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

Gilchrist County Emergency Operations Center  
Bell, Florida

Thursday, 15 November 2012  
10:00 a.m.

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

**II. APPROVAL OF 23 AUGUST 2012, MEETING MINUTES \***

**III. LEPC BUSINESS ITEMS**

- a) Membership Appointments for October 2012 - 2014 LEPC Term \*
- b) LEPC Policies and Election of Officers - Chair, Vice-Chair: First Responders, Vice Chair: Public Information \*
- c) Hazardous Materials Emergency Preparedness Grant Program \*
- d) Review of Hazards Analysis Purpose and Usefulness
- e) New Tier 2 Chemical Inventory Form for 2013 Reporting Year \*
- f) Submission of Electronic Data to LEPC for 2012 \*

**IV. PUBLIC INFORMATION ISSUES**

- a) State Emergency Response Commission Yatabe Award Winners \*
- b) LEPC Webpage Updates
- c) Select Topic for Hazardous Materials Awareness Week, Feb. 10-16, 2013
- d) Other Public Information Issues

**V. FIRST RESPONDER ISSUES**

- a) LEPC Input into Multi-Year Training and Exercise Programs
- b) 2012 Emergency Response Guidebooks
- c) SERC Training Task Force Issues and Appointment of Representative
- d) Regional Hazmat Team Update - Meeting today at 1:00 p.m. \*

**VI. OTHER BUSINESS AND INFORMATION REQUESTS**

**VII. NEXT MEETING DATE AND LOCATION**

Note: "\*" indicates that additional information is included in Packet.

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Dedicated to improving the quality of life of the Region's citizens,  
by coordinating growth management, protecting regional resources,  
promoting economic development and providing technical services to local governments.

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

Lafayette County EOC  
Mayo, Florida

10:00 a.m.

Thursday, 23 August 2012

## **MEMBERS PRESENT**

Ron Mills, Chair  
Frank Armijo  
Bill Ellis  
Scott Holowasko  
Sylvia Ifft  
Gracie Kennedy  
Paul Kremer  
Jennifer Paris  
Alton Scott  
T.F. Smoak  
Dan Smith for  
Donald Sessions  
Ed Ward

## **MEMBERS ABSENT**

Tim Alexander  
Mike Brimeyer  
Tom Cisco

## **MEMBERS ABSENT**

Jim Deckon  
David Donnelly  
Scott Garner  
Keith Godwin  
Carl Glebowski  
Melissa Jones  
Brian Johns  
Erica Kight  
David Meurer  
Shayne Morgan  
John Mousa  
Edye Rowell  
Casey Schmelz  
Kimberly Thomas  
Steve Truluck  
Megan Wetherington

## **GUESTS PRESENT**

David Peaton, Gilchrist  
Co. Fire Rescue  
David Peaton, Gilchrist  
Co. Emergency  
Management  
Nelo Williamson, PCS

## **STAFF PRESENT**

Dwayne Mundy

The meeting was called to order at 10:05 a.m.

## **I. CHAIRMAN'S REPORT AND INTRODUCTIONS**

Chair Ron Mills welcomed everyone and asked that they introduce themselves. Ron thanked Alton Scott for hosting today's meeting. Chair Mills reported on the state emergency management grading system, Florida Emergency Preparedness Association activities and participating in the Risk Management Program audit conducted recently at Southern States Cooperative located in Trenton.

## **II. APPROVAL OF 3 MAY 2012, LEPC MEETING MINUTES**

**Action:** It was moved by Bill Ellis and seconded by Alton Scott to adopt the minutes of the 3 May 2012, LEPC meeting as corrected. The motion passed unanimously.

### III. LEPC BUSINESS ITEMS

The LEPC received copies of the final After Action Report for Operation TRUCKs - Transportation Response Untangling Chemical Kaos, a full scale exercise held on 27 March 2012 in Gainesville. The scenario involved a transportation accident between a tanker truck hauling n-heptane and mini-van hauling chemicals commonly used during chemical suicides. Responders from multiple counties worked together as components of the North Central Florida Regional Hazmat Team. Capabilities tested included: communications, on-site incident management, responder safety and health, and emergency public information and warning.

Dwayne Mundy announced that planning was starting once again on Operation CARS, which is related to the recently completed LEPC exercise Operation TRUCKs. He said this exercise must be prior to November 1, 2012. Tim Smoak reported that a joint Florida - Georgia Interoperable Communications exercise was planned for September 23-24-25, 2012 in Cordele, Georgia.

Dwayne Mundy reported on recently held chemical safety audits conducted by the Florida Division of Emergency Management on Risk Management Program facilities. He said facilities included Milliken & Company (formerly known as SiVance LLC) in Gainesville, the Gainesville Regional Utilities Murphree Water Treatment Plant and the Southern State Cooperative in Trenton. Mr. Mundy reported that he participated in all three audits and that the interactions between DEM staff, facilities and the LEPC were all very positive and worthwhile.

The update of the LEPC Emergency Response Plan was discussed next. Dwayne Mundy reported that the 2012 update is mainly updating the format of the documents and adding results from this year's exercise, training program, and planning projects on reviewing Tier 2 chemical inventory forms. He said that comments received back from the Division indicated that minor changes need to be made on the section describing the duties of County Health Departments. He said that our updates to the communications chapter which were started last year were liked by the Division.

The Hazardous Materials Emergency Preparedness grant program updates were discussed. Transportation must be a central point in all of the planning projects and training classes. Mr. Mundy reported that we now have two fiscal divisions per calendar year. He said that 25% of the funds must be spent between July 1st and September 30th and that the other 75% the remaining nine months. The LEPC discussed that this division of the federal fiscal year makes it difficult to conduct our technician class early in the calendar year as we have in the past.

There was concern that we must conduct training which could include wearing level A chemical protective suits during the hot, busy summer months of hurricane season rather than in January and February which are cool and more conducive to safely wearing level "A" chemical protective suits. It was decided that staff would attempt to put together a schedule for a 2013 Technician class that spanned these fiscal divisions and report back next meeting.

It was reported that four classes remain to be scheduled during September. Dan Smith summarized the content of two hazardous materials incident command classes. It was decided to hold one in Bell and one in Lake City. Two other classes are designed to teach responders what is new and how to use the updated 2012 Emergency Response Guidebooks. It was reported that as of today's meeting that new ERGs have been provided to emergency management offices to distribute in all eleven counties in the region.

#### IV. PUBLIC INFORMATION ISSUES

Dwayne Mundy said that the State Emergency Response Commission lacked a quorum at its last meeting and could not take action on the LEPC nominations. He said that membership appointments will be made in October for the next two year terms on the LEPC. It was discussed that law enforcement, Department of Health and EMS are categories that could use additional representation. He said that it is anticipated that the election of LEPC officers will be held at the November meeting. Positions include: Chair, Vice-Chair Policy and Vice-Chair Public Information. Mr. Mundy added that traditionally the LEPC representatives on the Regional Hazmat Team and SERC training Task Force are appointed by the LEPC Chair.

Progress was reported on updating the LEPC web page with many out-of-date links being removed. It was reported that Outlook invitations were sent to LEPC members for this meeting as a means on making sure the LEPC meetings are on everyone's calendars.

Nominations for SERC Certificates of Appreciation and the Yatabe Award were discussed. LEPC members were requested to send Chair Mills any nominations for awards. Recognition of accident prevention activities was discussed as a theme for this year's awards.

Next, the LEPC reviewed the Section 324 Notices published annually in local newspapers advertising the availability of hazardous material information. Mr. Mundy explained that this is a requirement under the Community Right-to-Know section of the Emergency Planning and Community Right-to-Know Act. There was concern that in today's security climate that there might be better alternatives to spending over \$500 a year publishing newspaper notices.

**Action: It was moved by Alton Scott and seconded by Bill Ellis to recommend to the State Emergency Response Commission that alternatives be explored to publishing the Section 324 Notice of Public Availability in one newspaper per county. The motion passed unanimously.**

The LEPC members discussed feedback received from FDEM when previous membership nominations were sent to the Chair of the SERC with a copy to FDEM staff. It was decided that any correspondence sent to the SERC should continue to go to the SERC Chair as well as its members in appropriate situations.

## V. THE FIRST RESPONDERS ISSUES

It was noted that most of the first responder issues were already discussed under LEPC Business Items. The group did discuss that it has VHS tapes in its lending library that correspond to the nine hazards categories listed in the ERGs. The group decided these should be reviewed and if still useful, the information should be made available as part of the LEPC lending library.

It was reported that the Florida TRANSCAER Committee was being reactivated and has started having meetings once again. It was discussed that LEPC District 3 facilities and staff were active as Committee members and instructors when LEPC Chair John Hudson was Chair of the TRANSCAER Committee. Staff was directed to find out how facilities could participate in this reactivation.

Jennifer Paris recommended attending the class on recognizing bomb making materials.

It was reported that the State Emergency Operations Center is going to level 2 activation this afternoon in preparation for Tropical Storm Isaac. It was announced that the storm teleconference would be available following this meeting.

## VI. OTHER BUSINESS AND INFORMATION REQUESTS

Bill Ellis introduced Milo Williams as his new alternate from PCS Phosphate. David Peaton introduced Billy Brideson from Gilchrist County Fire Rescue.

## VII. NEXT MEETING DATE AND LOCATION

The next meeting was scheduled for Thursday, 15 November 2012, at 10:00 am at the Gilchrist County Emergency Operations Center in Bell.

It was moved and the meeting was adjourned at 11:15 a.m.

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Chairman

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Date

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## North Central Florida LEPC Members, October 2012 - 2014

NAME	Occupational Category	Alternate
Mr. Tim Alexander	Elected Local Official	
Mr. Frank Armijo	Firefighting	Mr. Frank Waters
Mr. Mike Brimeyer	Facility Owner	
Mr. Tom Cisco	Emergency Management	
Mr. Clint Daugherty	Transportation	
Mr. David Donnelly	Emergency Management	
Mr. Bill Ellis	Facility Operator	Mr. Nelo Williamson, Jr.
Ms. Megan Wetherington	Water Management District	Mr. Mike Fuller
Mr. Robert Garbett	Firefighting	
Mr. Scott Garner	Emergency Management	
Mr. Carl G. Glebowski	Hospital	
Mr. Keith Godwin	Non-Elected Local Official	
Mr. Scott Holowasko	Non-Elected Local Official	Mr. Robert Klemans
Ms. Sylvia Ifft	Law Enforcement	
Mr. Brian Johns	Emergency Management	Mr. Michael Heeder
Ms. Gracie Kennedy	Local Environmental	Mr. Matt Harris
Ms. Erica Kight	Broadcast Media	
Mr. Paul Kremer	Facility Owner	Mr. Michael Fowler
Dr. David Meurer	First Aid	
Mr. Ron Mills	Interested Citizen	
Mr. Shayne Morgan	Emergency Management	
Dr. John Mousa	Local Environmental	Mr. Agustin Olmos, P.E.
Ms. Jennifer Paris	Local Environmental	
Mr. David Peaton	Emergency Management	
Ms. Edye Rowell	Facility Operator	Mr. David Weeden
Ms. Casey Schmelz	Community Group	
Mr. Alton Scott	Emergency Management	Mr. Donnie Land
Chief Donald Sessions	Firefighting	Mr. Dan Smith
Mr. T.F. "Tim" Smoak	Local Option	
Ms. Kimberly Thomas	Emergency Management	
Mr. Steve R. Truluck	Health	
Mr. Ed Ward	Transportation	

# **Local Emergency Planning Committees Occupational Categories**

\* Indicates request for expansion

**Top Row = Current Total**

**Bottom Row = Total Previously Approved**

DISTRICT	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	TOTAL
Elected State and Local Officials	0	1	1	0	1	1	0	0	1	0	0	5
	0	1	2	0	1	1	0	0	1	0	0	6
Emergency Management	8 *	8 *	8 *	3	5 *	9 *	5 *	4 *	8 *	5 *	5 *	68
	8	8	7	4	5	10	5	4	8	6	5	70
Firefighting	3	2	3	6 *	9 *	7 *	4 *	4 *	9 *	6 *	3	56
	4	2	4	7	9	7	4	4	9	5	3	58
First Aid	0	2	1	0	1	1	0	3	6 *	0	0	14
	0	2	1	0	1	1	0	3	6	0	0	14
Health	1	4 *	1	2	3	1	2	2	1	4	2	23
	1	4	3	2	3	1	4	3	1	4	2	28
Law Enforcement	3	1	1	2	2	2	2	2	3	3	3	24
	3	2	1	2	2	2	2	2	3	3	3	25
Local Environmental	4 *	3	3	4 *	3	4 *	3	3	5 *	3	5	40
	3	3	3	4	3	3	3	3	4	3	5	37
Hospital	1	1	1	1	3	2	1	2	3	0	0	15
	1	1	1	1	3	2	1	1	3	0	1	15
Transportation	0	1	2	2	1	1	2	4	0	1	1	15
	0	1	3	2	1	1	1	4	0	1	1	15
Broadcast and Print Media	0	0	1	0	0	1	0	1	0	0	0	3
	0	0	2	0	0	1	0	1	0	0	0	4
Community Groups	0	1	1	0	0	1	0	2	0	0	0	5
	1	1	1	0	0	1	0	3	0	0	0	7
Facility Owners and Operators	5	3	4	3	4	8 *	6	3	4	5	6	51
	6	2	6	3	4	8	6	3	5	5	6	54
Non-Elected Local Official	0	0	2	1	2	1	0	2	1	1	1	11
	0	0	2	1	1	1	0	2	1	1	1	10
Interested Citizen	3	1	1	1	4	1	2	3	4	4	3	27
	3	0	2	2	5	1	2	3	3	4	4	29
Water Management District	0	0	1	0	0	0	0	1	0	0	0	2
	0	0	1	0	0	0	0	1	0	0	0	2
Local Option	0	0	1	0	1	0	2	1	1	1	0	7
	0	0	1	0	0	0	2	1	1	0	0	5
TOTAL MEMBERS	28	28	32 *	25	39 *	40 *	29	37 *	46 *	33 *	29	366
	30	27	39	28	38	40	30	38	45	32	31	378

Effective July 13, 2012



## FLORIDA STATE EMERGENCY RESPONSE COMMISSION POLICIES FOR LOCAL EMERGENCY PLANNING COMMITTEES

(Revised 7/09)

### I. APPOINTMENT

A. Local Emergency Planning Committees (LEPCs) must have representatives from the following occupational categories, as required in Section 301 (c) of the Emergency Planning and Community Right-To-Know Act (EPCRA):

1. elected state officials;
2. elected local officials;
3. law enforcement;
4. civil defense;
5. firefighting;
6. first aid;
7. health;
8. local environmental;
9. hospital;
10. transportation personnel;
11. broadcast media;
12. print media;
13. community groups;
14. facility owners subject to EPCRA;
15. facility operators subject to EPCRA;
16. interested citizens;
17. non-elected local officials; and
18. water management district representatives.
19. local option

There should be a continued good faith effort on behalf of the LEPC chairperson to ensure that all of the occupational categories are represented on the LEPC.

B. For the purpose of appointment, the State Emergency Response Commission (SERC) has defined “Interested Citizen” as “a person who resides in the emergency planning district for which appointment is sought to the LEPC, and who is interested in the emergency planning process, but who does not otherwise represent those groups or organizations designated by state and federal law.”



C. For the purpose of appointment, Water Management District (WMD) representatives can be staff or board members of the five established WMDs. Membership in this category is limited to one member. An effort should be made to encourage a separate representative for each LEPC.

D. Two types of appointments will be considered for the LEPCs:

1. Regular Appointments – Recommendations for appointments of members and alternate members to an LEPC must be directed to the Compliance Planning Section from the LEPC chairperson. These recommendations must be made in writing and/or submitted via electronic mail. LEPC nominations will be considered at the next scheduled SERC meeting. **All appointments must be approved by the SERC.**
2. Fast-Track Appointments – The SERC chairperson, or alternate chairperson, may fill vacancies on an “interim basis” until the SERC has an opportunity to review and approve the recommendations. However, this appointment method shall only be used when extenuating circumstances warrant. The recommendations can be made by telephone, but will require written follow-up and/or may be submitted electronically. The SERC chairperson, or alternate chairperson, shall respond within ten days of receiving an oral or written request for recommendation.

E. LEPC members and alternates shall be appointed for a two-year term.

1. In addition to regular appointments, the SERC will make biennial appointments at its July quarterly meeting of the last even year of each biennium for terms beginning July 1.
2. In the event the SERC does not act on biennial appointments prior to July 1, all appointments will remain in effect until the SERC takes official action.
3. All members may be re-nominated and re-appointed through the SERC’s biennial appointment process.

F. A member may recommend an individual to serve as his/her alternate. With the exception of the elected state officials category, the alternate must represent the same occupational category as the primary member. A member in the elected state officials category may recommend his/her aide or a district staff member to serve as his/her alternate. The member’s recommendation must be made in the form of a letter to the LEPC

chairperson. An LEPC chairperson shall recommend alternate nominations to the SERC in the same manner as regular appointments. All alternate nominations shall be accompanied by the primary member's initial written request. The SERC shall review and consider recommendations for alternates at its next scheduled SERC meeting.

1. It will be the responsibility of the LEPC members to inform the alternates of meeting dates, and to provide them with pertinent meeting materials.
2. If both the member and the alternate are present at a meeting, the member has one vote; the alternate has no vote.
3. When the member resigns, or is removed, so is the alternate.
4. An alternate member may not serve as an officer of the LEPC.

- G. The LEPC chairpersons and vice-chairpersons shall serve a two-year term and be elected in accordance with "Roberts Rules of Order." New LEPC chairpersons and vice-chairpersons shall be elected at the first organizational meeting following biennial appointments. The former chairperson shall serve as interim chairperson until said meeting is held and elections can be conducted.

In the event that a chairperson resigns or is removed from the LEPC, the vice-chairperson shall preside until a new chairperson can be elected.

- H. The maximum size of the LEPC will be thirty members; with no more than three members per occupational category with the exception of the WMD category. This category is limited to one member per LEPC.
1. The LEPC chairperson may petition the SERC to increase the size of the LEPC for good cause.
  2. The LEPC chairperson may petition the SERC to increase the size of an occupational category for good cause.
  3. Petitions for expansion of either an occupational category or the overall size of the LEPC must be directed to the Compliance Planning Section. Petitions must be made in writing and/or submitted via electronic mail.
- I. LEPCs can establish "Technical Advisory Workgroups" consisting of volunteers that will provide assistance to the LEPC in a variety of areas

(i.e., planning, public outreach). Non-appointed workgroup members do not have LEPC voting privileges.

- J. Nine members constitute a quorum count.
- K. There should be a continued good faith effort on behalf of the LEPC chairperson to ensure district wide representation on the LEPC.
- L. When an LEPC member changes occupational categories, he/she must notify the LEPC chairperson. Upon doing so, the LEPC member's appointment will be reviewed. The LEPC chairperson may then recommend to the SERC chairperson that the member be appointed to another occupational category, if appropriate.

## **II. RESIGNATION AND TERMINATION PROCESS**

- A. When an LEPC member provides written notice of resignation to the LEPC chairperson, or to the SERC, that member will be removed by the SERC.
- B. In the event written confirmation of a resignation is unobtainable, a verbal confirmation from the member or the chairperson of an LEPC to the SERC will be acceptable.
- C. If an LEPC member, or his/her alternate, misses three consecutive meetings, the member's and alternate's appointment is automatically terminated.
- D. If a member is recommended for removal from an LEPC by the above process, or for any other reason, the SERC will send a letter to that LEPC member identifying the reasons for removal.

## **III. CONFLICTS OF INTEREST**

- A. All members of the LEPCs shall be advised of the provisions of the Florida code of Ethics for Public Officers and Employees (Sections 112.313 et seq., Florida Statutes), and provided written information regarding its responsibilities thereunder:
  - 1. to avoid conflicts of interest;
  - 2. to avoid using committee membership for private gain;
  - 3. other requirements of the Code of Ethics.

- B. All members of the LEPCs shall be expected to adhere to the provisions of the Florida Code of Ethics for Public Officers and Employees.
- C. All members of the LEPCs shall be expected to conduct themselves in the relationship to the Committee, in a manner so as to not disrupt any meeting, operation, or proceeding, and so as not to improperly interfere with the fulfillment of the mission and responsibilities of the Committee.

#### **IV. CODE OF CONDUCT**

- A. All members of the LEPCs shall be advised of the provisions of the Florida Code of Ethics for Public Officers and Employees (Sections 112.311 et seq., Florida Statutes) and provided written information regarding their responsibilities thereunder:
  - 1. to avoid conflicts of interest;
  - 2. to avoid using Committee membership for private gain;
  - 3. other requirements of the Code of Ethics.
- B. All members of the LEPCs shall be expected to adhere to the provisions of the Florida Code of Ethics for Public Officers and Employees.
- C. All members of the LEPCs shall be expected to conduct themselves in the relationship to the Committee, in a manner so as to not disrupt any meeting, operation, or proceeding, and so as not to improperly interfere with the fulfillment of the mission and responsibilities of the Committee.
- D. Violations of the provisions of the Code of Ethics shall be handled in the manner provided in Chapter 112, Part III, Florida Statutes. Non-ethical violations of the LEPC Membership Code of Conduct shall be referred to the SERC utilizing the following procedures:
  - 1. Any complaint regarding a non-ethical violation of the LEPC Membership Code of Conduct shall be expressed in a petition endorsed by a minimum of three members of the pertinent LEPC. The petition shall be in writing, addressed to the LEPC chairperson shall set forth in detail the facts which indicate a need for removal of a Committee member (the affected member) and be signed by all petitioners.
  - 2. Following the receipt of the petition, the LEPC chairperson shall schedule the item at the next regularly scheduled LEPC meeting to consider the petition. On or before scheduling said meeting, the chairperson shall provide a copy of the

petition to the affected member and each member of the Committee, with a notice regarding said special meeting or session, and advising the affected member and the petitioners to appear to discuss the charges set forth in the petition.

3. The LEPC shall act on the petition and forward its recommendation to the SERC chairperson. A recommendation for removal of the Committee member must pass by a majority vote of those LEPC members present.
4. The affected member may submit a written response to the SERC chairperson, which shall be distributed to the SERC membership.
5. At the SERC meeting at which the petition is considered, SERC staff shall present the position of the petitioners. Any questions by members of the SERC shall be referred to the petitioners, answered by the affected member or by SERC staff. The affected member may then present a response to the petition and answer any questions by members of the Committee. Both the representative of the petitioners and the affected member may ask questions of one another.
6. Should the affected member of the petitioners refuse or fail to appear, the SERC may consider the available evidence and reach a decision.
7. The SERC shall decide the matter of removal following its review and consideration of all the evidence presented to it, on motion duly seconded, made by the representative of the petitioners. If said motion is not made or seconded, the proceedings shall terminate without further action. The motion to recommend removal must pass by the affirmative vote of  $\frac{3}{4}$  or more of those SERC members present.

## Option 2: EDUCATIONAL AND SAFETY WORKSHOPS

III.c

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 transportation related planning programs.

1. Develop and conduct educational and safety workshops to assist first responders in raising the awareness and importance of hazardous materials preplanning, prevention and preparedness activities related to hazardous materials transportation activities.
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.
  - a. 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.
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
  - e. a list of attendees
  - f. workshop evaluations

**Task 2:** Reporting requirements.

1. Provide a written follow-up report to the Division within thirty (30) days of each workshop. The follow-up report shall include:
  - a. summarize workshop subject matter
  - b. a list of attendees
  - c. summarize workshop evaluations
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.

# NCFLEPC (District #3) HMEP TRAINING PROGRAM FISCAL YEAR 2011/2012 TRAINING SUMMARY

HOURS	DATE	QTR	COUNTY	LOCATION	LEVEL	CLASS #	STUDENTS	HOURS	PAID FIRE	VFD	EMS	LAW	EM / OTHER
4	11/2/2011	1	Alachua	Gainesville	Awareness	1	24	96			24		
4	11/2/2011	1	Alachua	Gainesville	Awareness	2	16	64			16		
8	11/30/2011	1	Dixie	Gainesville	Awareness	3	8	64	8				
24	12/1/2011	1	Dixie	Bell	Operations	4	11	264	11				
24	12/3/2011	1	Gilchrist	Bell	Operations	5	15	360	15				
160	2/5/2011	2	Gilchrist	Bell	Technician (160 IAFF)	6	17	1200	17				
4	4/11/2012	3	Alachua	Gainesville	Awareness	7	16	64			16		
4	4/11/2012	3	Alachua	Gainesville	Awareness	8	13				13		
16	4/25/2012	3	out-of-region	St Pete Beach	NASTTPO (TTT)	9	1	16					1
24	7/14/2012	4	Gilchrist	Bell	Operations	10	9	216	7	2			
4	7/18/2012	4	Alachua	Gainesville	Awareness	11	16	64			16		
8	7/28/2012	4	Lafayette	Gainesville	Air Monitoring (Ops)	12	14	112	1	11	2		
8	9/8/2012	4	Gilchrist	Bell	Incident Command	13	9	72	5	2			2
8	9/15/2012	4	Columbia	Lake City	Incident Command	14	8	64	8				
4	9/25/2012	4	Alachua	Gainesville	Awareness (ERG 2012 Update) TTT	15	7	28					7
4	9/27/2012	4	Taylor	Perry	Awareness (ERG 2012 Update)	16	19	76	10		4	1	4
<b>TOTAL:</b>						<b>16</b>	<b>203</b>	<b>2760</b>	<b>82</b>	<b>15</b>	<b>91</b>	<b>1</b>	<b>14</b>

Quarter	Soft Match	Hours
1	\$33,920	848
2	\$48,000	1,200
3	\$3,200	80
4	\$25,280	632
	<b>\$110,400</b>	<b>2,760</b>

LEVEL	#	STUDENTS	HOURS	PAID FIRE	VFD	EMS	LAW	EM / OTHER
Awareness Total	7	112	428	18	0	89	1	4
Operational Total	4	49	952	34	13	2	0	0
Technician Total	1	17	1,200	17	0	0	0	0
Train-the-Trainer	2	8	44	0	0	0	0	8
Incident Command	2	17	136	13	2	0	0	2
	<b>16</b>	<b>203</b>	<b>2,760</b>	<b>82</b>	<b>15</b>	<b>91</b>	<b>1</b>	<b>14</b>

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STATE OF FLORIDA  
**DIVISION OF EMERGENCY MANAGEMENT**


RICK SCOTT  
Governor

BRYAN W. KOON  
Director

September 28, 2012

MEMORANDUM - # 20-12

TO: Members of the State Emergency Response Commission  
(SERC) for Hazardous Materials

FROM: Bryan W. Koon, Chairman 

SUBJECT: New Tier II Chemical Inventory Report

**SUMMARY:** On July 13, 2012, the United States Environmental Protection Agency (EPA) issued a final rule revising the hazardous chemical reporting requirements of the Emergency Planning and Community Right-to-Know Act (EPCRA). The final rule is adding new data elements as well as revising some existing data elements on the Tier II report. This was done to make reporting easier for facilities and to make the form more user-friendly for state and local officials. The State of Florida will incorporate many of these changes into the state equivalent Tier II report. The final rule becomes effective as of March 1, 2014 for the 2013 reporting year.

The United States EPA will require facilities to report their latitude and longitude as well as the identification numbers assigned under the risk management program (112R) and the Toxic Release Inventory (TRI) program. Also, they will be required to indicate whether the facility is manned or unmanned. If manned then they will also need to report the number of occupants expected to be in the facility at any given time. Facilities will now have the option of including the facility phone number on the Tier II report, as well as contact information for the parent company. Also, facilities will be required to provide emergency contact information. And facilities must now indicate if they are subject to EPCRA Section 302.

The final rule also provides changes in the chemical reporting section of the Tier II report. There will be separate data fields for pure chemicals and mixtures. Facilities will be required to provide a description for the storage types and conditions rather than listing various codes. Space will be provided on the report to list any additional state and local reporting requirements or to voluntarily report hazardous chemicals that are below reportable thresholds.

The following documents are available upon request: (1.) the EPA Tier II report; (2) the EPA Tier II instructions; (3) the EPA Tier II Confidential report; and (4) the final rule (Federal Register, volume 77, pages 41300-41316).

MEMORANDUM - # 20-12  
September 28, 2012  
Page Two

The State of Florida will be incorporating many of the changes into the state equivalent Tier II report, as well as into the online filing report. However, the state requirement for all maximum amounts in pounds will be maintained. These changes will be accomplished before the year 2013 filing time-frame – towards the end of 2013. Additional information on the EPA Tier II report can be found at:  
<http://www.epa.gov/oem/content/epcra/tier2.htm>.

BWK/sb

Attachments



**From:** [BUFORD, SARA A](#)  
**To:** [Dwayne Mundy](#)  
**Subject:** RE: Florida District 3 votes to accept electronic Tier 2 reports from the US EPA Tier 2 Submit program.  
**Date:** Thursday, February 16, 2012 4:43:13 PM

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Great News!!

Can you tell me what counties this will involved in this?

*Sara A. Buford*

**Manager - Environment, Health & Safety**  
**AT&T Services, Inc.**  
**(904) 259-9921 (office)**  
**(904) 653-2114 (fax)**

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**From:** Dwayne Mundy [mailto:[mundy@ncfrpc.org](mailto:mundy@ncfrpc.org)]  
**Sent:** Thursday, February 16, 2012 4:39 PM  
**To:** Dwayne Mundy  
**Subject:** Florida District 3 votes to accept electronic Tier 2 reports from the US EPA Tier 2 Submit program.

Greetings,

The North Central Florida Local Emergency Planning Committee announces today that it will accept electronic Tier 2 reports created with the EPA Tier 2 Submit software. Facilities now can send the NCFLEPC the ".t2s" file created by the software rather than a printout of the report. It was decided that this way no errors are introduced into the data through any conversion processes. This is effective for the 2011 reporting year.

If there are any questions, please contact:

*Dwayne Mundy*  
**Public Safety and Regulatory Compliance Program Director**  
**North Central Florida Regional Planning Council**  
**2009 NW 67th Place, Gainesville, FL 32653-1603**  
**Voice: 352.955.2200, ext. 108**  
**Fax: 352.955.2209**  
**[www.ncflepc.org](http://www.ncflepc.org)**

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure.

November 17, 2010

To: David Halstead, Director  
Florida Division of Emergency Management

From: Ron Mills, Chair  
LEPC District 3

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 tool that will help Florida have a successful system of collecting chemical inventories from regulated facilities and distributing the information to emergency responders and management.

September 5, 2012

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

Dear Director Koon:

The North Central Florida Local Emergency Planning Committee (District 3) makes the following Thomas Yatabe Award nominations in recognition of significant contributions in helping increase hazardous materials safety in our communities.

This year's Yatabe Award nomination is for longtime LEPC member Paul Kremer from Milliken & Company, which is located in Gainesville. Dr. Kremer has been an active LEPC member for many years and was a founding member and instructor with the original Florida TRANSCAER Committee. He has assisted with many LEPC exercises, hazards analysis site visits, RMP audits and other LEPC projects. His technical knowledge and experience is recognized as a response resource available to all the hazmat teams in LEPC District 3.

Certificates of Appreciation nominations include those whom have helped make Florida's Accident Prevention Program a success in LEPC District 3. Nominations are included for Gainesville Regional Utilities Murphree Water Plant, Milliken & Company, Southern States Cooperative - Trenton, FDEM Risk Management Program staff G. W. Lupton and Robert Dietrich. The commitment from this group has been deemed crucial to increasing the safety of our citizens by reducing the probability of an accidental toxic release. Also recognized are retired Gilchrist County Fire Chief William Careccia for his support of the Regional Hazmat Team and Jean Strong who organizes the certificates for LEPC training classes.

Thank you for your consideration of these nominations. If you have any questions regarding this matter, do not hesitate to call LEPC Director Dwayne Mundy at (352) 955-2200 x108.

Sincerely,

Ron Mills  
Chair

enclosure

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## **Preliminary Agenda**

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

Gilchrist County Emergency Operations Center  
Bell, Florida

Thursday, 23 August 2012  
1:00 p.m.

- I. Introductions and Chair Report
- II. Approval of 23 August 2012 Draft Minutes
- III. Planning and Operational Issues
  - Team Property Removal From RPC Property List
  - Technician and Other Training
  - Draft Grant Review which included Coveralls for Team Members
  - Expansion of Hazmat Boot Camp
- IV. Other Business and Next Meeting

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