



**WEST FLORIDA  
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)  
AGENDA PACKET**

Richard Delp, *Chairman*  
Anthony Smith, *Vice Chairman*

**MEETING DATE: October 18, 2017**

**LOCATION: Gulf Coast State College, North Bay Campus, Public Safety Bldg, Room 108,  
700 Hwy 2300, Southport, FL 32409**

<u>Time</u>	<u>Section</u>
Education and Public Awareness Subcommittee will meet on October 16 at 9:00 a.m. via teleconference.....	1
9:20 a.m. Planning Subcommittee Agenda.....	2
9:40 a.m. Training Subcommittee Agenda.....	3
10:00 a.m. LEPC General Agenda.....	4

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Richard Delp, *Chairman*  
Anthony Smith, *Vice Chairman*  
Brooke Powell, *Education & Public Awareness Subcommittee Chairwoman*

## **MEETING AGENDA: Education & Public Awareness Subcommittee**

October 16, 2017 | 9:00 a.m.

NUMBER TO CALL-IN: 800-747-5150

PASSCODE: 3327976

1. Welcome and Introductions
2. Discussion Items
  - a) West Florida LEPC Hazmat Awareness Week – Follow Up
  - b) Upcoming events
3. New Business and Public Comments
4. Adjourn

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Richard Delp, *Chairman*  
Anthony Smith, *Vice Chairman*  
Bruce McNutt, *Planning Subcommittee Chairman*

## **MEETING AGENDA: Planning Subcommittee**

October 18, 2017 | 9:20 a.m.

Gulf Coast State College, North Bay Campus, Public Safety Bldg, Room 108,  
700 Hwy 2300, Southport, FL 32409

1. Welcome and Introductions
2. Discussion Items
  - a) HMEP FY 2016-17 Planning Project: On-site Assessment of Hazardous Materials Rapid Response Teams – Update provided by Staff Coordinator
3. New Business and Public Comments
4. Adjourn

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Richard Delp, *Chairman*  
Anthony Smith, *Vice Chairman*  
Ken Coulter, *Training Subcommittee Chairman*

## **MEETING AGENDA: Training Subcommittee**

October 18, 2017 | 9:40 a.m.

Gulf Coast State College, North Bay Campus, Public Safety Bldg, Room 108,  
700 Hwy 2300, Southport, FL 32409

1. Welcome and Introductions
2. Discussion Items
  - a) HMEP Training Financial Statement, Enclosure B
  - b) Hazmat Team Assessments
  - c) 2018 HazMat Symposium
3. New Business and Public Comments
4. Adjourn

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Richard Delp, *Chairman*  
Anthony Smith, *Vice Chairman*

## MEETING AGENDA: Full Committee

October 18, 2017 | 10:00 a.m.

Gulf Coast State College, North Bay Campus, Public Safety Bldg, Room 108,  
700 Hwy 2300, Southport, FL 32409

1. Welcome and Introductions of Attendees – Mr. Richard Delp, Chairman
2. Approval of **August 16, 2017**, Meeting Minutes, Enclosure A
3. Next State Emergency Response Commission (SERC) Meetings: October 26 & 27, 2017
4. 2018 Symposium
5. LEPC Subcommittee Reports
  - a) Education and Public Awareness
    - i. Report from Subcommittee
  - b) Nominations
    - i. Report from Subcommittee
  - c) Planning
    - i. On-site Hazardous Materials Team Assessments – Report from Subcommittee
  - d) Training
    - i. Quarterly Report, Enclosure B - Report from Subcommittee
6. New Business
  - a) New Members
7. Public Comments and Next Meeting
  - a) Next LEPC Meeting: January 17, 2018; Location: TBD
  - b) Next SERC Meeting: October 27, 2017, Sandestin, FL
8. Adjourn

## **GENERAL Meeting Information**

The District 1 LEPC serves Bay, Washington, Holmes, Walton, Okaloosa, Santa Rosa and Escambia Counties. It is the mission of the LEPC to assist the State of Florida in locally implementing the Emergency Planning and Community Right-To-Know Act (EPCRA).

If you have any questions, please contact Ms. Jessica Sunday at: (850) 332-7976 or (800) 226-8914, ext. 205. Or by e-mail: [jessica.sunday@wfrpc.org](mailto:jessica.sunday@wfrpc.org). You can be placed on the e-mail distribution list by contacting us. Please notify staff 48 hours in advance if special accommodations are needed with regard to the Americans with Disabilities Act.

Following guidance from the Committee in supporting a conservation effort, copies of the agenda, are available at our Website: <http://www.wfrpc.org/lepc>. Members and the public are ***strongly*** encouraged to pre-print the agenda for their reference at the meeting.



**West Florida  
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)  
DRAFT MEETING MINUTES**

Richard Delp, *Chairman*  
Anthony Smith, *Vice Chairman*

**Wednesday, August 16, 2017, 10:00 a.m.**

**Location: Ocean City Wright FCD, 233 Racetrack Rd., Ft. Walton Beach, FL**

**Members present:**

Primary Member		Present		Alternate		Occupational Category
Abel	Lynne			Welch	Connie	Emergency Management
Bingle	Jeff	X		Fehl	K. C.	Facility Owner/Operators
Bradley	Paul					Facility Owner/Operators
Burgess	Kimberly			Griffis	Jack	Facility Owner/Operators
Busick	Sid		X	Powell	Brooke	Emergency Management
Delp	Richard	X				Elected Official
Dilmore	Larry	X		Sawyer	John	Facility Owner/Operator
Elidais	Chris			Free	Donna	Emergency Management
Dosh	John					Emergency Management
Hahn	Daniel	X		Baker	Brad	Emergency Management
Hart	David					Emergency Management
Howard	Tim					Firefighting
Imhof	Seth					Firefighting
Lord	William		X	Funchess	Scott	Firefighting
Lloyd	Tom					Emergency Management
Mayo	Wendy			Worley	Stephanie	Emergency Management
McDaniel	Randy			Wolfe	Ken	Emergency Management
McDeavitt	Katie	X		Stewart	Shayne	Emergency Management
McNutt	Bruce			Sumner	Mark	Local Environment
Merrifield	Tonya					Transportation
Norwood	Tracie	X	X	Hall	Heather	Facility Owner/Operator
Park	Steve			King	Jason	Law Enforcement
Pelletier	Gary					Interested Citizen
Robinson	Peter	X	X	McDonald	Nicole	Emergency Management
Smith	Anthony	X	X	Coulter	Ken	Firefighting
Thayer	Debbie	X				Law Enforcement
Wall	Mary Beth	X	X	Granberg	Kevin	Interested Citizen

**Visitors present:**

Harris, Earner

Cooper, Clint

Finley, Robert

**Staff present:**

Ahlen, Kathy

1. Welcome and Introduction of Attendees

Chairman Delp called the meeting to order.

2. Approval of April 19, 2017 Meeting Minutes

A motion was made by Mr. Dilmore to approve the minutes and seconded by Ms. Wall.

**Motion to:** Approve the April 19, 2017 meeting minutes

**Vote: Approved Unanimously**

3. Report of the Statewide Training Task Force (TTF), LEPC Chairperson's and Staff, and the State Emergency Response Commission (SERC) Meetings of July 20 & 21, 2017.

Lt. Smith presented the TTF report. They are continuing to update the TTF online project board. One of the projects they are still discussing is the assessment for hazmat and mass decon; however, they are removing the Hazmat ICS curriculum project because there is already curriculum in place for this class. Hazmat Team assessments are continuing around the state. They are now discussing completing exercises as part of the assessments. Other TTF projects that are ongoing are: the Memorandum of Understanding (MOU) with the US Coast Guard, building a checklist for the Hybrid Hazmat Tech 160 course, and Hazmat Medic courses. There was discussion at the TTF meeting about having the LEPCs complete some of the projects as part of their HMEP yearly planning projects. Next year's Florida Hazmat Symposium registration may be opened as early as Sept. 1<sup>st</sup>.

Mr. Delp presented the LEPC Chair/Staff and SERC report. He stated that there was discussion regarding the LEPC Chairman and staff both voting on issues that would move forward to the SERC. It was decided that it was more beneficial to have only one vote per LEPC District because of the Sunshine Law. He stated that all matters discussed in the TTF meeting and LEPC Chair/Staff meeting were then presented to the SERC.

4. Presentation – Ms. Ahlen gave a presentation on the Emergency Planning Community Right-to-Know Act (EPCRA). She reviewed the LEPC responsibilities. There was general discussion.

5. LEPC Subcommittee Reports

- a. Planning – Staff stated that the current planning project: Option 4 On-site Assessment of Regional Hazmat Teams, was not progressing as planned and asked if the committee would like to complete a different project. It was decided that the LEPC would continue with the current project. Once dates are set for the on-site assessments, staff will notify the committee for anyone that may want to participate in the on-site visits.
- b. Training – The subcommittee discussed that two of the three regional hazmat teams have completed their self-assessments and that they would soon be moving forward with the on-site assessments.
- c. Education and Public Awareness – Ms. Powell stated that the subcommittee has completed several events for our regional Hazmat Awareness Week. Proclamations were received by all Board of County Commissioners in our district. Events included a ‘Meet and Greet’ the Hazmat Team in Escambia County on Aug. 14<sup>th</sup> and inviting the public to see the Okaloosa County Special Operations Team in training on Aug. 17<sup>th</sup>. Upcoming events include the Bay County Fire Prevention Fest.
- d. Nominations – Mr. Delp suggested that the nominations for the SERC Thomas Yatabe Award and Certificate of Appreciation be a silent vote this year and allowing the Chairman, Mr. Bingle, to then tally up the votes. A silent vote was completed and the awards were tallied as follows:

Thomas Yatabe Award: Ahlen, Kathy  
Certificate of Appreciations: Dilmore, Larry  
Coulter, Ken  
Gulf Coast State College  
Ocean City Wright Fire Control District  
Smith, Anthony  
WestRock

6. Other Business – The following membership changes were noted: Ms. Powell will move up as primary member with the leaving of Mr. Busick. Ms. Hall will be moving to a new position.
7. Public Comments and Next Meeting  
There were no public comments. The next meeting is scheduled for October 18<sup>th</sup>, at the Bay County EOC.
8. Adjourn  
With no further business, the meeting adjourned.

**Approved:**

\_\_\_\_\_  
**Richard Delp, Chairman**

**Date:** \_\_\_\_\_

**Enclosure B**

**HMEP Training Financial Statement  
September 30, 2017**

Description		Expended		Balance
		Estimate	Actual	
<b>Beginning Balance</b>				<b>\$33,860.00</b>
October 2016	Hazmat Technician Refresher (10 classes)		\$4,302.21	
December 2016	Hazmat Technician Refresher (7 classes)		\$3,055.60	
January 2017	Hazmat Symposium		\$5,120.84	
February 2017	Hazmat Technician Refresher (4 classes)		\$1,806.06	
March & Apr. 2017	Hazmat Technician 160 hybrid course		\$5,185.20	
April 2017	Hazmat Technician Refresher (4 classes)		\$1,685.20	
June 2017	Hazmat Technician Refresher (3 classes)		\$1,285.20	
August 2017	Hazmat Technician Refresher (4 classes & training props)		\$7,038.00	\$4,381.69
October 2017	Hazmat Technician Refresher (4 classes)	\$1,760.00		\$2,621.69
<b>Estimated Remaining Balance</b>				<b>\$2,621.69</b>