



# CENTRAL FLORIDA LOCAL EMERGENCY PLANNING COMMITTEE

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

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CHAIRMAN: Dep Chief Mike Linkins  
VICE-CHAIR: Chris Kaelin

## **SUPERFUND AMMENDMENTS AND REAUTHORIZATION ACT (SARA) TITLE III CENTRAL FLORIDA LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**

**November 14, 2019  
DeSoto City Fire Station 19  
6800 West George Boulevard | Sebring, FL 33875  
9:30 am**

### **MINUTES**

#### **1. Call to Order**

Chairman Mike Linkins called the meeting to order followed by the Pledge of Allegiance.

All in attendance were asked to introduce themselves and to sign-in on the attendance roster. A copy of the attendance roster for the November 14, 2019 LEPC meeting is attached to these minutes.

Chair Linkins thanked Highlands County for hosting the LEPC meeting at the DeSoto City Fire Station #19.

Under announcements, Curtis Knowles introduced himself and stated that as of October 1, 2019, he took over duties as the LEPC Coordinator for CFRPC.

#### **2. August 15, 2019 Central Florida LEPC Meeting Minutes**

The August 15, 2019 LEPC Minutes were circulated via email for review, comment and approval. Staff received a sufficient number of reviews and recommendations for approval to constitute a quorum, and they were signed by Chairman Linkins. From this point on, the minutes will be included in the Agenda materials for approval at the meeting.

#### **3. Old Business**

A. 2020 Hazmat Symposium is January 21 – 24, 2020

Curtis announced that the Hazmat Symposium will be held in Daytona Beach, and encouraged members to register and make their accommodations early. He added that CFRPC will know in the next few weeks if a budget to sponsor LEPC members for the Symposium will be available.

Chair Linkins added that the Symposium is a great public/private partnership sponsoring a competition for HazMat Fire Rescue training.

## B. Central Florida LEPC Contract

Curtis Knowles stated that the LEPC Contract has been approved by the State. He provided the approved version of the contract and stated there were a few items changed from last year's contract. He summarized the requirements for each task listed in the contract. He pointed out Task 3: Emergency Planning and Community Right to Know Act (EPCRA) Presentations, and asked members to let him know if they make or need presentations, for either public or private sectors, that would qualify under the EPCRA program, as the LEPC Contract requires that two (2) be conducted per contract year.

James Villarreal, Gulf Stream Natural Gas, stated that some of their training for emergency responders might qualify and he would provide Curtis with that information.

Carolyn Bluhm, Christian Emergency Readiness Training, stated that her organization provides public/private training that might qualify under EPCRA as well.

Curtis Knowles presented an overview of the requirement to develop an Emergency Response Plan, which is a plan to coordinate with the Emergency Management departments in each county. He suggested everyone review the Plan and give him their feedback. It is due by June 30, 2020.

Curtis Knowles stated that the LEPC Contract provides for training opportunities to bring in individuals across the state to provide training to first responders and emergency managers on the use of CAMEO and E-Plan software programs. He asked members if this training would be helpful to them.

Chair Linkins suggested conducting the training on CAMEO and E-Plan in conjunction with the LEPC meetings. This would eliminate the need for yet another meeting for everyone, since they will already be gathered. He gave a brief explanation as to what E-Plan is and how it evolved over the years, and who is responsible to conduct the Hazards Analysis (HA) inspections. Members discussed the benefits of E-Plan and stated it works well for them. Chair Linkins stressed that It is extremely important that the information entered into E-Plan is accurate, and mentioned that there is also a location map component to E-Plan.

Curtis Knowles referred to the Hazmat Exercise requirements and stated that the Contract offers two options. Either a full scale or a functional exercise scenario or two table-top exercises. He had received several requests for table top exercises from local businesses, and asked members to let him know which training they would prefer and he would work on developing a plan.

Curtis Knowles referred to Task 9 and asked members to let him know when training occurs so the training can be documented to fulfill LEPC Contract requirements. Also, if training is needed, please let him know and he will try to assist in providing that training.

Members discussed trainings that have taken place recently in the region that might qualify.

#### **4. Subcommittee Reports**

##### **A. Membership**

Curtis Knowles explained how individuals can become members of the LEPC according to the State. He presented the official list of current LEPC members that was provided to him from the State. He also presented an example of who an LEPC member is, and a copy of a membership application. He stated that the membership list was not current and asked members to review the list and assist him in getting it updated so he could submit it to the State. He discussed the categories for membership, and the primary and alternate position status. He stressed the importance of a diverse membership. Once the list is updated, he will update the email distribution list accordingly.

##### **B. State Emergency Response Commission (SERC) for Hazardous Materials**

Chair Mike Linkins reported on the SERC meeting that was held on October 18, 2019 in San Destin. He stated that the Hazmat plans, the Yatabe Awards and the Training Task Force were approved. A manual to streamline and document the Hazards Analysis process is being developed. They are working with the DEP water group to develop a Standard Operating Guide (SOG) to advise the state watch office of any water release. The SERC has increased the number of RMP inspectors. They inspect the most dangerous kinds of facilities. He reported on a presentation conducted at the SERC meeting regarding Stim-Rad which is geared to protect against radiation exposure. Also, Burt McKee gave a report at the SERC meeting on the presentation he made in Huston Texas on his First Responder Initiative program, which outline ways facilities can reduce impacts to hazardous materials they have on at their facility, in an effort to make first responders safer. Chair Linkins stated that the next SERC meeting is scheduled for January, 2020.

Curtis Knowles provided a list of those people who were nominated for the Thomas Yatabe award and Certificate of Appreciation which included Mitch Schmycl and James Villarreal from the CF-LEPC.

### C. Training

Dominic LetoBarone reported that the Training Task Force is working on a number of Project Boxes. One is developing Offshore Marine Firefighting, forming 14 teams, and how it will be funded. Standard Operating Procedures (SOP) are being developed to give direction as to how to handle particular emergency situations and hazardous materials. Also, the Task Force is in the process of updating the Executive Order that governs the SERC. The Task Force is looking for individuals to assist in Hazmat Team Assessments around the state, in an effort to put the information into one centralized database. There will be 14 hazmat stations set up at the Hazmat Symposium in January 2020. A discount code to preregister is available so the responsible party can pay for all their members at once.

Curtis asked LEPC members if they wanted to appoint Training and Exercise subcommittees to discuss the training needed and exercises needed.

Tom Moran thought it would be a good idea to have a multi-year training and exercise plan.

Curtis Knowles stated he would solicit members and put together subcommittees.

## 5. New Business

### A. HAZMAT 160 Hybrid Training Class

Curtis Knowles stated that this training was requested by Polk County Fire Rescue and has been conducted every couple of years. A Request for Qualifications (RFQ) and Price Proposals has been submitted according to the Council's procurement procedures. RFQ's are due by November 15 and he asked for volunteers to serve on a committee to review the proposals and select a provider.

Chair Linkins volunteered himself and Todd Tanner to serve as the selection committee if all were in agreement, which they were.

### B. Incident Report for Hazardous Materials

Curtis Knowles stated that each quarter at the SERC meeting, DEM produces a report listing the incidents that have occurred in the State. He explained how this information is gathered, and he provided the Incident Report to each member.

### C. Other Hazardous Materials Types of Meetings/Trainings in Region

Curtis Knowles asked members to let him know when they have training or meetings scheduled for hazardous materials so he can announce it to the rest of the LEPC and he will try to attend also.

Chair Linkins announced that Burt McKee with the Polk County Environmental Regulatory Committee is hosting a meeting on November 21, 2019 at Polk County EOC from 10 to 12 noon. Representatives from Florida Department of Environmental Protection will present on a variety of subjects. The venue is large and can accommodate a large number of people. He asked Curtis to email the information to the LEPC membership.

Dominic LetoBarone added that DEP in Temple Terrace will be hosting a free 24-hour Haz Wooper course on December 11 – 13, 2019.

Tom Moran stated that DeSoto County EOC is hosting a PER345 and PER355, which is radiological equipment training on using monitors. This is a one-day class on December 9, 2019. Contact Chief Chad Jorgensen with DeSoto County Fire Rescue to register.

Curtis Knowles said he would send that information out to the membership as well.

### D. Central Florida LEPC Bylaws

Curtis Knowles stated he will be working on putting together Bylaws for the Central Florida LEPC. The bylaws will provide structure for the LEPC.

## **6. Reports from Agencies/Companies**

Chair Mike Linkins reported that Polk County responded to several incident calls. He announced that he will be retiring from Polk County Fire Rescue on February 28, 2020. Chair Linkins is willing to continue in the roll of LEPC Chairman if members see fit.

Dominic LetoBarone, DEP, reported that DEP Emergency Response had two veteran responders retire recently. This year they have responded to at least 550 calls in their district of Citrus and Manatee Counties. He also reported on a crash on I-75 that occurred the night before this meeting with two semi-trucks and six other vehicles with multiple fatalities. The foam used to put out the fires ran off into a drain and into a swamp area. A vehicle was trapped under one of the semi-trucks. It will be a major investigation. Also, as of July 1, 2019, DEP brought back their law enforcement division. The DEP officers are seasoned in law enforcement. They have made numerous felony and misdemeanor arrests.

He reported that if an incident occurs and is not reported properly, and is discovered, it is an automatic third-degree felony.

James Villarreal Gulf Stream Natural Gas, reported that their six- to eight-hour Smart PIG run is scheduled for December 3, 2019. It will start in Hardee and end in Polk County. A PIG is a round, double-ended squeegee, that fits into the pipe and runs the length of the pipe, that tracks dents, gouges, metal loss, etc. within the pipe and indicates where in the pipe they occur.

Jena Downing reported that she recently joined Hexion, from Mosaic, and will be replacing Bill.

Paul Warm, Hexion, reported on a reactor modification currently being conducted at his facility. They are working with DEP on a modification of their air permit.

Carolyn Bluhm, Christian Emergency Readiness Training (CERT), reported on her background and experience with the Denver Office of Emergency Management and Homeland Security in Colorado Springs, Colorado, and her and her husband Rudy's CERT service ministry. She felt their training and experience could possibly enhance the LEPCs outreach and education and offered to assist in any way possible. Their ministry addresses church safety and provides preparedness training for disaster events. Their effort is to enhance the work of the State and County Emergency Managers. She pointed out that one of the biggest problems is not vetting church volunteers. She distributed information regarding their ministry.

Curtis stated that Polk and Highlands Counties have Long Term Recovery organizations that could benefit from the CERT program and Ms. Blum's knowledge working with local churches. He offered to provide her with more information.

Jimmy Horner, City of Lakeland, stated that the City has hired an Emergency Manager, and that position will be under the city fire department.

Kevin King, Hardee County Health Department, reported on a recent fertilizer spill. Also, Hardee County continues to work on their Emergency Response Guides.

Kelly Gibs-Wiarz, Supervisor for Chemical Security Regulation and for Cyber Security and Infrastructure Security Agency in Florida, stated that her goal was to contact all the emergency managers in the state to work with them on their Tier II list in an effort to identify any outliers, as the lists ultimately should be the same. DHS is offering training and drills for first responders and LEPC members. Please sign up on their website.

Marshall Frasier, Florida Fertilizer and Ag Chemicals Association, stated that they regularly conduct training and will communicate to staff when they plan to hold the next one.

Doug Cape, Florikan ESA, indicated that DHS had been in contact with his organization but he had never met Ms. Kelly Gibbs-Wiarz personally, and he was there to learn all he could about regulation and compliance.

Chair Mike Linkins stated that the last thing DHS or any other agency wants to do is issue citations for non-compliance. A lot of time the organizations do not know or understand the requirements on compliance. The LEPC meetings will help with that. He stated that the LEPC and its members would be happy to help and answer questions.

Tosha Reiss, Highlands County Emergency Management, stated that they have six new firefighters and a few of them are pursuing hazmat team training.

## **7. Comments from Members**

No additional comments were made.

## **8. Comments from Public**

No comments were made.

## **9. 2020 CF LEPC Meeting Schedule**

Curtis Knowles presented a proposed meeting schedule for 2020. Rather than deciding on the next meeting date at each meeting, he suggested setting the dates for the next year at the last meeting of the year. Those dates were as follows:

February 20, 2020 in Polk County

May 14, 2020 in Highlands County

August 20, 2020 in Hardee County

November 19, 2020 in Okeechobee County

All meetings will be held at 9:30 a.m.

## **10. 2020 CF-LEPC Subcommittees Meeting Schedule**

Curtis Knowles stated that the subcommittees will meet as necessary according to the bylaws once they are established.

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

Curtis Knowles announced that the next SERC Training Task Force meeting is scheduled for January 21, 2020 at 9:30am in Daytona Beach and the SERC meeting is January 22, 2020 at 10:30am in Daytona Beach. Also, the LEPC Chairpersons/Coordinators meeting will be held January 21, 2020 at 3:30pm in Daytona Beach.

**Next Meeting**

The next LEPC meeting is scheduled for February 20, 2020 in Polk County at 9:30 a.m. Location will be announced.

**12. There being no further business, the meeting adjourned.**

Respectfully submitted,



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Mike Linkins, LEPC Chairman

This meeting was duly advertised in the July 29, 2019 issue of the FLORIDA ADMINISTRATIVE REGISTER, Issue: 45/211.