

# CENTRAL FLORIDA REGION LOCAL EMERGENCY PLANNING COMMITTEE

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



CHAIRMAN: Todd Tanner  
VICE-CHAIR: Dan Bartle

**Quarterly Meeting Minutes**  
**August 20, 2020 | 9:30 A.M.**  
Virtual via GoToMeeting

## 1. Call to Order

A. Chairman Todd Tanner called the meeting to order followed by the Pledge of Allegiance.

B. Those in attendance included:

### Broadcast and Print Media

- None

### Community Groups

- Mary Hartney, FL Fertilizer and Agrichemical Association
- Marshall Frasier, FL Fertilizer and Agrichemical Association
- Carolyn Bluhm, CERT Ministry

### Emergency Management

- Jeff Tambasco, DeSoto County EM
- Amalia Arista, Hardee County EM
- Laura Calvillo, Hardee County EM
- Audrey Cain, City of Lakeland EM
- LaTosha "Tosh" Reiss, Highlands County EM

### Facility Owners and Operators

- Gary Doyen, Mosaic Fertilizer, LLC
- Doug Lillie, Burris Logistics
- Keith Hazzard, Burris Logistics
- Rachel Garard, Armaz
- Doug Cabe, Florikan ESA, LLC

### Firefighting

- Joe Walker, Hardee County Fire Rescue

- Todd Tanner, Polk County Fire Rescue
- Garrett Parnell, Polk County Fire Rescue

### Health

- None

### Hospital

- None

### Interested Citizen

- Tim Bennett, RISC

### Law Enforcement

- None

### Local Environmental

- Dominic LetoBarone, FDEP Emergency Response

### Local Option

- Robert Crosby, Department of Homeland Security - CSI

### Transportation

- None

### Elected State and Local Officials

- None

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First Aid

- None

Non-Elected Local Official

- None

Water Management District

- None

Education

- Danial Bartle, Florida Polytechnic University

Staff

- Curtis Knowles, LEPC Staff
- Kathy Hall, LEPC Staff

General Public

- None

C. Announcements:

- No announcements were made.

**2. Approval of the May 14, 2020 Central Florida LEPC Meeting Minutes**

Curtis Knowles asked if there were any changes to the May 14, 2020 Central Florida CF-LEPC Meeting Minutes.

**MOTION**

One correction was made. Dan Bartle moved to approve the May 14, 2020 CF-LEPC Meeting Minutes as corrected. Mary Hartney seconded.

Motion carried unanimously.

**3. Old Business**

A. CF-LEPC Hazardous Materials Plan Update

Curtis Knowles, CF-LEPC staff, stated the Hazardous Materials Plan Update was submitted to the State. Since they have been activated, a review of the changes has not been conducted at this time. Once approved he will forward the document information to members.

**4. Subcommittee Reports**

A. Membership

Curtis Knowles stated he included a Membership Application in the Agenda Packet. He urged those attending who are not official members but would like to become a member, to fill out the application and return it to him by August 25, 2020 if possible. The applications will be submitted to the State Emergency Response Commission (SERC) where they will be considered for approval at their September meeting.

Mr. Knowles added if members are no longer in their positions, have moved, or for any other reason no longer are members, please let him know.

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

Mr. Knowles stated that the SERC will conduct a virtual meeting on September 10, 2020, at 10:00 a.m. He will forward a link to attend the meeting once it is published. SERC is considering conducting a virtual meeting in October for their Commission meeting, the Training Committee and the LEPC Chairs' Coordinating meeting.

**C. Training**

Mr. Knowles stated he continues to forward any training courses he is made aware of to the CF-LEPC members. Many are currently being held virtually, which allows for a lot of individuals to attend that may not have attended otherwise, due to travel restrictions, etc. He asked members to forward him any training courses they are having, and he will forward to the group.

Dominic LetoBarone, DEP, announced that the DEP Northeast District, will be conducting an 8-hour OSHA Refresher on August 27, 2020 at 8:30 a.m. to 5:00 p.m. Also, Burt McKee will be leading an in-person, 8-hour OSHA Refresher at the Polk County Extension Service auditorium on September 15, 2020 from 8:00 a.m. to 5:00 p.m. He announced that the January 2021 HazMat Symposium has been cancelled.

Vice Chair Dan Bartle stated he received an email from Paul Saville, Florida Division of Emergency Management Regional Coordinator, offering several training opportunities for CF-LEPC members from the Center for Domestic Preparedness.

Curtis stated he received the same information and would forward that email to the group.

**5. New Business**

**A. Thomas Yatabe Award Nominations**

Curtis stated the Thomas Yatabe Award is presented annually to an individual, an organization, or a business, in recognition of their exemplary service in an emergency or hazmat related field. He asked members to submit nominations on the form he provided in the Agenda Packet, to him by September 10, 2020. He then will forward the nominations to the state for their consideration. If those nominated are not selected, the LEPC can nominate them for a Certificate of Achievement.

**B. Incident Reports**

Curtis asked if anyone had an incident they would like to report and discuss.

Dominic LetoBarone, DEP Emergency Response, reported the Winter Haven Hospital had a generator that leaked a substantial amount of diesel fuel into Lake Martha. DEP worked with local responders, the Department of Health, and others, to assist in the cleanup, which is in its third week. The diesel fuel settled into the sediment in the lake, making cleanup challenging. He described the equipment that was utilized. Ultimately, Polk County's waste cleanup program will

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take over. Mr. LetoBarone stated due to the proximity to the lake, the leak could have been prevented with a secondary containment of the generator.

**C. CF-LEPC FY 2020-21 Contract**

Curtis reported the CF-LEPC Contract has been approved and signed. There were no changes from last year's contract. The contract requires the CF-LEPC to conduct a minimum of two tabletop exercises or a full-scale exercise. Either can be conducted virtually. He asked members to let him know if their agency needs a tabletop exercise or would like assistance and/or support with a full-scale exercise.

Todd Tanner asked when a good time would be to submit the paperwork for the Polk Live Fire training.

Curtis said the training is funded through the HMEP grant, which is in FY October 2020 through September 2021. That grant has not yet been received by staff, but is expected anytime, and he will let everyone know the timeline for signing up for training.

**D. PHMSA's 2020 Emergency Response Guidebook**

Curtis announced that staff is expecting to receive 1,800 guidebooks during the following week. The guidebooks are for the entire region but will be delivered to Polk County Fire Rescue for distribution. He asked members to please let him know how many guidebooks they will need for their agencies and he will schedule a time for pickup. If members are unable to pick them up Curtis can deliver them. The guidebook is also available electronically and can be downloaded from this weblink: <https://www.phmsa.dot.gov/hazmat/erg/emergency-response-guidebook-erg>. Also the free mobile is at: <https://www.phmsa.dot.gov/hazmat/erg/erg2020-mobileapp>.

Todd Tanner, Polk County Fire Rescue, stated they have had a change in staff at the warehouse, and he would provide Curtis with updated contact information to forward to the State so they can ship the handbooks directly to the warehouse.

**6. Comments from Members**

Curtis stated this is an opportunity for members to announce, discuss, or highlight anything for or about their agency or company the LEPC would benefit from knowing.

Curtis started by announcing the State is beginning their Evacuation Study update, with a very fast turnaround time of November or December of this year for the first phase of the update. The Regional Planning Councils in the state were all contracted to assist the State in conducting the Evacuation Study. This includes all the necessary modeling using population and the number of shelters, etc. to help decision makers or for evacuation timing. Curtis also mentioned the two tropical systems heading toward Florida as early as the upcoming weekend. He urged members to pay close attention as they are both expected to strengthen.

Doug Lillie, Burris Logistics, stated they had a coordination meeting planned for their Haines City facility Emergency Response. He commended Todd Tanner and his team who were going to

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participate. However, the Haines City Fire Department corporate office asked Burris Logistics to postpone the meeting due to COVID-19. They plan to reschedule it as soon as safely possible. He stated Burris Logistics would like to take advantage of the tabletop exercise opportunity as it will soon be a requirement of the RMP Rule.

Garrett Parnell, Polk County Fire Rescue, stated at the last CF-LEPC training, they promoted and encouraged the Emergency Response Guidebook App since all their County issued phones have the updated app automatically downloaded on them. He explained how it works and the valuable information it provides. Polk County has used it with much success.

Audrey Cain, City of Lakeland, stated if anyone is looking for a venue large enough for social distancing, to conduct a tabletop exercise or a large meeting, to let her know. Lakeland has venues that are not being used since so many events have been cancelled.

Rachel Garard, Arrmaz Corp., announced they have a Polk County Fire Rescue visit schedule with Paul Shannon and others on August 26, 2020. She announced Arrmaz has made many upgrades to their facility due to COVID-19, such as partitioning, ventilation system upgrades, and reconfiguring the office spaces. Many employees continue to work remotely where possible.

## **7. Comments from Public**

No comments from the public were made.

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

A. The next CF-LEPC Meeting is scheduled for November 19, 2020 at 9:30 a.m. either in person in Okeechobee County or Virtual, as COVID-19 dictates. The Meeting information will be announced as soon as the meeting format is determined.

## **10. There being no further business the meeting adjourned.**

Respectfully submitted,

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Todd Tanner, CF-LEPC Chairman

This meeting was duly advertised in the August 5, 2020 edition of the FLORIDA ADMINISTRATIVE REGISTER, Issue 46 Vol 152.