

TREASURE COAST REGIONAL PLANNING COUNCIL

MEMORANDUM

To: Council Members AGENDA ITEM 8E

From: Staff

Date: September 18, 2015 Council Meeting

Subject: 2015-2016 Hazardous Materials Emergency Preparedness Contract Agreement

Introduction

The Hazardous Materials Transportation Act of 1990 provides the U.S. Department of Transportation (DOT) authority to strengthen interagency coordination and technical assistance with respect to hazardous materials emergency response planning and training. As part of this Act, the DOT annually provides funding to states, U.S. territories, and Indian Nations under two separate hazardous materials grant sections, planning and training. Fees collected from highway, rail, and air shippers and haulers of hazardous commodities fund such grants.

Annual funding under the DOT's Hazardous Materials Emergency Preparedness (HMEP) Grant Program is distributed through: 1) planning grants, which are used to augment local public awareness of hazardous materials through workshops, seminars, and advertising; and 2) training grants, which support public sector emergency first responder hazardous materials training initiatives. First responders may include employees of utilities, public works, road and bridge, and other public sector agencies, as well as firefighters, emergency management services, and law enforcement personnel.

Background

The federal Emergency Planning and Community Right-to-Know Act of 1986 requires Local Emergency Planning Committees (LEPCs) to be established in each state; requires that fixed facilities report storage and use of hazardous materials; and includes provisions for local planning and training. The District 10 LEPC represents the four counties in the Treasure Coast Region.

During past grant cycles, Council has administered the following planning projects on behalf of the District 10 LEPC: How-to-Comply seminars; community outreach and information workshops; regional hazardous materials response teams needs assessments; and hazardous materials facility summaries. The training component of the HMEP grant provides funding to conduct training for agency personnel that respond to hazardous materials incidents. Classes conducted during the last HMEP grant year includes: hazardous materials awareness level,

advanced life support for hazardous materials, incident response operations, and incident command system training.

In Florida, the Florida Division of Emergency Management (FDEM) administers HMEP grants to LEPCs to fulfill their mandated annual planning and training requirements. Council staff administers the planning and training projects of the grant on behalf of the District 10 LEPC. The scope of work for the agreement is included as Attachment A. Council is to receive a contract for the time period of October 1, 2015 to September 30, 2016 in the amount of \$24,000 for the planning grant, and \$52,556 for the training grant for a total grant amount of \$76,556.

Recommendation

Council should authorize the Executive Director to execute the final contract agreement on behalf of Council.

Attachment

# Attachment A

## Scope of Work

### TRAINING GRANT

#### **PUBLIC SECTOR TRAINING ASSISTANCE**

Funding is provided to ensure training of public sector hazardous materials response personnel for transportation related spills, releases and / or fires. The staff assigned to this program shall conduct activities pursuant to Tasks 1 through 4 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, State quote and bid requirements, and 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:** Coordinate the delivery of transportation related hazardous materials response training within the district.

- a) 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.
- b) 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.
- c) 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.
- d) Within the limits of funding available, coordinate the site, organization and delivery of federally sponsored training courses such as those offered by EPA, OSHA, U.S. DOT, etc.
- e) Maintain a system to inform interested parties within the district of upcoming federally-sponsored training courses.
- f) 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. Courses not appearing on this list must be consistent with the SERC training guidelines. HMEP funds cannot be used for training courses that do not meet these guidelines.

**Task 2:** For each course conducted, submit 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.

**Task 3:** 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 Attachments J, M-1 and M-2 for a sample formats]. Statistics should coincide with the Federal Fiscal 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.

- a) 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.
- b) 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 Attachments M-1 and M-2).

**Task 4:** Document number of hours of trainers and course participants spent in HMEP-sponsored training courses. Submit the information on your quarterly and annual summary report

- a) 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).
- b) Course instructors paid with HMEP grant funds are not eligible for soft-match.

**Task 5:** 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).

- a) 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.
- b) The financial report will include a statement of all HMEP training funds spent during the period.
- c) Training schedules shall be submitted when established, and updated as necessary, to the Division's representative.

**Deliverable:** Subject to the funding limitations of this Agreement, and provided the Recipient performs in accordance with the Scope of Work outlined in this Agreement, the Division will reimburse the Recipient for actual costs incurred in successfully completing an authorized training program. For the purposes of this Agreement, any project that completely satisfies the requirements of NFPA472 or OSHA 1910.120 qualifies as an authorized training program.