

**Kent County  
LEPC Meeting Minutes**

**September 13, 2005**

**Attendees**

Nicole Vautard	<i>KC DPS</i>	Allen Metheny	<i>KC DPS</i>
Sarah King	<i>DNREC</i>	Ken Belmont	<i>DPH</i>
Bob Barrish	<i>Retired</i>	Bob George	<i>Citizens Corps</i>
Marny McLee	<i>Citizens Corps</i>	Robert Hawkins	<i>DE State Police</i>
Jeff Vadakin	<i>Magnum Electronics</i>	Paul Bernat	<i>Dover Police</i>
Janice Hilliard	<i>Discover Card</i>	David Balcerak	<i>R.S.V.P.</i>
Cheryl Russell	<i>Delmarva Power</i>	Kevin Kille	<i>DEMA</i>
Dorothy Lehmann	<i>Tilcon</i>	Angel Boyce	<i>Proctor &amp; Gamble</i>
Colin Faulkner	<i>KC DPS</i>	Jay Brabson	<i>DNREC</i>

Allen Metheny called the meeting to order at 10:06 A.M.

The minutes of the July 12<sup>th</sup> meeting were approved.

Welcome from Allen and introduction of all the attendees.

**Current Issues**

**Allen Metheny – DECON** – No emergency calls. We have been to one display or public outreach event at the State Emergency Response Commission Retreat that was held last week. Planning to get back into the monthly training schedule with the DECON Trailer. We already have a training schedule with the first responders, our paramedics that work with the trailer, Department of Natural Resources and Environmental Control Emergency Response Personnel, and the Hazmat Team at Dover Air Force Base.

A request made from FEMA through the Emergency Management Assistance Compact that they need about 20 trailers to go down to the gulf area and we were asked by Jamie Turner of DEMA to develop a plan in case we got a call to help Hurricane Katrina victims. The type of questions answered in the plan are who, what, how, etc. There is already a standard operating guideline which answers many of these questions.

**Sarah King - Tier II** – Nothing to report.

**Tier II Manager** – Is to be installed on the server sometime next week. The SERC site has been converted to the common state site which Delaware has a template for and request that all official websites use this template. The website is [www.2.state.de.us/serc](http://www.2.state.de.us/serc). Any changes and additions can be done by Sarah, just let her know.

**Kevin Kille - SERC Meeting** – Retreat held on September 7<sup>th</sup> and Secretary Mitchell attended this retreat and briefed everyone on the National situation of what everyone is doing. He told everyone of a bio threat tabletop exercise to be conducted next month. I will

try to get some more information on this. The guest speaker was from DuPont and talked about the National Pipeline Mapping System.

**Delaware Emergency Notification System (DENS)** – Up and running and New Castle County EOC is the only one who has not currently signed on.

**Allen Metheny - EOC Enhancement** – RFP is completed and we are currently working with county officials and WMD on it.

**Allen Metheny – Emergency Preparedness Workshop** – Kent County Department of Public Safety held an Emergency Preparedness Workshop on August 30<sup>th</sup>. Invitations went out to the towns' Mayors, Managers, Police Chiefs, Fire Chiefs, etc. to get them up to date on emergency preparedness. It started about 5:30 p.m. and was over at 8:00 p.m. Not a real good turn out by some of the smaller towns, but it went real well. We will probably be holding another workshop in the future.

### **Old Business**

**Allen Metheny - FY06 Budget** – LEPC doing well and we are getting ready to start on the FY07 budgeting process.

**Janice Hilliard - Planning Committee** – Met this morning and have a tentative date for the Site Security Seminar of April 17, 2006. I am having a meeting with ASIS (American Society Industrial Security) to discuss the possibility of joining our seminar with the seminar they are holding in May and to give them a brief description of what the LEPC is and does. The tentative schedule for the seminar consists of 4 sessions about 1 hour long with breaks in between them and lunch being served. Asking for vendor participation and charging them a fee of \$150.00. The registration fee to attend the seminar will be \$25.00. We are currently working on a mailing list for attendees.

Planning Committee Meetings will be held the second Tuesday of every month at 9:00 a.m.

**Newsletter** – Still need articles, updates on your facilities, etc. Let Janice know and she can put something together.

**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 October 12<sup>th</sup> during the day at the State Fair Grounds in the exhibit hall where lunch will be provided. Everyone is invited to be an observer and if you want to be an evaluator or facilitator, contact Allen. 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 of 2006. It will be a live drill held on a Saturday. We will need victims and evaluators for this drill. We are hoping to get some help from the Delaware State University.

**Allen Metheny** – Sarah has provided a list of the facilities in Kent County. New members still needed for future facility inspections.

## **New Business**

**Bob Barish** - A committee has been established to evaluate the performances of the LEPCs. This committee is responsible for updating the criteria for evaluations which should be available sometime in November.

## **Program**

**Bob George and Marny McLee - Citizens Emergency Response Team – Citizens Corps**

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

Next LEPC meeting tentatively scheduled for Tuesday, November 8, 2005 at 10:00 a.m.

Respectfully submitted,

*Nicole Vautard*

Nicole Vautard  
Kent County Dept. of Public Safety  
LEPC Secretary