



## DISASTER PLANNING SUBCOMMITTEE April 15, 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** - Bob Westly (Subcommittee Chair), Chet Klinger, Gary Dunmeyer, Christopher Priest and John Meyer

A meeting of the LEPC Disaster Planning Subcommittee was held on April 15, 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 and small businesses located throughout the Region.

### Discussion Summary

1. **Introductions.** Following the typical introductions, Mr. Christopher Priest was welcomed to the meeting. Mr. Priest recently received his Emergency Management degree and has been an employee of the Kenneth City Police Department for a little more than four years.
2. **Approval of Minutes.** Chair Bob Westly asked if there were any corrections or additions to the January 21, 2010 Subcommittee meeting Minutes. Hearing none, Chair Westly asked for a motion to approve the *Minutes*. Following the motion made by Chet Klinger and seconded by John Meyer, the *Minutes* were approved unanimously.
3. **Chair Nominations Requested.** Bob Westly indicated that he will need to step down as Chair during the next Quarter in association with his relocation to the Pensacola area. As such, Chair Westly solicited nominations for the Chair position. No nominations were received.

Noting the limited attendance present at this particular meeting and the lack of nominations received, it was decided that Chair nominations should be re-addressed at the next meeting. Subcommittee members interested in serving in this capacity shall express their interest in conjunction with (or prior to) the next meeting. In the event no nominations are brought forward, Chet Klinger would agree to serve as Chair on an interim basis, if nominated.

4. **Discussion of Prior Disaster Planning Survey.** It was recognized that results of the prior survey conducted by Chet Klinger were recently compiled and submitted to Subcommittee members for review. The document serves as a resource document highlighting responses received while conducting an informal telephone poll of facility representatives who previously received training for the Facility Disaster Planning Subcommittee. The purpose of the survey was to ascertain training topics which may have resulted in change(s) to a facility's hazardous materials planning efforts.

Mr. Klinger agreed to provide some final edits and determine a name of the document prior having it posted to the LEPC website as a guidance/reference/resource document.

5. **Update on Implementation of Prior Recommendations.** John Meyer advised that he recently “scoured” the grants.gov website for potential funding sources utilizing the search words of “hazardous chemicals, hazardous materials, disaster planning, hazardous substances and/or hazardous waste.” In conclusion, no sources were discovered at this time pertaining to the objectives of our Subcommittee. Mr. Meyer will continue to explore funding opportunities of various federal funding agencies.

Mr. Meyer also identified that the former objective of mailing a post cards to the registered Section 302 facilities can be achieved. The objective of this initiative is to promote facility representatives to complete a short electronic survey (10± questions) to identify their facility training needs. Although the E-Plan contacts of Section 302 facilities may be slightly outdated, Mr. Meyer received a database of facility names and addresses in which to direct the post cards. Ms. Thea Dunmire and Ms. Holley Wade previously agreed to prepare the questions associated with the survey. Perhaps Subcommittee member(s) can provide assist with specific verbiage encouraging recipients to complete the survey. Review of future of future survey results would yield direction of future training goals for the Subcommittee.

6. **General Discussion Items.** The current mission of the Subcommittee was discussed. As stated by Chair Westly, one of the primary objectives of the Subcommittee is to make the hazardous materials section of the *Florida Business Disaster Survival Kit* (FBDSK) interactive in its ability to create facility plans which address this important component. While the LEPC has the ability to add links to various PDF documents containing hazardous materials resources and information at very little cost, this is NOT interactive. Utilizing the services of a programmer to make this component interactive could potentially be costly. A funding source and/or grant opportunity have yet to be located to offset these costs. The Chair tasked John Meyer to inquire a cost estimate from Betti Johnson (TBRPC staff), who assisted in the design of the FBDSK initially.

Chet Klinger expressed an interest in evaluating and potentially fulfilling other training services which can be provided by the Subcommittee members while funding continues to be pursued to complete the FBDSK initiatives. In addition to the traditional strategy of disseminating training objectives through workshops, Chair Westly suggested that utilizing today’s technology (i.e. Webinars) may be a beneficial, alternative way to provide such training. The trainees would be charged a nominal registration fee (\$25? \$50?) to offset the costs associated with providing this technology and preparing/providing the course materials at no expense or financial benefit to the LEPC. Potentially, webinars may be a user’s preference for such training considering registrants would not be required to leave the confines of their office. Potential webinar topics included utilizing the Wizard (FBDSK) to assist in preparing Hazardous Materials Plans or incorporating appropriate hazardous material techniques. Similar to prior training workshops conducted by Subcommittee members, Webinars (or re-hosting similar workshops) could also be utilized in conjunction with 2010 Hurricane Season to educate facility representatives on business risk and hazards assessment and practical matters for managing hazardous materials before, during and after an area-wide disaster. Future course content, training topics and capabilities will be the prevalent discussion item at the next Subcommittee meeting.

There was additional discussion about the possibility of disseminating written materials from the Subcommittee through the mailing of post cards, if financial feasible, and incorporation of article(s) within the Tampa Bay Regional Planning Council's annual publication entitled "*Visions.*"

Chair Westly suggested adding the importance and measures involved with "Lightning Protection for Storage Tanks" to the training regiments. This topic will be incorporated into future Subcommittee training initiatives focused on conducting facility hazard/risk assessments.

Discussion ensued about the possibility of preparing brochures identifying the role of and resources available from the Local Emergency Planning Committee and the Facilities Disaster Planning Subcommittee. Such brochures could potentially be distributed by fire department personnel while conducting required site visits of facilities housing hazardous materials.

7. Action **Items.** As a summary of action items above,

John Meyer agreed to:

- notify Subcommittee members of "interim meeting date" (May 20, 2010) and encourage Subcommittee Chair nominations. Each of these will be achieved through quickly preparing and distributing Subcommittee meeting Minutes;
- continue to evaluate various sources for funding;
- inquire costs associated with updating the *Florida Business Disaster Survival Kit* to make an "interactive" hazardous materials section;
- determine if the LEPC Agenda distribution list could be used as a notification source of potential Webinars;
- invite Doug Meyer and Jeff Tobergte to the next meeting;

Chet Klinger agreed to:

- perform final edits of survey results and determine document name for posting to the LEPC website, including but not limited to adding the suggestion Bob Westly gave regarding Lightning and static electricity protections for facilities that manage hazardous materials as an item to the survey results.

Bob Westly agreed to:

- contact Thea Dunmire to determine viability and interest in possibly conducting Webinars as an alternative forum for providing future training, in addition to typical workshops.

Thea Dunmire and Holley (previously) agreed to:

- prepare a short survey to be conducted on-line in order to determine facility training needs.

8. **Closing Comments.** Although the Subcommittee recently agreed to conduct Quarterly meetings in the future, Chair Westly identified that the Subcommittee is at a critical juncture and in order to maintain the momentum, a more frequent meeting schedule may be beneficial in the immediate future to promote further dialogue especially related to #6, above. Not deviating from the pre-scheduling of future meetings, **Chair Westly requested that an interim meeting be scheduled to discuss the progress towards resolution of discussion items presented above (i.e. Wednesday, May 19, 2010 at 11:00 a.m.), as subsequently modified.** All Subcommittee members are encouraged to attend this Interim meeting to share their thoughts on these topics. It was noted that this interim meeting does not affect the future meetings scheduled for July 15<sup>th</sup> and October 21<sup>st</sup>. Chair Westly adjourned the meeting near 1:00 p.m.