



## DISASTER PLANNING SUBCOMMITTEE January 21, 2010 Meeting - 11:00 a.m.

# MEETING MINUTES

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LEPC District VIII, 4000 Gateway Centre Blvd., Suite 100, Pinellas Park, FL 33782 - 727/570-5151, Staff Contact: John Meyer

**Attendees** - Glenn Hall, John Meyer, Chet Klinger, Dick Booth, Larry Bagby, Larry Clark, Gary Dunmeyer, Bob Westly, Thea Dunmire and Holley Wade

A meeting of the LEPC Disaster Planning Subcommittee was held on January 21, 2010. The goals of the Subcommittee include the bolstering of the hazardous materials sections of the *Florida Business Disaster Survival Kit* (FBDSK) [viewable at [www.fldisasterkit.com](http://www.fldisasterkit.com)] and the LEPC website (<http://www.tbrpc.org/lepc/>), as well as solicit the training recommendations and needs of the Section 302 facilities located throughout the Region. Discussion continued regarding the potential for the Subcommittee to seek grant funding to assist with these endeavors and the future conduct of workshop(s) and/or webinars.

### Discussion Summary

- Approval of Minutes.** Subcommittee Chair Glenn Hall asked if there were any corrections or additions to the September 17, 2009 Subcommittee meeting Minutes. Hearing none, Chair Hall asked for a motion to approve the *Minutes*. Following the motion made by Mr. Larry Clark and seconded by Mr. Chet Klinger, the *Minutes* were approved unanimously.
- Chair Nominations Requested.** Citing frequent scheduling conflicts, Chair Glenn Hall indicated that he will need to be step down as Subcommittee Chair. It was agreed that the Subcommittee will solicit the names of Subcommittee members interested in serving in this capacity. It is hopeful that the successor will be named in conjunction with the next Subcommittee meeting (i.e. April 15, 2010). However, in the interim, Mr. Bob Westly has agreed to serve as the "Interim Subcommittee Chair," for a limited time. Mr. Westly proceeded to Chair the remainder of the meeting.
- Future Subcommittee Meeting Dates.** It was acknowledged that the Subcommittee has been meeting on a somewhat erratic basis. The Subcommittee agreed to pre-schedule all future Subcommittee meetings on a Quarterly basis, to relatively coincide with the pre-scheduled LEPC meetings. It was agreed that future Subcommittee meetings will be pre-scheduled for the third Thursdays January, April, July and October from 11:00 a.m. until 1:00 p.m. For 2010, this would set the remaining meetings dates for April 15<sup>th</sup>, July 15<sup>th</sup> and October 21<sup>st</sup>.
- Future Meeting Minutes.** Mr. John Meyer has agreed to continue preparing the Subcommittee meeting *Minutes*. Mr. Meyer anticipates e-mailing draft Minutes to Subcommittee members within two days following the meeting. Timely submission of any suggested revision(s) would be greatly appreciated and will be incorporated prior to transmittal to all Subcommittee members.

5. **LEPC Website Update.** Mr. John Meyer mentioned and demonstrated that links to various resources have been added to the LEPC webpage (<http://www.tbrpc.org/lepc/lepc.shtml>) at the prior request of Subcommittee members. This cumulative listing of links is a “work in progress” and can certainly be expanded in the future. Subcommittee members were encouraged to identify and provide other links to useful resources that they believe would be beneficial to the hazardous materials industry and/or public. Once the links listing has been thoroughly expanded and organized by subtitle (e.g. Regulations, Sample Plans...), these resource links can/will be duplicated for the FBDSK website. Mr. Meyer also illustrated the presence of the past Subcommittee meeting *Minutes* on the LEPC website.
6. **Grant Application Update.** Mr. Meyer will continue to urge Council administration to acquire a DUNS number and to pre-register the Council’s 501(c)(3) Regional Cooperative Alliance with “grants.gov” in time for the next (or future) OSHA grant cycle or similar funding opportunity. This distinction would allow the Council to additionally apply for grant funds that are destined for non-profit agencies. Mr. Meyer expressed his optimism that, if received, grant funds could serve a tremendous benefit towards the mission of this Subcommittee. It is envisioned that such funds could be applied making the “Planning Wizard” more interactive in guiding users through the Hazardous Materials section of the FBDSK. The funds could also assist in providing Outreach [e.g. Webinar(s), Workshops...] as a means to disseminate the data, resources and guidance documents/strategies available from the Subcommittee.

The following agencies have been identified as potential funding sources: OSHA, EPA, SWFWMD, Homeland Security and FDEP. Subcommittee members confirmed that the “grants.gov” website would/should include a listing of all federal funding opportunities. From this website, one could implement a search based on key word(s). Ms. Holley Wade indicated that it was her recollection that key words could be pre-entered and interested parties would be notified of future grant opportunities that meet the defined criteria. Mr. Meyer volunteered to explore this possibility using the key words of: *Hazardous Chemicals, Hazardous Materials, Disaster Planning, Hazardous Substances* and *Hazardous Waste*. Mr. Meyer will advise the status of this initiative at the next Subcommittee meeting, if not sooner.

7. **Facility Disaster Planning Subcommittee Survey Update.** Mr. Chet Klinger informed the Subcommittee that he has ceased polling of past training recipients unless advised differently by the Subcommittee. Mr. Larry Clark and Mr. John Meyer have agreed to assist Mr. Chet Klinger with compiling/organizing past survey results in time for discussion at the April 2010 Subcommittee meeting. It is envisioned that these results, once refined (if applicable), will be posted to the LEPC website. The prior interviewees shall remain nameless but the document should serve as beneficial practices disclosed by the survey participants on behalf of their respective companies.
8. **Training Needs Survey.** Mr. John Meyer has agreed to explore the E-Plan database to see

if there is a possibility of obtaining e-mail contact information for all LEPC District 8 facilities submitting Tier 2 forms electronically. Alternatively, Mr. Meyer will probe the database to determine if address labels can be obtained to mail post cards. In either instance, the Subcommittee would like to poll the training needs of these facilities through the requested completion of a short ten-question survey conducted through “Survey Monkey.” The ten-questions will be compiled through a joint effort of Ms. Thea Dunmire and Ms. Holley Wade.

9. **Future Training.** Extensive discussion ensued about charging future training recipients a fee of \$25, which could/would include lunch. Mr. Bob Westly shared his vision of a training session geared towards the use of the Wizard. Mr. Westly initially inquired whether Mr. Meyer could contact computer labs (e.g. HCC, USF, Epi-Center and/or PTEC) to determine if these facilities would be available to host the Wizard training and what the associated charges would be for the LEPC Subcommittee. The apparent group consensus was that the training could be made available at the RPC and the participants could go back to their offices and complete the forms. Beyond the requirements for multiple internet connections, having participants complete the forms while present at the training session would lead to confusion since the participants would all be at different stages of data registration.
9. Mr. Gary Dunmeyer encouraged Subcommittee members to consider attending a Chemical Sector Explosive Threat Awareness Training being conducted by the U.S. Department of Homeland Security at the Tampa International Airport on February 19, 2010.
10. Following a motion made by Mr. Chet Klinger and a second by Glenn Hall, Subcommittee Chair Bob Westly adjourned the meeting near 1:00 p.m. and advised the memberships that he will see everyone at the next Subcommittee meeting (i.e. Thursday, April 15<sup>th</sup>).