

**SOUTHWEST FLORIDA
LOCAL EMERGENCY PLANNING COMMITTEE**

Meeting Minutes of August 23, 2018

The Southwest Florida Local Emergency Planning Committee (LEPC) met at the Charlotte County EOC at 26571 Airport Rd, Punta Gorda, FL 33982. The following primary and alternate members were present during the proceedings which began at 9:30 a.m.

LEPC Members Present

Scott Davis, Fort Myers Fire Department
Bill Floyd, Lee County EM
Patrick Fuller, Charlotte County EM (Alt)
Kelly Gibbs, U.S. Dept of Homeland Security (Alt)
Jerry Mallet, Charlotte County EM
Matthew Marshall, Cape Coral Fire Department - LEPC Training Chair
Bruce Porter- LEPC Chair
Kimberly Rider, Enterprise Group
Ken Roguska, Charlotte County Sheriff's Office
Dan Sieber, San Carlos Park Fire Dept.
Jennifer Smith, Florida Department of Health
Teresa Zilko, Lee County Utilities - LEPC Vice-Chair
Rick Zyvoloski, Collier County EM

Others Present

Jim Johnson, All Safe Industries
Tim Kitchen, Advanced Planning Consultants
Sean McCabe - Southwest Florida Regional Planning Council
C.J. Kammerer, Southwest Florida Regional Planning Council - LEPC Coordinator
Mike Seneca, Charlotte County Fire EMS

**AGENDA ITEM #1
Invocation**

There was no member who wished to give an invocation.

**AGENDA ITEM #2
Call to Order & Introductions**

Chairman Porter called the meeting to order at 9:30 a.m. Each member was asked to introduce themselves.

**AGENDA ITEM #3
Pledge of Allegiance**

Chairman Porter led the pledge of allegiance.

AGENDA ITEM #4
Minutes of the May 24, 2018 Meeting

Chairman Porter entertained a motion to accept the draft LEPC meeting minutes of the May 24, 2018 meeting.

A motion was made by Chief Sieber to approve the minutes of the May 24, 2018 LEPC meeting as presented and was seconded by Chief Marshall. The motion passed unanimously.

AGENDA ITEM #5
Thomas Yatabe Award Nominations

Mr. Kammerer announced that FDEM will be accepting nominations for the Thomas Yatabe Awards. These awards signify outstanding contribution made in the implementation and support of the Emergency Planning and Community Right-to-Know Act through achievement(s), accomplishment(s) or superior participation in hazardous material planning or response. Nominations are due to Mr. Kammerer by September 7. One nomination from the SWFL District will receive the award. All other nominees will receive certificates of appreciation.

AGENDA ITEM #6
LEPC Membership

Mr. Kammerer shared a letter from LEPC member, Mr. Rick Pardo, who requested that Mr. Eric Jackson be named his alternate representative at the Lee County Mosquito Control District. There were no other requests for nominations.

A motion was made by Chief Marshall to approve the updates to the LEPC membership as presented. The motion was seconded by Mr. Zyvoloski and carried unanimously.

AGENDA ITEM #7
7th Annual HazMat Symposium

Chief Marshall announced that the 7th Annual HazMat Symposium will take place at the Plaza Resort & Spa in Daytona Beach, FL from January 22-25, 2019. Registration cost will be \$195 per student and hotel cost will be \$144 per night. These costs are slightly higher than last year. Chief Marshall recommended that the LEPC uses \$20,000 of its HMEP funds on the Symposium. He expressed that the Symposium training is one of the best, most cost-effective use of these funds. In 2018, the SWFLEPC sent 25 students to the Symposium for \$16,470.57. This broke down to \$658.82 per student and \$32.94 per student hour. Chief Marshall also stated that the requested \$20,000 figure could increase depending on participation.

A motion was made by Chief Marshall to approve spending HMEP funds on the 7th Annual HazMat Symposium. The motion was seconded by Chief Sieber and carried unanimously.

**AGENDA ITEM #8
HazMat Team Self-Assessment Site Visits**

Chief Marshall explained that it is once again time for HazMat team self-assessments. Chief Seneca and Chief Davis confirmed that they received the assessment packages from Mr. Kammerer. Chief Marshall noted that Fort Myers and Sarasota are due for inspections and Cape Coral may participate as well. The State is requesting that these assessments are completed by the holidays.

**AGENDA ITEM #9
FY18-19 LEPC Planning Agreement Changes**

Mr. Kammerer announced that the SWFRPC received the FY18-19 LEPC planning agreement from FDEM. The funding amounts and the scope of work remain basically the same. The key difference is the reporting requirements, which makes things easier for the RPCs and FDEM.

**AGENDA ITEM #10
LEPC Meeting Schedule & Locations for FY18-19**

There were no changes to the LEPC meeting schedule.

**AGENDA ITEM #11
SWFLEPC Contingency Funds & Shirt Logo Order Information**

Chairman Porter stated the item was for general information.

**AGENDA ITEM #12
FY17-18 HMEP Training Funds Update**

Mr. Kammerer explained that there are over \$11,000 left to spend for the current HMEP contract. The contract ends at the end of September. Chief Marshall reminded everyone that these funds must be used for training purposes and must be related to transportation. Mr. Kammerer asked that any ideas for trainings be sent to him or Chief Marshall. Chairman Porter stressed the importance of spending these funds.

**AGENDA ITEM #13
2018 LEPC HazMat Plan Update**

Mr. Kammerer reported that he and Mr. McCabe finished the 2018 LEPC HazMat Plan Update and sent it to FDEM. He will send it out when FDEM approves the update.

**AGENDA ITEM #14
SWFLEPC Hazardous Materials Full-Scale Exercise Report**

Mr. Kitchen gave a presentation of his findings from the SWFLEPC Hazardous Materials Full-Scale Exercise. Overall, he stated that this was a top tier exercise and the region's participation was

amazing. He outlined the many strengths that the participants showed. He also went over minor areas of improvement that he will expand upon in the final After-Action Plan. The After-Action Plan will recommend addition trainings that would benefit the region.

AGENDA ITEM #15
Southwest Florida LEPC Training Subcommittee Report

Chief Marshall discussed training topics in the HazMat Symposium and HMEP funds update agenda items. He and Mr. Kammerer will work to draft an email regarding future trainings that will be sent to the LEPC membership.

AGENDA ITEM #16
Tier II Reporting and E-Plan Update

Chief Marshall announced that the 2018 Annual E-Plan Users' Group Conference will take place in Naples on October 29 & 30. Mr. Kammerer will forward the email with registration and hotel information.

AGENDA ITEM #17
Florida Division of Emergency Management (FDEM) Trainings and Events

Chairman Porter presented the item; he explained that on the State's website <http://trac.floridadisaster.org/trac/trainingcalendar.aspx> there is the calendar of events and trainings that are available.

AGENDA ITEM #18
Hazardous Material Incidents in Southwest Florida

Chairman Porter presented the item; he explained that on the State's website <https://apps.floridadisaster.org/swo/ArchiveNonAdmin.aspx> there is a running list of hazardous materials incidents by county.

Mr. Floyd asked if anyone had any information on the recent incident on I-75. Chief Seneca gave an update on the incident. The After-Action Report will be available next Friday. The AC unit in the vehicle failed. Highway patrol was the first on the scene and smelled the chemical. Luckily no one was exposed. Highway patrol closed a section of I-75 for 11 hours. Chief Seneca stated that the highway patrol was fantastic with closing the road.

AGENDA ITEM #19
Florida State Emergency Response Commission (SERC) Meeting Update

Mr. Kammerer explained that some of the topics covered at the SERC meeting have already been discussed, such as the HazMat team self-assessments and LEPC contracts. He explained that there were three presentations given at the meeting:

- Amtrak- Passenger Train Emergency Response Training
- Nova Southeastern University- Marine HazMat Trainings

- FirstNet- Public Safety Broadband Network

Mr. Kammerer added that the Amtrak and Nova trainings are free of charge. Chairman Porter explained that the presenters seemed very open to scheduling trainings around the State.

AGENDA ITEM #20
Florida SERC Training Task Force (TTF) Update

Chief Marshall reported on the ToxMedic model protocols. A draft update has been prepared and the update includes a Canine Dog component. There was also a TTF conference call on August 22 to discuss offshore hazardous response, the HazMat Symposium, and the ToxMedic protocols.

AGENDA ITEM #21
Members' Comments

Sergeant Roguska announced that new law enforcement accreditation requirements have made HazMat training mandatory. Law enforcement officer are also required to have a table top exercise every two years.

Ms. Gibbs explained that, in a crosswalk of Tier 2 files and a facility list, over 30 sites didn't match. First responders with access to IP SharePoint needs to reach out to know what facilities regulate which chemicals. Chief Marshall added that the number of chemicals present in the region is increasing.

AGENDA ITEM #22
Public Comments

Mr. McCabe explained his new role of disaster recovery coordinator to the Committee. He requested to meet with the emergency managers to discuss further planning efforts. He also discussed a post hurricane exercise being developed for the Tampa Bay LEPC that may be worth considering for SWFL.

Mr. McCabe also announced that Mr. Mike Jaquette has been reassigned by Cheney Brothers to North Carolina. Mr. Jaquette wanted to let everyone know how much he enjoyed working with everyone on the Committee over the years. Mr. McCabe expressed that Mr. Jaquette played an important role in the full-scale HazMat exercise. Chief Sieber nominated Mr. Jaquette for the Thomas Yatabe award. Mr. Floyd and Chairman Porter then requested that each of the exercise partner organizations receive certificates of appreciation.

A motion was made by Chief Sieber to nominate Mike Jaquette for the Thomas Yatabe Award and the HazMat Full-Scale Exercise partners for certificates of appreciation and was seconded by Chief Marshall. The motion passed unanimously.

AGENDA ITEM #23
Next Meeting

The next meeting was scheduled for December 6, 2018 at 9:30 a.m. at North Collier Station 45, 1885 Veteran's Park Dr, Naples, FL 34109.

AGENDA ITEM #24
Adjournment

There being no further business, the meeting was declared adjourned at 10:36 a.m. by Chairman Porter.



Chairman Bruce Porter



Approval Date

The meeting was duly advertised in the August 2, 2018 issue of the Florida Administrative Register, Volume 44, Number 150.