

**Kent County  
LEPC Meeting Minutes**

**July 13, 2004**

**Attendees**

Ken Belmont	<i>DPH.</i>	Dorris Donella	<i>Tetra Tech/EPA</i>
Janice Hilliard	<i>Discover</i>	James Lee	<i>Dow Reichhold</i>
Benton Counselman	<i>Dover PD</i>	David Balcerak	<i>RSVP</i>
Cleon Murray	<i>Proctor &amp; Gamble</i>	Allen Metheny	<i>KC DPS</i>
Nicole Vautard	<i>KC DPS</i>	Gary Paris	<i>DE Storage &amp; Pipeline</i>
Scott Nickerson	<i>DAFB</i>	Rich Antoff	<i>DNREC/ARP</i>
Sarah King	<i>DNREC</i>	Susan Domm	<i>DAFB</i>
Robert Hawkins	<i>DSP/Troop3</i>	Brett Scott	<i>KC LC</i>
R. Helvebon	<i>Tetra Tech/EPA</i>	Mike Towle	<i>US EPA</i>
Jerry Wiegand	<i>NRG Energy</i>	David Freeman	<i>Bayhealth</i>
Jason Hahn	<i>Hanover Foods</i>	Paul Wilkinson	<i>Del EASI</i>

Allen Metheny called the meeting to order at 10:05 A.M.

Welcome from Allen with a briefing on the flooding in Smyrna and introduction of all the attendees.

The minutes of the May 11<sup>th</sup> meeting were approved.

**Current Issues**

**Allen Metheny** - One call for DECON operations however it was cancelled before we got there. It was a chlorine problem in the back of a pick up truck but no operations performed. Tow Vehicle - Contract accepted by the state for the purchase of the tow vehicles. Within the next month or so there will be a meeting with the vendor to finalize specification issues.

**Sarah King - Tier II** - Cameo software updated. Have been meeting with contractor to make sure Tier II Manager meets Delaware requirements. Right now the contractor sees no issues and it should be up and running for next year.

**Allen Metheny** - Last SERT meeting was held on June 9<sup>th</sup>. About \$285,000 collected in fees for FY04. We get a portion of these fees to run LEPC for the year. State Emergency Response Commission approved up to \$25,000 from Hazmat Emergency planning funds to assist with the implementation of the Tier II Manager Program. Statewide basis - 3 Decon teams in the state, during the previous quarter had responded to 7 emergency incidences, conducted 5 training classes/drills, and completed 4 public appearances or community outreach events. LEPC budgets - there is a funding committee that makes recommendations to the SERT committee for funding purposes. Wilmington LEPC was granted \$49,111, New Castle County LEPC was granted \$113,607, Sussex County LEPC was granted \$50,224, and Kent County LEPC was granted \$42,800 for FY05. Some issues with our own budget where our LEPC had accumulated about \$39,000 in excess funds that had not been used. Found out the County was holding the money and the end result was that the funds will be used to help

with the purchase of the three tow vehicles. SERT will be meeting quarterly and all the positions have been filled.

**Allen Metheny - DEN System** - The brochure has been finalized and DEMA is in the process of starting to distribute these brochures. A drill was done in the city of Wilmington last month and they used the DEN system as a means to notify 7,000 residents in the area and did it in about 11 minutes.

**Allen Metheny - EOC Enhancement** - In the process of developing a new RFP. Request for Homeland Security funds to add some technology to the center has been approved.

### **Old Business**

**FY04 - FY05 budget** County budget approved for \$46,300 of which, SERC is providing \$42,800. FY04 finished in the black.

**Paul Wilkerson - Site Visit Project with Del EASI** - Kent County is finished and Wilmington has just been completed. 2+ people on each team went to 31 facility visits over a period of a year. This was preceded by 2 training sessions held by Del EASI. In addition to these, there were 3 meetings set up: one in Southern part, one in Northern part, and one in the Dover area to get facility people, Del EASI people, and fire people together to discuss what was going on with these visits and to allow everyone to get to know each other a little better. Reports conducted on these visits are being distributed to the facilities visited and the multiple fire departments involved. These reports outline the steps taken and what steps should have been taken. There was a total of about 100 man days involved in this site visit project.

**Allen** - Thank you to Del EASI on behalf of LEPC.

**Janice - Planning Committee** - Meeting held last week. The programs are covered for the rest of the year for LEPC meetings. We need 2-3 more volunteers for this committee, if you are interested let Allen or myself know. There will be a training class at DAFB and they are looking for one more volunteer from LEPC. Dave Balcerak and Janice Hilliard will attend on behalf of the LEPC.

**Allen - Exercise Committee** - Working on something for this fall with Dow Reichhold and Cheswold Fire Company. The Kent County Emergency Operation Plan (KEOP) is completed and approved. It was presented to Levy Court last week. A meeting was held at the end of June for the different agencies that come into the emergency operations center when we have an activation. Went over the revised plan with them and presented those agencies that participated in this meeting a copy of our plan.

**Allen - Seminar Planning Committee** - Meeting held this morning. Tentative date of April 27, 2005. Same format as past year, starting about 1:30 p.m. with 4 different training sessions repeating a couple that we did before and combining a couple topics for the fourth. The following are the scheduled topics:

1. Seminar on Site Security.
2. Seminar on Public Relations and the DEN system - do's and don'ts issues of public relations and getting the same story out to everyone.

3. Repeat seminar on keys to effective 911 calls.
4. Seminar on Hazmat response to chlorine incidents.
5. After dinner, have someone do a table top exercise for about a 2 -2 ½ hour program. Tentatively selected a facility in the county that would present some unique situations relative to evacuations and road closures.

We also plan on inviting vendors to participate and to have this seminar held at the Sheraton again.

### **New Business**

**Allen Metheny** - New members needed for future inspections for Del EASI. These members should be retired, chemical engineers, safety managers, plant managers, and/or fire people.

**Mike Towle - Representative from EPA** - Updating EPA contingency planning for the area. If there is need of our facility for a drill/exercise he would gladly participate, help, evaluate, etc. Training offered on website.

**Susan Domm** - DAFB is hosting a Weapons of Mass Destruction Workshop to be held September 15-17. Opening it up to first responders and our local people such as LEPC, Delaware State Police, Local Firefighters, Bay Health, DEMA, etc. Two slots available for LEPC members (Janice Hilliard and Dave Balcerak accepted those slots). Recommendation made to get Robbins Hose Fire Department involved for the local community. Looking forward for our two LEPC representatives to bring the information back to us for our November meeting.

**Scott Nickerson** - Tabletop exercise at DAFB went well. It was a beyond the first response type of scenario and a very good learning experience. It pointed out the need for an excellent communication system both within the military and with the military and the local people.

**Robert Hall** - DEMA program “Delaware Strategy for Homeland Security”.

Meeting adjourned by Allen Metheny at 11:45 a.m.

Next LEPC meeting tentatively scheduled for Tuesday, September 14, 2004.

Respectfully submitted,

Nicole Vautard  
Kent County Dept. of Public Safety  
LEPC Secretary