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**MINUTES OF THE TREASURE COAST LOCAL EMERGENCY  
PLANNING COMMITTEE (LEPC)  
August 4, 2016**

Chair Joseph Nelson welcomed all in attendance led the pledge of allegiance and asked for roll call.

**Committee Members**

Nelson, Joseph, Chair  
David Brennan  
Geier, Mike  
Holman, John  
Jones, Derrell

Lasaga, Frank, Vice Chair  
LoPresti, Etta  
Meding, Paul  
Murphy, Michelle, Alternate  
Norris, Peter, Alternate Vice Chair  
Oatley, Aaron  
Ortado, Derek  
Pecci, Bill  
Perkins, Richard  
Rawicz, Dave  
Seldes, Paul  
Thompson, Greg  
Valle, Carlos  
Wolfberg, Steve  
Zabel, Dennis

**Absent**

Brown, Kenton  
  
Daly, Tom  
Dunn, Cheryl  
Gojkovich, John  
Laryea, Nicholas  
Mayer, Timothy  
McCartt, Jack  
  
Phillips, Tom  
Rivera, Joan

**Occupational Category**

Firefighting (Palm Beach County Fire Rescue)  
Facility Operator (Sysco Southeast Florida, LLC)  
Emergency Management (Palm Beach County)  
Law Enforcement (City of Port St. Lucie PD)  
Law Enforcement (Florida Fish and Wildlife  
Conservation Commission)  
Emergency Management (City of Stuart Fire Rescue)  
Emergency Management (Indian River County)  
Facility Operator (Cliff Berry, Inc.)  
Firefighting (Boca Raton Fire Rescue)  
Facility Owner and Operator (Scripps Research Institute)  
Firefighting (Boca Raton Fire Rescue)  
Law Enforcement (City of Stuart Police Department)  
Emergency Management Agency (Martin County)  
Facility Operator (City of Port St. Lucie Utility Systems)  
Facility Operator (Cheney Brothers, Inc.)  
Interested Citizen (ntb Group, LLC)  
Local Option - Safety (Sysco Southeast Florida, LLC)  
Firefighting (Pratt & Whitney)  
Hospital (Martin Memorial Health Systems)  
Local Environmental (Florida Atlantic University)

**Occupational Category**

Local Environmental (Florida Department  
of Environmental Protection)  
Emergency Management (St. Lucie County)  
Health (Indian River County Health Department)  
Local Option – Education (Indian River State College)  
Facility Operator (Indiantown Cogeneration L.P.)  
Health (Palm Beach County Health Department)  
Interested Citizen (Advanced Technical and  
Educational Consultants, Inc.)  
Interested Citizen  
Health (St. Lucie County Health Department)

Sanders, Nick

Hospital (Select Specialty Hospital Palm Beach)

**Excused**

McKinlay, Melissa, Commissioner  
Lux, Harry

**Occupational Category**

Elected Official (Palm Beach County)  
Interested Citizen (Hazardous Materials & Safety  
Solutions, Inc.)  
Emergency Management (Tropicana Products, Inc.)  
Local Environmental (Zenith Environmental)  
Firefighting (Martin County Fire Rescue)

Peterson, Vince  
Stewart, Barry  
Wouters, Dan

**Staff**

Kathryn Boer  
Kim Koho

Coordinator, TC LEPC, TCRPC  
Staff, TC LEPC, TCRPC

**Visitors**

Kelly Burke  
Brian Carney  
Sean Harrison  
Brooke Martin  
James Rodriguez  
William Rowley

Palm Beach County, District Six  
Emergency Response Dive International  
Emergency Response Dive International  
CXS Corporation  
AT&T Inc.  
Palm Beach County Fire Rescue

***APPROVAL OF AGENDA OF AUGUST 4, 2016 MEETING***

Mr. Greg Thompson moved approval of the August 4, 2016, agenda. Mr. John Holman seconded the motion, which carried unanimously. **Motion**

***APPROVAL OF MEETING MINUTES – FEBRUARY 18, 2016***

Mr. Bill Pecci moved approval of the May 18, 2016, minutes. Mr. Dave Rawicz seconded the motion, which carried unanimously. **Motion**

**NEW BUSINESS**

**State Emergency Response Commission (SERC) Meeting**

Chairman Joseph Nelson stated the quarterly SERC meeting was held in St. Augustine on July 15, 2016. The Florida Field Operations Guide (FFOG) has been completed and is currently being reviewed by the SERC members. It will be brought forward for review at the next SERC meeting.

Mr. Mike Geier referred to page 12 of the TC LEPC agenda, stating for the record, that the SERC has no jurisdiction over Radiological Emergency Preparedness (REP), which has been included in the State activities report. He will discuss it with Mr. Wotherspoon of Florida Division of Emergency Management (FDEM). Chairman Joseph Nelson agreed that REP activities are not discussed at the SERC meetings. Ms. Boer stated that the difference is important since the LEPC's receive U.S. Department of Transportation (DOT) funds for the Hazardous Materials Emergency Preparedness and the money cannot be spent on anything REP related.

Ms. Boer noted that the State reports their data from 11 districts by county; however, Florida has only 10 LEPC districts since Withlacoochee was absorbed by the other districts.

Ms. Boer reviewed the updated TC LEPC Fact Sheet that was provided to the members as a handout, which included a new map of the Florida LEPC districts.

### **Hazardous Materials Incidents Reports**

Ms. Boer said detailed information is available upon request from the State Watch Office and the entire report for all ten regions is in the SERC agenda package, which is located on the FDEM website.

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

Chairman Nelson said the Committee reviewed the Hazards Analyses Working Group update. He stated that in the past, Hazards Analyses information was collected and inputted into the Computer-Aided Management of Emergency Operations (CAMEO) program, which was then exported to a disc and then sent to the State. The State currently wants to allow for the direct loading of CAMEO data into a State portal. The problem with the portal is that it only has a 100-megabyte limit file size. This limit will not accommodate data entries from larger jurisdictions. The State is hoping to find a resolution.

Chairman Nelson reported that changes are being made to E-Plan and to Emergency Planning and Community Right-to-Know Act (EPCRA) requirements. Three State fields were added to E-Plan Tier II reporting. If a facility has their own Hazardous Materials response team or responders they can include a site plan or a pre-plan, which has been coordinated with local responders. These are optional fields that have not been currently mandated. Ms. Boer stressed to the committee that if site plans are supplied as a part of the Tier II reporting, they stay with the LEPC repository, and not released to any other entity for security reasons.

Chairman Nelson said the State has recognized there is an issue with information not being captured into E-Plan from CAMEO through the Hazards Analysis and they are working on the issue. Ms. Boer explained that transferring the information from E-Plan into CAMEO is important to first responders since the CAMEO data may provide more accurate information than E-Plan data from local onsite visits. For example, sometimes data in E-Plan is being reported in gallons instead of the required pounds.

Chairman Nelson stated that the State has corrected the problem with SERC code numbers. He explained that each facility has a SERC code number; however, some facilities were assigned more than one number due to facility changes.

Mr. Geier said that Mr. Matt Marshall, LEPC Training Chair, Southwest Florida LEPC, has reviewed Tier II and CAMEO updates with him. Mr. Geier stated that when using CAMEO, the State field will include SERC numbers. The SERC numbers will also be on E-Plan and there will be a search function included for SERC numbers. Mr. Geier recommended to Mr. Marshall that E-Plan should include search tips and parameter. An example of search tip, for example, is an explanation outlining the differences between a facility identity number and a facility record number, which has in the past, has caused confusion.

Ms. Boer asked Mr. Geier if he wanted any REP or Hazardous Materials response concerns taken to the next SERC meeting. He said that REP was meeting next week in Clearwater, Florida and that they would draft a declaration to be sent to the SERC.

Chairman Nelson announced that The National Association of SARA Title Program Officials conference will be held in Houston, Texas, October 17 through 19, 2016 following the Hotzone conference, which will be held October 19 through 23, 2016.

Mr. Geier announced that the next E-Plan conference will take place in Alabama during November 2016.

Chairman Nelson recapped the history of the funded Hazardous Materials Response Team Assessments. The teams are assessed annually or biannually to meet requirements for a Type 1 or Type 2 Hazardous Materials Response Team. Type 1 Hazardous Materials response teams are mostly funded through the U.S. Department of Homeland Security grant programs. If all of the Florida teams are assessed annually the team's assessment can be noted in the State Emergency Response Plan.

Chairman Nelson explained that currently there is no money to pay for Assessments. It was proposed by the Committee to do unfunded peer assessments through the LEPCs, which would allow for assessment of all of the teams over a four-year period. The team being reviewed would be provided with a self-assessment checklist. The peer group assessing the Hazardous Materials Response Team would review the self-assessment checklist making sure the team was meeting its requirements. The information would then be forwarded to the State who would then inform the SERC. Peer reviews have been successfully used in the past. The reviews might also document the comparison of lack of funding with capabilities. Chairman Nelson asked the Committee for volunteers.

Chief William Rowley said that Palm Beach County has an ordinance requiring a technical review team to assess the four Palm Beach County Hazardous Materials response teams. If the LEPC were to continue with this type of assessment, then the Palm Beach County ordinance should be modified to allow for the peer assessments to avoid overlapping assessments, therefore, creating a redundancy. Chairman Nelson suggested that the LEPC could accept the review team's assessments.

Mr. Norris volunteered for the peer assessments. Ms. Boer said that she would reach out to her contact list and ask for additional volunteers. Under discussion, the Committee determined the Assessments should be spread out by quarters, which could then be reported back to the LEPC's quarterly meetings. Chairman Nelson noted that the SERC provided a self-assessment template. Ms. Boer said that she would reach out to Scott Chappell, Florida State Fire College, regarding the Assessments. The Assessments will also provide a written document needs-list of equipment, training, and required maintenance costs. Ms. Etta LoPresti said that if it is written down then it justifies it to those persons in charge of financing.

Chairman Nelson said that a gentleman from OSHA who is responsible for process safety management approached the committee. OSHA has its own list of highly hazardous chemicals and is under a mandate to inspect facilities and it is their intention to combine their inspections with other agencies so that it is not a burden on the facilities.

Chairman Nelson stated that the SERC was advised that Marathon Petroleum is sponsoring an exercise at the Port of Jacksonville, Jacksonville, Florida.

Ms. Boer said that the SERC asked that the LEPCs take on more duties for the Needs Assessments. She will be sending out an email asking for ways to assist.

### **TRAINING TASK FORCE UPDATE – CHAIRMAN NELSON**

The Training Task Force (TTF) met on July 14, 2016, in St. Augustine, Florida. Chairman Nelson stated that two items went out from the TTF to the SERC for action. The first item was the update of the FOG, which is complete. The SERC needed additional time to review it in length prior to its approval, which should be at the October SERC meeting.

Chairman Nelson said there was concern regarding the future and current use of liquefied natural gas. FEC rail will be using it as fuel, cruise ships are looking at it as a potential fuel, and it is currently being exported to run power plants. The TTF reached out to the American Petroleum Institute SERC member asking for any training videos or materials related to liquefied natural gas. They have agreed to work with the SERC to produce training materials for local responders. Currently, there are awareness level training classes available, but responders need operational level training. Texas A&M University has an operation level class and may be a possible resource.

Chairman Nelson said that there is a strong interest in offshore hazardous materials response and Mr. Paul Meding offered to assist Chairman Nelson with resources. Chief Michelle Murphy suggested that Chairman Nelson become familiar with the insurance needs involved in the offshore response.

Chairman Nelson stated that the State would like to see each region with a cache of equipment that can be used by Hazardous Materials Response Teams such as chlorine leak kits. A list of recommended equipment and specifications for the trailer has been completed by the State. Ms. Boer stated that each region's list can be specialized for its particular needs. Ms. Boer suggested including a laptop for the purpose of providing CAMEO training.

Chairman Nelson noted that LEPCs are able to purchase a trailer to house the training props and equipment for any and all training in the region. However, there has to be a department willing to sponsor keeping the inventory log of the trailer, storing, registering, and maintaining the trailer. Chairman Nelson said that to date, there have been no volunteers. Chief Rowley stated that Palm Beach County Fire Rescue might be interested in housing the trailer, but it would have to be discussed with department administrators.

Chairman Nelson said that this is the first time that funding has been allowed for brick and mortar type of expenses.

Chairman Nelson said that the TTF provided an update of Operation Integration, which was to be a two location state-wide training of water-related responses. The training will be at Camp Blanding, but due to a lack of funding, the second training site, which was supposed to be in Palm Beach County has been canceled.

## **REPORTS/UPDATES**

### **Regional Hazardous Materials Response Plan**

Ms. Boer said the Regional Hazardous Materials Response Plan is updated on an annual basis. The updates apply to rules and safety information from the U.S. DOT for the SERC. She explained the plan contains data from each region concerning operational guidelines, resources, and tools that each county uses in their response to or planned response to hazardous materials. The plan is not to be used as a regional operational plan that mandates responses.

Ms. Boer said that she usually sends the response plan to the Planning Committee to review. She suggested sending the plan to the TC LEPC members allowing for a review of their perspective counties.

### **Public Information Exchange**

Ms. Boer stated the Florida Training Task Force, HazMat Symposium committee has announced a call for Presentation Proposals for the 5th Annual HazMat Symposium at Fire-Rescue EAST in Daytona Beach and is scheduled for January 18 through 21, 2016. If anyone is interested in being an instructor or shadowing an instructor, applications may be made online. She will email the web link to the members. Ms. Boer added that the caliber of training at this symposium is excellent. Chairman Nelson said that with the growth of the symposium, they are able to bring in nationally recognized speakers. Chairman Nelson said that anyone interested in attending can register and pay online. Ms. Boer said registration and hotel rooms from Tuesday night through Thursday night will be paid for by the LEPC. They would like to pre-book the hotel rooms and asked that all interested attendees contact her as early as possible. Chairman Nelson encouraged more team participation for the Treasure Coast region. Ms. Boer reminded the members that the teams are comprised of three members and one alternate.

Ms. Boer said that a 2016 How-To-Comply E-Plan Online Tier II Submission workshop was requested by Martin County and is waiting on confirmation of a date.

Ms. Boer said the 2017 Regional Full Scale Exercise planning had one meeting to date with the executive directors of each county. The committee has decided that the focus of the exercise will be on the response, coordination, and collaboration both vertically and horizontally. The exercise will be multi-jurisdictional and Emergency Operation Centers will be activated. She said that volunteers are needed as evaluators, observers, and stakeholders.

Ms. Boer announced that Mr. Bruce Pisani who was the previous LEPC Coordinator at the Treasure Coast Regional Planning Council passed away on July 22, 2016. She will send his obituary out to the members.

No additional public information was exchanged.

## **Local Emergency Planning Committee Activities**

Ms. Boer said that she had been working on the 2015/1016 St. Lucie Local Mitigation Strategy, which was completed and approved by FDEM.

Ms. Boer said the agenda provides a list of the LEPC activities completed since the previous meeting of May 18, 2016, along with a list of emergency management and preparedness activities, and of non-LEPC activities. She asked that Committee members contact her if they have any information to include or have any emergency planning information to share.

## **Local Emergency Planning Contract Activities Update**

Ms. Boer said that she will be starting the Regional Hazardous Materials Response Plan update. The final update is due in June 2017. The TC LEPC sponsored a portion of expenses for a Hazmat Technician Level 160 hour class in Martin County. A new hybrid Hazmat Technician Level 160 hour class will be offered in the future, which will consist of two parts, one online and the other a hands-on and classroom work.

Chairman Nelson stated that the Hazmat Technician Level 160 hour hybrid class has been successfully taught by the Florida State Fire College and Clay College. Palm Beach County will soon be offering one as well. The hands-on part of the training that requires task book items is taught by an instructor in a classroom. The cost savings is substantial and also provides more opportunities to those who might have trouble finding the time needed to take the course. Chief Rowley commented on the cost savings and other positive aspects of the hybrid class.

Ms. Boer stated the Hazardous Materials Emergency Preparedness Planning Project for this year is Community Outreach for Hazardous Materials. TC LEPC staff is preparing brochures, workshops, and other tasks outlined by the HMEP contract's scope of work. She said that one of the largest lessons learned at the 2015 LEPC exercise held in Vero Beach, Florida, was that no matter how well you plan, you cannot move mass amounts of people out of nursing homes and assisted living facilities in fewer than twenty minutes. She then briefly described the scenario's end result, which was the release of massive amounts of chlorine into the air that formed a cone headed right for a hospital, several nursing homes, and assisted living facilities. Mr. Frank Lasaga said it was important to note that shelter in place can be a viable and preferable solution in several scenarios.

## **MEMBERSHIP**

Chairman Nelson welcomed the following primary members who were appointed to the TC LEPC on July 14, 2016, at the SERC meeting: Chief Aaron Oatley, Boca Raton Fire Rescue; Commissioner Melissa McKinlay, Palm Beach County Board of County Commissioners; and Steve Wolfberg, Martin Health Systems.

He then welcomed the following alternate members who were appointed to the committee on July 14, 2016: Chief Michelle Murphy (Aaron Oatley), Boca Raton Fire Service.

Mr. Wolfberg requested that an alternate membership nomination form is sent to Tony Echazabal at Martin Health Systems. Ms. Burke requested to have an alternate membership nomination form be sent to her as well.

#### **COMMENTS FROM THE CHAIR AND STAFF**

Ms. Boer said the handouts provided are the new SERC Policies for LEPCs, and the TC LEPC Fact Sheet. The policies have been revised with regards to membership. It states that if the primary resigns and is not immediately replaced, the alternate becomes the primary member. The exception is an elected state or local official. If they resign, and their aide is the alternate, the aide is automatically removed with the primary.

Ms. Boer reviewed The Fact Sheet provided, which explains EPCRA, what you need to know about the LEPCs, and how the LEPCs operate. TC LEPC staff is working on updating the TC LEPC Bylaws, and will send the completed books to the members. Alternate members will be sent the book upon request, and to save costs, staff asks that if a member resigns, the books be passed onto the next primary and/or alternate member from the member's agency.

The State may not provide copies of the How-to-Comply Manual. The document is available online; however, TC LEPC staff has printed a few and will provide them to any facility owner/operators upon request.

#### **COMMENTS FROM COMMITTEE MEMBERS**

Mr. Geier stated that on July 14, 2016, Palm Beach County Emergency Operations hosted a FEMA virtual table top exercise in railroad chlorine. There was good intra-county participation. Ms. Boer asked Mr. Geier to send her an after action report for the exercise.

Mr. Geier asked when the TC LEPC would be receiving the Emergency Response Guide Books. Ms. Boer stated that they will be shipped by next week to the Palm Beach County Resource Center and that Mr. Geier will be contacted once they are received to coordinate distribution. The book will be in short supply this year, but is offered online. She reminded the committee that the 2012 books are still useful; however, the 2016 version contains additional information.

Mr. Norris said his facility will need the DOT shipping refresher course. Ms. Boer said that historically the LEPC has not offered it and asked if he could use the Hazwopper refresher class. Mr. Meding clarified that Mr. Norris was referring to the HM 181 class. Ms. Boer said that staff will work on offering that course.

Chief Michelle Murphy asked if the Hazmat Safety Officer class has been approved for Continuing Education Unit credits (CEU) from the State of Florida. Ms. Boer said that Mr. Doug Wolf has been cleared to teach that class through the Florida State Fire College and she would find out from Mr. Wolf.

Ms. Boer said there are two Hazmat Safety Officer classes being offered in August 2016. One class is being taught at Martin County Fire Rescue on August 8 through 9, 2016. The second class is being taught at West Palm Beach Fire Rescue on August 10 through 11, 2016.

## **PUBLIC COMMENT**

Ms. Brooke Martin, CXS Corporation, introduced herself and asked that her contact information be made available to the committee members.

Mr. Paul Seldes introduced Mr. Sean Harrison and Mr. Brian Carney from Emergency Response Dive International. The gentlemen introduced themselves and explained that their company is located in Stuart, Florida, which is an international company that provides public safety (awareness, operation, and technician level) training for divers. Mr. Lasaga asked if they could provide a presentation or a case study of diving in a hazardous materials environment at a future meeting, and they agreed saying their company should be considered a local resource.

## **NEXT MEETING**

The next meeting of the Treasure Coast LEPC is scheduled on November 3, 2016.

Ms. Kelly Burke, Legislative Aide to Commissioner McKinlay, stated that Commissioner McKinlay has asked to host the next TC LEPC meeting, November 3, 2016. The Commissioner's office is coordinating with Mr. Norris to possibly host the meeting at The Scripps Research Institute.

## **ADJOURNMENT**

Mr. Seldes moved for adjournment of the meeting. The motion was seconded, which carried **Motion** unanimously.

The meeting adjourned at 11:48 a.m.