



**Meeting of DISTRICT 10  
Local Emergency Planning Committee (LEPC)  
For Hazardous Materials**

Thursday, May 1, 2008 - 10:00 a.m.  
Wolf High-Technology Center  
Indian River Community College Chastain  
Campus  
2400 SE Salerno Road  
Stuart, FL 34997



**AGENDA**

1. Call to Order
2. Roll Call / Pledge of Allegiance
3. Approval of Agenda
4. Approval of Meeting Minutes – February 7, 2008
5. Old Business
  - A. 2008 Emergency Response Guidebooks
  - B. 2008 Emergency Community Right-To-Know Act How to Comply Handbooks
6. New Business
  - A. State Emergency Response Commission Meeting
    1. Policies and Procedures for Utilizing E-Plan in the State of Florida
    2. Risk Management Planning Program Audit Work Plan
    3. State Emergency Response Committee Creation of a Task Force / Committee
    4. Hazardous Materials Incident Reports
    5. State Fire Marshal's Office Update – Readiness Evaluations
  - B. Local Emergency Planning Committee Chairs Meeting Update
  - C. Training Task Force Update by Lt. Dan Wouters
7. Reports
  - A. Planning Subcommittee
  - B. Public Information / Marketing Subcommittee
  - C. Local Emergency Planning Committee Activities
  - D. Contract Activities Update
  - E. Membership – New Appointments
8. Comments from the Chair and Staff
9. Comments from Committee Members
10. Public Comments
11. Next Meeting
12. Adjournment

[Notes: The next meeting of the District 10 LEPC is scheduled for Thursday, August 7, 2008](#)

Treasure Coast Regional Planning Council, 301 East Ocean Boulevard, Suite 300, Stuart, FL 34994  
Phone: 772/221-4060 • Fax: 772/ 221-4067 • email: kboer@tcrpc.org • website: <http://www.tcrpc.org>

## **MEMORANDUM**

**TO:** District 10 Local Emergency Planning Committee  
**FROM:** Kathryn E. Boer, Staff  
**DATE:** May 1, 2008  
**RE:** Approval of Meeting Minutes – February 7, 2008

---

The draft minutes of the February 7, 2008 District 10 Local Emergency Planning Committee meeting are attached for approval.

*Recommendation*

The Committee should approve the Minutes of the February 7, 2008 District 10 Local Emergency Planning Committee meeting.



**DRAFT**  
**Subject to Modifications**



---

---

**MINUTES OF THE DISTRICT 10 LOCAL EMERGENCY  
PLANNING COMMITTEE (LEPC) For Hazardous Materials  
February 7, 2008**

---

---

**Committee Members/Alternates Present**

Bill Amador  
Sharon Andre  
Chris Bushman, Chairman  
Todd Deehl  
Cheryl Dunn  
John Gojkovich  
John Holman  
Frank Lasaga  
Harry Lux  
Jack McCartt  
Paul Meding  
Houston Park  
Joseph Passanesi  
Bill Pecci  
Bruce Pisani  
Michael Rallis  
Sharon Rayner  
Barry Stewart  
Dianne Strock  
Greg Thompson  
Carlos Valle  
Herbert Waller  
Lisa Wilson-Davis, Vice-Chairman  
Dan Wouters  
Dennis Zabel

**Occupational Category**

Firefighting (Town of Palm Beach Fire Rescue)  
Health (Martin Memorial Health Systems)  
Firefighting (St. Lucie County Fire District)  
Health (St. Lucie County Health Department)  
Health (Indian River County Health Department)  
Law Enforcement (Port St. Lucie Police Department)  
Law Enforcement (Port St. Lucie Police Department)  
Emergency Management (City of Stuart)  
Interested Citizen (Hazmat & Safety Solutions, Inc.)  
Interested Citizen (Educational Consultants, Inc.)  
Facility Operator (Cliff Berry, Incorporated)  
Firefighting (Palm Beach County Fire Rescue)  
Law Enforcement (Martin County Sheriff's Office)  
Law Enforcement (Stuart Police Department)  
Emergency Management (Martin County)  
Facility Operator (TurboCombuster Technology)  
Community Group (American Red Cross)  
Local Environmental (Hazardous Waste Services)  
Health (Palm Beach County Health Department)  
Facility Operator (Tropicana)  
Firefighting (Pratt & Whitney – Rocketdyne)  
Facility Operator (Cheney Brothers, Incorporated)  
Non-Elected Local Official (City of Boca Raton)  
Firefighting (Martin County Fire District)  
Health (Florida Atlantic University)

**Members Absent**

Mary Blakeney  
Richard Daniels  
Cheryl Dunne  
Steven Huntsberger  
John Johnson  
Nicholas Laryea  
Etta LoPresti  
Dave Maloney

**Occupational Category**

Community Group (American Red Cross)  
Emergency Management (City of Port St. Lucie)  
Facility Operator (Syngenta Crop Protection)  
Interested Citizen (Indian River Community College)  
Firefighting (City of Boca Raton Fire Rescue)  
Facility Operator (Indiantown Cogeneration L.P.)  
Emergency Management (Indian River County)  
Transportation (Florida Department of Transportation)

**Staff**

Kathryn Boer TCRPC/LEPC District 10  
Zachary Davis TCRPC/LEPC District 10  
Terry Hess TCRPC/LEPC District 10

**DRAFT**  
**Subject to Modifications**

Trayce Jones

TCRPC/LEPC District 10

**Visitors**

Mark Anderson

Palm Beach County Fire Rescue

Dave Dyal

Stuart Fire Rescue

Mike Geier

Palm Beach County Division of Emergency

Management

Terri Bradley

Methid, LLC

Mike Hopkins

Methid, LLC

Chairman Bushman called the meeting to order at 10:15 a.m. Chairman Bushman requested roll call and Staff announced a quorum was present. Staff welcomed visitors. Chairman Bushman led the pledge of allegiance.

**APPROVAL OF MINUTES OF NOVEMBER 1, 2007**

Mr. Greg Thompson moved approval of the November 1, 2007 District 10 Local Emergency Planning Committee meeting minutes. Mr. Bruce Pisani seconded the motion, which carried unanimously.

**Motion**

**OLD BUSINESS**

**2007 Thomas Yatabe Certificates of Appreciation Presentation**

Staff announced that Mr. Craig Fugate, State Emergency Response Commission Chairman, presented the 2007 Thomas Yatabe Award to Mr. Charles T. Christopher, St. Lucie County Emergency Management Coordinator.

Staff announced the recipients of the 2007 Thomas Yatabe Award Certificates of Appreciation were Mr. Bruce Pisani of the Martin County Emergency Management and Mr. Richard Daniels of the City of Port St. Lucie Emergency Management, for their dedication, guidance and ongoing efforts in the support and implementation of the Emergency Planning and Community Right-To-Know Act Program.

**NEW BUSINESS**

**State Emergency Response Commission Meeting**

Staff reported the State Emergency Response Commission met on January 11, 2008 in Cocoa Beach for the quarterly meeting. The next meeting will be held on April 4, 2008 in Tallahassee.

# DRAFT

## Subject to Modifications

### *Utilizing E-Plan in the State of Florida*

Staff reported the Florida Division of Emergency Management staff researched the pros and cons on providing facility chemical information to import into the E-Plan data system. The research revealed few negative points, reporting that data may not be imported correctly and a schedule for quarterly data input needs to be developed. The pros included the system's availability, immediate access to facility information by responders, CAMEO compatibility, and the potential means of web-based facility reporting in the future.

Adoption of E-Plan will be recommended upon agency and industry collaborative discussions on plans and policies and will be discussed at the State Emergency Response Commission quarterly meeting in April of 2008.

### *Hazardous Materials Incident Reports*

Staff provided information through reports and graphs on releases of hazardous material in the District 10 Region for the time period of December 1, 2006 through November 30, 2007. Staff noted the entire report is available on-line at <http://www.hazmat.floridadisaster.org/meet.htm>.

### **Local Emergency Planning Committee Chairs Meeting Update**

Chairman Bushman reported the Local Emergency Planning Committee Chairs met on January 10, 2008 in Cocoa Beach for the quarterly meeting. The next meeting will be held on April 3, 2008 in Tallahassee. Topics of discussion were the distribution in electronic format of the Hazardous Materials Information System; activities conducted in recognition of Hazardous Materials Awareness Week; the submission of the State Emergency Response Commission How-to-Comply Handbook to the Department of Community Affairs for review; and the publication of the Florida Department of Transportation Emergency Response Guidebooks for 2008 .

### *Hazardous Materials Awareness Week*

Staff reported the State Division of Emergency Management requested Governor Christ proclaim January 20 through January 26, 2008 as Florida Hazardous Materials Awareness Week to enhance public awareness regarding hazardous materials use and storage practices. The District 10 Local Emergency Planning Committee recognized Hazardous Materials Awareness Week through a series of activities that included: the adoption of Resolutions by the State Emergency Response Commission; the Treasure Coast Regional Planning Council and the District 10 Local Emergency Planning Committee;

# DRAFT

## **Subject to Modifications**

three (3) postcard mailings to all 302 Facilities with training, reporting and notification information; a community radio announcement and discussion by Ms. Cheryl Dunn; and a presentation by Lieutenant

Dan Wouters and the Martin County Hazardous Materials Team to the Treasure Coast Regional Planning Council Board..

### **Training Task Force Update**

Staff reported the Training Task Force met on January 10, 2008 in Cocoa Beach for the quarterly meeting. The next meeting will be held on April 4, 2008 in Tallahassee.

Lieutenant Wouters reported the Emergency Response Guide Books have been approved. Staff will inquire regarding a release date and the number of books being sent. The method of distribution was discussed but not determined.

Lieutenant Wouters also reported the Training Task Force will approach the State Emergency Response Commission regarding bylaws and operating guidelines to establish membership and election terms of office. The Sunshine Law was discussed due to members participating on both the Training Task Force and the State Emergency Response Commission.

Lieutenant Wouters noted the need to establish a credentialing system for industry workers and technicians to identify their training certification when they report on-scene during or after a chemical release.

Lieutenant Wouters stated the recently released radio frequencies have been distributed to the region's counties.

### **Clandestine Methamphetamine Labs Presentation – Terry Bradley, METHID, LLC**

Ms. Terri Bradley and Mr. Mike Hopkins gave a brief presentation that addressed the problem of clandestine methamphetamine labs in the United States. Topics discussed were the dangers, warning signs and response to discoveries of these labs as well as the easy access to materials for production and location to set-up labs; the dangers first responders encounter; child endangerment; and long-term personal and environmental hazards.

## **REPORTS**

### **Planning Subcommittee**

# DRAFT

## Subject to Modifications

Staff noted the 2007/2008 Regional Hazardous Materials Response Plan will be distributed to the Planning Sub-committee for review and revision. Once the final update has been completed, Staff will submit the plan to the Florida Division of Emergency Management who will determine if the plan

meets the compliance criteria then recommend for approval by the State Emergency Response Commission.

### **Public Information/Marketing Subcommittee**

Staff reported the 2006/2007 Hazardous Materials Preparedness Grant Project, the Emergency Planning and Community Right-To-Know Act public outreach workshops, has been completed and a summary of the project was submitted to the Florida Division of Emergency Management with the quarterly and annual reports.

### **Local Emergency Planning Committee Activities**

Staff provided reports of the Local Emergency Planning Committee and (non) Local Emergency Planning Committee activities from November 1, 2007 through February 6, 2008.

### **Contract Activities Update**

#### *Hazardous Materials Emergency Preparedness*

Staff reported the First Quarter Report for the 2007/2008 Hazardous Materials Emergency Preparedness Grant has been submitted to the Florida Division of Emergency Management. The report included the District 10 Local Emergency Planning Committee sponsored classes and an update on the Shelter-in-Place Grant Project.

#### *Hazardous Materials Analyses*

Staff reported the facility site visits for Martin and St. Lucie Counties have been completed. The draft analyses have been submitted to the Federal Department of Emergency Management and are pending approval. Once approved, Staff will distribute to Martin and St. Lucie Counties emergency management and hazardous materials teams. Individual Section 302 Facilities will be notified as to the availability of their site specific analysis.

**DRAFT**  
**Subject to Modifications**

**Membership – New Appointments**

Staff announced the addition of one new District 10 Local Emergency Planning Committee Member, Ms. Sharon R. Rayner, American Red Cross.

**COMMENTS FROM THE CHAIR AND STAFF**

None.

**COMMENTS FROM COMMITTEE MEMBERS**

None.

**PUBLIC COMMENT**

None.

**NEXT MEETING**

The next Local Emergency Planning Committee meeting will be held May 1, 2008 at Indian River Community College Chastain Campus, Stuart, Florida.

**ADJOURNMENT**

The meeting was adjourned at 11:55 a.m.



## MEMORANDUM

**TO:** District 10 Local Emergency Planning Committee

**FROM:** Kathryn E. Boer, Staff

**DATE:** May 1, 2008

**RE:** 2008 Emergency Response Guidebooks

---

The 2008 Emergency Response Guidebooks, developed and maintained by the U.S. Department of Transportation, have been delivered to the designated drop points in south Florida.

Lieutenant Dan Wouters has volunteered to pick up and deliver the guidebooks for the county. Additionally, Staff has requested guidebooks to be distributed to each District 10 Local Emergency Planning Committee primary and alternate member in May.

Special thanks to Lieutenant Wouters.

No action required

## MEMORANDUM

**TO:** District 10 Local Emergency Planning Committee

**FROM:** Kathryn E. Boer, Staff

**DATE:** May 1, 2008

**RE:** 2008 Emergency Community Right-To-Know Act How to Comply Handbooks

---

The Florida Division of Emergency Management delivered the 2008 Emergency Community Right-To-Know Act How to Comply Handbooks to the district local emergency planning committee's staff at the April 4, 2008 State Emergency Response Committee quarterly meeting.

The handbooks will be delivered to 302 chemical facilities representatives to prepare them for annual filing with the State of Florida and answer any questions regarding compliance issues.

A copy of the handbook will be provided to committee members upon request.

No action required

## MEMORANDUM

**TO:** District 10 Local Emergency Planning Committee  
**FROM:** Kathryn E. Boer, Staff  
**DATE:** May 1, 2008  
**RE:** State Emergency Response Commission Meeting

---

The State Emergency Response Commission (SERC) met on April 4, 2008 in Tallahassee for the quarterly meeting. The attached memos will brief the District 10 Local Emergency Planning Committee (LEPC) members on the State Training Task Force, the LEPC Chairs and the SERC meetings.

A predetermined meeting schedule for SERC is proposed in order to avoid scheduling conflicts for members and individuals that may have an interest in attending future meetings.

The following dates were approved for the 2008/2009 year:

July 11, 2008  
October 3, 2008  
January 9, 2009  
April 3, 2009

## MEMORANDUM

**TO:** District 10 Local Emergency Planning Committee

**FROM:** Kathryn E. Boer, Staff

**DATE:** May 1, 2008

**RE:** Policies and Procedures for Utilizing E-Plan in the State of Florida

---

### Background

E-Plan delivers usable data on chemical facilities' chemicals for first responder use in emergencies. E-Plan is a secure, web-based system that can be used to share facility contact and chemical information received from facilities reporting under the Emergency Planning and Community Right-To-Know Act (EPCRA) and specific sections of the Risk Management Planning program.

At the January 11, 2008 meeting, the State Emergency Response Commission (SERC) members decided that a work group would be formed to develop draft policies and procedures to utilize E-Plan in the State of Florida. The work group delivered draft policies and two available options to govern access and data exchange protocols between the University of Texas in Dallas and the Florida Division of Emergency Management.

### Summary

The SERC approved and adopted Option Two under the Security Features and Access Controls section of the draft Policies and Procedures for the Utilization of the U. S. Environmental Protection Agency's E-Plan System for Accessing Emergency Planning and Community Right-to Know Act Data in the State of Florida. Draft Policies are attached.

#### **(Option Two - Slightly lower security than Option One but easier access for responders)**

In Florida the ability to grant access to emergency planners and responders to E-Plan will be given by the Administrator of the EPRCA Program housed within the Division of Emergency Management. Agency leads for emergency matters, with the approval of their agency head, must request the ability to grant access to the E-plan system for other responders and planners in their organization from the county's emergency management director or the local emergency planning committee's chairperson. The Administrator will only approve the ability to grant access once a signed approval is received on letterhead from the director or chairperson.

The agency head must notify the EPCRA Administrator when there is a separation of employment of the approver to ensure the ability to grant access is terminated. The Division will audit the list of persons with the ability to grant access to E-Plan on a periodic basis. In this audit, Division staff will ensure the granter is still in a position that requires the ability to grant access to E-Plan.

No action required

## **Draft**

# **Policy and Procedures for the Utilization of the U. S. Environmental Protection Agency's (EPA's) E-Plan System for Accessing Emergency Planning and Community Right-to-Know Act (EPCRA) Data in the State of Florida**

## **Overview**

On January 11, 2008, the State Emergency Response Commission (SERC) for Hazardous Materials requested that the Division of Emergency Management facilitate a working group to develop policies and procedures on the implementation of E-Plan in Florida.

## **About E-Plan**

E-Plan is a proven information-sharing system that first responders and emergency planners can access via the internet to obtain emergency contact and hazardous materials information. E-Plan contains EPCRA Tier Two data from facilities, Risk Management Planning information, and chemical hazards data. E-Plan is a web-based system that is very secure, easy to use, extremely fast, highly available, and most importantly, available at no cost. The University of Texas at Dallas (UT Dallas) manages the E-Plan system for U. S. Environmental Protection Agency. E-Plan's database contains fixed facility hazardous chemical information with an individual chemical search capability that can be used in transportation accidents. This database is the largest repository of its kind in the United States. It delivers the hazardous material information anywhere that wired or wireless internet access is available. E-Plan's database has GIS and Google mapping capabilities, providing detailed information when every second counts. Providing current and accurate information to those whose mission is to protect the Nation is one of the U. S. Department of Homeland Security's (DHS) primary goals. DHS is coordinating with EPA's outreach, support and training to promote the implementation of E-Plan.

## **Purpose**

Making the Tier Two data available to Emergency Responders in E-Plan would help increase the response capabilities of those first responders. The information available from the Tier Two forms includes the most current contact information with emergency contact names and telephone numbers of hazardous material facilities.

Having the chemical inventory information available in E-Plan would facilitate the use of more realistic models of releases. For example, the models used in Cameo are for emergency planning purposes only. The chemicals that are modeled in the hazards analysis are a small subset of the chemicals that are reportable on the Tier Two forms. By having this information available in E-Plan, emergency responders using the ALOHA program can use real world weather and release scenarios for conducting the modeling.

## **Security Features and Access Controls**

E-Plan is a highly-secure web-based hazardous material information delivery system. It provides rapid access to the data required during emergency incidents. Physical security is fully enforced via strict key control and the web servers are housed in a vault-like room within UT Dallas. The

E-Plan staff at UT Dallas grants an approver within each state that is capable of granting access to the system.

**(Option One - high security but high workload, long waiting period, inability to handle turnover of large teams)**

In Florida, access to E-Plan will be granted by the Administrator of the EPCRA Program housed within the Division of Emergency Management. Emergency responders and planners (with the approval of their supervisor) must request approval from the county's emergency management director or the Local Emergency Planning Committee's chairperson to receive access to the E-plan system. The Administrator will only approve access once a signed approval is received on letterhead from the director or chairperson. The requestor's supervisor must notify the EPCRA Administrator in the Division of Emergency Management when there is a separation of employment to ensure access is terminated. (End Option One)

**(Option Two - Slightly lower security than Option One but easier access for responders)**

In Florida, the ability to grant access to emergency planners and responders to E-Plan will be given by the Administrator of the EPCRA Program housed within the Division of Emergency Management. Agency leads for emergency matters (with the approval of their agency head) must request the ability to grant access to the E-plan system for other responders and planners in their organization from the county's emergency management director or the Local Emergency Planning Committee's chairperson. The Administrator will only approve the ability to grant access once a signed approval is received on letterhead from the director or chairperson.

The agency head must notify the EPCRA Administrator in the Division of Emergency Management when there is a separation of employment of the approver to ensure the ability to grant access is terminated. The Division will audit the list of persons with the ability to grant access to E-Plan on a periodic basis. In this audit, Division staff will ensure that the granter is still in a position that requires the ability to grant access to E-Plan. (End Option Two)

The Director of the Division of Emergency Management, via e-mail to the Administrator, may also approve the access granters and access to E-Plan. Facilities that report under the EPCRA Program have the option of keeping the actual location of the chemical on the facility grounds confidential. Any confidential locations submitted will not be available using the E-Plan system.

**Data Maintenance**

Even though the EPCRA data is only required to be submitted once a year, the Division of Emergency Management will provide UT Dallas with an updated copy of the data quarterly. Since it takes approximately one year to enter all of the chemical data that is received each report year, this will ensure data is consistently updated in E-Plan.

The Division of Emergency Management will provide a compact disk via certified mail to UT Dallas. To ensure the most current data is available, the Division of Emergency Management will verify that E-Plan is displaying the latest version of the data. If a facility would like to determine what data is being displayed by E-Plan, it may contact the Division's EPCRA staff to obtain a copy of the information.

March 20, 2008

## MEMORANDUM

**TO:** District 10 Local Emergency Planning Committee  
**FROM:** Kathryn E. Boer, Staff  
**DATE:** May 1, 2008  
**RE:** Risk Management Planning Program Audit Work Plan

---

### Background

As the implementing agency for the Clean Air Act Amendments of 1990, Section 112, and pursuant to the Florida Risk Management Planning Program (RMP) Act, the Division of Emergency Management is required to conduct audits and inspections of facilities that have been identified as “high priority” facilities regarding their potential to experience accidental releases of RMP-regulated substances that could impact public health and the environment. Each fiscal year, the Division develops an annual work plan for the State Emergency Response Committee’s (SERC) review and consideration, which identifies facilities for audits and/or inspections. The determination of these “high priority” facilities is based on the following audit selection criteria identified in the Florida Accidental Release Prevention and Risk Management Planning Act: stationary source (facility) location and proximity to population centers; chemical characteristics and inventories; accident history; process incident history; compliance or inspection by allied agency programs and the results of stationary sources’ self audits.

### Summary

This year’s Audit/Inspection Work Plan identifies a total of ten facilities that have been identified as “high priority” facilities. The Plan is attached. The Annual Audit/Inspection Work Plan for Fiscal Year 2008-2009 was approved and adopted by SERC.

The audits will be under the supervision of Parrish Barwick, Supervisor of the Risk Management Planning Program.

Attachment

No action required

**DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF EMERGENCY MANAGEMENT  
RISK MANAGEMENT PLANNING (RMP) PROGRAM  
AUDIT/INSPECTION WORK PLAN RECOMMENDATIONS**

**Table 1: List of RMP Audit/Inspection Facilities for Fiscal Year 2008 – 2009**

<b>Owner / Operator</b>	<b>Facility Name</b>	<b>Location</b>	<b>Chemical(s)</b>	<b>Primary Business Activity</b>	<b>Date of Last Audit</b>
CITY OF HOMESTEAD STATION 6	Harris Field WTP	Homestead	Chlorine	Water Supply	Initial audit
CITY OF NORTH LAUDERDALE – WTP	City of North Lauderdale	North Lauderdale	Chlorine	Water Supply	Initial audit
CITY OF ORLANDO IRON BRIDGE POLLUTION CONTROL	Iron Bridge Water Pollution Control Facility	Oveido	Sulfur Dioxide (anhydrous) Chlorine	Sewerage Systems	September 2006
CITY OF PORT ST. LUCIE SOUTHPORT WWTP	Southport WWTP	Port St. Lucie	chlorine	Water Supply	Initial audit
CUTRALE CITRUS JUICES USA LEESBURG	Cutrale Citrus Juices USA, Inc.	Leesburg	Ammonia (anhydrous)	Canned Fruits, Vegetables, Preserves, Jams	February 2002
FLORIDA KEYS AQUEDUCT / J. ROBERT DEAN WTP & PUMPING STATION	FCAA/ J. Robert Dean WTP	Florida City	Chlorine	Water Supply	February 2006
GOLD KIST – PROCESSING PLANT	Gold Kist, Inc. Live Oak Processing Plant	Live Oak	Ammonia (anhydrous)	Poultry Slaughtering & Processing	March 2001
PINELLAS COUNTY UTILITIES SOUTH CROSS WWTP	South Cross Bayou WWTP	St. Petersburg	Sulfur Dioxide – (anhydrous) Chlorine	Sewerage Systems	Initial audit
ST. JOHNS RIVER POWER PARK	St. Johns Power Park	Jacksonville	Chlorine Ammonia (anhydrous)	Electric Services	Initial audit
TROPICANA MANUFACTURING BRADENTON	Tropicana Manufacturing Company, Inc.	Bradenton	Ammonia (anhydrous)	Frozen Fruits, Fruit Juices & Vegetables	February 2002



## MEMORANDUM

**TO:** District 10 Local Emergency Planning Committee  
**FROM:** Kathryn E. Boer, Staff  
**DATE:** May 1, 2008  
**RE:** State Emergency Response Commission Creation of a Task Force / Committee

---

### Background

In response to questions raised at the last State Emergency Response Commission (SERC) meeting about the Training Task Force (TTF), legal staff has conducted research into the following issues:

- whether the SERC has authority by statute or Executive Order to establish an ongoing Training Task Force and authorize it to establish procedures/guidelines governing conduct of its own business and membership criteria;
- whether the TTF is subject to the “Sunshine Law” (§ 286.11, F.S. and Art. 1, § 24, Fla. Const.); and
- whether the Division of Emergency Management can reimburse members of the TTF for travel and per diem.

### Summary

SERC Staff recommended that an amendment to the Executive Order be sought that would specifically authorize the SERC to create the TTF, assign it duties, and clarify issues such as membership. It is also recommended that the SERC re-evaluate the need for the TTF on an annual basis and take official action to re-establish the TTF.

It was believed by the SERC that any effort to approve membership guidelines and policies was premature and would have to await a new executive order clarifying the authorities of the SERC and the SERC voted to submit a request to the Governor’s Office requesting an updated Executive Order.

The Division of Emergency Management currently reimburses TTF members for their travel and per diem to attend the quarterly scheduled TTF meetings. This will continue as long as funding remains available.

Memorandum #12-08 to the members of the SERC is attached. This memo includes the entire legal discussion on the issues bulleted above.

Attachment

No action required



STATE OF FLORIDA

# **DIVISION OF EMERGENCY MANAGEMENT**

**CHARLIE CRIST**  
Governor

**W. CRAIG FUGATE**  
Director

March 21, 2008

## MEMORANDUM - #12-08

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

**FROM:** W. Craig Fugate, Alternate Chair

**SUBJECT:** Creation of a Task Force/Committee by the SERC

**SUMMARY:** In response to questions raised at the last State Emergency Response Commission (SERC) meeting about the Training Task Force, legal staff has conducted research into the following issues:

- Whether the SERC has authority (by statute or Executive Order) to establish an ongoing Training Task Force (TTF) and authorize it to establish procedures/guidelines governing conduct of its own business and membership criteria;
- Whether the TTF is subject to the "Sunshine Law" (§ 286.11, F.S. and Art. 1, § 24, Fla. Const.);
- Whether the Division of Emergency Management can reimburse members of the TTF for travel and per diem.

The SERC is a creation of the federal Emergency Planning and Community Right-To-Know Act (EPCRA) 42 U.S.C. § 11001, et seq), and has only those powers expressly granted to it by statute and those implied powers as are "reasonably necessary and fairly appropriate" to make effective the express powers granted to, or duties imposed on it. (73 C.J.S. Public Administrative Law and Procedure § 109). Executive Order # 05-122 defines the membership and responsibilities to implement this statute.

The statutes and Executive Order, however, are silent on the issue of the SERC's authority to create task forces. EPCRA mandates that every state have a SERC; that the SERC shall appoint LEPCs and shall supervise & coordinate the LEPCs' activities; that the SERC shall establish procedures for processing public information requests, review the emergency plans created by the LEPCs, make recommendations on revisions to the emergency plans that may be necessary to ensure coordination of such plans with the emergency response plans of other emergency planning districts. However, it does not specify how the SERCs are to perform these duties.

Section 252.83, Florida Statutes, gives the SERC the additional responsibility, in conjunction with the Division of Emergency Management, of using the emergency planning capabilities of local governments to reduce duplication and paperwork to achieve the intent of the federal and state EPCRA statutes in the most cost-efficient manner possible.

Executive Order #05-122 confers powers and duties on the SERC including and in addition to those contained in EPCRA. The additional items are as follows:

- (a) Analyze the need for resources and legislative [this seems to be a typographical error in the word “legislation”] to appropriately implement the Acts [the Acts referred to are EPCRA and the Superfund Amendments and Reauthorization Act of 1986; Section 112 of the federal Clean Air Act; and the Florida Accidental Release Prevention and Risk Management Planning Act of 1998] at the state and local government levels; and**
- (b) Pursue initiatives with private industry, the Legislature, and government agencies to obtain necessary resources to implement the Acts cited above; provide direction for program implementation and integration of state and federal risk management planning requirements as directed by state law.**

The SERC’s responsibilities as specified in Executive Order #05-122, particularly those paragraphs outlined above, are broad enough to include training needs among the resources necessary to implement the statutes specified. Creation of a task force (or ad hoc committee) to assist the SERC in analyzing the need for resources is a logical extension of the responsibilities assigned to the SERC in the statutes and Executive Order. Following the same reasoning, the SERC could authorize that task force to establish procedures/guidelines governing conduct of its own business and membership criteria. Operating under the powers conferred by the existing Executive Order and statute, the SERC created that TTF which has, for 15 years, served to provide guidance and training recommendations for public and private sector responders to hazardous materials emergencies.

If the TTF were created and defined by statute, it would provide clear and unequivocal authority for the TTF’s functioning and would also ensure that the travel and per diem expenses of its members were covered. However, advisory bodies, commissions and boards created by statute are subject to § 20.052, F.S. The SERC should be mindful of the fact that § 20.052 provides that an advisory body, board, or commission can only be created (by the Legislature) when it is found to be necessary to the furtherance of a public purpose; it must be terminated by Legislature when it is no longer necessary and beneficial to the furtherance of a public purpose; the executive agency to which it is made an adjunct must advise the legislature of when it ceases to be essential; its private citizen members must be appointed by the Governor, a Cabinet Officer, or the head of the Department/Division; and the Legislature must be kept informed of its numbers, purposes, memberships, activities, and expenses. Thus, if the TTF were created by statute, it would be an adjunct of the Division of Emergency Management and would need to conform to the requirements of § 20.052, F.S. This would be the case regardless of whether the TTF were called an “advisory council” or a “committee” or a “task force,” which are all considered “advisory bodies” per the “Definitions” section of chapter 20, F.S.

Section 20.03, F.S., defines “task force” (also called a “committee”) as:

...an advisory body created without specific statutory enactment for a time not to exceed 1 year or created by specific statutory enactment for a time not to exceed 3 years and appointed to study a specific problem and recommend a solution or policy alternative with respect to that problem. Its existence terminated upon the completion of its assignment.

In years past, there was an assumption that by regularly assigning and/or approving new projects to the TTF, the SERC was making a determination that the TTF's expertise was still required and that the TTF would continue to exist for as long as it took to complete each new assignment.

The TTF is subject to the Sunshine Law whether or not they are established by statute. If they were established by statute, § 20.052 (5)(c), F.S., specifically states that advisory bodies are subject to § 286.011, F.S. unless otherwise provided by law. (Portions of meetings at which security system plans are revealed can be made confidential under § 286.0113, F.S.) Case law and Attorney General Opinions interpreting § 286.011 have established that boards, commissions, and advisory bodies (whose purpose is only to provide advice and recommendations to the board or commission that actually makes the decisions) are *also* subject to the Sunshine Law. Discussions between two or more members of a board, commission, or advisory body about issues that may come before them for a decision or action, are considered "meetings" that must be noticed and open to the public the same as any official meeting. Therefore, TTF members must refrain from discussing matters about which they may be called upon to make a recommendation to the SERC outside of meetings and conference calls for which appropriate notice has been published.

The Division of Emergency Management currently reimburses TTF members for their travel and per diem to attend the quarterly scheduled TTF meetings. This will continue as long as funding remains available.

**Recommendation:** It is recommended that an amendment to the Executive Order be sought that would specifically authorize the SERC to create the TTF, assign it duties, and clarify issues such as membership on the TTF. It is also recommended that the SERC re-evaluate the need for the TTF on a periodic basis (annually) and take official action to re-establish the TTF.

WCF:sp

## MEMORANDUM

**TO:** District 10 Local Emergency Planning Committee  
**FROM:** Kathryn E. Boer, Staff  
**DATE:** May 1, 2008  
**RE:** Hazardous Materials Incident Reports

---

### Summary

The attached tables provide information on releases for the District 10 Local Emergency Planning Committee (LEPC) Region. Table 1 indicates facilities that have had releases and are potential Section 304 investigations. Table 2 indicates hazardous materials incidents with evacuations, injuries or deaths.

The graphs provide statewide information for the period of March 1, 2007 through February 29, 2008 on all hazardous materials incident reports received by the State Warning Point. Graph I indicates petroleum versus non-petroleum incidents by LEPC district. Graph II indicates fixed facility versus transportation related reports by LEPC district.

The LEPC Committee will review the Quarterly Hazardous Materials Incident Reports via the Florida Disaster Emergency Management website. The incident reports for this region only are attached.

Additional incident reports are available in the April 4, 2008 State Emergency Response Commission Package at the following website:

<http://www.hazmat.floridadisaster.org/meet.htm>

Attachments

No action required

**Table 1 - Hazardous Material Incident Reports  
March 1, 2007 through February 29, 2008  
Potential Section 304 Investigations**

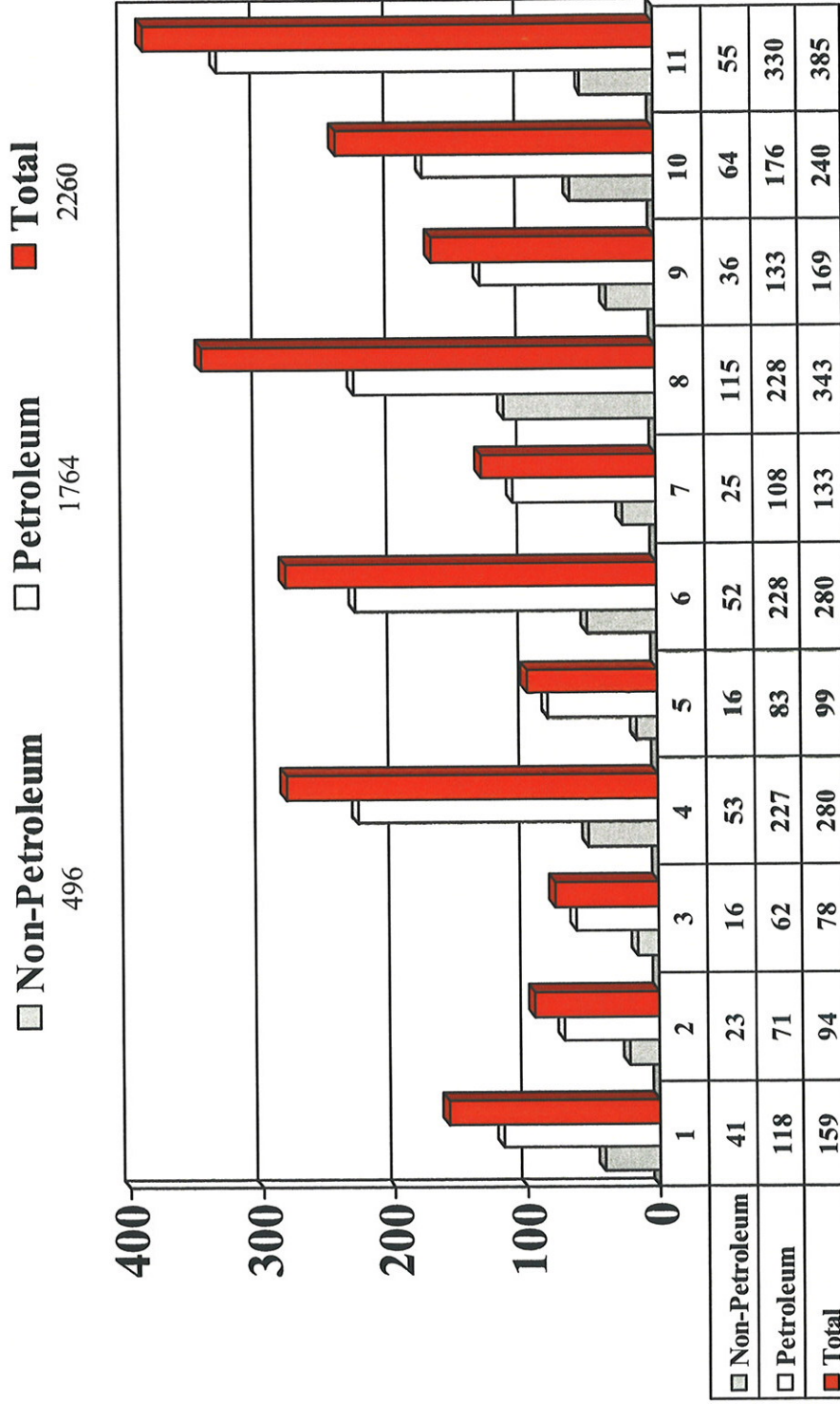
LEPC	County	Date of Release	Chemical	Amount Released (LBS)	Business Type	Status of Investigation	Reason for Closing 304 Investigation:	Sector
10	Palm Beach	3/7/2007	SODIUM HYPOCHLORITE [HYPOCHLOROUS]	202	Sewerage Systems	Closed	Below RQ	Public
10	Palm Beach	3/19/2007	MERCURY	Unknown	Research Center	Closed	Release did not go Off-site	Private
10	Palm Beach	5/9/2007	CHLORINE	Unknown	Sewerage Systems	Closed	No Notification Violation	Public
10	Martin	6/23/2007	SODIUM HYPOCHLORITE [HYPOCHLOROUS]	Unknown	Private Residence	Closed	Below RQ	Private
10	Palm Beach	7/3/2007	SODIUM HYPOCHLORITE [HYPOCHLOROUS]	34	Water Supply	Closed	Release did not go Off-site	Public
10	Palm Beach	7/4/2007	SODIUM HYPOCHLORITE/GASOLINE/OIL/MIS	22.5/100/72	County/Arson	Closed	No Notification Violation	Public
10	Palm Beach	7/19/2007	HYDROCHLORIC ACID [MURIATIC ACID]	4831	Port	Closed	Transportation	Private
10	St. Lucie	7/27/2007	HYDRAZINE [DIAMINE]	2	Electric Services	Closed	Release did not go Off-site	Private
10	Palm Beach	8/11/2007	TOLUENE	Unknown	Unknown	Closed	Below RQ	Unknown
10	Palm Beach	8/25/2007	SODIUM HYPOCHLORITE [HYPOCHLOROUS]	Unknown	Lake Worth Storage	Closed	Release did not go Off-site	Private
10	Palm Beach	9/1/2007	HYDROCHLORIC ACID [MURIATIC ACID]/SO	97/34	Traffic Accident	Closed	Transportation	Private
10	Palm Beach	9/13/2007	SODIUM HYPOCHLORITE [HYPOCHLOROUS]	79	Traffic Accident	Closed	Transportation	Private
10	Palm Beach	9/24/2007	MERCURY	Unknown	Private Residence	Closed	Release did not go Off-site	Private
10	Martin	9/28/2007	SULFUR [BRIMSTONE] [COLSUL] [HEXASUL]	766	Electric Services	Closed	Release did not go Off-site	Private
10	Indian River	10/16/2007	POLYCHLORINATED BIPHENYLS/TRICHLOR	Unknown	Construction	Closed	Release did not go Off-site	Private
10	Palm Beach	11/21/2007	SODIUM HYPOCHLORITE [HYPOCHLOROUS]	450	Pool Supply	Closed	Release did not go Off-site	Private
10	Martin	12/1/2007	ETHYLENE GLYCOL [1,2-DIHYDROXYETHAN	92	Transportation	Closed	Release did not go Off-site	Private
10	Palm Beach	1/22/2008	MERCURY	32	Research Center	Closed	Transportation	Private
10	Palm Beach	1/29/2008	MERCURY	Unknown	Private Residence	Closed	Below RQ	Private
10	Martin	2/7/2008	PAINT THINNERS/ACETONE	Unknown	Painting/Construction	Closed	Release did not go Off-site	Private
11	Dade	3/13/2007	SODIUM HYPOCHLORITE/DIESEL	11/185	Traffic Accident	Closed	Transportation	Private
11	Broward	3/14/2007	SODIUM HYDROXIDE (SOLUTION) [CAUSTIC	2549	Transportation	Closed	Transportation	Private
11	Broward	3/20/2007	MURATIC ACID	1	School	Closed	Release did not go Off-site	Public
11	Broward	3/22/2007	METHANOL	Unknown	College	Closed	Release did not go Off-site	Public
11	Monroe	5/29/2007	CREOSOTE [COAL TAR OIL]	Unknown	County	Closed	No Notification Violation	Public
11	Dade	6/14/2007	HYDROCHLORIC ACID [MURIATIC ACID]	145	Transportation	Closed	Transportation	Private
11	Dade	6/19/2007	HYDROCHLORIC ACID [MURIATIC ACID]	39	Chemicals and Chemical Preparatio	Closed	Below RQ	Private
11	Dade	7/10/2007	ACID- UNKNOWN	Unknown	Restaurant	Closed	Below RQ	Private
11	Dade	8/23/2007	SODIUM HYPOCHLORITE [HYPOCHLOROUS]	552	Amusement and Recreation Services:	Closed	No Notification Violation	Public
11	Dade	8/31/2007	CHLORINE	2106	Water Supply	Active		Public

**Table 2 - Hazardous Material Incident Reports  
 March 1, 2007 through February 29, 2008  
 Hazardous Materials Incidents with Evacuations, Injuries, or Deaths**

LEPC	County	Date of Release	Chemical	Amount Released (LBS)	Business Type	Evacuations	Number Injured	Number Killed	Sector
8	Manatee	12/27/2007	CALCIUM HYPOCHLORITE [CYPOCHLOROU	42	Traffic Accident	0	3	0	Private
8	Pasco	1/16/2008	DIESEL FUEL OIL ALL GRADES	Unknown	Traffic Accident	0	1	0	Private
8	Pinellas	2/16/2008	PROPANE	Unknown	Private Business	30	0	0	Private
9	Collier	4/4/2007	SODIUM HYPOCHLORITE [HYPOCHLOROUS	4	Retail Store	50	12	0	Private
9	Sarasota	6/10/2007	HYDRAULIC OIL	300	Traffic Accident	0	2	0	Private
9	Lee	6/20/2007	PROPANE	Unknown	Transportation	0	1	0	Private
9	Collier	6/29/2007	SODIUM HYPOCHLORITE [HYPOCHLOROUS	1125	City Pool	12	16	0	Public
9	Sarasota	9/21/2007	MERCURY	2	County Health Department	4	0	0	Public
9	Lee	10/23/2007	GASOLINE	Unknown	Aircraft Accident	0	1	0	Private
9	Hendry	11/26/2007	DIESEL FUEL OIL ALL GRADES	444	Traffic Accident	0	1	0	Private
9	Sarasota	12/22/2007	DIESEL FUEL OIL ALL GRADES	370	Traffic Accident	0	0	1	Private
9	Collier	1/15/2008	DIESEL OIL/GASOLINE	Unknown	Traffic Accident	0	0	1	Private
9	Charlotte	2/25/2008	UNKNOWN CHEMICAL/ UNKNOWN SUBSTA	Unknown	County Jail	22	0	0	Public
9	Lee	2/28/2008	DIESEL FUEL OIL ALL GRADES	Unknown	Traffic Accident	0	3	0	Private
10	Palm Beach	3/6/2007	MINERAL SPIRITS	1000	Bulk Oil Storage	20	0	0	Private
10	Palm Beach	3/27/2007	DIESEL FUEL OIL ALL GRADES	148	Traffic Accident	0	0	1	Private
10	Martin	3/30/2007	DIESEL FUEL OIL ALL GRADES	1110	Traffic Accident	0	1	0	Private
10	Martin	4/21/2007	GASOLINE	256	Aircraft Accident	0	2	0	Private
10	Palm Beach	7/1/2007	NATURAL GAS	Unknown	Private Residence	1	0	0	Private
10	Palm Beach	7/13/2007	NATURAL GAS	Unknown	Restaurant	30	2	0	Private
10	Palm Beach	8/19/2007	GASOLINE	6	Aircraft Accident	0	0	2	Private
10	Palm Beach	8/27/2007	DIESEL/HYDRAULIC OIL	8/Unknown	Construction Accident	0	0	1	Private
10	Palm Beach	9/1/2007	HYDROCHLORIC ACID [MURIATIC ACID]/SO	97/34	Traffic Accident	0	3	0	Private
10	Martin	9/24/2007	DIESEL FUEL OIL ALL GRADES	1480	Traffic Accident	0	1	0	Private
10	Palm Beach	9/28/2007	GLYPHOSATE [CP67573] [FALLOW MASTER]	Unknown	Aerial Spraying	50	0	0	Private
10	Palm Beach	10/4/2007	OIL	225	Traffic Accident	0	1	0	Private
10	St. Lucie	10/19/2007	METHANOL/TOLUENE	69	School	0	1	0	Public
10	Palm Beach	10/25/2007	DIESEL FUEL OIL ALL GRADES	740	Traffic Accident	0	1	0	Private
10	Palm Beach	10/28/2007	TEAR GAS	Unknown	Unknown	4	7	0	Public
10	Martin	11/8/2007	GASOLINE	3.2	Traffic Accident	0	3	0	Private
10	Palm Beach	11/14/2007	DIESEL FUEL OIL ALL GRADES	740	Traffic Accident	0	1	0	Private
10	Indian River	1/7/2008	OIL	Unknown	Aircraft Accident	0	1	0	Private
10	St. Lucie	2/16/2008	GASOLINE	14	Aircraft Accident	0	1	0	Private

GRAPH I

**HAZARDOUS MATERIALS INCIDENT REPORTS - PETROLEUM VERSUS NON-PETROLEUM  
BY LOCAL EMERGENCY PLANNING COMMITTEE DISTRICT**



March 1, 2007 through February 29, 2008





## MEMORANDUM

**TO:** District 10 Local Emergency Planning Committee  
**FROM:** Kathryn E. Boer, Staff  
**DATE:** May 1, 2008  
**RE:** State Fire Marshal's Office Update – Operational Readiness Evaluations

---

The State Fire Marshall indicated that his office is responsible for deployment of the state hazmat teams and for the pass-through funding provided to the state by the Department of Homeland Security.

This office also has the responsibility for site visits and wishes to create an Operational Readiness Evaluation to address the deployment of the teams for team site visits.

No action required

## MEMORANDUM

**TO:** District 10 Local Emergency Planning Committee  
**FROM:** Kathryn E. Boer, Staff  
**DATE:** May 1, 2008  
**RE:** Local Emergency Planning Committee Chairs Meeting Update

---

### Background

The eleven Local Emergency Planning Committee (LEPC) District Chairs of Florida meet one day prior to the State Emergency Response Commission (SERC) meetings on a quarterly basis. The previous LEPC Chairs meeting was held on April 3, 2008 in Tallahassee. The next meeting will be July 10, 2008 in Tallahassee.

### Discussion

- The Hazardous Materials Information System containing the latest 302 facility data and entries was distributed in electronic format to each LEPC district.
- District 10 LEPC staff was asked to approach the members for any changes to the membership and contact information for the upcoming biennial appointments/recertification of the current membership.
- The SERC How-to-Comply Handbooks have been delivered and a copy is available upon request to LEPC members.
- The 2008 Florida Department of Transportation's Emergency Response Guidebooks have been delivered and should reach counties in the coming weeks. A copy will be reserved for LEPC members.
- There were no LEPC Chairs meeting issues taken to the SERC for discussion or approval. Chairman Danz suggested the LEPC Chairs support the items to be taken to the SERC by the Training Task Force.

No action required

## MEMORANDUM

**TO:** District 10 Local Emergency Planning Committee  
**FROM:** Kathryn E. Boer, Staff  
**DATE:** May 1, 2008  
**RE:** Training Task Force Update by Lieutenant Dan Wouters

---

### Background

The Training Task Force (TTF) was created in January 1993 by the State Emergency Response Committee (SERC) to address the requirements for the Hazardous Materials Transportation Act Grant Program. Since its inception, the TTF's responsibilities have been expanded to include the development of responder training guidelines and coordination with various responder groups to ensure required hazardous materials training is available.

### Summary

The TTF met April 3, 2008 in Tallahassee. The next scheduled meeting is July 10, 2008 in Tallahassee. The following were points of discussion at the meeting:

- The TTF advertised and held a conference call on March 20 for the purpose of maintaining focus towards ongoing projects. Specifically, the projects for defining a "HazMat Medic" and efforts for standardized credentialing of liquid petroleum gas and natural gas industry personnel were discussed.
- The TTF continues its work on the projects listed in the Strategic Initiatives.
- The TTF draft of the National Incident Management System public sector outreach document.
- The TTF moved to approach the SERC recommendation regarding bylaws and/or operating guidelines which membership and election/term of office for a chairman and vice chair, as appropriate. The Sunshine Law was discussed at length due to members being on the TTF, the SERC, and other committees. It was recommended that all membership categories and the designees be removed except the LEPC representatives. This motion was approved.

No action required

## MEMORANDUM

**TO:** District 10 Local Emergency Planning Committee  
**FROM:** Kathryn E. Boer, Staff  
**DATE:** May 1, 2008  
**RE:** Planning Subcommittee

---

### Background

The 2007/2008 technical assistance contract for the District 10 Local Emergency Planning Committee requires that the Regional Hazardous Materials Response Plan be updated annually.

### Summary

The 2007/2008 Regional Hazardous Materials Response Plan was distributed to the Planning Sub-committee for review and revision. Once the final revisions are reviewed by the Planning Committee, staff will submit the plan to the Florida Division of Emergency Management (FDEM). When the FDEM determines the plan meets the compliance criteria, a recommendation for approval will be provided to the State Emergency Response Commission.

No action required

## MEMORANDUM

**TO:** District 10 Local Emergency Planning Committee

**FROM:** Kathryn E. Boer, Staff

**DATE:** May 1, 2008

**RE:** Public Information / Marketing Subcommittee

---

Staff is using the workshop outreach presentations approved by the Local Emergency Planning Committee (LEPC) to administer requested workshops/seminars defining the roles of the Emergency Planning and Community Right-To-Know Act, the LEPC roles, and responsibilities and a training segment on TIER II annual reporting for Section 302 Chemical Facilities.

No action required

## MEMORANDUM

**TO:** District 10 Local Emergency Planning Committee  
**FROM:** Kathryn E. Boer, Staff  
**DATE:** May 1, 2008  
**RE:** Local Emergency Planning Committee Activities

---

Attached is a list of the Local Emergency Planning Committee activities since the previous meeting of February 7, 2008. Also included, is a list of other emergency management / preparedness activities staff is participating in through the Treasure Coast Regional Planning Council.

Attachments

No action required

**Local Emergency Planning Committee Activities**  
**February 7, 2008 – April 30, 2008**

- February 7, 2008 District 10 Local Emergency Planning Committee Quarterly meeting held at the Indian River Community College, Chastain Campus in Stuart.
- April 3, 2008 Staff attended the Florida Training Task Force and the Local Emergency Planning Committee Chairs and Staff meetings held in Tallahassee.
- April 4, 2008 Staff attended the State Emergency Response Commission meeting held in Tallahassee.



**Emergency Management / Preparedness Activities  
(Non-LEPC)  
February 7, 2008 – April 30, 2008**

- February 12, 2008      Staff attended the Homeland Security Exercise Evaluation in Alachua County.
- February 20, 2008      Staff attended the HAZMAT IQ training in Ft. Pierce. The Hazardous Materials Emergency Planning grant is sponsored by District 10 Local Emergency Planning Committee.
- February 21, 2008      Staff facilitated the Region 5 Domestic Security Task Force 2008 Exercise Drill discussion meeting at the Florida Department of Law Enforcement in Orlando.
- February 28, 2008      Staff attended a statewide Regional Evacuation Study work group meeting at the East Central Regional Planning Council in Orlando.
- March 6, 2008            Staff attended the Statewide Training and Exercise Plan Update meeting at the Florida Department of Law Enforcement offices in Jacksonville.
- March 11-12, 2008      Staff, in partnership with East Central Regional Planning Council, instructed the Homeland Security Exercise Evaluation Program training at the Brevard County Emergency Operations Center in Rockledge.
- March 31, 2008         Staff attended a statewide Regional Evacuation Study work group meeting at the East Central Regional Planning Council offices in Orlando.
- April 11, 2008          Staff attended the Region 5 Area Emergency Management meeting at the Indian River County Emergency Operations Center in Vero Beach.
- April 17, 2008         Staff facilitated the Region 5 Domestic Security Task Force 2008 Exercise Drill Initial Planning Conference at the Florida Department of Law Enforcement offices in Orlando.

## MEMORANDUM

**TO:** District 10 Local Emergency Planning Committee  
**FROM:** Kathryn E. Boer, Staff  
**DATE:** May 1, 2008  
**RE:** Contract Activities Update

---

### **Hazardous Materials Emergency Preparedness (HMEP)**

The 2007/2008 Hazardous Materials Emergency Preparedness grant is underway. Pursuant to the contract with Florida Division of Emergency Management (FDEM), the Second Quarter Report has been submitted.

#### *Training*

The District 10 LEPC sponsored the following classes in the second quarter: one (1) Hazmat IQ class held in Palm Beach County January 23, 2008; two (2) Hazmat IQ classes February 21-22, 2008 in Stuart; and one (1) 8-hour Hazwoper class held in St. Lucie County on February 27, 2008; and (1) 8-hour Hazwoper class held March 26, 2008 in Martin County.

#### *Planning*

The District 10 LEPC selected Planning Project Option 7 Shelter-in-Place Education Enhancement, (from the list of approved activities) will carried out under the planning grant for the 2007/2008 cycle. Tasks include workshops and seminars, creation of a website and the construction of a scaled portable community model.

### **Hazardous Materials Analyses**

The Treasure Coast Regional Planning Council has contracted directly with the FDEM to produce the 2007/2008 Hazardous Materials Analyses on behalf of St. Lucie and Martin Counties. Facility site visits are complete and the draft analyses have been submitted to FDEM and are awaiting approval. Once approved, staff will distribute to Martin and St. Lucie County emergency management and hazardous materials teams. Individual Section 302 Facilities will be notified as to the availability of their site specific analysis.

No action required

## MEMORANDUM

**TO:** District 10 Local Emergency Planning Committee  
**FROM:** Kathryn E. Boer, Staff  
**DATE:** May 1, 2008  
**RE:** Membership – New Appointments

---

District 10 Local Emergency Planning Committee (LEPC) welcomes aboard one new Primary member this quarter:

**Primary Member**

Mr. Mike Geier  
Palm Beach County Emergency Management  
Occupational Category: Emergency Management

The LEPC looks forward to the valuable insight he brings to the District 10 region in emergency planning and preparedness.

Mr. Michael Rallis, formerly with Turbocombuster, Inc., has taken another position in Pennsylvania. We thank him for his dedicated service on the District 10 LEPC and the Planning Sub-committee.

No action required

## MEMORANDUM

**TO:** District 10 Local Emergency Planning Committee  
**FROM:** Kathryn E. Boer, Staff  
**DATE:** May 1, 2008  
**RE:** Next Meeting

---

The next scheduled meeting of the District 10 Local Emergency Planning Committee (LEPC) is Thursday, August 7, 2008.

The LEPC Quarterly meeting dates for 2008 and 2009 are provided below for your convenience.

November 6, 2008  
February 5, 2009  
May 7, 2009  
August 6, 2009  
November 5, 2009

No action required