



# FACILITY DISASTER PLANNING SUBCOMMITTEE

## **RECAP**

**July 18, 2012 Meeting**

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

**Attendees (Present)** - Thea Dunmire, Chet Klinger, Patricia Williams, John Appenzeller, Stephanie McDannold, Kelli Winter, Anna Burchfield & John Meyer

Please note that text appearing as **red** symbolizes an item which requires future action. **Blue** text serves as action which has subsequently transpired since the meeting and prior to preparation of this *Recap*.

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 19<sup>th</sup> 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**

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

### **MANATEE COUNTY FIRE DEPARTMENT CONTACTS**

Bradenton Fire Department 1010 9th Avenue East Bradenton, FL 34206	Braden River Fire Rescue 8800 State Road 70 East Bradenton, FL 34202	Cedar Hammock Fire Rescue 5200 26th Street West Bradenton, FL 34207
Duette Volunteer Fire Department 30520 State Road 62 Duette, FL 33834	East Manatee Fire Rescue 8800 State Road 70 East Bradenton, FL 34202	Longboat Key Fire Department 5490 Gulf of Mexico Drive Longboat Key, FL 34228
Myakka City Fire Department 26636 State Road 70 East Myakka City, FL 34251	North River Fire District 1225 14th Avenue West Palmetto, FL 34221	Parrish Fire District 12132 US 301 N Parrish, FL 34219

SBIA Fire Department 6000 Airport Circle Sarasota, FL 34243-2105	Southern Manatee Fire Control Dist. 1640 60th Avenue Drive East Bradenton, FL 34203-5020	Trailer Estates Fire Department 6831 American Way Bradenton, FL 34203
West Manatee Fire & Rescue 6001 Marina Drive Holmes Beach, FL 34217-1563	Whitfield Fire Department 7555 Ponce De Leon Sarasota, FL 34234	

### PASCO COUNTY FIRE DEPARTMENT CONTACTS

Pasco County Fire Rescue 4111 Land O'Lakes Blvd., #208 Land O'Lakes, FL 34639	Port Richey Fire Department 7824 Grand Boulevard Port Richey, FL 34668
New Port Richey Fire Department 5919 Main Street New Port Richey, FL 34652	Zephyrhills Fire Department 6907 Dairy Road Zephyrhills, FL 33540

### PINELLAS COUNTY FIRE DEPARTMENTS

Pinellas County Public Safety Services - EMS/Fire Admin. 12490 Ulmerton Road Largo, FL 33774	Lealman Fire District 4360 55th Avenue North St. Petersburg, FL	Seminole Fire Department 9199 113th Street Seminole, FL 33772-2805
Airport Fire Rescue 14700 Terminal Blvd., Ste 221 Clearwater, FL 33762-2942	Madeira Beach Fire Department 300 Municipal Drive Madeira Beach, FL 33708	South Pasadena Fire Department 911 Oleander Way South South Pasadena, FL 33707-2150
Clearwater Fire Department 610 Franklin Street Clearwater, FL 33756-5414	Oldsmar Fire Rescue 225 Pine Avenue North Oldsmar, FL 34677-4630	St. Pete Beach Fire Department 7301 Gulf Boulevard St. Pete Beach, FL 33706-1947
Dunedin Fire Department 1042 Virginia Avenue Dunedin, FL 34698	Palm Harbor Fire Rescue 250 West Lake Road Palm Harbor, FL 34684	St. Petersburg Fire Department 400 Dr. MLK Jr. St. S. St. Petersburg, FL 33701-4419
East Lake Fire & Rescue, Inc. 3375 Tarpon Lake Boulevard Palm Harbor, FL 34685-1222	Pinellas Park Fire Department 11350 43rd Street North Clearwater, FL 33762-4900	Tarpon Springs Fire Department 444 Huey Avenue South Tarpon Springs, FL 34689-4722
Gulfport Fire Department 2401 53rd Street South Gulfport, FL 33707-5161	Pinellas Suncoast Fire Rescue 304 First Street IRB, FL 33785-2508	Treasure Island Fire Department 180 108th Avenue Treasure Island, FL 33706-4702
Largo Fire Department 201 Highland Avenue Largo, FL 33770	Safety Harbor Fire Department 700 Main Street Safety Harbor, FL 34695	

- 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 27<sup>th</sup>]

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 20<sup>th</sup> 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 20<sup>th</sup> 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 24<sup>th</sup>. 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 through the [www.FloridaHMIS.org](http://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 17<sup>th</sup> 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 2<sup>nd</sup>), the TBRPC’s Conference Room is available at any time during the weekdays of January 2013 with the exception of: January 1<sup>st</sup>, 9<sup>th</sup> (morning), 10<sup>th</sup>, 11<sup>th</sup> (afternoon), 14<sup>th</sup>, 21<sup>st</sup>, 23<sup>rd</sup> and/or 28<sup>th</sup> (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 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 3<sup>rd</sup>.]
- Subcommittee Chair Dunmire has inquired of the parameter’s of the Tampa Bay Regional Planning Council’s Constant Contact<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup>, Outlook<sup>®</sup> or other programs. Other Constant Contact<sup>®</sup> 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](http://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 3<sup>rd</sup>), 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 17<sup>th</sup>), Subcommittee Chair Dunmire adjourned the meeting at 12:40 p.m.