



FACILITY DISASTER PLANNING SUBCOMMITTEE

RECAP

January 16, 2013 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 (ENLAR), Ed Kinley (UES), John Appenzeller (HCPUD), Jennifer Garwood (Duke), Patricia Williams (HRP), Jeff Patterson (HCEM), Alerson Vasquez (HCEM), Gary Dunmeyer (Harcros), Denise Lynch (CSX), Stephanie McDannold (Johnson), Kelli Winter (ACT), Betti Johnson (TBRPC/RDSTF) and John Meyer (LEPC).

Please note that text appearing as **red** symbolizes an item which requires future action. **Blue** text serves as an update or recognition of action which has transpired since the meeting.

1. INTRODUCTIONS

2. ANNOUNCEMENTS AND/OR RECAP OF NOVEMBER 7th MEETING

No pre-meeting announcements were provided. Mr. John Meyer acknowledged that a Recap of the last FDPS meeting (i.e. November 7, 2012) was previously transmitted to Subcommittee members via e-mail and copies were available in the form of handouts at today's meeting. When polled, no Subcommittee members had any question or comment about the Recap.

John Meyer did agree to have the current FDPS Meeting Recap and a copy of the PowerPoint[®] presentation shown at the FDPS meeting posted to the LEPC website. These items will be posted immediately following approval of the draft Recap by FDPS members that attended the current meeting.

Ms. Thea Dunmire acknowledged that she remains **Acting** Subcommittee Chair and that, as a term of her acceptance to this interim position to guide the Subcommittee, the term would be through 2012. Ms. Dunmire identified that any individual(s) wishing to assume this position to please notify John Meyer.

3. UPDATE ON FEBRUARY 4th (1:30 - 5:00 PM) & FEBRUARY 5th (8:30 AM - NOON) EPCRA HOW-TO-COMPLY/E-PLAN FILING WORKSHOP

Mr. John Meyer identified that the State Emergency Response Commission (SERC)/Florida Division of Emergency Management (FDEM) will be actively promoting the use of the E-Plan program for submittal of Tier II (Hazardous Materials) reporting this year. Effective January 2013, facilities will no longer be able to use or access their prior data submitted through FloridaHMIS.org. Seven States in the nation already utilize the E-Plan program as their sole reporting venue.

To coincide with their promotional efforts, representatives from the SERC/FDEM will be hosting E-Plan informational/instructional Workshops at various locations throughout the State. To the acceptance of FDEM/SERC staff, Mr. Meyer decided to two such Workshops for the Tampa Bay Region for our local facilities, both at the LEPC offices (4000 Gateway Centre Blvd., Suite 100, Pinellas Park). Mr. Meyer determined that it would be advantageous to provide a 20-30 minute overview of the reporting process and

EPCRA requirements in order to account for the annually- conducted How-to-Comply (HTC) workshops. Mr. Meyer did acknowledge that many of the questions that were fielded as part of past HTC workshops revolved around the specifics of electronic reporting and associated capabilities. In addition, Mr. Meyer emphasized that valuable insight can and will be gained by all attendees due to the multitude of disciplines expected (and scheduled) to attend, especially during the “Question & Answer” period.

Within the Tampa Bay Region, the Workshops are scheduled for:

- Monday, February 4th (1:30 – 5:00 p.m.); and
- Tuesday, February 5th (8:30 a.m. – Noon)

Expected attendance is high but the Council’s Conference Room can easily accommodate 80-100 persons. It was reported that as of January 14, 2013, 23 attendees had pre-registered for the February 4th Workshop and 34 for the February 5th Workshop. It is expected that future pre-registrations and walk-ins will considerably bolster the true attendance figures, noting that the workshops are 2½ weeks away. Interested parties were encouraged to contact 850/413-9970 to pre-register for these Workshops.

Upon the advisement of Subcommittee members at the last FDPS meeting, Workshop Flyers were transmitted to Directors and/or other key personnel associated with the following entities accompanied by a request for further dissemination to their membership:

- Bay Area Manufacturers Association;
- Air & Waste Management Association;
- Manufacturers Association of Florida;
- Tampa Bay Association of Environmental Professionals;
- Florida Water Quality Association;
- Tampa Bay Propeller Club; and
- Tampa Bay Spill Committee.

The following additional measures were undertaken to promote the Workshops:

- The SERC notified all facilities statewide that reported electronically last year of the Workshops being held, their various locations and respective dates;
- Transmitted e-mail notification to the pre-established Fire Department contacts, previously compiled for the FDPS;
- Posted Flyers to Council and LEPC websites; and
- Issued Press Releases were issued to all media outlets in the Tampa Bay area.

Ms. Thea Dunmire suggested adding a column to the Workshop sign-in sheets to ascertain how they found out about the Workshops.

Ms. Denise Lynch suggested additionally notifying Ms. Elizabeth Watson at the Tampa Port Authority with a request to further forward to the Port tenants. **Mr. Meyer agreed and has established this contact.**

Mr. Jeff Patterson advised that the E-Plan Enhancements Committee is in the process of refining the on-line E-Plan training video.

The following constitutes the Workshop Flyer which was disseminated locally:

EPCRA How-to-Comply/E-Plan Training Workshops

Open for all [Florida Tier II filers](#).

Starting this reporting year (2012) the State Emergency Response Commission is requesting that all Florida Tier II filers use the online E-Plan Reporting System to file their Tier II reports. E-Plan is an information delivery system maintained by the University of Texas at Dallas. It has redundant backup systems and also allows electronic uploads from EPA's Tier 2 Submit as well as Tier 2 Manager software programs. It is widely believed to be an easy system to navigate and to file Tier II reports. Note that starting January 1, 2013, facilities will no longer be able to access the prior online reporting system (FloridaHMIS.org). However, starting on January 18, 2013, the E-Plan online system will be open to Florida Tier II filers. We believe that you will find the E-Plan system much easier to navigate as well as file your report. Aside from an overview of the Emergency Planning and Community Right to Know Act (EPCRA) and reporting requirements, these Workshops are intended to provide the training necessary to utilize the E-plan reporting system.

The dates and times associated with the Workshops to be held in the Tampa Bay area are:

Date/Time: Monday, February 4, 2013 (1:30 PM to 5:00 PM)
Location: Tampa Bay Regional Planning Council, 4000 Gateway Centre Boulevard, Suite 100, Pinellas Park, FL 33782
Local Contact: John Meyer, 727-570-5151, ext. 29

Date/Time: Tuesday, February 5, 2013, (8:30 AM to 12:00 Noon)
Location: Tampa Bay Regional Planning Council, 4000 Gateway Centre Boulevard, Suite 100, Pinellas Park, FL 33782
Local Contact: John Meyer, 727-570-5151, ext. 29

The training should last 2 to 3 hours after which you will have an opportunity to file your report online. **To reserve your spot in either of these Workshops, please call [850-413-9970](tel:850-413-9970).** Please contact your local representative for more information and/or directions. For those unable to attend one of the training workshops, UT-Dallas offers a free online E-Plan Tier II Submittal video: <http://eplannews.utdallas.edu/Training.htm>.

In addition, similar training events will be conducted at various venues across the State for facilities located outside the Tampa Bay area. Those training events are:

DATE/TIME	LOCATION	LOCAL CONTACT
January 8, 2013 (9 AM to 2 PM)	Okaloosa County Emergency Operations Center (Niceville, FL)	Kathy Ahlen 850-332-7976, ext. 210

DATE/TIME	LOCATION	LOCAL CONTACT
January 10, 2013 (9 AM to 12 Noon)	Northeast Florida Regional Planning Council (Jacksonville, FL)	Eric Anderson 904-279-0885, ext. 178
January 10, 2013 (1 PM to 4 PM)	Northeast Florida Regional Planning Council (Jacksonville, FL)	Eric Anderson 904-279-0885, ext. 178
January 22, 2013 (9 AM to 12 Noon)	City of Orlando Emergency Operations Center (Orlando, FL)	Tim Kitchens 407-262-7772, ext. 349
February 6, 2013 (9 AM to 1PM)	Southwest Florida Regional Planning Council (Fort Myers, FL)	John Gibbons 239-338-2550, ext. 229
February 7, 2013 (9 AM to 12 Noon)	South Florida Regional Planning Council (Hollywood, FL)	Manny Cela 954-985-4416

Similar to the guidance provided above, please contact 850/413-9970 to reserve spot(s) at any of these other workshops or please contact your local representative for more information and/or directions.

4. UPDATE ON SERC/EPA “SUPPLEMENTAL ENVIRONMENTAL PROJECT(S)”

Mr. Meyer reminded Subcommittee members that a Supplemental Environmental Projects (SEP) process is a potential option for facility(ies) found to be in violation of the EPCRA and would otherwise be subject to a fine by the U.S. Environmental Protection Agency. The process would allow the industry to fund a project(s) at a cost of up to 75% the fine assessment. Any/all SEP(s) must be agreed upon between the USEPA, the State Emergency Response Commission and the violating industry. It is understood that the violating industry would then remain liable for the payment of the remainder of the fine assessment.

The Florida Division of Emergency Management has tasked each District to identify SEPs that could be applied within their District. Funding SEPs should vary in cost to coincide with fines of varying severity. It is FDEM’s intentions (or desires) to have pre-approved, detailed/optional SEPs that they can simply “pull off the shelf” for implementation if agreed to between the USEPA, the SERC and the violating industry.

Mr. Meyer identified that, to his knowledge, no other LEPC is the State has identified and/or provided a listing of potential projects that could be applied specifically to their District but volunteered to share such projects with the Subcommittee if such a listing is made available.

With the exception of the category entitled “Other,” examples within each category are:

<p style="text-align: center;"><u>Pollution Prevention/Reduction</u></p> <ul style="list-style-type: none"> • At schools, libraries, municipal buildings, hospitals, etc.: <ul style="list-style-type: none"> - Conduct an energy audit. - Purchase and install solar panels. - Purchase and install daylighting systems. - Install barriers to reduce noise. - Pave roadways to control fugitive dust emissions. • Sponsor a pollution prevention workshop. • Purchase and install devices and/or provide cleaner fuels for school buses. • Assist a school in recycling laboratory chemicals. 	<p style="text-align: center;"><u>Environmental Education and Public Awareness</u></p> <ul style="list-style-type: none"> • Fund environmental education materials and/or training for teachers. • Provide funding to a municipality to increase public awareness of recycling or other environmental programs. • Sponsor a program that recognizes outstanding environmental projects. • Fund school field trips to recycling businesses, landfills, water treatment plants, or waste water treatment plants. • Fund an environmental learning project. • Fund an ecology/environmental workshop or camp.
<p style="text-align: center;"><u>Environmental Restoration and Protection</u></p> <ul style="list-style-type: none"> • Restore a local stream bank to reduce erosion and provide natural habitat. • Remove garbage and other waste from a local stream. • Restore or enhance a prairie. • Restore a contaminated “brownfield” site. • Purchase land for parks and natural areas. 	<p style="text-align: center;"><u>Waste Collection Events and Community Waste Programs</u></p> <ul style="list-style-type: none"> • Conduct a household hazardous waste, pharmaceutical waste, or scrap tire collection event. • Fund the construction of a permanent household hazardous waste collection site. • Subsidize recycling efforts or a used oil or waste paint collection center.
<p style="text-align: center;"><u>Emergency Planning and Preparedness</u></p> <ul style="list-style-type: none"> • Provide funds for hazardous materials training and special response teams. • Purchase protective clothing and equipment for fire departments to use when responding to hazardous spills. 	

Chair Dunmire had previously inquired “about how annual many enforcement actions has the SERC taken over the past couple of years locally and statewide?” **Mr. Meyer had previously agreed to find out the answer. FDEM staff has advised that SERC enforcement actions do generally not occur more than**

once per year Statewide. However, such actions were brought against facilities within the Tampa Bay area three times since 2006.

5. UPDATE ON POTENTIAL FOR “UNIVERSAL CREDENTIALING”

Ms. Stephanie McDannold advised that no progress has been made towards this objective. The FDEM Private Sector Coordinator who informed her of the future establishment of a Credentialing Working Group no longer works there. She has since contacted Chuck Hagan, FDEM Logistics Chief, who has indicated there is no such Working Group planned.

Not expecting substantial progress on this issue any time soon, Subcommittee members discussed the possibility of preparing a 1-2 page worksheet to provide general re-entry information and guidance for facilities. The worksheet would/could be posted to the LEPC website.

Mr. Meyer asserted that "Universal Credentialing" was an issue identified during one of the prior LEPC brainstorming sessions. All Subcommittee attendees agreed that the initiative would be monumental and extremely time consuming to collectively receive the support of the multitude of local law enforcement and first responders statewide. At this time, these agencies can essentially implement their own procedures regarding re-entry into affected areas. This may be a strategy they actually prefer.

Ms. McDannold advised that she has spoken with Sarasota County's EM Director, Ed McCrane who has already established a re-entry program with provisions which could potentially be considered by or applied to other areas of the State. Ms. McDannold agreed to obtain a copy of the Sarasota County re-entry program for further discussion and consideration at the next Subcommittee meeting. It is reasonable to expect that some of the provisions could be applied to the contemplated worksheet.

Mr. Jeff Patterson also advised that Hillsborough County currently has a “PUSH” Team and associated provisions to address re-entry into the Port of Tampa following a disaster. **Mr. Patterson agreed to research the specifics of the “PUSH” Team and share his findings at the next Subcommittee meeting.** Any applicable provisions could also be included on the contemplated worksheet.

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

For the benefit of new members or a reminder of others reading this Recap, the following constitutes a brief summary and history of this initiative:

- the FDPS previously compiled pertinent hazardous materials resources over a series of meetings with the hope/expectation that these could be added to the *Florida Business Disaster Survival Kit*[®] (FBDSK). It was determined that this information could easily and appropriately supplement the sparsely-populated hazardous materials component/section of the FBDSK. Among other objectives, the Kit was designed to assist businesses in preparing Disaster Plans for their facilities to address a multitude of hazards. Incorporation of the data and resources into the FBDSK has been postponed until an established funding source could be identified.

- The Florida Division of Emergency Management had expressed a willingness and interest to bolster the hazardous materials section of the FBDSK, as suggested. The updated FBDSK would then be consolidated with additional resource(s) into a product to be known as “Get a Plan,” which would ultimately be posted to their website.
- This task has been assigned to Richard Butgereit, IT/GIS Department Manager. The most recent response from Mr. Butgereit indicated that progress was being delayed on account of “pressing” FDEM duties (e.g. EM Constellation, deployment of SERT TRAC, roll out of “new and improved” FloridaDisaster.org website and the RNC), all of which have subsequently transpired.
- Based on FDEM’s prior enthusiasm, progress towards the rollout of “Get a Plan” would be expected to resume.

Ms. Betti Johnson advised that “not much” progress has been made. **Ms. Johnson has agreed to continue to pursue such initiative and to advise the Subcommittee of the progress at the next Subcommittee meeting.**

7. POTENTIAL STORM SURGE PREPAREDNESS WORKSHOP FOR BUSINESSES

For the benefit of new members or a reminder of others reading this Recap, the following constitutes a brief summary and history of this initiative:

- A similar-themed Workshop was coordinated by the Subcommittee several years ago and was very well received.
- The need for another “Storm Surge Preparedness Workshop for Businesses” was identified during a recently-conducted LEPC brainstorming session.
- Chair Dunmire thought that the Workshop may be even more popular if conducted in a timely manner shortly following Hurricane Sandy and its associated impacts.
- It was envisioned that the Workshop should be held in the months leading to the beginning of hurricane season (i.e. April - June), held on a mid-week day (i.e. Tuesday - Thursday), last ~4 hours, include lunch, a nominal fee would be assessed to ensure sincerity of attendees (e.g. \$25), and registration and fees collected would be implemented through the Council’s and/or LEPC’s website(s).

Mr. Jeff Patterson identified that Hillsborough County is about to enter the second phase of a Study that simulates that a huge hurricane event would consequently and significantly impact the Port and its associated facilities. Perhaps some of the Study results or conclusions could be incorporated into the Workshop considering that many of the anticipated attendees would work in this area. Noting that a potential “chemical soup” of a variety of hazardous materials may result during a large catastrophic event, similar to other Regions presented similar, real-life scenarios, many of the chemicals would simply “wash in and then wash out.” Perhaps the proverb “the solution to pollution is dilution” may be applicable. Mr. Patterson also recognized that the cumulative nature of contents from household garages must not be overlooked and may have just as much of an impact as facilities’ hazardous materials themselves.

All attendees agreed that perhaps businesses are not fully aware of the consequences and capabilities of storm surge.

Ms. Betti Johnson identified that Pinellas County will be hosting a “Barrier Island Summit” on April 24th for businesses and residents to highlight the vulnerabilities presented in low-lying areas. It is possible that the keynote speaker for this summit could initiate our proposed Workshop. **Ms. Johnson has agreed to find out more about the keynote speaker and their potential willingness to assist in presenting our tentative Workshop. Ms. Johnson further agreed to organize the Workshop.**

With this in mind, the Subcommittee focused on Tuesday, April 23rd or Thursday, April 25th as alternative dates in which to host the Workshop but focused on the Thursday, April 25th date.

The TBRPC Conference Room, the Hillsborough County Emergency Operations Center and the Tampa Port Authority Board Room were all identified as potential venue options. **Mr. John Meyer agreed to research and confirm the availability of each of these facilities for the tentative April 23 and April 25 Workshop dates. The following constitutes those findings:**

POTENTIAL MEETING LOCATION	ROOM AVAILABILITY	
	Tuesday, April 23 rd	Thursday, April 25 th
TBRPC/LEPC Offices	YES	NO
Hillsborough County EOC	NO	YES
Tampa Port Authority Facility*	TENTATIVE	TENTATIVE

* - While the Tampa Port Authority Board Room has initially sought, they implement a charge for the use of this facility. In addition, there may be space limitations and are reluctant to allow eating in this facility.

Mr. John Meyer emphasized that discussion of transportation issues would be an appropriate and relevant topic for the Workshop (e.g. removal of chemical(s) versus keeping tanks full to presumably ensure the designed structural integrity of the tanks).

Mr. Ed Kinley suggested that Mr. Chet Klinger would be an appropriate resource and potential panelist for the Workshop considering his background, his membership on the LEPC and this Subcommittee and the fact that he assisted with the prior Workshop with a similar theme. **Mr. Meyer agreed to consult with Mr. Klinger. Mr. Klinger has agreed to assist with the Workshop pending sufficient notification of his perceived role, as would be/is appropriate.**

It was noted that Mr. Gary Dunmeyer (Harcros Chemicals), a Subcommittee member, attended the prior Workshop, realized risks and exposures to his company’s chemical storage procedures and implemented changes at their Tampa facility. Noting that Mr. Dunmeyer has a conflict in scheduling, he will be unable to attend the April 23rd or April 25th Workshop to be present as a panelist. **Mr. Dunmeyer did agreed to prepare and provide a description and illustration of the changes which have been implemented at his facility to the extent of his ability and authority, noting that certain procedures may not be identified for precautionary and/or security reasons.**

Mr. Meyer agreed to solicit the e-mail distribution list which was utilized by the SERC/FDEM to promote the February EPCRA How-to-Comply/E-Plan Workshops in the Tampa Bay area, making the invitation audience identical to the February Workshops.

Subcommittee Chair Dunmire inquired whether the Workshop could be additionally promoted in association with the EPCRA How-to-Comply/E-Plan Workshops scheduled for February 4th & 5th? **Mr. Meyer responded affirmatively so long as the specifics of the future Workshop are finalized prior to this time.**

It is anticipated that an e-mail exchange will occur with FDPS Subcommittee members during the week of January 28th to ultimately determine and confirm Workshop location, time and cost.

8. FEMA'S PRIVATE SECTOR PREPAREDNESS CERTIFICATION

For the benefit of new members or a reminder of others reading this Recap, the initiative was to perhaps host a Workshop to highlight FEMA's Private Sector Preparedness Certification program. The program is/was designed to potentially allow accreditation of facility's Business Continuity and/or Disaster Recovery Plans by a certified third party (for larger businesses) or, perhaps, allowing small businesses to self-certify their own Plans. Ultimately, such certification could result in lower insurance premiums.

While limited discussion ensued, further discussion was postponed until a later FDPS meeting in order to focus efforts on the proposed Storm Surge Preparedness for Businesses Workshop. **Mr. John Meyer agreed to re-establish this topic as part of the Agenda for the next FDPS meeting.**

Ms. Thea Dunmire agreed to consult with Mr. Steve Elliot on this initiative.

9. OTHER ISSUES/COMMENTS

Ms. Betti Johnson identified that, in association with the FDEM, the (R4) Regional Domestic Security Task Force is updating the Multi-Year Training & Exercise Program (MY-TEP). The program is designed to span many disciplines (e.g. Law Enforcement, Fire, Emergency Management, Health, Education, Volunteers and other community partners) and provide a blueprint for training/exercise in the region. Ms. Johnson acknowledged her intent to reach out to the LEPC membership and its Subcommittees and other agencies to ascertain training and exercise needs and priorities. The Regional Training & Exercise Calendar for 2014-16 will be finalized April 18, 2013. The State MY-TEP Workshop will be conducted in late May in Tampa.

10. SUMMARY OF ACTION ITEMS FOR NEXT MEETING

11. ADJOURNMENT

Following a reminder of the next scheduled meeting (Wednesday, April 17, 2013), Subcommittee Chair Dunmire adjourned the meeting at 12:40 p.m.

As informational, the other 2013 FDPS meeting dates are: July 17th & October 16th from 11 AM - 1 PM.