

**CENTRAL FLORIDA REGION  
LOCAL EMERGENCY PLANNING COMMITTEE**  
*DeSoto, Hardee, Highlands, Okeechobee, and Polk Counties*



**Quarterly Meeting Agenda**  
**August 20, 2020 | 9:30 A.M.**

Virtual via GoToMeeting

Please join the meeting from your computer, tablet, or smartphone.

<https://global.gotomeeting.com/join/410386813>

Join the conference call: +1 (571) 317-3122 and the Passcode is 410-386-813

1. Call to Order
  - a. Virtual Attendance
  - b. Announcements
2. Approve Draft May 14, 2020 Central Florida LEPC Meeting Minutes
3. Old Business
  - a. CF-LEPC Hazardous Materials Plan Update
4. Subcommittee Reports
  - a. Membership
    - i. Requests to add/remove members
  - b. State Emergency Response Commission (SERC) for Hazardous Materials
    - i. Currently trying to schedule a meeting in September and it will be virtual
  - c. Training
    - i. Training Discussion
5. New Business
  - a. Thomas Yatabe Award Nominations
  - b. Incident Reports
  - c. LEPC 2020-2021 Contract
  - d. PHMSA's 2020 Emergency Response Guidebook

*This Guidebook provides first responders with a newly revised go-to manual that offers guidance on what to do during the critical first 30 minutes of a hazmat transportation accident.* <https://www.phmsa.dot.gov/hazmat/erg/emergency-response-guidebook-erg>

    - i. Free Mobile App: <https://www.phmsa.dot.gov/hazmat/erg/erg2020-mobileapp>
6. Comments from Members – Please introduce yourself before you speak
7. Comments from Public – Please introduce yourself before you speak
8. 2020 CF-LEPC Meeting Schedule
  - a. November 19, 2020 – Okeechobee County or Virtual
9. Adjourn

# CENTRAL FLORIDA REGION LOCAL EMERGENCY PLANNING COMMITTEE

*DeSoto, Hardee, Highlands, Okeechobee, and Polk Counties*



CHAIRMAN: Captain Todd Tanner, Polk County Fire Rescue  
VICE-CHAIR: Dan Bartle, Florida Polytechnic University

## Quarterly Meeting Minutes May 14, 2020 | 9:30 a.m.

**1. Call to Order** – Chair Todd Tanner called the virtual meeting to order followed by the Pledge of Allegiance.

A. Roll was called and the following members were in virtual attendance:

### Broadcast and Print Media

- None

### Community Groups

- Mary Hartney, FL Fertilizer and Agrichemical Association

### Emergency Management

- Audrey Cain, City of Lakeland EM

### Facility Owners and Operators

- Gary Doyen, Mosaic Fertilizer, LLC
- Jenna Downing, Hexion Inc.
- Paul Moore, Hexion Inc.
- Doug Lillie, Burris Logistics
- Keith Hazzard, Burris Logistics
- Doug Cabe, Florikan ESA, LLC
- Kevin Cundiff, Florikan ESA, LLC

### Firefighting

- Todd Tanner, Polk County Fire Rescue

### Health

- None

### Hospital

- None

### Interested Citizen

- Tim Bennett, RISC

### Law Enforcement

- None

### Local Environmental

- Domenic LetoBarone, Florida Department of Environmental Protection

### Local Option

- Kelly Gibbs-Winiarz, Department of Homeland Security – Cybersecurity and Infrastructure Security
- Matt Currie, Department of Homeland Security – Cybersecurity and Infrastructure Security

### Transportation

- None

### Elected State and Local Officials

- None

### First Aid

- None

### Non-Elected Local Official

- None

# CENTRAL FLORIDA REGION LOCAL EMERGENCY PLANNING COMMITTEE

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## Water Management District

- None

## Education

- Dan Bartle, Florida Polytechnic University

## Staff

- Curtis Knowles, CF-LEPC Staff
- Kathy Hall, CF-LEPC Staff
- Marybeth Soderstrom, Central Florida Regional Planning Council

## General Public

- None

## B. Announcements:

- Curtis Knowles, LEPC staff, asked members to use \*6 to mute themselves as necessary.
- Mr. Knowles stated Matt Currie, DHS, has requested to be moved up on today's agenda since he needs to leave the call early for another meeting.

## 2. Approval of the February 20, 2020 Central Florida LEPC Meeting Minutes

Chair Tanner asked if everyone received a copy of the February 20, 2020 Central Florida LEPC Meeting Minutes. He stated the LEPC will not be taking action on the minutes at this meeting.

Curtis Knowles stated that the Florida Division of Emergency Management had not given legal clearance to take action on any agenda item since this is not an in-person meeting.

Dan Bartle referenced the Governor's Taskforce Plan saying it states as long as there is a quorum of members at a meeting, official action may be taken.

Mrs. Knowles suggested the Committee take action and have it ratified at the next LEPC meeting if necessary.

## **MOTION**

Gary Doyon moved to approve the February 20, 2020 LEPC meeting minutes as submitted. Doug Lillie seconded.

Motion carried unanimously.

## 5. New Business - This item was taken out of order.

### D. Chemical Facility Anti-Terrorism Standards (CFATS) Overview – Matt Currie, DHS/CISA

Matt Currie presented an overview of the Department of Homeland Security Chemical Facility Anti-Terrorism Standards program. He stated the program was developed in 2007 and reauthorized in 2015. In addition to filing with E-Plan with the state, companies with hazardous chemicals are required to file with the State DHS as well. There are about 324 hazardous chemicals DHS is most interested in knowing about. He said please see the information Curtis

included in the meeting package. There are very few exemptions to this rule, but the Department of Energy, the Nuclear Regulatory Commission, the MTSA Program and the Water Pollution Safe Water Act are among the exemptions. Unless an entity has a specific exemption under the Department of Energy, the Nuclear Regulatory Commission, the MTSA Program or the Water Pollution Safe Water Act, they are required to file. There is also a sub-exemption for in-use agriculture. However, the co-op or the supplier who is selling the hazardous chemical to the farmer is required to file. Mr. Currie explained the evaluation process for filing and the different categories. He mentioned there is a non-regulatory process called the Protective Security Advisors, and they can provide members with training seminars for a variety of security issues. Visit <https://www.cisa.gov/chemical-facility-anti-terrorism-standards> to learn more about the program.

Doug Lillie asked if Top Screen had been submitted in the past, would it need to be resubmitted. Matt Currie stated it depended on when the initial Top Screen was submitted. Visit <https://www.cisa.gov/csat-top-screen> to learn more about the Top Screen survey.

Discussion followed.

### **3. Old Business**

#### **A. Hazmat 160 Hybrid Training Class (Highlands, Polk, Sebring)**

Chair Todd Tanner stated the Hazmat 160 training was currently in progress, and is getting ready to conclude the on-line portion of the program. It started with 24 student and went down to 19. The practical portion is scheduled to begin June 1 through June 10, 2020. Once that is completed the students will be ready to test with the State for their Technician level.

#### **B. Polk Live Fire Training Completion Recap**

Chair Todd Tanner stated the Polk Live Fire Training has been completed. Two days were missed due to the COVID-19 Pandemic. About 370 people, covering four fire departments (Polk, Winter Haven, Haines City, and Davenport), completed the training. He stated it was a good turnout and they look forward to the next training.

### **4. Subcommittee Reports**

#### **A. Membership**

Curtis reminded those in attendance who are not members and would like to be members, to fill out the membership form and give to him, and he will submit it to the State Emergency Response Commission (SERC) for approval. The same process goes for alternate members.

**B. SERC for Hazardous Materials**

Curtis announced the April 2020 SERC meeting was cancelled due to COVID-19 so the membership applications he received at the February LEPC meeting would be submitted for review at their next meeting in July or August.

**C. Training**

Curtis asked LEPC members to let him know if their organization or if they individually were in need of a specific training. He would like to begin the planning process of securing vendors to conduct any training needed.

Dominic LetoBarone thanked Curtis for sending out information on the Trans Care training. He also announced a virtual tactical chemistry course is planned for First Responders on May 18, 19, 20, 25, 26 and 27<sup>th</sup>. The training is offered on any of those dates and is good training and it is free. Curtis stated he emailed this information to members.

**5. New Business**

**A. CF-LEPC Hazardous Materials Plan Update**

Curtis stated the Hazardous Materials Plan update is due to be completed in June 2020. He discussed the revisions he was making and asked if anyone would like to see anything additional changed in the plan not discussed. The full revised Plan is available if anyone would like to have a copy.

**B. Incident Reports**

Dominic LetoBarone, FL-DEP, reported he and Polk County Code Enforcement responded to an incident with a property owner near Fantasy of Flight who had fourteen 55-gallon drums of Isocyanate part A and part B mixture. The drums were possibly located inside a semi-trailer, with some cleanup being done, then the fourteen drums were found on the roadside. Polk County hired ACT Environmental to properly dispose of the drums. There continues to be some investigation going on as to where the drums came from. Also, he responded to an incident involving three 55-gallon drums and a 60-gallon recycling cart full of used oil and oil filters that was dumped on the right-of-way in Lake Alfred. One of the 5-gallon buckets had a label with manufacturing information, which he traced down and was told that they sent it to a bulk distributor. The FL-DEP hired a contractor to pump out the oil and later had to conduct impactive soil removal. That cleanup cost tax payers about \$7,000. DEP also participated in forensic sampling of a chop-shop operation in Mulberry. This was a 10-acre parcel with numerous 55-gallon drums and tanks used to bury parts from F250 stolen trucks.

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Gary Doylen, Mosaic, reported Mosaic has made a change to their hazardous materials response protocol. They previous were training their emergency response personnel to a HazMat Technician level. They now are responding to the HazMat Operations level, and will be relying more heavily on local fire rescue to assist them when needed.

#### C. LEPC Contract Modification

Curtis Knowles, LEPC staff, announced in response to COVID-19 the State modified their contract with all LEPCs waiving certain deliverables that required close contact such as in-person trainings, due to social distancing requirements. The contract will be honored completely with no monetary penalties.

### **6. Comments from Members**

Curtis stated, going forward, he would like to structure the agenda to separate comments into two categories of Members and Public. He stated those who have completed a membership application and were approved by the SERC are being considered members. All others in attendance will be considered Public. He explained the reason for this is the LEPC can better show the State their members are actively participating and members from the public are attending. This will also better show the state this LEPC is actively engaging those who are not members by allowing their participation.

Curtis announced Polk County has asked the LEPC to assist them in the design of a Table Top exercise for their Code Enforcement staff, specifically on how to respond when they find drums leaking hazardous materials on a property. However, this project has been postponed until such time as the COVID-19 social distancing requirements are lifted.

Doug Lillie, Burris Logistics, reported the Chemical Safety Board (CSB) is mandated by regulation for any hazmat spills to be reported to them within 30 minutes, via phone call or email. If the spill is anhydrous ammonia it has to be reported within 15 minutes. Any spill that is reported to the NRC should be reported to the CSB, using the NRC document number. This regulation is posted in the Federal Register. He asked about the method in which to notify neighboring facilities and the local community using reverse-911 if they have an anhydrous ammonia release. Keith Hazzard stated he is gathering information regarding reverse-911. Chair Tanner stated in his case, the fire department will go through the dispatch center and have them distribute the information using reverse-911. He offered to have Billy Abernathy, Polk County Emergency Management, contact Doug Lillie to answer his questions regarding reverse-911.

Domenic LetoBarone, announced if anyone needs any kind of supplies for hurricane preparedness for their facility for personally, to start looking for them now. With COVID-19, items are already going to be hard to find. He added the predictions are this will be an active year.

### **7. Comments from the Public**

No comments were made.

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**8. 2020 CF-LEPC Meeting Schedule**

- A. The next LEPC meeting was scheduled for August 20, 2020 in Highlands County.
- B. The November 19, 2020 LEPC meeting will be held in Okeechobee County.

**9. State Emergency Response Commission (SERC) for Hazardous Materials Meetings**

- A. Meeting announcements have not been released at this time.

Curtis stated once the meeting date has been announced, he will forward that information to the LEPC members.

Curtis stated one of the programs the CFRPC administers is the Transportation Disadvantaged program, which is a program that provides transportation services to the disadvantaged. CFRPC works with MV Transportation which is a company that coordinates the transportation services to the rural Counties of DeSoto, Hardee, Highlands and Okeechobee. MV Transportation is in the process of developing an emergency response procedure for their vehicles to be used for evacuation purposes. Curtis ask any members of the LEPC having experience with emergency evacuation with public transit if they can share their experience via email.

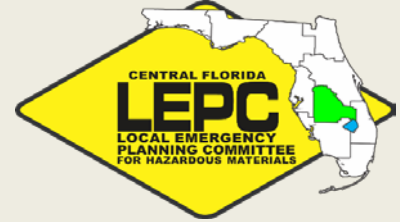
**10. Adjourn**

There being no further business the meeting adjourned.

Respectfully submitted,

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Todd Tanner, LEPC Chairman

This meeting was duly advertised in the April 28, 2020 issue of the FLORIDA ADMINISTRATIVE REGISTER, Issue: 46/83.



## LOCAL EMERGENCY PLANNING COMMITTEE NOMINATION FORM

LEPC DISTRICT:		Date:	
MEMBERSHIP TYPE:			
NOMINEE'S NAME:			
IF ALTERNATE, PRIMARY'S NAME:			
JOB TITLE:			
PLACE OF EMPLOYMENT:			
MAILING ADDRESS:			
CITY, STATE, ZIP:			
COUNTY:			
PHONE NUMBER (Work):			
CELL PHONE NUMBER:			
FAX NUMBER (Work):			
EMAIL ADDRESS:			
OCCUPATIONAL CATERGORY:			

Explanation of Choice of Category (if necessary):

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Please attach chairperson's recommendation (if alternate, also attach primary member's letter of recommendation).

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**THOMAS YATABE – STATE EMERGENCY RESPONSE COMMISSION  
AWARDS PROGRAM NOMINATION FORM**

**CATEGORY:** SERC MEMBER \_\_\_\_ LEPC MEMBER \_\_\_\_ BUSINESS \_\_\_\_ OTHER \_\_\_\_

**NOMINEE NAME:**

**NOMINEE OCCUPATION:**

**NOMINEE BUSINESS ADDRESS:**

**NOMINEE CITY/STATE/ZIP:**

**NOMINEE TELEPHONE:**

**NAME/TITLE/PHONE of Person Nominating the above Individual or Business:**

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**REASON FOR NOMINATION:** (Select #1 or #2)

- \_\_\_\_ 1. In recognition of outstanding achievement, accomplishment or superior participation in hazardous materials planning or response by an individual, agency or organization. (OR)
- \_\_\_\_ 2. For Certificate of Appreciation in recognition of outstanding achievement, accomplishment or superior participation in hazardous materials planning or response by an individual, agency or organization.

**BRIEF DESCRIPTION OF ACCOMPLISHMENTS:**

.....  
**FOR STAFF USE ONLY:**

**DATE NOMINATION RECEIVED:** \_\_\_\_\_

**DATE ACTED UPON BY MEMBERSHIP COMMITTEE:** \_\_\_\_\_