

**State Emergency Response Commission
TRAINING TASK FORCE
Department of Environmental Protection
Bob Martinez Center
2600 Blair Stone Road – Twin Towers
Tallahassee, Florida 32399
April 3, 2008**

Present:

LEPC 1: John Gallagher (for Richard Delp)
LEPC 2: Chris Rietow (for Richard Smith)
LEPC 3: Dwayne Mundy (for Don Sessions)
LEPC 4: Jonathan Lamm
LEPC 5: Jamie Arleo (for Joe Schenk)
LEPC 6: Bob Coschignano (for Jerry Smith)
LEPC 7: Chuck Carter (for Tom Moran)
LEPC 8: Scott Ehlers
LEPC 9: Doug Wolfe
LEPC 10: Chris Bushman (for Dan Wouters)
LEPC 11: Absent
Mike Jacobs (Florida Department of Health)
John Delorio (Florida State Fire College)
Mike Murphy (Florida Fire Chiefs' Association)
Greg Lee (Florida Department of Environmental Protection)
Frank DeFrancesco (Florida Association for Hazardous Material Responders)

I. Introductions

Mr. Doug Wolfe opened the meeting. Ms. Sheri Powers introduced Mr. Leo Lachat, as the new Bureau Chief of Preparedness.

II. Presentation on Liquefied Petroleum Gas and Natural Gas Industry Certification Initiative Project

Mr. Wolfe discussed the Liquefied Petroleum and Natural Gas Industry Certification Initiative. Mr. Wolfe informed the Training Task Force (TTF) that he met with TECO Energy representatives and explained the concept of providing standardized credentialing for private industry personnel that respond to natural gas or liquefied petroleum incidents. Mr. Wolfe stated that since TECO Energy is a natural gas company, the company is regulated by the Public Service Commission and is therefore required to have standardized operator training programs. Mr. Wolfe invited the TECO Energy representatives to the TTF meetings and to participate in the TTF conference calls. TECO Energy representatives indicated they would be interested in working with the TTF on the credentialing initiative.

Ms. Vickie O'Neal with the Florida Department of Agriculture and Consumer Services discussed her agency's role in regulating propane gas and liquefied petroleum gas industries. Ms. O'Neal stated that the Propane and Natural Gas Pipeline systems falls under the jurisdiction of the United State Department of Transportation and the industry is required by National Fire Protection Association (NFPA) 58 code to train personnel to a certain standard based on their job description. Mr. Mike Murphy noted the difficulty to determine competence of industry personnel doing repairs during an emergency response. Mr. Murphy discussed the feasibility of the industry utilizing a standardized credentialing methodology. This will enable first responders to easily identify the level of training of any gas company employee or their subcontractors.

Mr. Wolfe recommended establishing contacts with industry representatives and professional associations, Department of Agriculture and Consumer Services, and the Public Service Commission and bringing all the major stakeholders together at the next meeting. Mr. Frank DeFrancesco volunteered the Florida Association for Hazardous Materials Responders to contact industry and take responsibility for this project. Mr. Wolfe stated the Training Task Force will be inviting regulatory agencies and industry representatives for a conference call meeting scheduled for April 18, 2008 to discuss the feasibility of industry utilizing a standardized credentialing methodology.

III. Membership Policies/Guidelines

A discussion took place regarding the State of Florida Sunshine Law and whether it applies to Training Task Force members. Mr. Mike Murphy asked if the proposed Training Task Force Membership Guidelines were approved, would it prohibit TTF members at professional organizational meetings, such as the Florida Fire Chiefs' Association, from working on a Training Task Force project in a public forum. This issue was reviewed by legal counsel and discussed regarding the Sunshine Law as it pertains to Training Task Force members who were also members of the State Emergency Response Commission and other professional associations. A conclusion was reached that members of the TTF cannot talk to each other about the Training Task Force projects unless it is properly noticed as a TTF meeting.

Mr. Murphy motioned that all membership categories be removed from the Training Task Force Membership Policy Guidelines except the eleven Local Emergency Planning Committee representatives. The motion was seconded and approved unanimously.

IV. Training Task Force Conference Call Notes

Mr. Wolfe pointed out the next item on the agenda which was a discussion of the issues at the March 20, 2008 Training Task Force Conference Call. Mr. Wolfe noted that many of the issues discussed were Strategic Plan Action items. Mr. Wolfe indicated that the topics discussed during the Training Task Force Conference call will be referenced under the appropriate strategic plan action item.

V. 2007-08 Strategic Plan Action Items

Mr. Wolfe discussed the strategies/goals and objectives. Mr. Wolfe explained that the Training Task Force is continuing its work on the projects listed in the Strategic Initiatives.

Ms. Sheri Powers provided the Training Task Force an update on working with the Division of Emergency Management Geographic Information System (GIS) personnel to develop a database system to store Hazardous Materials Information. Ms. Powers stated that GIS is looking at several options for sharing the hazardous materials facilities information with emergency responders.

Mr. Wolfe reported that the Training Task Force has completed the work on the Medical Surveillance Guidelines. A motion was made to adopt the guidelines. The motion was seconded and passed unanimously. Mr. Wolfe pointed out that the draft Mass Casualty Decontamination Assessment document is a work in progress which will be addressed at the next meeting.

Mr. Wolfe briefed the Training Task Force on the development, purpose and application of the National Fire Protection Association (NFPA) 472 guidelines and the revisions to those guidelines. Mr. Wolfe mentioned that changes would be necessary to the SERC approved Florida Hazardous Materials Training Guidelines due to the revisions of NFPA 472. Mr. Wolfe noted that Awareness level training and Technician level training competencies would be virtually unaffected and the biggest changes occurred in the Operations level training. He indicated that basic air monitoring was moved from a Technician level competency to an Operations Level competency. NFPA 472 revisions defined a set of core competencies that everyone must meet and developed eight mission-specific competencies directed toward personal protection, detection, sampling, evidence gathering and mass casualties decontamination. Mr. Wolfe stated that there were no major changes in the Hazardous Materials Technician competencies and the Incident Commander competencies. In summary, Mr. Wolfe stated that the Training Task Force needs to revise the SERC approved Awareness and Technician Level Training Guidelines to comply with terminology changes and the Operations Level Training Guidelines need significant revamping.

Ms. Powers discussed the Hazardous Materials Training Guidelines. Ms. Powers announced that the Division of Emergency Management is preparing to advertise the Hazardous Materials Public Sector Training Guidelines and the Operational Level Training Program curriculum as a request for proposal. Mr. Murphy suggested that an individual go the National Fire Academy to provide input into the development of the Hazardous Materials Emergency Preparedness Guidelines. Mr. Bill Lofgren noted that updating the Florida Hazardous Materials Operational Level Training Program curriculum will take sometime. Mr. Lofgren asked whether the current Operational Level Training Guidelines are still applicable. Mr. Wolfe replied that the new Operational Level Training Program Guidelines are at a higher standard. Mr. Wolfe pointed out that it is the employer responsibility to certify that the training is in compliance with the

Emergency Response Plan. Mr. Wolfe noted that the U.S. Department of Transportation is revising the Hazardous Material Emergency Preparedness Grant Training Guidelines which incorporates the revised National Fire Protection 472/473 Guidelines. Ms. Powers asked the Training Task Force members whether the group is willing to work on the Hazardous Materials Training Guidelines or seek bids to develop the Hazardous Materials Training Guidelines. The Training Task Force members decided that priority would be given to seeking the cost to develop the Public Sector Training Guidelines and selecting a representative to attend the National Fire Academy to provide input into the development of the Hazardous Materials Emergency Preparedness Guidelines. Mr. Wolfe noted that an update on the project will be provided at the next Training Task Force meeting.

Mr. DeFrancesco noted that the Florida Association of Hazardous Material Responders is soliciting input from various agencies in developing the Hazardous Materials Field Operations Guide. Mr. DeFrancesco noted that an update on the project will be provided at the next TTF meeting.

Mr. John Delorio reported on the Hazardous Materials Team Assessment Methodology revision. Mr. Delorio stated that the State Fire Marshal Office has a need for a self-assessment for Hazardous Materials Teams in support of the State Homeland Security Grant Program funding. Mr. Wolfe stated that the Training Task Force has revised the methodology for self-assessment and that a draft assessment methodology will be reviewed and discussed at the next scheduled conference call April 18, 2008. The Training Task Force members agreed to have the project ready for approval at the next Training Task Force meeting.

Mr. Wolfe reported that the Training Task Force is working to update training guidelines for hazardous material teams. A motion was made to approve the Hazardous Materials Level of Service documents. The motion was seconded and passed unanimously. A motion was made to approve the Hazardous Materials Refresher Competencies Check-Off document as a voluntary assessment tool. The motion was seconded and passed unanimously.

Mr. Wolfe provided a briefing on the Interagency Board of the Department of Homeland Security Standardized Equipment List and the Equipment Specific Training being developed and the economic impact of the training. Mr. Wolfe informed the Training Task Force that the recommended training guidelines were developed to address specific equipment needs at hazardous materials incidents.

Mr. Wolfe mentioned that the Commercial Equipment Direct Assistance Program (CEDAP) grant cycle will start in April or the beginning of May, 2008. Mr. Wolfe noted that there is a need of educating responders through the Local Emergency Planning Committees about how to access the CEDAP grant process. Mr. Wolfe mentioned that once the information is available, the Local Emergency Planning Committees can forward the information to their local first responders. Mr. Wolfe stated that if a grant

applicant received Urban Area Security Initiative funding they are not eligible for CEDAP funding.

Mr. Murphy discussed the development of competencies to define “Tox-Medic”. Mr. Murphy noted that recommended training guidelines should encompass all aspects of medical support for hazardous materials response personnel as well as victims of hazardous material exposure. Mr. Murphy stated that a major consideration is that medical protocols must be flexible enough to meet the concerns of local medical directors as they have ultimate authority over all protocols. Mr. Mike Jacobs discussed the initial draft document on the Tox-Medic Program. Mr. Jacobs noted that the existing curriculums used to train paramedics need to be compared to the national standard of care for hazardous materials medical training in the National Fire Protection Association (NFPA 473). All comments on the draft document should be forwarded to Ms. Sheri Powers and a final draft will be presented at the next Training Task Force meeting.

Mr. Murphy presented a draft Flyer for Facilities about the National Incident Management System. The purpose of flyer was to provide a tool to assist business in understanding the decision making process in times of emergencies. Mr. Murphy requested that the Local Emergency Planning Committees and the Division of Emergency Management put the National Incident Management System Public-Sector Outreach Flyer on their websites.

Mr. Jacobs mentioned that the Department of Health is working with their Environmental Health staff to encourage and facilitate relationships with the local hazardous materials teams. Mr. Jacobs noted that a conference call was held between the representatives of the Florida Department of Health and the Training Task Force to discuss how to improve coordination between the Department of Health and hazardous materials responders regarding tracking of health-related issues, training and laboratory/sample assistance. Mr. Jacobs indicated that the Training Task Force and the Department of Health will continue these discussions to develop and improve the coordination of response activities. Mr. Jacobs mentioned that he will provide a report on the progress regarding this initiative at the next Training Task Force meeting.

VI. Updates From Agencies/Organizations

Mr. Frank DeFrancesco announced that the Florida Hazardous Material Responders (FLAHR) meeting will be held July, 2008. Mr. DeFrancesco reported that FLAHR is reorganizing into districts.

Mr. Murphy announced that Local Emergency Planning Committee members should monitor all legislation during the session to ensure that bills will not adversely impact their agencies funding.

VII. Upcoming Calendar Events

Mr. Wolfe announced that the Training Task Force Conference Call is April 18, 2008. Also, Mr. Wolfe announced that the Florida Fire Chief's Association Conference is July, 2008 in Jacksonville. In addition, the Florida Fire Chief's Association Special Teams Conference is scheduled for late October or early November, 2008.

VIII. Other Business

Mr. Greg Lee announced that the State Emergency Operations Center will be undergoing major renovation. Mr. Lee stated that Level 1 Activation will take place at the State Logistic Response Center in Orlando, Florida. Mr. Leo Lachat stated the remodeling of State Emergency Operations Center is from April 7, - June 1, 2008. Mr. Lachat mentioned that there will be two exercises at the State Logistic Resource Center. A Crystal River Nuclear River Power Plant practice exercise and evaluation exercise. Mr. Lachat indicated that the Federal Emergency Management Agency (FEMA) wanted the practice and evaluation exercise to be in the same location. The practice exercise is scheduled for April 23, 2008 and the evaluation exercise is scheduled for May 21, 2008. Mr. Lachat noted that the two exercises will test the operational capabilities of the State Logistic Response Center. Mr. Lachat stated that the Betty Easley Center, in Tallahassee, Florida is the back-up State Emergency Operations Center at this time.

XI. Issues For The State Emergency Response Commission (SERC)

Mr. Wolfe noted that there were several issues that had to go before the SERC. The first issue was the submission of the National Incident Management System (NIMS) Public-Sector Outreach Flyer for approval. The second issue was the submission of the Training Task Force Membership guidelines. The final issue was the request for approval of the Model Medical Surveillance Procedures, Hazardous Materials Technicians Refresher Competency and the Hazardous Materials Level of Service document will be addressed at the next SERC meeting in July, 2008.

X. Schedule Next Meeting

The next meeting will be held on July 10, 2008. The location is the Florida Department of Environmental Protection, Carr Building, 3900 Commonwealth Boulevard, Tallahassee, Florida.

XI. Adjournment

With no further business, the meeting was adjourned.