of pages developed, and number of public access hits received. Also indicate the number of sites which are being hyperlinked with a summary of what the sites contain.

**Task 3:** Construct one (1) desk-sized portable model community (properly scaled) which can demonstrate the various aspects of hazardous materials emergency actions. The example will include buildings (sealed and unsealed) which demonstrate the value of sheltering-in-place in certain situations, and demonstrate how some common hazardous materials (like chlorine) seek low spots on terrain. (A piece of dry ice in water would simulate a hazardous material release on the scene.)

1. Utilizing the services of the LEPC's Education and Public Awareness Subcommittee (serving as the lead subcommittee), and incorporating the needs

and advise of the Exercise Design Subcommittee and Resource and Training Subcommittee, develop an Half-O (HO) scale scene. Use model homes, rail tracks, vehicles, people, landscaping, etc. to create a realistic model community. Request services of model railroad club members to assist in design and construction of the scene.

2. Once completed, run several test table-top exercise scenarios to demonstrate the effectiveness of the unit for training and public education. Work out any flaws regarding scenarios and presentations.
3. Advertise the availability of the model community to the public using various sources of media and the world wide web. Provide public presentations on request. Advise EM directors of the availability of the scene for use in training and presentations.
4. Submit an after-action report to the Division containing the results of the project, layout of the scene, photographs of the scene, amount of publicity given and number of public requests for demonstrations.

**Task 4:** Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.

**Task 5:** Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.

**Option 8: ON-SITE ASSESSMENT OF OR NEEDS ASSESSMENT SURVEY FOR HAZARDOUS MATERIALS RAPID RESPONSE TEAMS**

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to the following activities.

**Task 1:** On behalf of the LEPC, conduct an on-site assessment of or needs assessment survey for a hazardous materials rapid response team(s) in the district.

1. The assessments will be conducted in accordance with the instructions included in the State Emergency Response Commission approved assessment tool.
2. Provide a completed summary of the assessment of each entity as provided in the assessment tool instructions, in addition to all raw data collected pursuant to completion of this project.
3. Provide a complete overview summary of all teams assessed including a comprehensive review of all the statistical values without reference to individual team entities.
4. Provide a non-judgmental review of the outcomes of the assessment.
5. Ensure knowledgeable application of the assessment tool through ensuring all assessors meet or exceed the requirements for an assessor as expressly defined within the assessment tool.
6. Utilizing an existing assessment survey questionnaire (approved by the Division), ascertain the response needs of all response entities relative to the Extremely Hazardous Substances known to exist in the region. The survey should include, but is not limited to, existing:
  - a. Hazardous materials response equipment
  - b. Hazardous materials response training
  - c. Hazardous materials trained personnel, including level of expertise
7. Submit a list of agencies that will be targeted to receive the assessment survey.

**Task 2:** Develop an analysis of the hazardous materials response capabilities and needs of the region, including a matrix of public, private, local and regional response teams. In the analysis recommendations include any noted resource or equipment deficiencies and any restrictions or special considerations that would prohibit the response

organization's participation in a hazardous materials incident.

1. Prepare a summary of the assessment survey analysis and distribute to survey participants and other interested parties.

**Task 3:** Reporting requirements.

1. Provide the Division with a project outline and timetable which indicate the estimated time frames to complete individual tasks. Include a brief description of the methods that will be used to accomplish the work tasks.
2. Prepare and submit to the Division a report of the findings and data collected, including any recommendations regarding the assessment(s) or survey(s).
3. Provide a written report to the Division within ten (10) working days of identifying any significant impediments to the completion of the project tasks as outlined in this scope of work.
4. Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.
5. Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.

## SCOPE OF WORK

### TRAINING GRANT

#### PUBLIC SECTOR TRAINING ASSISTANCE

Funding is provided to ensure training of public sector hazardous materials response personnel. The staff assigned to this program shall assist the Division with Task 1 consistent with the direction of the Division and conduct activities pursuant to Tasks 2 through 6 with the support of the Local Emergency Planning Committee (LEPC). Nothing in this scope of work shall prohibit the Recipient from entering into subcontract(s) with existing public or private institutions that conduct education and training courses. All subcontracts must be consistent with the provisions of this Agreement and must be submitted to the Division within thirty (30) days of execution. Subcontracts shall also be consistent with the requirements set forth in the Attachment E.

**Task 1:** Assist Division staff with an annual hazardous materials training needs assessment.

1. In the event that the Division chooses to conduct an annual needs assessment survey, the Recipient should be prepared to assist state staff with identifying survey recipients within each district.

**Task 2:** Coordinate the delivery of transportation related hazardous materials response training within the district.

1. Sponsor training courses that are consistent with the State Emergency Response Commission's (SERC) *Guidelines for Public Sector Hazardous Materials Training* (Guidelines) within the district with emphasis on maximizing the audience trained. A plan of instruction and course outline including level of training, number of hours, target audience, estimated cost of training, instructor credentials, materials or training packages to be used and a brief narrative describing the training scenario and goals of the course must be submitted to the Division for approval prior to utilization for HMEP-sponsored training. Attachment I depicts a sample format for the plan of instruction.
2. Coordinate with emergency response groups that wish to sponsor their own training. Make easily reproducible, low-cost program materials available to these groups and assist with program sponsorship, if needed.
3. The LEPC and LEPC subcontractors providing HMEP funded training are

encouraged to register with the Florida State Fire Marshal (Florida State Fire College) as a training provider.

4. Maintain a roster of those participating in each LEPC sponsored or coordinated HMEP-funded course throughout the district as well as pertinent statistics on those trained (i.e. profession, previous training, exam score, etc. [See Attachment J for a sample format]. Statistics should coincide with the contract year (October 1 - September 30). Upon mutual consent between the Division and the Recipient, the above requirements may be met by entering the training statistics into the Florida State Fire Marshal's (Florida State Fire College) training database.
5. Evaluate courses offered as well as students participating in those courses. Administer at the end of each course a questionnaire for students to evaluate the training.
6. Incorporate the results of this training project (numbers and types of responders trained at each level using HMEP training funds) into the annual update of the LEPC's hazardous materials emergency response plan (See Attachment M).

**Task 3:** Facilitate the delivery of federally-sponsored training.

1. Within the limits of funding available, coordinate the siting, organization and delivery of federally sponsored training courses such as those offered by EPA, OSHA, U.S. DOT, etc.
2. Maintain a system to inform interested parties within the district of upcoming federally-sponsored training courses.

**Task 4:** With funding from this grant, deliver only courses that have been approved by the U.S. DOT for use with HMEP training grant funds or courses that meet the SERC training guidelines.

1. Courses included on the "List of Federally-Approved Courses" are eligible for sponsorship under the grant.
2. Courses not appearing on the list cited in Task 4: 1. above must be consistent with the SERC training guidelines. HMEP funds cannot be used for training courses that do not meet these guidelines.

**Task 5:** Document number of hours of trainers and course participants spent in HMEP-sponsored training courses.

1. Personnel participating in HMEP-sponsored courses, whether as instructors or students, are to be counted toward the state's 20 percent contribution to the HMEP

grant for the hours spent in the course. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N).

2. Course instructors paid with HMEP grant funds are not eligible for soft-match.

**Task 6:** Submit quarterly performance reports to the Division outlining courses offered and monies spent under the HMEP training grant program (see Attachment L for a sample format).

1. The performance report addressing courses offered should be a brief narrative including levels of training provided, training audience and a brief evaluation of each course.
2. The financial report will include a statement of all HMEP training funds spent during the period. The recommended format for this report is included as Attachment L.
3. In accordance with HMEP requirements, the Recipient shall ensure that at least 75 percent of the district's HMEP training grant funds are used to benefit public sector employees.
4. Training schedules shall be submitted when established, and updated as necessary, to the Division's representative.

\*\*\*\*\*

#### DELIVERABLES

At a minimum, the Recipient shall deliver to the Division each quarter for its acceptance and approval a quarterly report which fully documents the satisfactory completion of all tasks as described in the Scope of Work which were due to be completed during that quarter. In addition to the report itself, the Recipient shall include copies of all documents which evidence and verify that the task has been accomplished. This documentation may include course outline and agenda, staff resumes, sign-in sheets and evaluations for training courses, and such other documentation as is appropriate to evidence the satisfactory completion of other tasks.

The quarterly reports and other deliverables are due to the Division in accordance with the dates set forth in Paragraph (7) of this Agreement.



10/7/2010  
**Florida SERC Training Task Force - Project Board**  
 Subtitle

REVISED  
 Oct 7,  
 2010

<b>RESOURCES (RES)</b>	<b>PUBLICATIONS (PUB)</b>	<b>TRAINING (TRN)</b>	<b>UPDATES (UP)</b>	<b>NEEDS ANALYSIS (NDS)</b>	<b>FUNDING (FUN)</b>	<b>STANDARDS &amp; CERTIFICATIONS</b>	<b>SYSTEMS &amp; RELATIONSHIPS</b>
SOT Web Page and Project Summaries DEM Oct. 2010	HazMat FOG FLAHR Jan. 2011	Operations Level Program DEM Staff June 2010	Mass Casualty Decon Team Assessment FLHMR Tom Bosley Nov 2010	Review ORE For updated mission expectations Dan Smith/Dwayne Mundy Jan 2011	Cost Recovery Funding Opportunities Benchmarks Needed Murphy July 2010	Pro-board Certification Adoption by State Fire College Don Sessions/Tom Bosley Oct 2010	Secure portal for access to products developed by TTF John Konhke/Joe Nelson/DEM
IR, Spec & RAMAN Model SOP/Long Term Costs and Maintenance Dan Smith/Toby B Jan 2011	Best Practices from ORE Scott Chappell Feb 2011	First Responders/Haz Mat Team Awareness training for a RAD Event Matt Marshall/T.J. Smith Jan 2011	Model Procedure for HM Team NIMS Compliance Benchmarks Needed Dist 7 Dec 2010	Haz Mat team ICS curriculum Joe Nelson & Don Session Jan 2011			Develop cadre of SMEs from SERC recognized Haz Mat Teams and State Agencies John Dilks Jan 2011
RIID Model SOP/Long Term Costs and Maintenance Matt Marshall/T.J. Smith		Tox Medic Training Guidelines (Model after Hazardous Material Tech program) Jon Lammt/George Colson/Scott Chappell/Matt Marshall April 2011		Review of new federal regulation concerning Marine Firefighting requirements for Petroleum bearing vessels Scott Ehlers/LEPC 6 & 4 Jan 2011			
Awareness Level Training for White Powder SOP developed by Pittman with sampling kit Jennifer Williams (DOH)/ Dan Smith/Toby B July 2011							

Monitoring Projects

TRN 3 Non-Routine Hazards  
Scott Chappell  
Ongoing Monitoring

Completed

NDS 1 LEPC Top Five Needs  
Weiss  
Initial Listing Jan. 2008

Reporting Template for Responders  
DeFrancesco  
Model Report System  
Being beta tested through IFCA

HMS Upgrade providing additional detail  
DEM Staff / Murphy

Maintain FFCA/FLAHR website recently produced TTF products  
Frank De Fran

E-Plan Training Materials  
Matt Marshall

Support SHSGP Grant Assessment Process  
SFM

Define Tox-Medic  
Murphy

Radiological Screening/Response Procedure  
Charles Boyd  
April 2, 2010

HazMat Training Guidelines pending SERC Approval

Medical Treatment Protocols  
April 2, 2010  
Pending SERC approval

Health & DEP Detection Support Capabilities  
Jacobs  
Capabilities statements

Chemistry in School Best Practices  
Murphy

V  
E



V: b)

# Hazardous Materials Emergency Preparedness -

HMEP 2009/2010 Year End Report

North Central Florida Local Emergency Planning Committee (Florida LEPC District #3)

District 3 Report Period 10/1/09 to 9/30/2010

Date Submitted \_\_\_\_\_ Prepared by Dwayne Mundy

Training Grant Amount \$ 32,210.00 Planning Grant Amount \$ 18,000.00

Planning Project Selected Option 2 - Community Workshops and Section 302 Outreach

## Planning Report - Finances and Activities

**I. Planning Finances** - Include the dates of each report period as specified in the "From To" column. Enter the amount of planning funds expended in each budget category during the period (figures should be consistent with invoice amounts).

Report Periods		Salary	Travel	Printing	Facility/ Equipment Rental	Supplies	Other	TOTALS
No.	From To							
1	Oct 1, 2009 Dec 31, 2009	1,127.52					861.97	1,989.49
2	Jan 1, 2010 Mar 31, 2010	3,640.42	939.83				3,441.84	8,022.09
3	Apr 1, 2010 Jun 30, 2010	741.84	148.18				672.22	1,562.24
4	Jul 1, 2010 Sep 30, 2010	3,303.16	186.00				2,937.02	6,426.18
<b>TOTALS</b>		8,812.94	1,274.01	0.00	0.00	0.00	7,913.05	18,000.00

**Planning Finance Narrative** - include a brief summary of financial activity during the period as well as an explanation of expenses charged to the "Other" category. "Other" includes indirect charges.

**1) First Report Period**

The contract was executed.

**2) Second Report Period**

Work was done on the project and invoiced.

### **3) Third Report Period**

Work was done on the project and invoiced.

### **4) Fourth Report Period**

Work was done on the project and invoiced.

## **II. Planning Activity Narrative** - Include a brief description of planning activities.

### **1) First Report Period**

The LEPC selected its planning project for the year during the November 19, 2009 LEPC meeting. For the new fiscal year, the HMEP planning project, the LEPC selected Option 6: Section 302 Facility Outreach. The contract was executed on December 10, 2009 with the Department.

Promoting the use of the new FloridaHMIS.org system will be a main focus of outreach efforts. The LEPC has started planning “Using the New Florida On-Line Tier 2 Reporting System – FloridaHMIS.org” workshops for early next year.

The LEPC conducted its first site visits under this project.

### **2) Second Report Period**

The LEPC selected its planning project for the year during the November 19, 2009 LEPC meeting. For the new fiscal year, the HMEP planning project, the LEPC selected Option 6: Section 302 Facility Outreach. The contract was executed on December 10, 2009 with the Department.

Promoting the use of the new FloridaHMIS.org system will be a main focus of outreach efforts. The LEPC conducted three “Using the New Florida On-Line Tier 2 Reporting System – FloridaHMIS.org” workshops during the quarter. These occurred during Hazardous Materials Awareness week.

- Gainesville, February 17, 2010, 9:00-11:00 am
- Gainesville, February 17, 2010, 1:00-3:00 pm
- Live Oak, February 19, 2010, 1:30-3:30 pm

The LEPC continued to conduct site visits during Hazards Analysis visits as well as during RMP Audits accompanying Division staff. Staff has also accompanied county emergency management staff on site visits to Section 302 facilities which they visit.

### **3) Third Report Period**

The LEPC selected its planning project for the year during the November 19, 2009 LEPC meeting. For the new fiscal year, the HMEP planning project, the LEPC selected Option 6: Section 302 Facility Outreach. The contract was executed on December 10, 2009 with the Department.

Promoting the use of the new FloridaHMIS.org system was the initial focus of outreach efforts. The LEPC conducted three "Using the New Florida On-Line Tier 2 Reporting System – FloridaHMIS.org" workshops during the quarter. These occurred during Hazardous Materials Awareness week.

- Gainesville, February 17, 2010, 9:00-11:00 am
- Gainesville, February 17, 2010, 1:00-3:00 pm
- Live Oak, February 19, 2010, 1:30-3:30 pm

The LEPC continued to conduct site visits during Hazards Analysis visits, RMP Audits accompanying Division staff, as well as during Small Quantity Generators of hazardous waste inspections. Staff has also accompanied county emergency management staff on site visits to Section 302 facilities which they visit.

### **4) Fourth Report Period**

No additional seminars were held this quarter. LEPC site visits continued primarily during hazardous waste inspections, hazards analysis visits and RMP audits which include EPCRA Section 302 sites as well as additional facilities that have to report Tier 2 information.

The final participation by industry in LEPC Outreach Events: 114

21 - Facility representatives attending How-to-Comply/Florida HMIS Seminars held during Hazardous Materials Awareness Week.

27 - Presentation on Hazardous Materials Issues at Annual City/County Administrators Meeting, Lake City, June 30 This meeting included administrators from 12 cities that have approximately 20 EPCRA Section 302 water treatment plants and wastewater treatment plants.

25 - Site visits to EPCRA Section 302 sites while conducting Hazards

Analysis visits for Columbia, Dixie, Gilchrist, Hamilton, Lafayette and Taylor Counties.

9 - Number of EPCRA Section 302 facilities that attended LEPC meeting during the fiscal year where Section 302 Outreach was discussed and implemented.

3 - Number of RMP Audits attended and promoted Section 302/CAA 112® facilities to participate in LEPC activities.

29 - Site visits to EPCRA Section 302 sites while conducting Hazards Waste Inspections in Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Madison, Suwannee and Union Counties.

## Training Report - Finances and Activities

**I. Training Finances** - Include the dates of each report period as specified in the "From To" column. Enter the amount of training funds expended in each budget category during the period (figures should be consistent with invoice amounts).

Report Periods		Salary	Travel	Printing	Facility/ Equipment Rental	Supplies	Other	TOTALS
No	From To							
1	Oct 1, 2009 Dec 31, 2009	310.55	600.00				2,122.99	3,033.54
2	Jan 1, 2010 Mar 31, 2010	2,038.61	1,352.63			13.37	16,753.03	20,157.64
3	Apr 1, 2010 Jun 30, 2010	123.64	11.00			155.23	2,543.57	2,833.44
4	Jul 1, 2010 Sep 30, 2010	441.64	425.19			1,810.36	3,508.19	6,185.38
<b>TOTALS</b>		2,914.44	2,388.82	0.00	0.00	1,978.96	24,927.78	32,210.00

**Training Finance Narrative** - include a brief summary of financial activity during the period as well as an explanation of expenses charged to the "Other" category. The "Other" category includes indirect charges.

### 1) First Report Period

Training classes were conducted and invoiced.

### 2) Second Report Period

Training classes were conducted and invoiced.

### 3) Third Report Period

Training classes were conducted and invoiced.

### 4) Fourth Report Period

Training classes were conducted and invoiced.

## **II. Training Activity Narrative**

### **1) First Report Period**

The LEPC participated in a North Central Florida Regional Hazmat Team meeting on November 19, 2009 to discuss hazmat training at the boot camp.

The primary training goal of the LEPC for next fiscal year is conducting the IAFF 160 hour technician class and using the Hazmat Boot Camp. The lead instructors have been certified by the IAFF to teach the class and it has been registered through the Florida State Fire College.

October 6, 2009, White Springs (Hamilton County), Using CAMEO, ALOHA and E-Plan Data  
December 12, 2009, Bell (Gilchrist County), Operations Level Class

Remaining classes planned for this fiscal year include:

IAFF Technician Class, Starts January 21, 2010, Bell (Gilchrist County),  
TBA, Air Monitoring Refresher – 2 days

### **2) Second Report Period**

The LEPC participated in a North Central Florida Regional Hazmat Team meeting on November 19, 2009 to discuss hazmat training at the boot camp.

The primary training goal of the LEPC this fiscal year is conducting an IAFF 160 hour technician class. A second goal is to increase the use of the Hazmat Boot Camp. The lead instructor is certified by the IAFF to teach the class and the class has been registered through the Florida State Fire College. The class started on January 25, 2010 in Bell and ran for six weeks. Students were assigned additional work to be completed prior to the start of the class.

Remaining classes this fiscal year include another Operations level class, Awareness level classes and a hands-on Decontamination Class featuring the Regional Hazardous Materials Response Team Decontamination Trailer with the addition of the NOR-E decontamination shower acquired when Alachua General Hospital closed.

### **3) Third Report Period**

The LEPC discussed training at its May 20, 2010 meeting and it also participated in a North Central Florida Regional Hazmat Team meeting on April 6, 2010 to discuss hazmat training at the boot camp.

The primary training goal of the LEPC this fiscal year was achieved. The goal was to conduct an IAFF 160 hour technician class. The LEPC is still working on its second goal to increase the use of the Hazmat Boot Camp once the weather cools down. The lead instructor is certified by the IAFF to teach the class and the class has been registered through the Florida State Fire College.



The class started on January 25, 2010 in Bell and ran for six weeks. Students were assigned additional work to be completed prior to the start of the class.

Awareness level classes continue to be held, including one for the Alachua County Emergency Management CERT Team. Supplies were purchased which were used during a Decontamination class and will also be used in the next Operations Level class.

Staff assisted with the filming of the updated Operations Level video at the Hazmat Boot Camp located behind the North Central Florida Regional Planning Council Office. Scenes included a simulated gasoline tanker truck crash and evacuating an office building.

Remaining classes this fiscal year include another Operations level class, Awareness level classes and a hands-on Decontamination Class featuring the Regional Hazardous Materials Response Team Decontamination Trailer with the addition of the NOR-E decontamination shower acquired when Alachua General Hospital closed.

#### **4) Fourth Report Period**

For the first time in a long time, the LEPC was able to spend all of its HMEP training funds and received an additional \$3000 from the Division to conduct an air monitoring class in Live Oak. This class was designed to provide hands on training to Suwannee County Fire Rescue on the air monitoring equipment contained in a Regional Hazardous Materials Response Team trailer recently reassigned to them from the City of Starke.

An Operations Level Decontamination Class was held in Bell. This class focused using the decontamination equipment contained in a Regional Hazardous Materials Response Team trailer recently reassigned to them from Bradford County EMS. The Decon Team is now part of the response resources in the event of a chemical or WMD incident at a University of Florida football game.

Two Awareness level classes were also conducted.

## Individuals Trained by Level and by Profession

Profession	Awareness	Operations	Technician	Incident Command	Other*	TOTALS
Fire		16	35			51
Fire TTT						0
VFD		5	7			12
VFD TTT						0
Law Enf.						0
Law Enf. TTT						0
Pub. Works						0
Pub. Work TTT						0
EMS	91	2	5			98
EMS TTT						0
Other*	30		6			36
Other TTT*						0
<b>TOTAL</b>	121	23	53			197

Profession: Other\*-- Emergency management, environmental and a few private sector.

**Soft Match**

Please document the District's soft match contribution in the following table. Planning and training hours should be recorded separately. On the planning side, include hours spent by staff and LEPC members (and any others whose time is not reimbursed by the HMEP grant) working on the District's HMEP planning project. On the training side, eligible hours are those spent by students in HMEP-sponsored training. Instructor hours are eligible if the instructor's fee or salary is not paid with HMEP funds.

Report Periods	Hours		Training Rate	Totals	
No.	Planning	Training		Planning	Training
<b>1</b>	37	680	\$40	\$1,480	\$27,200
<b>2</b>	5	3040	\$40	\$200	\$121,600
<b>3</b>	10	368	\$40	\$400	\$14,720
<b>4</b>	10	420	\$40	\$400	\$16,800
<b>Totals</b>	62	4,508		\$2,480	\$180,320

Planning Soft Match: The District 3 LEPC members were very active in the planning of these events. A rate of \$40/hour was used to calculate the planning soft match. Training soft match: The time in class of students was used to calculate the training soft match. A rate of \$40/hour was used to calculate the amount.

**NCFLEPC (District #3) HMEP TRAINING PROGRAM  
FISCAL YEAR 2009/2010 TRAINING SUMMARY**

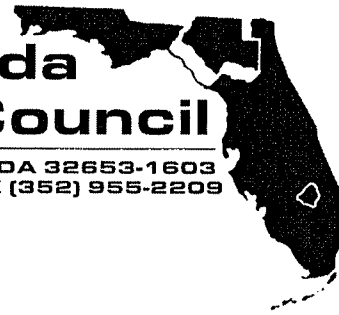
HOURS	DATE	QTR	COUNTY	LOCATION	LEVEL	CLASS		HOURS	PAID					
						#	STUDENTS		FIRE	VFD	EMS	LAW	OTHER	
6	10/6/2009	1	Hamilton	PCS Phosphate	CAMEO - Tech	1	12	72	5	3				4
160	10/10/2009	1	Marion	FSFC	Technician (160 IAFF)	2	2	320	2					
24	12/13/2009	1	Gilchrist	Bell	Operations	3	15	360	11	4				
160	1/25/2010	2	Gilchrist	Bell	Technician (160 IAFF)	4	19	3040	8	4	5			2
4	4/10/10	3	Alachua	Gainesville	Awareness	5	23	92						23
4	4/19/10	3	Alachua	Gainesville	Awareness	6	27	108				27		
4	4/19/10	3	Alachua	Gainesville	Awareness	7	22	88				22		
4	6/15/10	3	Alachua	Gainesville	Awareness	8	20	80				20		
4	7/26/2010	4	Alachua	Gainesville	Awareness	9	22	88				22		
8	7/10/2010	4	Gilchrist	Bell	Decon - Operations	10	8	64	5	1	2			
4	9/17/2010	4	Alachua	Gainesville	Awareness	11	7	28						7
12	9/17/2010	4	Suwannee	Live Oak	Air Monitoring - Tech	12	20	240	20					
<b>TOTAL:</b>						<b>12</b>	<b>197</b>	<b>4580</b>	<b>51</b>	<b>12</b>	<b>98</b>	<b>0</b>	<b>0</b>	<b>36</b>

Quarter	Soft Match	Hours	LEVEL		#	STUDENTS	HOURS	PAID			
			Awareness Total	Operational Total				FIRE	VFD	EMS	LAW
1	\$27,200	680	6	121	484	0	0	91	0	0	30
2	\$121,600	3,040	2	23	424	16	5	2	0	0	0
3	\$14,720	368	4	53	3672	35	7	5	0	0	6
4	\$16,800	420	Train the Trainer								
	\$180,320	4,508	12	197	4580	51	12	98	0	0	36

N:\projects\_2010\hmpc2010\hmpc\_2010\_training\_summary.xls@HMEP 2010 Summary

# North Central Florida Regional Planning Council

2009 NW 67 PLACE, SUITE A, GAINESVILLE, FLORIDA 32653-1603  
(352)955-2200      SUNCOM 625-2200      FAX (352) 955-2209



V. e)

## Preliminary Agenda

### North Central Florida Regional Hazardous Materials Response Team Policy Board Meeting

Columbia County Emergency  
Operations Center, Lake City, Florida

Wednesday, 17 November 2010  
1:30 p.m.

- I. Chairman's Report and Introductions
- II. Approval of 12 August 2010 Draft Minutes
- III. Policy Board Business
  - Revision of By-Laws
  - Increasing Involvement in Regional Domestic Security Task Force(s)
- IV. Planning and Operational Issues
  - Expansion of Team
  - Oil Spill Issues
  - Identifying and Credentialing Team Members
  - Expansion of Hazmat Boot Camp
  - Next Technician Class: Live Oak, Jan 5th through Feb 5th, 2011  
- Wednesdays, Fridays, and Saturdays.
- V. Other Business and Next Meeting

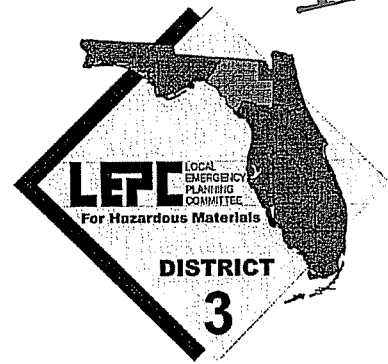
Note: Meeting packet will be available at [www.ncflepc.org](http://www.ncflepc.org) approximately one week prior to meeting.



VI. b)

September 3, 2010

Mr. David Halstead, Alternate-Chairman  
State Emergency Response Commission  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2149



Dear Chairman Halstead:

The North Central Florida Local Emergency Planning Committee (District 3) makes the following Yatabe Award nominations in recognition of significant contributions to Florida's hazardous materials planning, training and emergency response programs.

This year the District 3 Thomas Yatabe Award nominee is LEPC member Bill Ellis from PCS Phosphate in White Springs. Mr. Ellis joined the LEPC about a year and a half ago following the retirement of a previous LEPC District 3 Yatabe award winner. Mr. Ellis has maintained the high level involvement from PCS Phosphate by hosting an LEPC meeting and requesting LEPC staff participation in the site's Risk Management Program (RMP) audit.

Ammonia refrigeration warehouses have been the focus of the LEPC Biennial table top incident command exercise this year. Nominations for Certificates of Appreciation are enclosed for the following participants in Exercise Chill Wind and/or RMP audits:

- Mike Jaquette, Baugh SE (Sysco Foods), Alachua
- David Kinlow, U.S. Cold Storage, Lake City
- Israel Gonzales, Performance Food Group, Gainesville
- Anton Hattingh, Target Lake City Warehouse, Lake City
- Shayne Morgan, Columbia County Emergency Management

Nominations for Certificates of Appreciations are also included for LEPC members who contributed to the LEPC and hosted meetings during the past fiscal year:

- Paul Kremer, SiVance LLC, Gainesville
- Joe Flannigan, Suwannee River Water Management District
- Kimberly Thomas, Suwannee County Emergency Management

The Deepwater Horizon incident has been a discussion item at all of the LEPC meetings since it occurred. Two longtime LEPC members are recognized for their many hours of deployment as part of Florida's response to the oil spill:

- Gracie Kennedy, Florida Department of Environmental Protection, Jacksonville
- Robyn Gedeon, Florida Department of Environmental Protection, Tallahassee

Thank you for your consideration of these nominations. If you have any questions regarding this matter, please do not hesitate to call LEPC Director Dwayne Mundy at (352) 955-2200 x108 or email: [mundy@ncfrpc.org](mailto:mundy@ncfrpc.org).

Sincerely,

Ron Mills, LEPC Chair

