1. INTRODUCTIONS

2. ANNOUNCEMENTS AND/OR RECAP OF 4/19/12 MEETING

Mr. John Meyer provided the following status updates of action items identified during the April 19th FDPS meeting:

- Acknowledged the recent coordination with the four County Emergency Management Departments to obtain the name and e-mail contact information for the appropriate representative from each of the following fire departments to invite to future EPCRA/Fire Department workshop:

**HILLSBOROUGH COUNTY FIRE DEPARTMENT CONTACTS**

<table>
<thead>
<tr>
<th>Hillsborough County Fire Rescue</th>
<th>Tampa Fire Rescue</th>
<th>Sun City Center Emergency Squad</th>
</tr>
</thead>
<tbody>
<tr>
<td>2709 E. Hanna Avenue</td>
<td>808 E. Zack Street</td>
<td>101 Ray Watson Drive</td>
</tr>
<tr>
<td>Tampa, FL 33610</td>
<td>Tampa, FL 33602</td>
<td>Sun City Center, FL 33573</td>
</tr>
<tr>
<td>Plant City Fire Department</td>
<td>Temple Terrace Fire Dept.</td>
<td></td>
</tr>
<tr>
<td>604 E. Alexander Street</td>
<td>124 Bullard Parkway</td>
<td></td>
</tr>
<tr>
<td>Plant City, FL 33566</td>
<td>Temple Terrace, FL 33617</td>
<td></td>
</tr>
</tbody>
</table>

**MANATEE COUNTY FIRE DEPARTMENT CONTACTS**

<table>
<thead>
<tr>
<th>Bradenton Fire Department</th>
<th>Braden River Fire Rescue</th>
<th>Cedar Hammock Fire Rescue</th>
</tr>
</thead>
<tbody>
<tr>
<td>1010 9th Avenue East</td>
<td>8800 State Road 70 East</td>
<td>5200 26th Street West</td>
</tr>
<tr>
<td>Bradenton, FL 34206</td>
<td>Bradenton, FL 34202</td>
<td>Bradenton, FL 34207</td>
</tr>
<tr>
<td>Duette Volunteer Fire Department</td>
<td>East Manatee Fire Rescue</td>
<td>Longboat Key Fire Department</td>
</tr>
<tr>
<td>30520 State Road 62</td>
<td>8800 State Road 70 East</td>
<td>5490 Gulf of Mexico Drive</td>
</tr>
<tr>
<td>Duette, FL 33834</td>
<td>Bradenton, FL 34202</td>
<td>Longboat Key, FL 34228</td>
</tr>
<tr>
<td>Myakka City Fire Department</td>
<td>North River Fire District</td>
<td>Parrish Fire District</td>
</tr>
<tr>
<td>26636 State Road 70 East</td>
<td>1225 14th Avenue West</td>
<td>12132 US 301 N</td>
</tr>
<tr>
<td>Myakka City, FL 34251</td>
<td>Palmetto, FL 34221</td>
<td>Parrish, FL 34219</td>
</tr>
</tbody>
</table>
Demonstrated a sample of the FloridaHMIS.org e-mail database of facilities reporting their chemical inventories as received from the Florida Division of Emergency Management by County.

Acknowledging that the database would/could be utilized for the purpose of disseminating EPCRA information and/or promotion/notification of future workshop(s), Mr. Meyer had
taken the initiative of deleting the facility name and additional spacing from the database so that a mass e-mail list could be easily compiled. In the modified database, essentially all that remained was contact names, titles, e-mail and facility addresses, and telephone numbers. It was additionally recognized that several of the facilities had more than one identified contact which spanned the following categories:

- Tier II Emergency Contact;
- Tier II Secondary Contact;
- Tier II Emergency 24-Hr. Contact;
- Additional Contact;
- Additional 24-Hr. Contact;
- Sec 302 Facility Contact;
- Regulatory Contact;
- 112(r) Representative;
- 112(r) 24-Hr. Representative;
- 313 Public Contact;
- 313 Technical Contact; and/or
- Legal

Subcommittee Chair Thea Dunmire and others suggested restoring these data fields since they may be needed at another time. Mr. Meyer affirmed that a copy of the original database was retained for future reference.

It is anticipated that the issue of multiple contacts per facility will be re-visited in conjunction with (or following) a future FDPS meeting and consensus can be reached regarding the appropriateness of which category(ies) of e-mail contacts can or should be removed from the above listing.

3. UPDATE ON POTENTIAL FOR “UNIVERSAL CREDENTIALING”

Ms. Stephanie McDannold acknowledged that there is “nothing new to report” and no official working group has been established to potentially address “universal credentialing.” This term would essentially be defined as the means whereby re-entry into an affected community and/or facility would or could be expeditiously authorized. Ms. McDannold further stated that “re-entry” was a primary discussion item at a recent FDEM Public/Private Sector Disaster Preparedness Summit she attended and that it remains a big concern for many.

Since a significant program does not exist for credentialing, there is not a lot of guidance in which to respond to the inevitable and critical questions of “what to do” and “how to do it.” However, Sarasota County currently has some re-entry guidelines/practices that may be useful to other Counties.

Some of the other typical questions which exist include whether a letter from a facility’s CEO on company letterhead suffice or would it be reasonable to “wrist band” appropriate facility personnel rather than authorize particular vehicle entry?

Mr. McDannold agreed to provide a status update at the next FDPS meeting.
4. UPDATE ON POTENTIAL “FIRE DEPARTMENTS: PROMOTING USEFUL EPCRA INFORMATION” WORKSHOP

Mr. Chet Klinger acknowledged that EPA recently published on July 13, 2012 regarding regulations that revise the Tier II form. Such changes, which go into effect during the 2013 reporting year (i.e. due March 1, 2013), included: acknowledgment of whether or not the chemical inventory is identical to last year; Latitude & Longitude coordinates of facility; identification of whether the facility is “manned” or “unmanned”; if applicable, the maximum number of occupants present; facility identification numbers under the TRI & RMP programs; e-mail addresses of several facility staff; and identification of at least one local contact (name, address, telephone and e-mail) “that can act as a referral.” The revised Tier II form and instructions appear in the July 13, 2012 edition of the Federal Register (Volume 77/No. 135) and a link was included in the most recent version of the EPCRA Newsletter published by the USEPA/Region 4. Mr. John Meyer agreed to e-mail an electronic copy of the EPCRA Newsletter to the FDPS members. [Update: The EPCRA Newsletter was e-mailed to FDPS members on July 27th]

Mr. Klinger reminded members that we have embarked on a preparation of a presentation for a future workshop to be entitled “Fire Departments: Promoting Useful EPCRA Information.” The workshop was tentatively scheduled for conduct on September 20th although the time had not been determined.

Mr. Klinger briefly presented a 45-slide PowerPoint (PPT) presentation that he had initially prepared in this regard. Mr. Klinger suggested that this PPT could serve as a base for the future workshop presentation. The content of the PPT presentation spanned the spectrum from EPCRA reporting basics such as history, reporting thresholds, timeline for notification... to mutual benefit that could be derived by both the LEPC and the fire departments through concerted coordination between the agencies. In fact, the fire departments could serve as a conduit for alerting facilities of newly-imposed hazardous material reporting requirements and/or notifying facilities about future workshops that may be conducted by the Subcommittee and/or the LEPC.

Mr. Klinger was unable to coordinate a date/time to meet with his local fire department to determine the topics that may be of interest to the fire departments prior to his initial preparation of the PPT.

Subcommittee Chair Dunmire and several other members recognized that the fire departments may not need to know the reporting “basics” or the timeline of EPCRA regulations. It would be good idea to meet with a fire department (or two) to determine their desires in which to gear the future workshop or perhaps share the initial presentation with them to evaluate at their leisure.

Other comments/remarks made included:

● The workshop should be limited to 2+ hours to captivate their attention and schedules.
● Workshop invitations should be submitted at least six weeks in advance of workshop date.
● Somehow we need to detect what facilities are not reporting.
● Should we target the Fire Marshals?

It was ultimately determined that the tentatively-reserved date of September 20th was too early and
that we would discuss the workshop again at the next FDPS meeting. While a new target date for the workshop was not established, it was determined that, perhaps, a meeting date in January would work out best and would proceed the conduct of annual “EPCRA: How-to-Comply” workshops.

In the interim, Mr. Klinger and Mr. Meyer had agreed to meet with representatives from the Largo Fire Department to determine their interest in and topics which would be most beneficial for the future workshop. [Update: Mr. Klinger and Mr. Meyer met with representatives of the Largo Fire Department (i.e. David Mixson, Tim Wedin and J. Keith Hatten) on July 24th. They expressed a sincere interest in attending the future workshop and concurred that it would be most beneficial to learn most every suggested topic - the history of the EPCRA, reporting thresholds, timeline for reporting, procedures to be followed for new facilities, procedures to be employed for facilities that are no longer required to report, procedures for amending facility contacts... It was expressed that the fire departments are tremendous assets since they are always out in the communities... The LFD confirmed that they utilize E-Plan when responding to a hazardous materials incident. They also store hard copies of all Tier II Reports in their administrative offices. They also recognize that there is no way to ensure that the data they have available when arriving at a facility is totally true, correct, and/or current.]

It is unclear at this point whether Mr. Klinger and Mr. Meyer can and will coordinate a meeting with another fire department (or two) prior to the next FDPS meeting.

5. **UPDATE ON 2011 TIER II REPORTING & DISCUSSION REGARDING POSSIBLE REVIEW INITIATIVE**

Mr. Meyer reminded Subcommittee members that the State has been promoting electronic Tier II filing for the past couple of years. Approximately 57% of the facilities throughout the State filed their Tier II Reports electronically this past year. In fact, the SERC has acknowledged that facilities will be allowed to prepare their reporting with the popular software programs of Tier II Submit or Tier II Manager and then submit the Report(s) electronically in lieu of processing though the www.FloridaHMIS.org website. Noting the firsthand knowledge of the considerable amount of time it takes to conduct a Tier II assessment (comparing hard copy reports to the State’s electronic database), Mr. Meyer suggested that such consideration be tabled until at least following the next reporting year. All meeting attendees agreed to the appropriateness of the request.

6. **UPDATE ON SERC/EPA “MEMORANDUM OF UNDERSTANDING” (MOU) REGARDING SUPPLEMENTAL ENVIRONMENTAL PROJECT(S)**

Mr. Meyer identified that the SERC and USEPA have now finalized the MOU whereby a Supplemental Environmental Project (SEP) could be funded by a violating Industry in lieu of the payment of fines. Any/all SEPs must be specifically agreed to by the SERC, USEPA and the Industry itself. SERC has tasked each LEPCs to identify potential SEPs so that they could be quickly processed if an infraction were to occur within their District. Mr. John Meyer has agreed to provide a listing of potential SEPs and qualifying terms to the FDPS members for discussion and consideration in association with the October 17th FDPS meeting.

7. **FEMA’S PRIVATE SECTOR PREPAREDNESS CERTIFICATION**
As recognized in the April FDPS Recap and consistent with the mission of the FDPS, businesses with reportable hazardous material inventories are encouraged to develop comprehensive Business Continuity and Disaster Recovery Plans utilizing pre-determined standards in order to address the risk of hazardous material releases to the environment resulting from a disaster. The Private Sector Preparedness Certification would allow accreditation of these Plans from a certified third party for larger businesses or, perhaps, allowing small businesses to self-certify their own Plans, as currently being considered by the Department of Homeland Security. In either instance, considerable savings could be realized.

Subcommittee Chair Dunmire indicated that consideration of the potential future workshop should be postponed until the “Fire Departments: Promoting Useful EPCRA Information” has been conducted.

It is possible that a “piece” of the Certification process could be added to the annual How-to-Comply workshops anticipated for January 2013 since the intended audience is essentially the same.

Mr. John Meyer has agreed to determine TBRPC Conference Room availability for January 2013. [Update: As of the date of preparation of this Recap (August 2nd), the TBRPC’s Conference Room is available at any time during the weekdays of January 2013 with the exception of: January 1st, 9th (morning), 10th, 11th (afternoon), 14th, 21st, 23rd and/or 28th (morning). It is hereby noted that the presumed January 16, 2013 Facility Disaster Planning Subcommittee meeting date was not recognized in the room availability identified above since the meeting date has not been formally established. However, it must be emphasized that, as January approaches, additional Conference Room bookings inevitably occur.]

8. UPDATE ON “FLORIDA BUSINESS DISASTER SURVIVAL KIT” & POTENTIAL FUTURE TRANSFER TO FDEM WEBSITE

The FDPS had previously recommended bolstering the Florida Business Disaster Survival Kit (FBDSK) with pertinent and relevant hazardous materials information, forms and resources. Although TBRPC (or the LEPC) does not possess the money or expertise to personally incorporate the specific recommendations which were formulated, the recommendations were forwarded to the Florida Division of Emergency Management (FDEM) at their request.

The FDEM had expressed an interest in updating the FBDSK to reflect these recommendations (and others) and ultimately placing the FBDSK on the FDEM website as an available resources to facilities.

Mr. John Meyer advised that Betti Johnson could not join us today to provide an update but advised that “FDEM has still not acted on this item.” Ms. Johnson has expressed a willingness to provide future updates to the FDPS as may be applicable. [Update: The FDEM staff member that championed this initiative, Mr. John Cherry, has recently resigned and the task was recently removed from the Council’s current contract with FDEM.]

9. OTHER ISSUES/COMMENTS
Mr. John Appenzeller indicated that he had recently received an “Risk Management Planning (RMP) notification/inquiry” for one of the Hillsborough County Water Treatment Plants in which he is responsible for reporting. **Mr. Appenzeller agreed to provide a copy of said correspondence, as informational, at the next FDPS meeting.** [Update: Mr. Appenzeller provided a copy of the referenced correspondence to Mr. Meyer shortly following meeting via e-mail. The correspondence appears to have actually been a request for a *Statement of Determination* to essentially confirm the chronology for the facility which had subsequently introduced an alternative to use the chlorine at their facility. Due to this measure, the facility is no longer be classified as an “EHS” (Section 302) facility. As previously agreed upon, this e-mail was further distributed to the FDPS members in attendance, as informational, on August 3rd.]

Subcommittee Chair Dunmire has inquired of the parameter’s of the Tampa Bay Regional Planning Council’s Constant Contact® mass e-mailing software program. **Mr. Meyer has agreed to find out the details of the program and report back to the FDPS at the next meeting.** [Update: The details of Constant Contact® is that the program can: send out essentially a very large number of e-mails (larger than would be anticipated for future Subcommittee initiatives) without being flagged as “spam”; the e-mail(s) could contain links but no attachments; and the e-mail distribution list(s) can/could be imported from Excel®, Outlook® or other programs. Other Constant Contact® program capability inquiries can be facilitated upon request]

Ms. Kelli Winter (American Compliance Technologies or “ACT”) inquired about the LEPC membership process for District 8. Mr. Meyer advised that, although the LEPC is always looking to bolster its membership for committed members that attend and participate on a regular basis, LEPC membership is not necessary to participate in or be notified of future LEPC and/or Subcommittee meetings. Additionally, District 8 staff maintains the LEPC website (www.tbrpc.org/lepc) with relevant and current information and initiatives associated with hazardous materials planning, including the posting of future meeting dates. Mr. Meyer did acknowledge and recognize his appreciation for ACT staff’s (e.g. Gary Weiss, Robert Kincart...) contributions and attendance over the past year at several of the LEPC and FDPS meetings. **Mr. Meyer agreed to provide Ms. Winter contact information for the LEPC Membership Chair - Ms. Hallie Calig.** [Update: Mr. Meyer provided a copy of this Recap blurb to Ms. Winter and Ms. Calig via e-mail (on August 3rd), as informational, in order to establish a link between these two parties and also to notify Ms. Calig of Ms. Winter’s interest and desire in potential LEPC membership]

10. **ADJOURNMENT**

Following a reminder of the next scheduled meeting (Wednesday, October 17th), Subcommittee Chair Dunmire adjourned the meeting at 12:40 p.m.