



FACILITY DISASTER PLANNING SUBCOMMITTEE

RECAP

(from 10/28/10 Meeting)

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

A meeting of the LEPC Disaster Planning Subcommittee was held on October 28, 2010 at 11:00 a.m.

Attendees - Chet Klinger, Thea Dunmire, Gary Dunmeyer, Ed Kinley and John Meyer

Discussion Summary

1. **Introductions.**
2. **Approval of *Minutes*.** Chair Chet Klinger asked if there were any corrections or additions to the July 15, 2010 Subcommittee meeting *Minutes*. Not hearing any request for revision(s) to the *Minutes*, Ms. Thea Dunmire made a motion to approve the *Minutes* and a second was provided by Mr. Ed Kinley. The *Minutes* were approved unanimously.

Chair Klinger identified that it would be a good idea to discuss several of the prior topics as a refresher to determine where we left off.

Mr. Klinger reiterated that his acceptance as Subcommittee Chair is/was truly of that on an interim basis due to the many scheduling conflicts he anticipates arising with his other volunteering duties. Mr. Klinger asked if any member(s) present were interested in assuming the Chair position. No interest was expressed. Mr. Klinger concluded that perhaps additional interest and Subcommittee membership interest could result from the conduct of additional successful workshops in the near future.

3. **Discussion of Prior Subcommittee Achievements.**

Chair Klinger continued to elaborate on several of the past achievements accomplished by the Subcommittee and emphasized that a more detailed listing was provided in his October 7, 2010 e-mail directed to all Subcommittee members.

Mr. John Meyer asked whether there would be any opposition to referring to future documentation of Subcommittee meetings as “recaps” rather than “Minutes” since they are not verbatim transcriptions of the Subcommittee dialogue. All present members agreed.

4. **Actions Items from July 15, 2010 Subcommittee Meeting.**

Send out draft *Minutes* from prior (i.e. July 15th) Subcommittee meeting. Mr. John Meyer indicated that the *Minutes* were submitted to ALL Subcommittee members on July 22, 2010 and circulated to the entire LEPC membership as part of the August 25, 2010 LEPC Agenda materials.

Survey/Postcard Language Finalization. Mr. Meyer stated that Survey questions were submitted to the Subcommittee members on July 22 with a request for comment(s) and/or suggestion(s) by August 6th. No comments were received. On August 6, 2010, draft postcard transmittal language was circulated to the members present at the July 15th meeting for comments and/or suggestions. Ms. Holley Wade responded with a couple of suggested revisions which were incorporated. The final transmittal language that was presented on the postcard was:

Your name and address was obtained from the State Emergency Response Commission's electronic database of 302 facilities within the Tampa Bay Region.

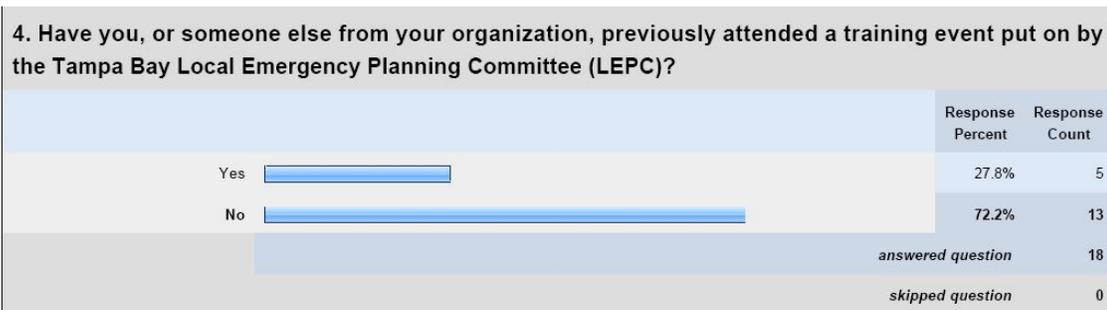
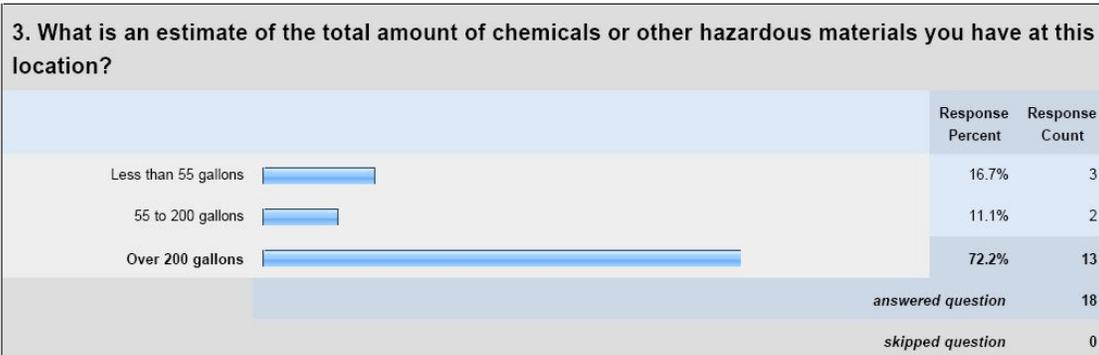
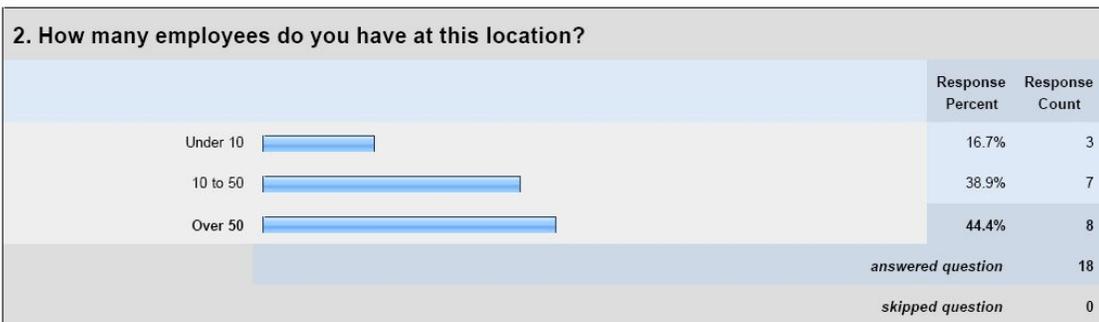
The Tampa Bay Local Emergency Planning Committee (LEPC) is charged with facilitating *regional* hazardous materials emergency response planning and compliance with hazardous materials reporting laws. In order to appropriately identify the training needs of facilities in the region, we need your help. Please visit www.tbrpc.org/lepc/survey.shtml to participate in a brief survey regarding your training needs and potential training topics.

The survey should take less than 10 minutes to complete and it will assist the LEPC (and the LEPC's Facility Disaster Planning Subcommittee) greatly in establishing training topics and opportunities that may be of interest to you.”

Electronic Section 302 Facility Database. Mr. Meyer mentioned that he solicited an electronic database containing the Section 302 facilities (and representatives) from Mr. Rob Stoner, Consultant for the Florida Division of Emergency Management. The database contained addresses and representatives for 519 facilities and was presented in a “spreadsheet” format which was ultimately converted to a label format program.

Mail postcards. Mr. Meyer indicated that postcards were produced and mailed to each of these facilities requesting their participation in the brief on-line survey to ascertain their training needs and to identify their involvement in past Subcommittee workshops, if applicable. Mr. Meyer mentioned that, perhaps, better quality control should have been implemented prior to mailing since several were addressed to “unmanned” facilities such as Verizon telecommunications towers due to cumulative sulfuric acid content associated with the batteries used for power outage situations. Slightly more than ¼ of the postcards were returned throughout the Region primarily for this reason.

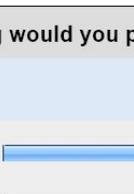
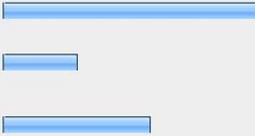
Compile Survey results. Since the Survey was conducted using *Survey Monkey*®, the results were automatically tabulated and compiled. The following constitutes the survey results of the 18 respondents:



5. Please rate how likely it is that you would attend a training event on the following topics:

	Would not attend	Unlikely to attend	Might attend	Likely to attend	Very likely to attend	Response Count
Business Continuity Planning 101 - Learn the basics of preparing a business continuity plan	17.6% (3)	17.6% (3)	35.3% (6)	23.5% (4)	5.9% (1)	17
Risk Assessment Workshop - Learn how to evaluate you organization's hazards and risks for your business continuity plan	11.1% (2)	5.6% (1)	27.8% (5)	38.9% (7)	16.7% (3)	18
Using the Florida Business Continuity Plan Software to Create a Customized Business Continuity Plan	17.6% (3)	29.4% (5)	23.5% (4)	23.5% (4)	5.9% (1)	17
Private Sector Preparedness (PS-Prep) Certification - Learn about the options and benefits of certification of your preparedness plan	16.7% (3)	27.8% (5)	27.8% (5)	22.2% (4)	5.6% (1)	18
	<i>answered question</i>					18
	<i>skipped question</i>					0

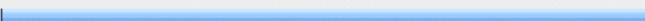
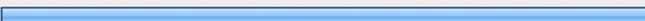
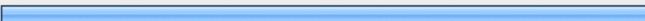
6. What type of training would you prefer?

	Response Percent	Response Count
In-person with formal presentations by experts 	22.2%	4
In-person workshops 	38.9%	7
Scheduled webinars (fixed date and time) 	11.1%	2
Computer-based training available anytime 	22.2%	4
Other (please specify) 	5.6%	1
	<i>answered question</i>	
	<i>skipped question</i>	

7. Would you like to see the Tampa Bay Local Emergency Preparedness Committee consider providing training for any other topics? If so, please specify here:

	Response Count	
	5	
	<i>answered question</i>	
	<i>skipped question</i>	

8. Please provide your contact information if you would like to be notified about upcoming Local Emergency Planning Committee training events.

	Response Percent	Response Count
Name: 	100.0%	15
Email Address: 	100.0%	15
Phone Number: 	100.0%	15
	<i>answered question</i>	
	<i>skipped question</i>	

Subcommittee members were pleased with overall responses, although small, and determined that the proportion of responses received for this survey request is typical of prior survey efforts they had initiated. Subcommittee members were able to initially draw conclusions based on the groupings of responses received and agreed that an additional survey should be conducted of a larger audience before officially drawing conclusions regarding training needs and preferred forum(s) for such presentation.

Pre-April 2009 Meeting Minutes/Notes. Mr. Meyer reminded Subcommittee members attending the July 2010 Subcommittee meeting were tasked with providing copies of any/all relevant Facility Disaster Planning Subcommittee Minutes/Notes preceding April 2009 for inclusion on the LEPC website. No such materials were provided. However, Ms. Thea Dunmire subsequently provided a copy of a document identified as a recap of the Brainstorming of a workshop entitled “*LEPC Workshop - Hazardous Materials Management and Business Recovery in a Regional Disaster*” as conducted on April 20, 2006.” Such material will be added to the LEPC website resource, as previously intended.

5. **Discussion of Future Goals and Objectives.**

Subcommittee members advised Mr. John Meyer to, at least temporarily, put the initiative of bolstering the *Florida Business Disaster Survival Kit* with beneficial hazardous materials information and potentially making it interactive “on hold” until further funding has been identified to undertake this initiative, the extent of proprietary has been determined, and the survey results conclude that this would be especially useful.

Extensive discussion ensued about potentially surveying the larger audience of Section 312 facilities within the Tampa Bay Region. Mr. Meyer agreed to contact Mr. Rob Stoner, FDEM Consultant, to again solicit the corresponding electronic database of addresses/contacts for this type of facility. Subcommittee Chair Chet Klinger, Mr. Ed Kinley and Mr., Gary Dunmeyer agreed to assist in comparing this electronic database against one that would be generated by comparing Council’s on-site paper version of facility records. Mr. Meyer agreed to coordinate with Chair Klinger, Mr. Dunmeyer and Mr. Kinley regarding their availability in the next couple of weeks in order to meet the desired timeline. Mr. Meyer identified that, in the short term, he will be preparing this Subcommittee *Recap* and establishing the LEPC Agenda and materials associated with the November 17, 2010 LEPC meeting during the week of November 1-5 but that he will have ample time following preparation of these materials and certainly following the November 17th LEPC meeting to facilitate (and assist with) this endeavor.

Mr. Chet Klinger suggested that one question should be added to the survey when polling Section 312 facilities. The verbiage of the question was not discussed at the meeting but will be circulated amongst Subcommittee members for review prior to incorporation into the next survey.

Mr. Ed Kinley (Universal Waste & Transit), Mr. Gary Dunmeyer (Harcros Chemicals), Ms. Thea Dunmire (ENLAR) and Chair Chet Klinger agreed to participate in the Risk Assessment Workshop(s) that is anticipated.

6. **Action Items.**

- Prepare *Recap* associated with the October 28th Subcommittee meeting and distribute to all Subcommittee members;
- Provide John Meyer any/all relevant Pre-April 2009 Subcommittee materials for placement on LEPC website (ALL Members);
- Request addresses and contacts of local Section 312 facilities in electronic format from FDEM/Rob Stoner for comparison purposes and/or to be used to create future address labels (John Meyer);
- Compare electronic database of Section 312 facilities with that of LEPC records or, alternatively, establish a database of e-mail addresses obtained from Council records (John Meyer/Chet Klinger/Ed Kinley/Gary Dunmeyer);
- Prepare additional question for incorporation into the future Survey (Chet Klinger);
- Circulate additional question amongst Subcommittee members for concurrence (John Meyer);
- Revise and reset the linked Survey within *Survey Monkey*® (Brady Smith/TBRPC Staff);
- Prepare and mail postcards soliciting survey responses (John Meyer/ Chet Klinger/Ed Kinley) or, alternatively, send out request soliciting survey completion via e-mail by November 30th (John Meyer); and
- provide survey results to Subcommittee members for evaluation well before the scheduled January 20, 2011 Subcommittee meeting (John Meyer).

7. **Adjournment.** The meeting was adjourned at 12:41 p.m.

The quarterly Subcommittee meetings for 2011 have been tentatively scheduled for January 20th, April 21st, July 21st and October 20th. Each of the meetings will be held at the offices of the Tampa Bay Regional Planning Council/Local Emergency Planning Committee from 11:00 a.m. - 1:00 p.m.