

## **Northeast Florida Regional Council**

6850 Belfort Oaks Place  
Jacksonville, Florida 32216  
February 13, 2013 - 10:00a.m.

- I.** Call to Order
- II.** Introductions, Pledge of Allegiance, and Roll Call
- III.** Welcome New Membership
- IV.** Approval of November 14, 2012 meeting minutes \*
- V.** Old Business
  - A. Hazardous Materials Emergency Preparedness Grant
    - i. Planning – Commodity Flow Study
    - ii. Training – 1<sup>st</sup> Annual HazMat Symposium
  - B. Hazards Analysis Update
    - i. FY 2012/2013 Site Visits
    - ii. Future of Program
- VI.** New Business
  - A. Training Task Force Update
  - B. LEPC Chair/Staff Meeting
  - C. SERC Meeting
  - D. E-Plan for Tier II Reporting
  - E. LEPC Biennial Exercise – Committee Development
- VII.** Reports
  - A. Treasury Report
  - B. Training Committee
  - C. Hazardous Materials Release Report
- VIII.** Other
  - A. Yatabe Awards and Certificates of Appreciation
  - B. Presentation by the National Weather Service – Jacksonville Office
  - C. Next Meeting\*
- IX.** Public Comments
- X.** Adjournment\*

\*Denotes Action Required

# TAB III



December 19, 2012

Timothy Date  
Bureau of Preparedness  
Florida Division of Emergency Management  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100

Mr. Date:

The District 4 LEPC is requesting expansion of two occupational categories to accommodate LEPC nominations this quarter. Please consider our request to expand the Local Environmental category to five (5) members and Community Groups category to one (1) member. These additions would bring our LEPC membership to twenty-nine (29) members.

As Chairperson of LEPC District IV, please consider my approval for the following nominations. I have reviewed the nominations and they meet the requirements for membership to the District IV LEPC.

#### Primary Member Nominations

- 1) John Russell, Local Environmental
- 2) James Murphy, Community Group

#### Rescind Alternate Member

- 1) James Murphy, Hospital – alternate to Mr. Andy Sikes

James Murphy is currently the alternate for Mr. Andy Sikes. He is requesting to have this name rescinded from this position because he is retiring. Although Mr. Murphy is retiring, he would like to continue his membership on the LEPC but in a different capacity. He would like to be a primary member on the LEPC representing the Duval County Medical Reserve Corps.

Thank you for your assistance in the membership nomination process. Please do not hesitate to contact me or LEPC staff regarding this or future membership nominations.

Sincerely,

Deputy Chief Richard Knoff  
District IV LEPC Chairperson

Local Emergency Planning Committees Occupational Categories

\* Indicates request for expansion

Top Row = Current Total

Bottom Row = Total Previously Approved

DISTRICT	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	TOTAL
Elected State and Local Officials	1	1	1	0	1	1	0	0	1	0	0	6
	0	1	1	0	1	1	0	0	1	0	0	5
Emergency Management	8	8	8	3	5	11 *	5	4	8	5	5	70
	9	8	8	3	5	10	5	4	8	5	5	70
Firefighting	3	2	3	7	9	8 *	4	4	9	7 *	3	59
	3	2	3	7	9	7	4	4	9	6	3	57
First Aid	0	2	1	0	1	1	0	2	5	0	0	12
	0	2	1	0	1	1	0	2	5	0	0	12
Health	1	4	1	2	3	1	3	2	1	4	2	24
	1	4	1	2	3	1	2	2	1	4	2	23
Law Enforcement	3	1	1	2	2	2	2	2	3	4 *	3	25
	3	1	1	2	2	2	2	2	3	3	3	24
Local Environmental	3	3	3	5 *	3	4	3	3	5	3	5	40
	4	3	3	4	3	4	3	3	5	3	5	40
Hospital	1	1	1	1	3	2	1	2	3	1	0	16
	1	1	1	1	3	2	1	1	3	0	0	14
Transportation	0	1	2	2	1	1	2	3	0	1	1	14
	0	1	2	2	1	1	2	4	0	1	1	15
Broadcast and Print Media	0	0	1	0	0	1	0	1	0	0	0	3
	0	0	1	0	0	1	0	1	0	0	0	3
Community Groups	0	1	1	1	0	1	0	2	0	0	0	6
	0	1	1	0	0	1	0	2	0	0	0	5
Facility Owners and Operators	4	3	4	3	4	8	6	3	5 *	5	6	51
	5	3	4	3	4	8	6	3	4	5	6	51
Non-Elected Local Official	0	0	2	1	2	1	0	1	1	1	1	10
	0	0	2	1	2	1	0	2	1	1	1	11
Interested Citizen	2	1	1	2	4	1	2	3	3	4	3	26
	3	1	1	2	4	1	2	3	4	4	3	28
Water Management District	0	0	1	0	0	0	0	1	0	0	0	2
	0	0	1	0	0	0	0	1	0	0	0	2
Local Option	0	0	1	0	1	0	2	2	1	1	0	8
	0	0	1	0	1	0	2	1	1	1	0	7
TOTAL MEMBERS	26	28	32	29	39	43 *	30	35	45	36 *	29	372
	29	28	32	27	39	41	29	35	45	33	29	367

Effective January 25, 2013

## District 4 LEPC - Membership

<b>Primary Name</b>	<b>Occupational Category</b>	<b>Alternate Name</b>
Chief Michael Bazanos	Firefighting	
Henry Bonar	Facility Owner	Amy Pilgrim
Morrison Braren	Non-Elected Local Official	
Terry Carr	Local Environmental	Jean Richards
Sandi Courson	Health	
Paul Christ	Transportation	Michelle Sanders
Bill Decker	Local Environmental	
Sheriff Joey B. Dobson	Law Enforcement	Adam Faircloth
Brad Elias	Health	
Lenny Ensalaco	Firefighting	Rolf Preuss
George Faucher, Jr.	Firefighting	
Gerry Gividen	Interested Citizen	
Ben Huron	Interested Citizen	
Martha Ira	Local Environmental	Karl Reno
Gracie Kennedy	Local Environmental	Matthew Harris
Chief Richard Knoff *	Firefighting	Jonathan Lamm
William Lord	Facility Operator	
Steven Millican	Emergency Management	
James Murphy	Community Group	
Quin Romay	Emergency Management	Ryan Simpson
John Russell	Local Environmental	
John Scott, III	Firefighting	
Andy Sikes	Hospital	
Harvey Silcox	Firefighting	Danny Yeager
Chief Joel Sneed	Firefighting	John Contestabile
Roger Studenski	Transportation	David Dunkley
John Ward	Emergency Management	Maria Haney
Ken Wilkey **	Facility Operator	Mark Logue
Mike Williams	Law Enforcement	James Watford
<b>Chairperson *</b>	<b>Vice-Chairperson **</b>	<b>as of 2-5-13</b>

# TAB IV



**Northeast Florida  
Local Emergency Planning Committee**  
Wednesday, November 14<sup>th</sup>, 2012



10:00 a.m.

## MINUTES

A meeting of the District IV Local Emergency Planning Committee was held on Wednesday, November 14th, 2012, at 10:00 a.m., at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216. Chair Richard Knoff called the meeting to order with the following members:

### Present

Chief Michal Bazanos – Firefighting  
Mr. Terry Carr – Local Environmental  
Ms. Sandi Courson – Health  
Mr. Paul Crist – Transportation  
Chief Lenny Ensalco – Firefighting  
Mr. George Faucher – Firefighting  
Ms. Gracie Kennedy – Local Environmental  
Chief Richard Knoff – Firefighting  
Chief Joel Sneed – Firefighting  
Mr. Roger Studenski – Transportation  
Mr. John Ward – Emergency Management  
Mr. Ken Wilkey – Facility Operator  
Mr. Adam Faircloth for Sheriff Joey Dobson – Law Enforcement  
Mr. James Murphy for Mr. Andy Sikes - Hospital  
Mr. Danny Yeager for Chief Harvey Silcox - Firefighting

### Excused

Mr. Henry Bonar – Facility Owner  
Brad Elias, M.D. - Health  
Mr. Gerry Gividen - Interested Citizen  
Ms. Martha Ira – Local Environmental  
Mr. William Lord – Facility Operator  
Chief Mike Williams – Law Enforcement

### Absent

Mr. Morrison Braren – Senior Planner  
Mr. Bill Decker – Local Environmental  
Mr. Benjamin W. Huron – Interested Citizen  
Mr. Steven W. Millican – Emergency Management  
Mr. Quin Romay – Emergency Management  
Lt. John W. Scott, III - Firefighting

**Guests:** Robert Crosby, Department of Homeland Security  
Sam Mum, FBI  
Doug Lang, Florida National Guard  
Scott West, Baptist Health  
Kelly Boaz, FBI

**Staff Present:** Eric Anderson

Chairman Knoff welcomed everyone to the LEPC Meeting. He took a few moments to introduce the newly appointed members. After calling roll, it was determined that quorum was met.

The new Roster was presented and Chief Knoff asked the members to review the list and if they did not have an alternate member appointed, to try to find an alternate to ensure representation at meetings.

## **\*APPROVAL OF MINUTES**

Because there was no quorum at the August meeting and the Minutes could not be voted upon, **Chairman Knoff called for a motion to approve the May 9, 2012 minutes. A motion to approve was made by Chief Bazanos, seconded by Mr. Carr. The motion carried unanimously.**

**Chairman Knoff then called for a motion to approve the August 8, 2012 minutes. A motion to approve was made by Chief Bazanos, seconded by Chief Ensalaco. The motion carried unanimously.**

## **OLD BUSINESS**

**HMEP Planning and Training Grant:** Mr. Anderson gave a brief update on HMEP Planning and Training. He said we are under a new contract this year. About \$20,000 was received for Planning, and a Commodity Flow Study was recommended as the project. FDEM will be doing a Port Commodity Flow Study, with Jacksonville being one of the ports included. This study will implement a roadway study, indicating how the chemicals are transported throughout the region – identification of placards. Mr. Anderson said he would like to arrange to meet with Mr. Crist of FDOT to discuss the possibility of spending time at multiple truck stops in an effort to identify vehicles and types of materials being transported.

The Training aspect of the funding would address the first-responder training. One class was offered this past quarter for \$9500 for the Hazardous Materials ID class. Three classes were conducted throughout the region which was attended by about 30 people per class.

**Hazards Analysis Update:** Mr. Anderson explained that hazards analysis inspections have been completed in Baker and Nassau Counties. He will focus on Clay County during the latter part of November. He said most inspections involved water and wastewater treatment plants, mostly chlorine related facilities. Mr. Anderson expects to schedule St. Johns and Putnam Counties during the month of December.

## **NEW BUSINESS**

**Training Task Force Update:** Mr. Anderson said that Lt. Lamm is working on providing the HazMat Seminar, which will be part of the Fire/Rescue East meeting in January. There will be several different tracks offered. A fee will be involved, which will be rolled into the full amount for Fire/Rescue East. A flyer related to this item was provided to the attendees.

Mr. Anderson said that Paul Wotherspoon, of FDEM, and TRANSCAER are working together to offer a three-day training, which would focus on chlorine, ethanol and anhydrous emergencies. Tentative scheduling is for next September in Ocala. Updates will be provided as they are available. Chief Knoff said that Paul Wotherspoon is really driving this forward, since this program is quite valuable. Everyone is urged to send people to this training.

**LEPC Chair/Staff Meeting** – Mr. Anderson explained that there were two major issues covered at the meeting. First, a member of the US Coast Guard, Forrest Willis, spoke to the group about Area Committees, which function similarly to an LEPC. Mr. Willis asked the LEPC to get involved in the



Area Committees, with regard to marine chemical transport. Mr. Anderson announced that he would be attending the Area Committee meetings, which are held approximately twice per year. This effort seems to be as a result of the New Horizon oil spill, for which many trained responders could have been made available but were essentially not permitted to get involved. The Coast Guard is now trying to become more involved in the community. Several LEPC members already attend these meetings.

Tier II reporting has seen some changes. Mr. Anderson provided a brief background on the Tier II reporting system. From the facilities side, reporting has been quite cumbersome, so plans are underway to revise filing to more of an E-Plan system. FDEM is also considering eliminating the Hazards Analysis Site Visits. A specific reason for this has not been provided, however, the LEPC side is arguing that this is integral to providing current, correct information to the counties regarding EHS chemicals in their back yards.

Chief Knoff thanked Ken Wilkey for attending the meeting on his behalf. Mr. Wilkey said it was a learning experience. He felt the elimination of the Hazards Analysis site visits escalated everyone's blood pressure.

**SERC Meeting Update** – Mr. Anderson said there was finally a quorum at the SERC meeting. The Membership, Yatabe Awards and Certificates of Appreciation were approved, and award winners will be recognized at the next meeting. SERC also approved the draft Protocol for Hazardous Materials and Explosive Ordinance Teams Integration. A presentation on this will be given in at today's meeting.

## **REPORTS**

**Treasurer's Report** – Chief Knoff explained that the last training exceeded the HMEP funds, so we drew from the training CD an amount of \$1912.17 to cover the cost. He said that this sometimes happens since it is difficult to get a vendor to work within the exact figure available. Mr. Anderson provided a revised memorandum to the membership revising the current balance to approximately \$3,900.

**Training Committee Report** – Chief Silcox was unable to attend today's meeting. Mr. Anderson said that one course was offered this quarter, the Rapid ID and Assessment of Hazardous Materials course was offered in three counties. Also, since it seems the State is leaning towards E-Plan, we sent two representatives to attend the E-Plan Conference in Atlanta. The hope is that they were able to learn enough so as the state moves toward this type of system, we will be able to capitalize on their experience. Mr. Faucher provided a little background on the E-Plan system. He mentioned that Homeland Security, which currently funds the program, is looking to put it under DEP, due to budget constraints. North Carolina, South Carolina and Georgia are currently E-Plan states. He said it is a clearinghouse system and appears easy to use. He felt that Nassau County could use E-Plan since it is a small county. Mr. Faucher said he has a little presentation that he can do whenever the committee would like.

**Hazardous Materials Release Report** – Mr. Anderson said there were no releases this quarter and no deaths or injuries were reported within our Region. There was a derailment on the west side of the Region in which a summer school session had to evacuate. Mr. Carr said the incident involved six different rail cars, including chlorine and sulfuric acid, from which there were no releases. However, there was a release of about 25,000 gallons of crude sulfate turpentine – a byproduct of the pulping process. Local companies use it to make fragrances and deodorizers. It has a very strong sulfur odor, so the evacuation was more for the nuisance than any real health threat. Some of the product seeped into the ground and

into Moncrief Creek, and affected about 3 miles of waterway. CSX is still doing recovery. A long-time environmental restoration plan will address Moncrief Creek. We were very fortunate considering the materials involved in the derailment. Chief Knoff asked if it was a valve or a rupture. Mr. Carr said that during the derailment, one of the cars hit and actually split the car.

Mr. Anderson said he had read an article that St. Johns or Flagler County had an accident where a truck spilled batteries and sulfuric acid. Chief Ensalaco said it was a Ford Window Van that rolled over onto a 75' stretch of the median. The difficulty for the department was that when they arrived, a tow truck was loading the batteries to haul them away, but it was difficult to determine which batteries were leaking acid. The tow truck owner said he had trained his personnel to handle this type of situation. However, they had no protective clothing. After speaking with the owner regarding the hazard, he abandoned the project. Ms. Kennedy said that a contractor was hired, which did neutralization in place.

Mr. Anderson mentioned that there was a death in the Gainesville region, which was a result of an employee attempting to check fuel level in a tank by using a cigarette lighter. The death was a result of his being launched from the tank by the explosion.

## OTHER

**Presentation** - Chief Knoff introduced Agent Kelly Boaz of the FBI Orlando Office who will do a presentation on the Hazardous Materials and Explosive Teams Integration Protocol. Agent Boaz discussed his background and his current position with the FBI. He spoke about the need for coordination between tactical and HazMat organizations. He introduced Sam Munn of the Jacksonville FBI office. Mr. Munn is a WMD Coordinator, and Agent Boaz suggested that the committee should avail itself of Mr. Munn's talents whenever necessary. He also suggested partnering with Robert "Bing" Crosby, a chemical inspector from Homeland Security, who was also present at the meeting.

Agent Boaz's presentation centered on the similarity between the chemicals used in methamphetamine labs and in bomb creation. Questions on roll out are whether the hazards are chemical, biological, radiological, or explosive. He felt that it was very important to merge disciplines and skills between Bomb Squads, SWAT and HazMat teams.

After the presentation, Mr. Anderson asked if there was interest in this type of training that the LEPC could facilitate. He said he would send an email to follow up on this. Chief Knoff felt it could be done by county or by combining counties.

**LEPC Elections** – Chief Knoff said now that we have our new members onboard we can hold elections for the LEPC. He said he and Mr. Wilkey were willing to serve again, but he would open the floor for nominations.

Terry Carr moved to nominate Chief Knoff for Chairman, which was seconded by John Ward. Ms. Kennedy moved that nominations be closed. The motion carried unanimously.

John Ward moved to nominate Ken Wilkey for Vice Chairman, seconded by Gracie Kennedy. No other nominations were offered. The motion carried unanimously.

**Next Meeting** - Chief Knoff said that the next meeting is scheduled for February 13<sup>th</sup> at the Northeast Florida Regional Council. Mr. Anderson said they were looking to hold the May meeting in Flagler County so the LEPC could see another part of the Region.

Mr. Anderson said that he would put out an email to try to see how members would like to hold next year's exercise, so he could begin the planning process on that. Since we do have a requirement for a bi-annual exercise, it would be helpful if we could establish a pool of people to identify the type of exercise, instructors, etc. to create an exercise that the whole Region would like to do. Perhaps we could have that group meet briefly after the quarterly meetings. Chief Knoff said that in the past, an Exercise Committee was established specifically for this purpose. He encouraged anyone who might be interested or had someone in their agency who might wish to participate, to contact Eric to work with him on this.

### **PUBLIC COMMENTS**

No public comments were offered.

### **ADJOURNMENT**

There being no further business to come before the board, the meeting was adjourned at 11:10 am.

# TAB V A

# MEMORANDUM

**DATE:** February 1, 2013  
**TO:** District IV Local Emergency Planning Committee  
**FROM:** Eric B. Anderson, LEPC Staff  
**RE:** Hazardous Materials Emergency Preparedness (HMEP) Planning and Training Grant

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Grant agreements/contracts have been received from the Florida Division of Emergency Management for the 2012/2013 fiscal year. A total contract amount \$58,370 has been allocated for HMEP Planning and Training related activities. Refer to the sections below for more specific information regarding the grant.

## **HMEP Planning**

HMEP Planning was allocated \$20,000 to implement one annual project. LEPC staff will be completing a *Commodity Flow Study*, which will identify hazardous materials and extremely hazardous substances transported over selected Interstate and U.S. Highway corridors.

FDEM is going to complete a Port Commodity Flow Study, with the Jacksonville Port being one of the four (4) major ports in the study. The hope is that the roadway Commodity Flow Study will complement the work that will be completed for the port study. The studies will provide a comprehensive look at those chemicals entering the port and how they flow throughout the region.

Several example reports have been collected from other LEPC regions. A draft study proposal will be submitted to FDEM in March, 2013. LEPC staff will provide updates on the annual project throughout its implementation.

## ***Scope of Work Attached \****

## **HMEP Training**

HMEP Training was allocated \$38,370 for the 2012/2013 fiscal year. Over the last quarter, the LEPC provided funds for two separate training opportunities.

- 1) George Faucher and John Scott attended the Annual E-Plan Conference in Atlanta, Georgia. E-Plan is the new electronic reporting system the State Emergency Response Commission is using for Tier II reporting of facility chemicals.

Both men are a regional resource for E-Plan information. If there is a need to provide E-Plan training for responders, please contact staff so training opportunities can be arranged. Staff is already providing E-Plan technical assistance to facility owners as part of annual Tier II reporting.

2) 1<sup>st</sup> Annual Hazardous Materials Symposium

The 1<sup>st</sup> Annual HazMat Symposium occurred in Daytona Beach on January 23-24. The Symposium was a first of its kind offering that coincided with the larger Fire/Rescue East Conference. Eight (8) awareness level courses were offered to responders from throughout the state over a two day period. The turnout was stronger than expected with over 100 people in attendance each day.

Our LEPC sent 42 responders to the HazMat Symposium. This was an excellent way of providing several hazardous materials classes that people could attend based on their previous exposure to the subject matter. I think most people had the chance to brush up on the basics or attended a new class.

***Symposium Roster and Class Schedule Attached\****

**ATTACHMENT A**  
**Scope of Work**

PLANNING GRANT

The Recipient shall perform one of the seven Planning Grant Options listed in this attachment and all tasks shall be completed by June 30, 2013. The Recipient shall notify the Division, in writing, of its choice of a Planning Grant Option within seven days of contract execution.

**Option 1: COMMODITY FLOW STUDY**

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to the following activities.

**Task 1:** On behalf of the LEPC, develop a commodity flow study of hazardous materials and extremely hazardous substances transported over selected Interstate and U.S. Highway corridors within the LEPC District. At a minimum, this will include two (2) north/south corridors and two (2) east/west corridors.

1. Carry out a placard survey of trucks carrying hazardous and extremely hazardous substances (EHSs). Record placard number, chemical name, carrier name, direction of travel, date and time of observation and type of vehicle. Data will be collected from several locations along each corridor over a six (6) month period in two to three hour time increments.
2. Generate a series of maps showing the most frequently recorded hazardous materials at each of the observation locations.
3. Provide a report to all county emergency management directors in the LEPC District detailing the results of the study. Prior approval of the report format by the Division is required.

**Task 2:** Reporting requirements.

1. Provide the Division with a project outline and timetable which indicate the estimated time frames to complete individual tasks. Include a brief description of the methods that will be used to accomplish the work tasks.
2. Prepare and submit to the Division a report of the findings and data collected, including any recommendations regarding the analysis.
3. Provide a written report to the Division within ten (10) working days of identifying any significant impediments to the completion of the project tasks as outlined in this scope of work.

4. Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.
  
5. Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.





# State of Florida 1st Annual Hazardous Materials Training Symposium

## Daytona Beach, Florida

### January 23-24, 2013



#### Wednesday January 23, 2013

**1:00 pm – 3:00 pm Haz-Mat Team Bomb Technician Integration:** How well do you work with your bomb team? Are you called to stand by if needed or are you an integral part of the operation?

**1:00 pm – 3:00 pm RNC Preparations and F D Role:** This will be a look at the roles and responsibilities of fire service before, during, and after a national security event.

**3:00 pm – 5:00 pm Nuclear Power Plant Response:** Provides first responders with an awareness level training that includes fundamental radiological concepts and terminology, and specifically discusses response in the unlikely event of a Nuclear Power Plant emergency.

**3:00 pm – 5:00 pm Chemical Suicide Response:** This session examines the growing trend of chemical suicide techniques and is intended to provide all levels of responders with the basic knowledge to recognize a potential chemical suicide, how to safely approach the incident, and investigative actions.

#### Thursday January 24, 2013

**8:00 am – 10:00 am Haz-Mat Risk Assessment:** Students will discuss approach to the organization of response to an incident involving a spill or release of hazardous materials. Principles of situational size-up and hazard risk assessment related to fixed site and transportation related chemical emergencies will be discussed.

**8:00 am – 10:00 am Introduction to Advanced Field Identification Techniques:** The participants are introduced to additional procedures and technologies that can be used to characterize and identify un-identified hazardous materials using wet chemistry, FTIR, Raman and various gas chromatography (GC) technologies.

**10:00 am – 12:00 pm Hazardous Materials Medical Protocols / Toxidromes:** This presentation will review the types of exposures, signs and symptoms, and protocols to enable the hazardous materials paramedic to identify and intervene with victims of chemical exposures related to accidental or intentional releases. In addition to the specific exposures discussed above, the speakers will also present the benefit of having trained paramedics along with the requirements and resources needed to maintain a program within a department or region.

**10:00 am – 12:00 pm Basic Air Monitoring:** This course guides students through the hazard assessment and verification process necessary for effective air monitoring operations. Students will be provided with the working knowledge of monitoring equipment in their jurisdiction and will be provided with hands-on application training.

### Scholarships Available!

Scholarships for Florida's first responders are available through the U.S. Department of Transportation Hazardous Materials Emergency Preparedness (HMEP) and U.S. Department of Homeland Security grant funding. To qualify for funding you must:

1. Request funding through your local department for DHS approved training
2. Request HMEP training funds through your Local Emergency Planning Committee, or
3. Contact the Florida Division of Emergency Management for funding availability

### Registration

You must register for the 2013 Fire-Rescue East Conference at :  
[http://www.ffca.org/files/public/Fire-rescue%20EAST/13FRE\\_Registration\\_form.pdf](http://www.ffca.org/files/public/Fire-rescue%20EAST/13FRE_Registration_form.pdf)

For more information contact the Florida Division of Emergency Management at (850) 487-3079

# TAB V B

# MEMORANDUM

**DATE:** February 1, 2013  
**TO:** District IV Local Emergency Planning Committee  
**FROM:** Eric B. Anderson, LEPC Staff  
**RE:** Hazards Analysis Update

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- i) The 2012-2013 Hazards Analysis inspection program began November 1, 2012 and was completed in mid-January of the New Year.

Facilities in Baker, Clay, Nassau, Putnam and St. Johns Counties were visited by LEPC staff, and reports have been submitted to the Florida Division of Emergency Management for final review and approval. Once review is complete from FDEM, the LEPC will send out the facility information to their respective local fire departments and emergency management offices.

Duval and Flagler Counties complete their own set of hazards analysis site visits and reports. The LEPC receives this information once FDEM has approved of their local reports. All reports will be compiled and integrated into the LEPC Plan during the next update cycle, typically in the month of May.

- ii) Hazards Analysis site visits in their current form are going to change in the future. No specific changes have been provided to staff but there is an ongoing dialogue between FDEM, facilities, and local governments about their desires for the program. It is expected that more details will be presented to the State Emergency Response Commission at the next meeting in April.

It has been discussed that new technology is available that makes aspects of the site visits and reporting redundant. These advances mean that the hazards analysis program will have to change in order to better use program monies. No specific recommendations have been provided to date but staff will update the LEPC as soon as information is passed down from FDEM staff.

# TAB VI A

# MEMORANDUM

**DATE:** February 5, 2013  
**TO:** District IV Local Emergency Planning Committee  
**FROM:** Eric B. Anderson, LEPC Staff  
**RE:** Training Task Force Meeting

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## Summary

The TTF met January 24th in Daytona Beach, Florida. The following were points of discussion at the meeting:

- *1<sup>st</sup> Annual Haz-Mat Seminar* – the HazMat Seminar attendance and overall response indicates that it was a success. The number of people that attended reinforces the need for more training opportunities in the future. The SERC has challenged the TTF to provide a 2<sup>nd</sup> Annual HazMat Seminar, with the thoughts of providing operational level courses and some HazMat team competitions.
- *TRANSCAER Initiatives* – Florida has been without a TRANSCAER representative for several years. Paul Wotherspoon from FDEM has been named the new state representative for the program. Mr. Wotherspoon has been working with TRANSCAER so they can offer statewide training in the coming year.

Dates for this training are September 10-13, 2013 at the Ocala Fire College. The training will focus on chlorine, ethanol and anhydrous ammonia. All of the training is free. The LEPC will submit a request to cover hotel and per diem costs for responders to attend the 3-4 day training.

Other free training is also available through TRANSCAER. Refer to the following link to see what training may be available.

<http://www.transcaer.com/>

If you have an interest in any of the free training resources, please contact:

Paul Wotherspoon, Chief, Technological Hazards Section  
Florida Division of Emergency Management  
850-413-9913  
[paul.wotherspoon@em.myflorida.com](mailto:paul.wotherspoon@em.myflorida.com)

- FDEM is requesting that all LEPC's participate in the regional and statewide Training and Exercise Planning (TEP) process. Staff would like to develop a three

(3) year training calendar that can be added to the regional and statewide TEP. Efforts will be made by staff and our local Training Committee to develop this training schedule. A Training Request Form has been included so that you may submit requests that can be addressed as part of the three year TEP.

- The Florida State Fire College will be conducting training for Anhydrous Ammonia Safety Day on April 17<sup>th</sup>. Information has not been distributed yet, but LEPC staff will do so when it becomes available.
- State Homeland Security Grant Program (SHSGP) funded hazardous materials teams recently conducted self-assessments. Type III teams (regular teams) scored a 96.8%, while Type II teams (advanced teams) received a 91.4%.
- The Florida Department of Environmental Protection (FDEP) will be offering a Hazardous Materials Sampling course. Specific times and dates are yet to be determined.
- The next conference call is scheduled for February 20<sup>th</sup> at 1:30pm.
- The next scheduled meeting of the Training Task Force is **April 4, 2013** in Tallahassee, Florida.

*The TTF Agenda and Training Request Form are attached.*



## **AGENDA**

### **STATE EMERGENCY RESPONSE COMMISSION TRAINING TASK FORCE**

**Daytona Beach Ocean Center  
Room 204A  
101 North Atlantic Avenue  
Daytona Beach, Florida 32118**

**January 24, 2013 – 1:30 PM**

- I. Call to Order**
- II. Introductions**
- III. Approval of Minutes from October 11, 2012 Meeting**
- IV. Update on Conference Call**
  1. December 5, 2012
- V. Current Business**
  1. Report on TRANSCAER
  2. Assignment of Standard Operating Guidelines for Revision
  3. Discussion on Membership Policy relating to Ethics
- VI. New Business**
  1. Update on Repository for Current TTF Products
  2. Planning Strategies for Statewide Training
- VII. Update from Agencies and Organizations**
  1. Florida Fire Chief's Association (FFCA)
  2. Florida Association of Hazardous Materials Responders (FLAHR)
  3. Florida State Fire College/State Fire Marshal
  4. Florida Department of Environmental Protection
  5. Florida Department of Health



6. Other agencies and Organizations

**VIII. Upcoming Events**

1. Schedule Next Conference Call(s)

2. Next face-to-face Meeting(s)

- April 4, 2013 – 9:30 AM, Tallahassee, FL

**IX. Adjourn**



# ***Northeast Florida Local Emergency Planning Committee***

6850 Belfort Oaks Place Jacksonville, Florida 32216  
(904) 279-0880 Fax (904) 279-0881 Suncom 874-0880 Suncom Fax 874-0881  
Web site: [www.nefrpc.org](http://www.nefrpc.org)

## **Training Request Form**

The Training Committee will need to hold a Training and Exercise Planning Workshop to identify potential training needs and requests for the upcoming year and the subsequent two years. Last year, the Training Committee developed a three-year plan to examine the future use of these funds and to assist staff with coordinating the training priorities.

This meeting will be held on a date to be determined. To submit a training request, please fill out the following information (as much as possible) and return to staff:

**Name of Course:** \_\_\_\_\_

**Course Location/Facility:** \_\_\_\_\_

**Course Scheduling:** Year:  2013  2014  2015  
Quarter:  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

**Level:**  Awareness  Operational  Technician  Train the Trainer  
 Refresher  ICS/Command  Specialist  Other \_\_\_\_\_

**Target Audience:**  Fire  HazMat  Emergency Mgt  Law Enforcement  
 Environmental  Health  Public Works

Transportation

EMS  Other \_\_\_\_\_

**Estimated Total Cost:** \$ \_\_\_\_\_

**Potential Instructor(s):** \_\_\_\_\_

**Course Goal(s):**

\_\_\_\_\_  
\_\_\_\_\_

# TAB VI B

# MEMORANDUM

**DATE:** February 5, 2013  
**TO:** Local Emergency Planning Committee  
**FROM:** Eric B. Anderson, LEPC Staff  
**RE:** LEPC Chairperson/Staff Meeting

---

## Summary

The LEPC Chairperson/Staff meeting was held on April 24, 2013 at 9:30am in Daytona Beach, Florida. The following were points of discussion at the meeting:

- ***E-Plan and Tier II Reporting*** – The state has officially transitions from FL HMIS to E-Plan for electronic reporting of Tier II information. The FL HMIS system was too cumbersome for facilities and responders to enter or access information.

E-Plan is being used in several other states with great success. Compliance rates for electronic reporting hover around 90% in E-Plan states, while the FL HMIS system has had a 40% reporting rate.

The hope is that this transition will allow for a greater numbers of facilities to electronically file; provide easier access for responders; and free up FDEM staff time to provide more technical assistance.

The next meeting of the LEPC Chair/Staff is scheduled for **April 4, 2013** in Tallahassee, Florida.

***The Chairperson/LEPC Staff Meeting Agenda is attached***



## **AGENDA**

### **LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) CHAIRPERSONS/STAFF CONTACTS MEETING**

**Daytona Beach Ocean Center  
Room 204A  
101 North Atlantic Avenue  
Daytona Beach, Florida 32118**

**January 24, 2013 – 9:30 a.m.**

- I. INTRODUCTIONS
- II. TRAINING TASK FORCE UPDATE
- III. DISTRICT REPORTS
- IV. OTHER BUSINESS
  - a. Contract Documentation – Tim Date/Paul Wotherspoon
  - b. E-Plan/Tier II Reporting Update – Paul Wotherspoon
  - c. Hazards Analysis Contracts Update - Paul Wotherspoon
- V. ISSUES FOR STATE EMERGENCY RESPONSE COMMISSION (SERC)
- VI. SCHEDULE NEXT MEETING – April 4, 2013 – Tallahassee, Florida
- VII. ADJOURNMENT

# TAB VI C

# MEMORANDUM

**DATE:** February 5, 2013  
**TO:** District IV Local Emergency Planning Committee  
**FROM:** Eric B. Anderson, LEPC Staff  
**RE:** State Emergency Response Commission (SERC) Meeting

---

The State Emergency Response Commission (SERC) met January 25, 2013 in Daytona Beach, Florida. The following were points of discussion at the meeting:

## SUMMARY

- New LEPC Membership rolls were approved
- Yatabe Awards were presented to the regional recipients
- *Supplemental Environmental Projects* – Lou Ritter with FDEM will be working on SEP projects in the coming year. He would like to develop a list that provides more details about a given potential project. Staff will be working with FDEM to provide more input on regional desires.

The next scheduled meeting of the SERC is April 5, 2013 in Tallahassee, Florida.

*The SERC Agenda is attached*



## **AGENDA**

### **STATE EMERGENCY RESPONSE COMMISSION (SERC) FOR HAZARDOUS MATERIALS**

**Daytona Beach Ocean Center  
Room 102A  
101 North Atlantic Avenue  
Daytona Beach, Florida 32118**

**January 25, 2013 – 10:00 a.m.**

#### **PLEDGE OF ALLEGIANCE**

#### **Roll Call and Verification of Quorum**

#### **APPROVAL OF MINUTES**

1. **Approval of Minutes for October 12, 2012 SERC Meeting**  
ACTION: Motion for SERC Approval  
EXHIBIT: Minutes of October 12, 2012 SERC meeting

#### **NEW BUSINESS**

2. **Local Emergency Planning Committees (LEPCs) Appointments**  
ACTION: Approval of the list of recommended members and alternates  
EXHIBIT: Memo #01-13  
(Pages 1-9)
3. **Thomas Yatabe-SERC Award Presentations**

#### **Reports**

4. **Report from the SERC Training Task Force**  
ACTION: Oral report on issues of the SERC TTF
5. **Report on Use of E-Plan as a Tier II Reporting Tool**  
ACTION: Report by DEM Staff



6. **Report on Future Hazardous Analysis Update Contracts**  
**ACTION:** Report by DEM Staff
7. **Report on Chemical Facility Anti-Terrorism Standards (CFATS)**  
**ACTION:** Report by DEM Staff
8. **Financial Status Report**  
**ACTION:** Report on revenues received and expenditures incurred for the fiscal year  
**EXHIBIT:** Memo #02-13  
(Pages 10-13)
9. **Hazardous Materials Incidents Report**  
**ACTION:** Report on recent hazardous materials incidents reported in the State of Florida  
**EXHIBIT:** Memo #03-13  
(Pages 14-23)
10. **Update of Staff Activities and Reports by Section**  
**ACTION:** Update on the reports received by section; included is an update on staff presentations and information requests  
**EXHIBIT:** Memo #04-13  
(Pages 24-30)
11. **Update on the LEPC Activities**  
**ACTION:** An update of the meetings and activities conducted by each of the 11 LEPCs  
**EXHIBIT:** HazMatters

## **Other Business**

## **Comments**

### **FUTURE SERC MEETING DATES**

April 5, 2013 – Tallahassee  
July 12, 2013 – TBD  
October 4, 2013 –TBD

## **Adjourn**

**TAB VI D**

# MEMORANDUM

**DATE:** February 5, 2013  
**TO:** District IV Local Emergency Planning Committee  
**FROM:** Eric B. Anderson, LEPC Staff  
**RE:** E-Plan and Tier II Reporting

---

The state has officially transitioned to E-Plan for electronic reporting of annual Tier II information. The hope is the new system will lead to greater electronic reporting compliance.

Facilities that submit with E-Plan will no longer have to provide copies to the LEPC.

**Facilities must still notify their local fire department.**

*Attachment: E-Plan notice from FDEM  
E-Plan Assistance Flyer*

**Update 1-18-2013:** With the transition from FloridaHMIS.org to the E-Plan, it may be useful to access your prior year's Tier II data. If your facility(s) has year 2011 Tier II data in E-Plan then you will need a specific access ID and password to connect to this data. Please contact Florida Division of Emergency Management at 850-413-9970 or Sam Brackett at [sam.brackett@em.myflorida.com](mailto:sam.brackett@em.myflorida.com) to get your access ID and password. If you have already registered this year (thus creating a new access ID), then please let us know your access ID so we can attach your prior year(s) Tier II records. Thanks for your patience as we make this transition. Our goal is to make your reporting as simple as possible.

### **Florida Tier II Chemical Inventory Filers:**

This is a reminder that the time to file your year 2012 Tier II chemical data is fast approaching. The report must be filed on or before March 1, 2013. This filing is required per Florida's Emergency Planning and Community Right-to-Know Act (EPCRA).

Please be advised that going forward we would like everyone to now file online using E-Plan's Tier II Reporting System. The decision to switch from the FloridaHMIS.org online system to the E-Plan online system was reached after consulting with our LEPC partners, first responders and private industry representatives. This online filing system is widely regarded as easy for first time users to navigate. Also, as an added benefit, the E-Plan online system accepts electronic submissions from EPA's Tier 2 Submit and Tier II Manager.

Florida Tier II filers will be able to access E-Plan beginning January 18, 2013. You will be able to submit your Tier II Chemical Inventory report(s) online as well as pay your annual registration fee. E-Plan's Tier II Reporting System web site is available at: <https://erplan.net>.

Once you are at the web page, select the Online Tier2 eSubmit option.

For first time users of E-Plan, you will need to select Register Now. Once you have registered, you will be assigned a 7-digit AccessID number. You will use this number to access the E-Plan database.

E-Plan Online training videos are available for viewing at the following web site: <http://eplannews.utdallas.edu/Training.htm>.

The United States Environmental Protection Agency's Tier 2 Submit software is available at: <http://www.epa.gov/osweroe1/content/epcra/tier2.htm>.

Guidance for Tier 2 Submit is available in question and answer format at the following site: <http://www.epa.gov/emergencies/content/epcra/tier2submitfaq.htm>.

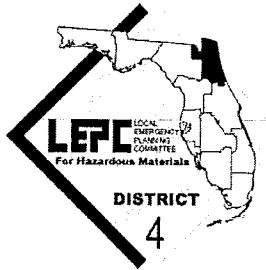
For the current reporting year (2012), paper forms will still be accepted. The EPCRA reporting forms are available in electronic format at the following site: <http://www.floridadisaster.org/HazMat/SERC/morformz.htm>.

Note that those filing online using E-Plan will also need to file a Tier II report with the local fire department that responds to the facility. Those that file paper Tier II reports will

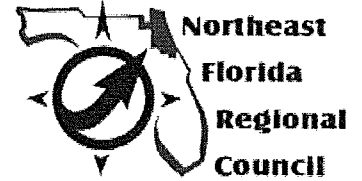
need to send copies to the State Emergency Response Commission, the Local Emergency Planning Committee and to the fire department.

Please call 850-413-9970 or 800-635-7179 (in State only) if you have any questions.

# Tier II Reporting in E-Plan



## E-PLAN Assistance



### FEBRUARY 13<sup>TH</sup> - 1PM TO 5PM

The Local Emergency Planning Committee (LEPC) and its regional partners are offering assistance with electronic Tier II reporting.

The state of Florida has discontinued the old FL HMIS system and has moved to the new E-Plan reporting system.

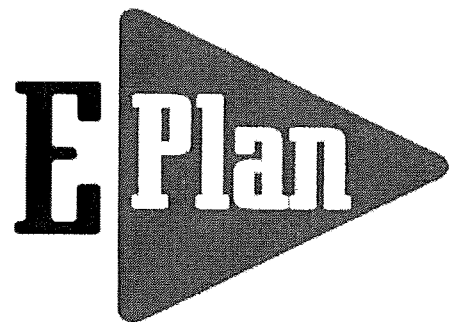
In an effort to make this transition as painless as possible, the LEPC will offer assistance submitting Tier II information in E-Plan.

If you are a facility that would like assistance, please do the following:

- 1) Register to attend. Contact Eric Anderson at (904) 279-0880 ext. 178 or complete this form and email to eanderson@nefrfc.org
- 2) Bring your laptop and facility chemical information
- 3) **Contact 850-413-9970 to get your facility identification number for E-Plan.** This will be needed to access E-Plan.

**Where:**  
 Northeast Florida Regional Council  
 6850 Belfort Oaks Place  
 Jacksonville, Florida 32216

**Instructors:**  
 Eric Anderson, LEPC Staff  
 Lt. John Scott III, Jacksonville  
 Fire/Rescue



Name of Person Attending: \_\_\_\_\_  
 Agency/Business: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

# TAB VI E

# MEMORANDUM

**DATE:** February 5, 2013  
**TO:** District IV Local Emergency Planning Committee  
**FROM:** Eric B. Anderson, LEPC Staff  
**RE:** LEPC Biennial Exercise – Committee Development

---

The LEPC will be required to complete an exercise in the coming year. The LEPC must complete an exercise every two years.

Staff would like to develop an LEPC Exercise Committee that can provide some of planning and development functions in preparation for next year. The group will be tasked with developing a scenario, identifying logistical support, and general guidance to staff. It is staffs desire to conduct the exercise sometime next winter or early spring, well before the hurricane season begins and while temperature are cooler.

Please let LEPC staff know if you would like to be a part of this Committee. We will begin convening at the May meeting of the LEPC.

***Attachment: LEPC Plan and Exercise Requirements  
HMEP Planning Project Options (Exercise Option)***



# LEPC Contract Requirements for an Exercise

## (2) PLAN DEVELOPMENT AND EXERCISE

The Recipient shall:

(a) Prepare and update the LEPC plan and submit the plan and the completed guidelines entitled "Local Emergency Planning Committee Hazardous Materials Emergency Plan Compliance Criteria" to the Division within the period of this Agreement. The Recipient will receive site-specific facility information and will not be held accountable for including county information into the LEPC plan if the information is not provided to the Recipient at least 60 days prior to the expiration date of this Agreement. If the LEPC does not receive county information by this 60 day deadline, the LEPC plan should reflect the most recent county facility and emergency response information.

(b) The LEPC plan shall comply with the requirements of EPCRA, passed by Congress as Title III of the Superfund Amendments and Re-authorization Act of 1986 (codified at 42 U.S.C. § 11001 et seq.), and the Florida Emergency Planning and Community Right-to-Know Act (§ 252.81-§ 252.90, Florida Statutes). The primary guidance documents are the most recent versions of "Hazardous Materials Emergency Planning Guide" (NRT-1), and "Technical Guidance for Hazards Analysis." All plan development shall be consistent with the provisions of these documents and the Division's LEPC plan review criteria. Copies of these documents and the Division's LEPC plan review criteria shall be provided by the Division as requested by the Recipient. The LEPC plan shall include and address each of the planning provisions outlined in Section 303(c) of EPCRA and shall consist of the following:

1. Identification of facilities, within the counties, in the district that are subject to the requirements of Section 302 of EPCRA.

2. Hazards and Vulnerability Analyses of the chemicals covered under Section 302 of EPCRA consistent with Section 303 of EPCRA, and the provisions of NRT-1 and "Technical Guidance for Hazards Analysis."

3. A Risk Analysis of the chemicals covered under Section 302 of EPCRA, consistent with Section 303 of EPCRA, and with the provisions of NRT-1 and "Technical Guidance for Hazards Analysis."

4. The work product submitted by the Recipient to fulfill this plan development task is not required to include Hazards, Vulnerability and Risk Analyses appearing verbatim in the county information; however, the work product should include a complete listing of sites for which Hazards, Vulnerability and Risk Analyses have been performed. This listing must include, at a minimum, the SERC code, facility name, facility physical address and the county where the facility is located.

(c) Plan for and conduct an exercise within the LEPC district, at least biennially.

1. As staff, assist the LEPC in developing a schedule for exercising the LEPC hazardous materials emergency plan in compliance with Section 303 of EPCRA.

2. If the LEPC did not conduct an exercise of its hazardous materials emergency plan during Fiscal Year 2011-2012, the Recipient will provide staff support to the LEPC to develop and conduct an exercise of the LEPC hazardous materials emergency plan during Fiscal Year 2012-2013. This exercise may be a tabletop, functional or a full-scale simulation and should test a minimum of two functional areas (e.g., communication, evacuation, resource management). The exercise should be regional in scope to reflect an incident requiring a multi-jurisdictional or a cooperative response. The LEPC shall use the Homeland Security Exercise Evaluation Program to plan, conduct and evaluate the exercise. The required exercise staffing tasks consist of the following:

a. Meet with local emergency management staff and local emergency response officials within the district to accomplish the following:

- (i) Explain the intent and scope of the exercise;
- (ii) Establish a method to coordinate procedures among local emergency response officials;
- (iii) Identify key personnel to be involved in the exercise which shall include county emergency management staff; and
- (iv) Develop exercise goals and objectives.

b. Develop an exercise scenario. The following work products shall be completed and submitted to the Bureau of Preparedness, Technological Hazards Section for approval no less than **30 days** prior to the date of the exercise:

- (i) A detailed schedule of exercise events;
- (ii) Exercise messages; and
- (iii) Exercise control procedures and responsibilities.

c. Conduct and evaluate exercise. Following the completion of the exercise, all major participants will meet to discuss the exercise. Discussion should include the following:

- (i) Identification of areas for improvement in the regional hazardous materials emergency plan;
- (ii) Discussion of the effectiveness of operational procedures; and
- (iii) Recommendations for improving performance.

d. If an actual event is used to substitute for an exercise, all reports and documentation must be submitted prior to the end of the contract period to receive credit for the exercise requirement. The use of this option requires written approval from the Division prior to the end of the contract period.

e. The Recipient shall submit an after-action report to the Division within **60 days** following the exercise containing the results of the exercise, a summary of the post-exercise meeting in c. above, and subsequent recommendations. The report should also reflect what is being done, or will be done, to address the recommendations.

f. Upon mutual consent, the exercise work tasks may be adjusted or revised for good cause. Requests for revision(s) shall be submitted to the Division in writing and shall outline the justification(s) for the revision(s).

### **Option 3: LOCAL EMERGENCY PLANNING COMMITTEE PLAN EXERCISE**

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to, the following activities.

**Task 1:** On behalf of the LEPC, provide staff support to the LEPC to develop and conduct an exercise of the LEPC hazardous materials emergency plan. Use the Homeland Security Exercise Evaluation Program (HSEEP) guidelines to develop, conduct and evaluate the exercise. The following exercise must be regional in scope to reflect an incident requiring a multi-jurisdictional or cooperative response and shall include a transportation element. The exercise must meet the following criteria:

1. A full-scale exercise that tests a minimum of two functional areas (e.g., communications, evacuation, resource management, etc.) or:
2. A comprehensive table-top exercise utilizing a simulator / diorama that can be altered to closely reflect an actual location within the jurisdiction being tested. The exercise must test a minimum of two (2) functional areas (e.g., communications, evacuation, resource management, etc.)

**Task 2:** The required exercise staffing tasks at a minimum consist of the following:

1. Meet with local emergency management staff and local emergency response officials within the district to accomplish the following:
  - a. Explain the purpose and scope of the exercise;
  - b. Establish a method to coordinate procedures among local emergency response officials;
  - c. Identify key personnel to be involved in the exercise which shall include emergency management staff; and
  - d. Develop exercise goals and objectives.
2. Develop an exercise scenario. The following work products shall be completed and submitted to the Division for approval no less than **30 days** prior to the date of the exercise;
  - a. A detailed schedule of exercise events;
  - b. A summary of exercise messages; and
  - c. A listing of exercise control procedures and responsibilities.
3. Following the completion of the exercise, all major participants shall meet to discuss the exercise and identify areas for improvement in the LEPC hazardous materials emergency plan.

**Task 3:** Submit an after-action report, using HSEEP guidelines, to the Division containing the results of the exercise, a summary of the post-exercise meeting outlined in 3 above and subsequent recommendations. The report should also include information regarding what is being done, or will be done, to address the recommendations.

**Task 4:** Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.

**Task 5:** Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan. For the purposes of this scope of work an actual event may *not* be substituted for the exercise requirement.

# TAB VII A

# MEMORANDUM

**DATE:** February 5, 2013  
**TO:** District IV Local Emergency Planning Committee  
**FROM:** Eric B. Anderson, LEPC Staff  
**RE:** LEPC CD Funds to Cover Training Costs

---

The LEPC CD was cashed out at the direction of the LEPC. The LEPC requested that the CD funds be used to cover training classes and costs that would otherwise not be covered by the HMEP Grant.

None of these funds were used during the last quarter.

The current balance of the LEPC account is: **\$3,878.77**

# TAB VII B

# MEMORANDUM

**DATE:** February 5, 2013  
**TO:** District IV Local Emergency Planning Committee  
**FROM:** Eric B. Anderson, LEPC Staff  
**RE:** LEPC District IV Training Committee Report

---

## **COURSES OFFERED**

### *1) 1<sup>st</sup> Annual Hazardous Materials Symposium*

January 23-24, 2013 in Daytona Beach, Florida

42 responders from the region participated, most of any LEPC region

## **FUTURE TRAINING REQUESTS**

Please fill out a training request form if you would like to submit a training request. This form can be procured from LEPC staff, and is available electronically or as a hard copy. A copy of the form has been included as an attachment for your convenience.

Please return the form to staff upon completion for submittal and consideration by the Training Committee. All requests should include approval from your agency director, chief or training officer.





# **Northeast Florida Local Emergency Planning Committee**

6850 Belfort Oaks Place Jacksonville, Florida 32216  
 (904) 279-0880 Fax (904) 279-0881 Suncom 874-0880 Suncom Fax 874-0881  
 Web site: [www.nefrpc.org](http://www.nefrpc.org)

## **Training Request Form**

The Training Committee will need to hold a Training and Exercise Planning Workshop to identify potential training needs and requests for the upcoming year and the subsequent two years. Last year, the Training Committee developed a three-year plan to examine the future use of these funds and to assist staff with coordinating the training priorities.

This meeting will be held on a date to be determined. To submit a training request, please fill out the following information (as much as possible) and return to staff:

**Name of Course:** \_\_\_\_\_

**Course Location/Facility:** \_\_\_\_\_

**Course Scheduling:** Year:  2013  2014  2015  
 Quarter:  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

**Level:**  Awareness  Operational  Technician  Train the Trainer  
 Refresher  ICS/Command  Specialist  Other \_\_\_\_\_

**Target Audience:**  Fire  HazMat  Emergency Mgt  Law Enforcement  
 Environmental  Health  Public Works

Transportation  
 EMS  Other \_\_\_\_\_

**Estimated Total Cost:** \$ \_\_\_\_\_

**Potential Instructor(s):** \_\_\_\_\_

**Course Goal(s):**  
 \_\_\_\_\_  
 \_\_\_\_\_

# TAB VII C

# MEMORANDUM

**DATE:** February 5, 2013  
**TO:** District IV Local Emergency Planning Committee  
**FROM:** Eric B. Anderson, LEPC Staff  
**RE:** Hazardous Materials Incident Reports

---

## SUMMARY

The attached tables and graphs provide information on all hazardous materials incident reports received by the State Watch Office. The incident reports are reviewed by Hazardous Materials Planning staff on a daily basis for compliance and verification purposes. The information helps identify potential Section 304 violators, as well as facilities which may have an obligation to report under other sections of EPCRA and the Risk Management Planning (RMP) programs.

*Table 1* lists incidents by LEPC District for the period of **June 1, 2012** through **November 30, 2012**. "Potential Section 304 Investigations" are incidents involving the release of Extremely Hazardous Substances (EHS) or Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) chemicals at fixed facilities and are investigated by State-level staff. In order for an incident to be covered under Section 304, the EHS or CERCLA chemical must meet or exceed its designated Reportable Quantity (RQ) and have potential for offsite exposure.

*Table 2* provides a breakdown for fixed facilities of all hazardous material incidents where evacuations, injuries or deaths were reported (where available).

*Table 3* covers transportation related incidents and differentiates between chemical-related and traffic accident-related deaths. Please note that official causes of death are determined by the medical examiner's office and may take up to 90 days for the final report.

*Graph II* provides information about the total incidents within each LEPC region of the State from **December 1, 2011** through **November 30, 2012**. Please refer to District 4 for our local information.



STATE OF FLORIDA

## DIVISION OF EMERGENCY MANAGEMENT

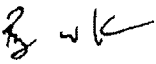
RICK SCOTT  
Governor

BRYAN W. KOON  
Director

January 9, 2013

### MEMORANDUM - # 03-13

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

FROM: Bryan W. Koon, Chairman 

SUBJECT: Hazardous Materials Incidents Report

**SUMMARY:** The attached tables and graphs provide information on all hazardous materials incident reports received by the State Watch Office. Incident reports are reviewed by staff on a daily basis for compliance with Section 304 and other provisions of the Emergency Planning and Community Right-to-Know Act (EPCRA) program. They can also be used to identify facilities that may have an obligation to report under the Risk Management Planning (RMP) program.

The three attached tables cover hazardous materials incident reports for the last three months (September 1, 2012 through November 30, 2012). The "Potential Section 304 Investigations" information in Table 1 is listed by Local Emergency Planning Committee (LEPC) District. These are incidents involving the release of an Extremely Hazardous Substance (EHS) or a Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) chemical at a fixed facility. In order for an incident to be covered under Section 304, the EHS or CERCLA chemical must meet or exceed its designated Reportable Quantity (RQ) and have potential for offsite exposure. Those facilities found not to be in compliance with all Section 304 reporting requirements are referred to the Division of Emergency Management's General Counsel for possible enforcement action. The incidents listed in Tables 2 and 3 cover hazardous materials incidents for which evacuations, injuries and/or deaths were reported. Table 2 covers fixed facilities and Table 3 details transportation related incidents. Also note that the official cause of death is determined by the medical examiner's office. This process may take up to 90 days. The numbers for these tables were obtained from the State Watch Office incident reports, as well as other sources. And finally, Tables 2 and 3 also include incidents for which no evacuation numbers have been determined. In the past these incidents were left off the tables. Additional information has been recorded and is available upon request.

The figures in Graph I show the total number of hazardous materials incidents per year (including Section 304) reported to the State Watch Office for the period of January 1, 2002 through November 30, 2012. The figures in Graph II compare incidents that occurred at fixed facilities to those involving transportation-related incidents during the same time period. And note that the incidents in Graph II have been further refined to list petroleum vs. non-petroleum incidents for both fixed and transportation related incidents.

BWK/sb

Attachments

# Hazardous Materials Incident Report - Table 1

## 9/1/2012 Through 11/30/2012

### Potential Section 304 Investigations at Fixed Facilities

<u>01 - West Florida Regional Planning Council</u>				<u>LEPC 01 - Total Releases</u>				<u>1</u>
<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Action Date</u>	<u>Comment</u>	<u>Sector</u>		
10/03/2012	Anhydrous Ammonia	80-100	Fisheries	10/04/2012	Closed.	Private		
<u>04 - Northeast Florida Regional Planning Council</u>				<u>LEPC 04 - Total Releases</u>				<u>2</u>
<u>DUVAL COUNTY - 2 releases</u>								
<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Action Date</u>	<u>Comment</u>	<u>Sector</u>		
09/01/2012	Anhydrous Ammonia	63	Breweries	09/10/2012	Closed	Private		
10/23/2012	Ethylene Glycol	Unknown	Auto Repair	10/23/2012	Closed	Private		
<u>06 - East Central Florida Regional Planning Council</u>				<u>LEPC 06 - Total Releases</u>				<u>3</u>
<u>LAKE COUNTY - 1 release</u>								
<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Action Date</u>	<u>Comment</u>	<u>Sector</u>		
11/22/2012	Potassium Hydroxide	Unknown	Nursery	11/26/2012	Closed	Private		
<u>06 - East Central Florida Regional Planning Council (continued)</u>								
<u>ORANGE COUNTY - 1 release</u>								
<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Action Date</u>	<u>Comment</u>	<u>Sector</u>		
10/03/2012	Anhydrous Ammonia	730	Carbonated	10/05/2012	Open	Private		
<u>VOLUSIA COUNTY - 1 release</u>								
<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Action Date</u>	<u>Comment</u>	<u>Sector</u>		
09/13/2012	Chlorine Gas	1-3	Water Treatment	09/19/2012	Closed	Public		
<u>07 - Central Florida Regional Planning Council</u>				<u>LEPC 06 - Total Releases</u>				<u>1</u>
<u>POLK COUNTY - 1 release</u>								
<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Action Date</u>	<u>Comment</u>	<u>Sector</u>		
09/29/2012	Anhydrous Ammonia	45	Brewery	10/03/2012	Closed	Private		

**Hazardous Materials Incident Report - Table 1**  
**Potential Section 304 Investigations at Fixed Facilities**

9/1/2012 Through 11/30/2012

**08 - Tampa Bay Regional Planning Council** **LEPC 08 - Total Releases**    **3**

**HILLSBOROUGH COUNTY - 2 releases**

<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Action Date</u>	<u>Comment</u>	<u>Sector</u>
09/21/2012	Peracetic Acid	1-2	Hazmat disposal	09/24/2012	Closed	Private
10/21/2012	Phosphoric Acid/Hydrofluoric Acid Solution	232,240 / 275	Mining	10/23/2012	Closed	Private

**PINELLAS COUNTY - 1 release**

<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Action Date</u>	<u>Comment</u>	<u>Sector</u>
10/23/2012	Unknown Chemicals	Unknown	Meth Lab	10/23/2012	Closed	Private

**10 - Treasure Coast Regional Planning Council** **LEPC 09 - Total Releases**    **1**

**MARTIN COUNTY - 1 release**

<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Action Date</u>	<u>Comment</u>	<u>Sector</u>
09/02/2012	Ethylene glycol (DOW Therm A)	458	Electric Services	09/11/2012	Closed	Private

**11 - South Florida Regional Planning Council** **LEPC 11 - Total Releases**    **4**

**BROWARD COUNTY - 1 release**

<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Action Date</u>	<u>Comment</u>	<u>Sector</u>
09/27/2012	Sulfuric Acid	77	Incinerators	09/27/2012	Closed	Private

**DADE COUNTY - 3 releases**

<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Action Date</u>	<u>Comment</u>	<u>Sector</u>
09/18/2012	Ozone	Unknown	Beverages	09/20/2012	Closed	Private
09/22/2012	Unknown Chemicals	Unknown	Meth Lab	09/25/2012	Closed	Private
10/16/2012	Sodium Hypochlorite	56	Pool Supply	10/15/2012	Closed	Private

# Hazardous Materials Incident Report - Table 2

9/1/2012 Through 11/30/2012

## Hazardous Materials Incidents with Evacuations, Injuries, and Deaths (Fixed Facilities)

### 03 - North Central Florida Regional Planning Council

#### COLUMBIA COUNTY

<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Injured</u>	<u>Evacuated</u>	<u>Fatalities</u>	<u>Cause of Death/Injury</u>
10/01/2012	Fuel Oil	Unknown	Asphalt Plant	0	0	1	Fire/Trauma

### 04 - Northeast Florida Regional Planning Council

#### CLAY COUNTY

<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Injured</u>	<u>Evacuated</u>	<u>Fatalities</u>	<u>Cause of Death/Injury</u>
10/11/2012	Natural Gas	Unknown	School	0	200	0	N/A

### 06 - East Central Florida Regional Planning Council

#### VOLUSIA COUNTY

<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Injured</u>	<u>Evacuated</u>	<u>Fatalities</u>	<u>Cause of Death/Injury</u>
09/05/2012	Propane	Unknown	Private Residence	2	0	0	Flash / Explosion

### 07 - Central Florida Regional Planning Council

#### POLK COUNTY

<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Injured</u>	<u>Evacuated</u>	<u>Fatalities</u>	<u>Cause of Death/Injury</u>
09/29/2012	Anhydrous Ammonia	45	Brewery	0	27	0	N/A

### 08 - Tampa Bay Regional Planning Council

#### PINELLAS COUNTY

<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Injured</u>	<u>Evacuated</u>	<u>Fatalities</u>	<u>Cause of Death/Injury</u>
10/23/2012	Unknown Chemical	Unknown	Meth Lab	0	3	0	N/A
10/28/2012	Methane	Unknown	Retail Sales	0	Unknown	0	N/A

### 09 - Southwest Florida Regional Planning Council

#### HENDRY COUNTY

<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Injured</u>	<u>Evacuated</u>	<u>Fatalities</u>	<u>Cause of Death/Injury</u>
09/14/2012	Propane	Unknown	Private Residence	0	40	0	N/A

# Hazardous Materials Incident Report - Table 2

9/1/2012 Through 11/30/2012

## Hazardous Materials Incidents with Evacuations, Injuries, and Deaths (Fixed Facilities)

### 10 - Treasure Coast Regional Planning Council

#### **PALM BEACH COUNTY**

<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Injured</u>	<u>Evacuated</u>	<u>Fatalities</u>	<u>Cause of Death/Injury</u>
10/29/2012	Natural Gas	Unknown	Private School	0	Unknown	0	N/A

### 11 - South Florida Regional Planning Council

#### **BROWARD COUNTY**

<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Injured</u>	<u>Evacuated</u>	<u>Fatalities</u>	<u>Cause of Death/Injury</u>
09/22/2012	Unknown	Unknown	Private	0	Unknown	0	N/A
09/30/2012	Propane	22	Restaurant	0	Unknown	0	N/A
11/05/2012	Natural Gas	Unknown	School	0	Unknown	0	N/A
11/18/2012	Propane	Unknown	Retail Sales	0	Unknown	0	N/A
11/26/2012	Propane	Unknown	School	0	Unknown	0	N/A

\* May take FDLE 30-90 days to report cause of death



# Hazardous Materials Incident Report - Table 3

9/1/2012 Through 11/30/2012

## Transportation Incidents with Evacuations, Injuries, and Deaths

### 01 - West Florida Regional Planning Council

**WALTON COUNTY**

<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Injured</u>	<u>Evacuated</u>	<u>Fatalities</u>	<u>Cause Of Death / Injury</u>
9/25/2012	Diesel Fuel	555	Traffic Accident	1	0	0	Trauma
11/27/2012	Gasoline	Unknown	Traffic Accident	2	0	0	Trauma

### 02 - Apalachee Regional Planning Council

**LEON COUNTY**

<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Injured</u>	<u>Evacuated</u>	<u>Fatalities</u>	<u>Cause Of Death / Injury</u>
11/08/2012	Natural Gas	Unknown	Pipeline	0	Unknown	0	N/A

### 03 - North Central Florida Regional Planning Council

**ALACHUA COUNTY**

<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Injured</u>	<u>Evacuated</u>	<u>Fatalities</u>	<u>Cause Of Death / Injury</u>
10/10/2012	Gasoline	Unknown	Traffic Accident	2	0	0	Unknown

**BRADFORD COUNTY**

<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Injured</u>	<u>Evacuated</u>	<u>Fatalities</u>	<u>Cause Of Death / Injury</u>
09/05/2012	Diesel Fuel	370	Traffic Accident	1	0	1	Trauma

**LAFAYETTE COUNTY**

<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Injured</u>	<u>Evacuated</u>	<u>Fatalities</u>	<u>Cause Of Death / Injury</u>
10/18/2012	Diesel Fuel	740	Traffic Accident	1	0	0	Trauma

### 04 - Northeast Florida Regional Planning Council

**DUVAL COUNTY**

<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Injured</u>	<u>Evacuated</u>	<u>Fatalities</u>	<u>Cause Of Death / Injury</u>
10/19/2012	Natural Gas	Unknown	Pipeline	0	Unknown	0	N/A

**FLAGLER COUNTY**

<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Injured</u>	<u>Evacuated</u>	<u>Fatalities</u>	<u>Cause Of Death / Injury</u>
11/01/2012	Sulfuric Acid	Unknown	Traffic Accident	1	0	0	Trauma

# Hazardous Materials Incident Report - Table 3

9/1/2012 Through 11/30/2012

## Transportation Incidents with Evacuations, Injuries, and Deaths

### 05 - Withlacoochee Regional Planning Council

**CITRUS COUNTY**

<u>Release Date</u> 10/21/2012	<u>Chemical Name</u> Natural Gas	<u>Release Amt</u> Unknown	<u>Business Type</u> Pipeline	<u>Injured</u> 0	<u>Evacuated</u> 3	<u>Fatalities</u> 0	<u>Cause Of Death / Injury</u> N/A
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**MARION COUNTY**

<u>Release Date</u> 09/06/2012	<u>Chemical Name</u> Natural Gas	<u>Release Amt</u> Unknown	<u>Business Type</u> Pipeline	<u>Injured</u> 0	<u>Evacuated</u> Unknown	<u>Fatalities</u> 0	<u>Cause Of Death / Injury</u> N/A
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### 06 - East Central Florida Regional Planning Council

**BREVARD COUNTY**

<u>Release Date</u> 9/9/2012	<u>Chemical Name</u> Natural Gas	<u>Release Amt</u> Unknown	<u>Business Type</u> Pipeline	<u>Injured</u> 0	<u>Evacuated</u> Unknown	<u>Fatalities</u> 0	<u>Cause Of Death / Injury</u> N/A
11/6/2012	Natural Gas	Unknown	Pipeline	0	Unknown	0	N/A
11/27/2012	Natural Gas	Unknown	Pipeline	0	Unknown	0	N/A

### 06 - East Central Florida Regional Planning Council (continued)

**ORANGE COUNTY**

<u>Release Date</u> 11/29/2012	<u>Chemical Name</u> Natural Gas	<u>Release Amt</u> Unknown	<u>Business Type</u> Pipeline	<u>Injured</u> 0	<u>Evacuated</u> Unknown	<u>Fatalities</u> 0	<u>Cause Of Death / Injury</u> N/A
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**VOLUSIA COUNTY**

<u>Release Date</u> 11/29/2012	<u>Chemical Name</u> Natural Gas	<u>Release Amt</u> Unknown	<u>Business Type</u> Pipeline	<u>Injured</u> 0	<u>Evacuated</u> Unknown	<u>Fatalities</u> 0	<u>Cause Of Death / Injury</u> N/A
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### 08 - Tampa Bay Regional Planning Council

**HILLSBOROUGH COUNTY**

<u>Release Date</u> 09/25/2012	<u>Chemical Name</u> Natural Gas	<u>Release Amt</u> Unknown	<u>Business Type</u> Pipeline	<u>Injured</u> 0	<u>Evacuated</u> Unknown	<u>Fatalities</u> 0	<u>Cause Of Death / Injury</u> N/A
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**PINELLAS COUNTY**

<u>Release Date</u> 10/6/2012	<u>Chemical Name</u> Natural Gas	<u>Release Amt</u> Unknown	<u>Business Type</u> Pipeline	<u>Injured</u> 0	<u>Evacuated</u> Unknown	<u>Fatalities</u> 0	<u>Cause Of Death / Injury</u> N/A
11/29/2012	Natural Gas	Unknown	Pipeline	0	Unknown	0	N/A

# Hazardous Materials Incident Report - Table 3

9/1/2012 Through 11/30/2012

## Transportation Incidents with Evacuations, Injuries, and Deaths

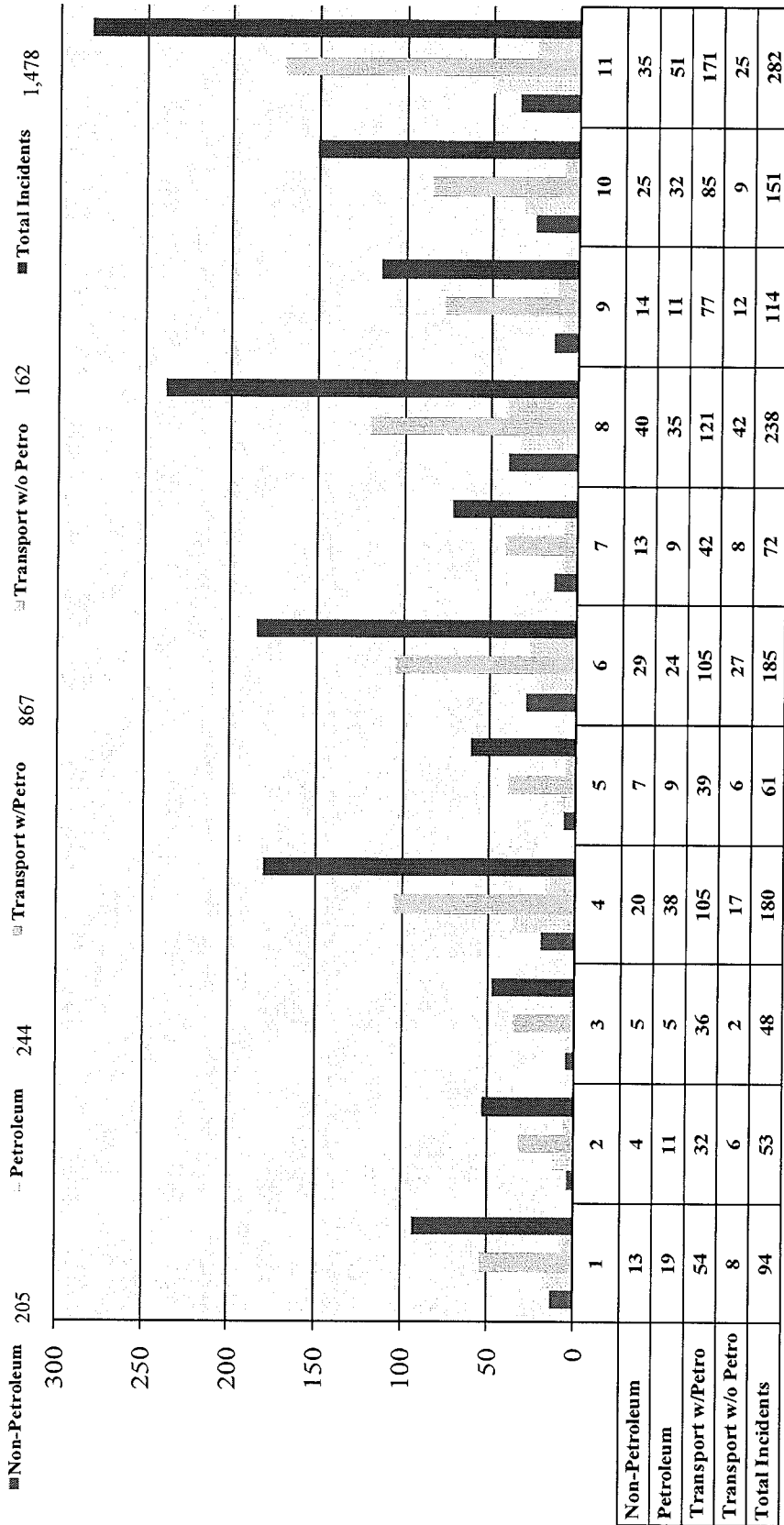
### 11 - South Florida Regional Planning Council

**BROWARD COUNTY**

<u>Release Date</u>	<u>Chemical Name</u>	<u>Release Amt</u>	<u>Business Type</u>	<u>Injured</u>	<u>Evacuated</u>	<u>Fatalities</u>	<u>Cause Of Death / Injury</u>
09/01/2012	Oil	Unknown	Private Vessel	0	Unknown	0	N/A

\* May take FDLE 30-90 days to report cause of death

**GRAPH II**  
**HAZARDOUS MATERIALS INCIDENT REPORTS**  
 BY LOCAL EMERGENCY PLANNING COMMITTEE DISTRICT



December 1, 2011 through November 30, 2012

# TAB VIII A

# MEMORANDUM

**DATE:** February 5, 2013  
**TO:** District IV Local Emergency Planning Committee  
**FROM:** Eric B. Anderson, LEPC Staff  
**RE:** Yatabe Awards and Certificates of Appreciation

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The Yatabe Award winner for the District 4 LEPC was Lt. Jonathan Lamm  
Chief Ty Silcox was awarded a Certificate of Appreciation



Lt. Lamm & Family with SERC Representative and Chief Knoff at the Awards Presentation

# TAB VIII B

# MEMORANDUM

**DATE:** February 5, 2013  
**TO:** District IV Local Emergency Planning Committee  
**FROM:** Eric B. Anderson, LEPC Staff  
**RE:** National Weather Service - Jacksonville Office

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NWS staff will discuss their capabilities to assist during a hazardous materials release.



# TAB VIII C

# MEMORANDUM

**DATE:** February 5, 2013  
**TO:** District IV Local Emergency Planning Committee  
**FROM:** Eric B. Anderson, LEPC Staff  
**RE:** Next Meeting

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The originally schedule meeting of the LEPC is May 8<sup>th</sup> at the Flagler County Emergency Operations Center (EOC). This meeting coincides with the Governor's Hurricane Conference in Ft. Lauderdale.

Staff is requesting to move the meeting to May 15<sup>th</sup> at the Flagler County EOC. This change in date would allow for responders, emergency management, and LEPC staff to attend the Hurricane Conference.

**Next LEPC Meeting Date:**

May 15, 2013 at 10am

Flagler County EOC  
1769 E. Moody Blvd. Bldg #3  
Bunnell, Florida 32110