

**SOUTHWEST FLORIDA  
LOCAL EMERGENCY PLANNING COMMITTEE**

**Meeting Minutes of December 8, 2017**

The Southwest Florida Local Emergency Planning Committee (LEPC) met in Cape Coral at Cape Coral EOC at 1115 SE 9th Ave. The following primary and alternate members were present during the proceedings which began at 9:35 a.m.

**LEPC Members Present**

Connie Bowles, Lee Memorial Health System  
Tony Camps, Collier County Bureau of Emergency Services  
Lina Cerquera, FDEP  
Scott Davis, Fort Myers Fire Department  
Lindsay Herrell, Cape Coral EM  
Mike Jaquette, Cheney Bros.  
Todd Kerkering, City of Sarasota Police Department  
Chad Lorenz, LeeHealth (**Alt.**)  
Matthew Marshall, Cape Coral Fire Department - **LEPC Training Chair**  
Elizabeth McMasters, FGCU (**Alt.**)  
Rick Pardo, Lee County Mosquito Control District  
Bruce Porter- **LEPC Chair**  
Kimberly Rider, Enterprise Group  
Ken Roguska, Charlotte County Sheriff's Office  
Dan Sieber, San Carlos Park Fire Dept.  
Dawn Thomas, LeeHealth  
Jason Wilkins- Sarasota County Fire Department  
Teresa Zilko, Lee County Utilities - **LEPC Vice-Chair**

**Others Present**

Bill Floyd, Lee County EM  
Mike Seneca, Charlotte County Fire EMS  
Nichole Gwinnett, Southwest Florida Regional Planning Council - **LEPC Coordinator**  
Tess MacMorris - Southwest Florida Regional Planning Council

**AGENDA ITEM #1  
CALL TO ORDER**

Chairman Porter called the meeting to order at 9:35 a.m. Following the opening of the meeting, the Pledge of Allegiance was recited.

Ms. Gwinnett requested that everyone sign in on the sign-in sheet.

**AGENDA ITEM #4**  
**Minutes of the August 24, 2017 Meeting**

Chairman Porter entertained a motion to accept the draft LEPC meeting minutes of the August 24, 2017 meeting.

**A motion was made by Chief Marshall to approve the minutes of the August 24, 2017 LEPC meeting as presented and was seconded by Mr. Jaquette The motion passed unanimously.**

**AGENDA ITEM #5**  
**LEPC Membership**

Ms. Gwinnett presented the item.

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

**AGENDA ITEM #6**  
**HazMat Team Self-Assessment Site Visits**

Ms. Gwinnett and LEPC Training Chair, Chief Marshall presented the item. Ms. Gwinnett explained that 2 HazMat Team site visits were conducted this year; one at North Collier and the other at Charlotte County. Ms. Gwinnett stated that the Site Visit Reports have been submitted to State for review. Once the State has finished compiling all LEPC site visits, feedback/report will be provided. Ms. Gwinnett stated that both teams did very well. Site visit was conducted to basically review equipment, use of equipment and financials and both teams did better than they expected.

Chief Marshall added that the teams are hard on themselves than what is required, and the Assessments aims to gauge what equipment the teams have and the teams' capabilities. Chief Marshall explained that there was an issue with teams marking "No" on equipment issues when the equipment is available but old. The assessments are not for new equipment.

Chief Marshall stated that the Assessments are going to State working group as part of the Domestic Security Oversight Committee next week to show shortfalls in certain areas and needs of HazMat teams. Chief Marshall encouraged members to reach out to RDSTF and let them know the HazMat teams are in need of support and equipment. One example is Arearae Monitoring System and MSA SafeSite, Safe Sites are nearly obsolete and teams want to shift to Arearae not a project for this year/ denied. Chief Marshall provided an explanation of the purpose of these monitoring systems and the new Arearae technology. Chief Marshall noted that neither MSA SafeSites were working on both team assessments

Ms. Cerquera asked if the teams are continuing to maintain the monitoring equipment. Chief Marshall stated that it is obsolete but that both teams do still maintain the equipment.

One member comments: explained that he had 4 MSA Safe site updated and repaired, and that the monitoring systems updates may be extending for another year. Chief Marshall explained that this equipment denial will result in Teams not being able to update for 3 years.

Mr. Scott stated that Marco Island is getting an Arearae approved for one and will get them this coming this year. There will be an Arearae in the region.

**AGENDA ITEM #7**  
**6<sup>th</sup> Annual HazMat Symposium**

Ms. Gwinnett presented the item. All travel arrangements have been made and confirmed, total of 21 participants including staff. Command Staff conference call next week.

**AGENDA ITEM #8**  
**SWF LEPC Contingency Funds & Shirt Logo Order Information**

Ms. Gwinnett stated the item was for general information.

**AGENDA ITEM #9**  
**FY17-18 HMEP Planning Project - Full Scale Exercise involving Anhydrous Ammonia**

Chief Marshall presented the item. Chief Marshall explained that the Full Scale Exercise was mandatory and must include a transportation related issue involving and EHS chemical. Cheney Brothers will assist as a facility and has EHS, specifically Anhydrous Ammonia, on site.

Chief Marshall stated that Ms. Herrell will be in charge of the exercise and will develop a scope and bid out for third party to run the exercise. Chief Marshall invited anyone who wants to be involved to participate. Chief Marshall gave the floor to Ms. Herrell.

Ms. Herrell stated that Full Scale Exercise can be as big or small as we want but the primary objective is to the plan written last year and test the core competencies. Ms. Herrell emphasized that the scope, date and timing, locations need to be defined and provided to vendors in order to get the most out of the exercise. In the next month the RFP will go out.

Chief Marshall asked for volunteers for a Steering Committee to decide key issues such as scope, date and timing, specific locations.

Discussion of proposed dates/seasonal conditions and funding cycles for LEPC and HMEP ensued.

Ms. Gwinnett offered her assistance with RFP. Mr. Jaquette suggested a site visit to Cheney Brothers to assist with scope of the Full Scale Exercise.

**AGENDA ITEM #10**  
**2018 LEPC HazMat Plan Update**

Ms. Gwinnett presented the item.

Ms. Gwinnett sent out the 2017 HazMat Plan out for member comments and any updates. Please provide comments by February 7, 2018 so that the report may be brought before the Committee for review at the next LEPC meeting on February 22nd, 2018.

**AGENDA ITEM #11**  
**Southwest Florida LEPC Training Subcommittee Report**

Training Chair, Matt Marshall presented the item. He announced that the 24-hour Tox-Medic class was just completed. Certificates are available and the reviews were positive.

Current trainings taking place: HazMat 160 Class taking place in Estero.

Requested/Potential trainings:

- (1) Responding to Gasoline Tanker Emergencies. Subcommittee is currently reviewing costs, 3 different locations (Sarasota/Charlotte, Fort Myers and Cape Coral, South/Collier) looking to go out for quotes. Many companies to consider this year and compare.
- (2) Cheney Brothers and possibly Tenner industries may partner to do a class on Anhydrous Ammonia in the Charlotte/Fort Myers area to piggyback on the Full Scale Exercise.

Training Chair, Matt Marshall stated an email will go out about requesting trainings for next year; please submit requests that will comply with HMEP/LEPC funding guidelines. He also added that State Teams can use LEPC/HMEP funds to support training new personnel in HazMat and HazMat Tech Certifications.

Ms. Gwinnett addressed Capt. Wilkins, Sarasota; previous member asked for HazMat IQ and never followed up. LEPC is trying to get a negotiated rate and asking about what LEPCS want to hold a HazMat IQ class. Chief Marshall explained other IQ type chemistry classes and if there was a desire for more in-depth education to request the trainings. The LEPCs are negotiating the prices in hopes of a reduced rate.

**AGENDA ITEM #12**  
**Tier II Reporting and E-Plan Update**

Chief Marshall presented the item. E-plan conference in New Orleans was well attended. Anyone submitting Tier II be advised that everything is changed and the new form requires a lot of information. Chief Marshall stated that he will be holding a class and host a webinar. Change in SDS and Global Harmonization adjusting reporting from acute/chronic to many more (13) options with pictures.

Chief Sieber asked for collaboration from Chief Marshall on creating some example working

documents for facing questions from industry about reporting, procedure, requirements. Ms. Gwinnett added that at the E-Plan conference many facilities did not know who their LEPC or State coordinator was. Chief Marshall stated that there may be legislation/rule may come into effect which would require EHS facilities to become members of their LEPC. Some RMPs do not participate in LEPCs.

**AGENDA ITEM #13**  
**SERC Hazard Analysis Work Group Update**

Ms. Gwinnett presented the item. Information was provided on Supplemental Environmental Project and members are encouraged to enter items they need into the system because there have been some incidents in the region. Chair Porter explained the SEP process. All projects are listed on State Website

**AGENDA ITEM #14**  
**Florida Division of Emergency Management (FDEM) Trainings and Events**

Ms. Gwinnett presented the item; she 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 #15**  
**Florida SERC Meeting Update**

Chair Porter presented the item. He explained that Tallahassee has undergone many changes; some positions are being eliminated, transferred, or restructured to assign extra duties to existing division staff. SERC has been missing appointed positions and struggling to fill positions but the outlook is promising. Ms. Gwinnett added additional general information the meeting: SWF LEPC gave report, presented training and upcoming training, and discussion of common issues. Additionally, Scott Chapel discussed HazMat site assessments. A discussion and overview of upcoming HazMat Symposium took place. Chair Porter noted that the Symposium is now a 501(c)(3) organization.

**Hazardous Materials Incidents in Southwest Florida**

Ms. Gwinnett provided state report.

Chief Marshall called for a discussion of an incident which occurred on October 10, 2017 (pg 56 of agenda packet) involving a 50% hydrogen peroxide explosion by a Hendry county resident trying to make jet-fuel. Palm Beach Hazmat Team responded to the incident since they were the closest Team. People and not industry also contribute to and can cause HazMat events encouraged vigilance and awareness.

Ms. Gwinnett added that she was contacted by the Hendry County Attorney's Office who is working on adding the SOPs, which were created for the area, to the county's CEMP as result of that incident.

**AGENDA ITEM #16**  
**Florida SERC Training Task Force (TTF) Update**

Chief Marshall presented the item. The Training Task Force is changing direction from creating SOPs, SOGs, and documents based on other existing documents to endorsing existing plans and reports that fit the area needs. Recently, the TTF endorsed the IABs or Inter-Agency Boards Response to Opiates and Opioid Epidemic. This is the new process for the Training Task Force. Members will be notified of any new endorsed plans.

Chief Marshall stated another item moving forward is the creation of Operations and Awareness Level Competency Check-off like the Competency Check-off for Technician. This project will be going out for bid soon and is being completed by the Northeast Florida LEPC.

NFBA is moving to a Competency Based Standard rather than an "all- encompassing" standard. Local agencies can now understand what operations based on state of Florida standards. State of Florida requested a rule update/USAR for hazmat related issues and rules; some wording and minor adjustments will be updated.

**MEMBERS' COMMENTS**

No members' comments were given at this time.

**PUBLIC COMMENTS**

Ms. Herrell requested anyone wanting to be part of the Full Scale Exercise Steering Committee to please to stay after the LECP meeting adjourns.

**ADJOURNMENT**

The next meeting was scheduled for **February 22, 2017** at 9:30 a.m. at the Lee County EOC.

There being no further business, the meeting was declared adjourned at 10:20 a.m. by Chairman Porter.

  
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Chairman Bruce Porter

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May 24, 2018  
Approval Date

The meeting was duly advertised in the November 8, 2017 issue of the Florida Administrative Register, Volume 43, Number 217.