

**Kent County
LEPC Meeting Minutes**

July 12, 2005

Attendees

Nicole Vautard	<i>KC DPS</i>	Allen Metheny	<i>KC DPS</i>
Sarah King	<i>DNREC</i>	Ken Belmont	<i>DPH</i>
David Freeman	<i>Bayhealth</i>	Bob Barrish	<i>Retired</i>
Jeff Vadakin	<i>Magnum Electronics</i>	Paul Bernat	<i>Dover Police</i>
Charlie Boyer	<i>Town of Smyrna</i>	Janice Hilliard	<i>Discover</i>
Janice Chomiszak	<i>DEMA</i>	Ed Gerhard	<i>USEPA</i>
Cheryll Russell	<i>Delmarva Power</i>	Craig Flanagan	<i>Playtex</i>
Marilyn O'Neal	<i>Perdue</i>	Dorothy Lehmann	<i>Tilcon</i>
Angel Boyce	<i>Proctor & Gamble</i>		

Allen Metheny called the meeting to order at 10:00 A.M.

The minutes of the May 10th meeting were approved.

Welcome from Allen and introduction of all the attendees.

Current Issues

Dave Mick– DECON – No Hazmat/DECON responses. One Technical Rescue response to assist Maryland company with subject entrapped in a grain hopper. We arrived on scene just prior to the Team from Anne Arundel with part of Baltimore County. Operations went very well with compliments from both western shore agencies. Subject was extricated and found to have only minor injuries. Additional equipment has been arriving for DECON and EMS Special Operations. Particularly the AO2C detection meters. The Fire Service FDU's are in place around Kent County. Initial training is being developed and hopefully will begin prior to the State Fair commencing. Also looking into combining the FDU training with the DECON class this fall. Kent County medics have completed an extra MCI training day. This was used to drill with some new equipment and roll out the latest revision of the MCI plan. The next AHLS class is scheduled for October 18 & 19, 2005.

Allen Metheny –DECON- Since our last meeting we have completed a Standard Operation Guideline for all three of the DECON Teams in the State to have some standard guidance dealing with the management of the Team or Field Operation.

Sarah King - Tier II – Sent out letters last month to facilities not heard from by the filing deadline. We have 57 facilities that we know about and don't know what their status is so we will be trying to contact the. In total we have 1,389 facilities reported for 2004 reporting period. \$284,550 in fees have been received.

Tier II Manager – Beta testing is currently being conducted on system.

Janice Chomiszak – SERC Meeting – Last meeting was on June 8th at Fire School. Chaired by DEMA Director Jamie Turner, Secretary Mitchell opened the “Emergency Preparedness Response for Individuals with Disabilities and Special Needs Conference” at the Dover Sheraton. Standing Committee reports were given followed by the Local Emergency Planning Committee reports. The Planning & Training Committee is planning a SERT Retreat September 7, 2005. There was no old business. New business included budget recommendations from the finance and budget committee. They FY2006 budgets were approved for the 4 LEPCs and the DECON Trailer Maintenance account was replenished to \$15,000 and 10% of last year chemical fees were set aside in the trailer replacement account. SERC was given a tour of “Chestnut Grove” – a tabletop diorama of city to include residential areas, airport, beaches, marshlands, and woods. It is used to simulate response to various types of incidents.

Delaware Emergency Notification System (DENS) – Alive and well and being populated regularly with updates from the Verizon 911 database. In addition to large scaled public emergency notification, DENS is also used to notify “fixed list” such as “bomb threat groups”, ESF members, and most recently SOP 100 (Radiological alert list). This capability has been significantly improved by acquiring a “DENS Information Line”, which allows for secure incident messaging. Members on fixed list are told to call a 1-800 number and using their ID (last 4 of SSN) they can retrieve a secure message. The fixed lists were recently tested using this new capability and was successful. This recent upgrade allowed DENS to replace the Dialogic System.

Allen Metheny - EOC Enhancement – RFP received by from County Administrator and Attorney and we are trying to answer their questions.

A list of accomplishments for the Kent LEPC based on our work plan for FY05 was passed out. The report had been given to Art Paul. We had 17 goals established at the beginning of the year and we responded to each of these goals (see handout).

A request has been made from Rob Ellison from RETA for an article for their National News Letter regarding the two seminars we have sponsored. Allen wrote an article and submitted it to him.

Old Business

Allen Metheny - FY05 Budget – Has come to a close except for several adjustments needing to be made by the County Finance Department.

Allen Metheny – FY06 Budget – \$45,710 received from DEMA for LEPC operations.

Janice Hilliard - Planning Committee – We are currently planning a Site Security Seminar to be held sometime in April of 2006 from 9:00 a.m. until 3:00 p.m. with general session in the morning with 1-2 speakers that can discuss site security, how to make an assessment and then how to set up security. We are targeting plant managers, safety engineers, hazardous material sites, financial institutions, etc. Then in the afternoon we are planning on having

round table discussions where you will get together with different industries to talk about benchmarking, what they have done, what worked and hasn't worked, etc. We are looking for vendors to set up in the lobby (Advantec, Security Instruments, etc.) and speakers for the general session.

Janice is in the process of putting together a 1-2 page newsletter with hopes of the first one coming out in the fall. Examples of news: new staff members, achievements, awards, general news, industry news, etc.

Allen Metheny – Exercise Committee – Kent County is involved in part of a Statewide exercise program with three phases. The first phase being a table top exercise to be held on September 29th during the day at the State Fair Grounds. No idea about the scenario. Help needed for recorders and examiners to monitor what is being done. The next phase is the functional exercise to be held sometime in the winter. The last phase is the full scale exercise to be held in either April or May 2006. It will be a live drill held on a Saturday. We will need victims and evaluators for this drill.

Allen Metheny – New members still needed for future facility inspections. Would like to get started on the inspections in the fall using the same process as last time.

New Business

Allen Metheny – Positive feedback was received to continue with planning of the Site Security Seminar.

Program

Video “Heat Stress: Don’t loose your cool”

Suggestion made to include projected program topic on the agenda.
Program is optional.

Meeting adjourned by Allen Metheny at 11:00 a.m.

Next LEPC meeting tentatively scheduled for Tuesday, September 13, 2005 at 10:00 a.m.

Respectfully submitted,

Nicole Vautard

Nicole Vautard
Kent County Dept. of Public Safety
LEPC Secretary