

**Kent County
LEPC Meeting Minutes**

September 9, 2008

Attendees

Allen Methny	<i>KC DPS</i>	Dave Mick	<i>KC DPS</i>
Nicole Vautard	<i>KC DPS</i>	Bob Barrish	<i>Citizen</i>
Jerry Llewellyn	<i>Public Health</i>	Bill Betts	<i>DOL</i>
Jay Brabson	<i>DNREC</i>	Shannon Splittorff	<i>DNREC</i>
Quincy Robinson	<i>Wal-Mart Logistics</i>	Janet Chomiszak	<i>DEMA</i>
Gary Chaffer	<i>Citizen</i>	Robert Hawkins	<i>DSP</i>
Wayne Hutchison	<i>City of Dover</i>	David Freeman	<i>Bayhealth</i>
Charlie Boyer	<i>Town of Smyrna</i>	James Bailey	<i>Red Cross/Citizen</i>
Timothy Brown	<i>Dover AFB</i>	John Melvin	<i>Dover AFB</i>
Harvey Velott	<i>Dover AFB</i>	Cheryl Russell	<i>Delmarva</i>
Rich Antoff	<i>DNREC</i>	Susan Domm	<i>Dover AFB</i>
Mitch Magee	<i>PPG</i>	Christopher Byrd	<i>Energizer</i>

Allen Metheny called the meeting to order.

The minutes of the July 8th meeting were approved.

Welcome from Allen and introduction of all the attendees.

Current Issues

Dave Mick – DECON – One call in Milford at a manufacturing plant. Hydrogen Peroxide was the chemical. There was a small fire but it was controlled by the Fire Department. There was a good turn-out from Little Creek.

Conducted joint training at Dover Downs with Kent County DECON Team, Hartly Field Team, DNREC Emergency Response, and the 31st CST. It was the first time everyone worked together. All went well.

Shannon Splittorff - Tier II Reporting – Up to date. 255 new facilities entered into the system this year. Still have about 50 not filed but working on getting them.

Shannon Splittorff - Tier II Manager – No updates. Working on creating a test site to go out and conduct training for those who are involved in using the response module of Tier II Manager. Should be done in a couple months.

Janet Chomisszak – DENS – Three additional vendors have been added. A total of seven have been submitted but only five are being considered and reviewed. The selection committee should have a decision by September 12th. The current contract expired August 1st but First Call has an extension on the contract.

Allen Metheny – SERC – Business as usual. Presentation on Milford Pipe Bomb incident. Annual Report has been approved and is going to the printers and then to the Governor. All

LEPC's with the exception of City of Wilmington gave their reports. DECON Team along with IT and Planning & Training gave reports. Next meeting will be December 10th at Delaware Fire School.

There has been a funding change for 2009 for the state of Delaware. The change is a significant increase in money. Due to funding restrictions a major portion must go to LEPCs. Kent County will receive an additional \$28,751 for Planning and Training. We have to match 25% of that with our money which we did not budget for this. Our available 25% match is going to be a little over \$7,000. We can do a soft match which includes administrative expenses and hopefully your time. Need to determine what we will do with the money. Some suggestions are:

- Facility Inspections
- Training events
- Drills/exercises
- Outreach incentives

Old Business

Allen Metheny – Outreach Initiatives for FY 2009 – Any ideas let Allen know.

Bob Barrish – Facility Inspection – Program in place and contracted with LEPC to conduct inspections. Plan to conduct ten inspections every six months. The facility inspection process includes:

- Send letter to facility stating that they are being audited with a copy of questions for them to answer in advance
- Schedule visit with the facility
 - Review their Emergency Response Plans
 - Walk the site
- Complete questionnaire/evaluation
 - Send copy to facility
 - If they agree with the evaluation then a final copy will go to Allen

To date three visits have been conducted:

1. Down Reichhold on August 28th - Allen has this report
2. Hanover Foods on September 3rd – should have it to Allen by end of the week
3. Baltimore Air Coil on September 4th – waiting for their response to the report

Two more inspections have been scheduled for September 30th and an additional three more on October 1st.

Allen Metheny – Exercise Program – Kent County has an obligation to develop a three year exercise program. A suggestion has been made to have an exercise involving a shooting at the Mall. Whatever exercise we do must be tied in to WMD event to be able to use those type of funds. Will work with DEMA to develop this program.

New Business

Allen Metheny – Statewide Hazmat Conference – Suggestion made to have this year's conference in Kent County. It's currently in the very early planning stages. Joe Leonetti from

New Castle County is chairing this committee. Would like the Kent County LEPC to co-host this event. Possibly have a Friday evening banquet with speaker and all day Saturday hands on training. Will keep everyone informed as planning continues.

Bill Betts – FOIA Requests in Regards to Tier II Reports – Meeting scheduled for October 10th to set up rules and regulations on what information can be given out. Currently Citizens may review the reports but can not have a copy.

DAFB – Will be conducting an exercise to take place October 28th – 30th and would like to include the Kent County LEPC. Any involvement would be welcomed. Then, next May DAFB will be conducting another exercise and in June their will be an Air Show.

Jay Brabson – Dow Reichhold – Going out of business. DNREC will be meeting with them to make sure they properly empty the tanks. Dow Reichhold should have tanks emptied and doors closed by the end of the year.

Allen Metheny – Loose Propane Tanks – Would like to hold a fact finding meeting with various officials. Would like LEPC to sponsor this meeting. Hearing no objections then will move forward. Need to determine the regulations that are appropriate to the state of Delaware. There is code NFPA58 which discusses propane tanks.

The following questions need to be answered:

- What version of the code has been adopted in Delaware?
- Does it require updating on installations already done prior to the code?
- Who's responsible to make sure the code is met?
- Where does DNREC come into the picture?

A meeting will be set up sometime between now and the end of September. Once all the facts are given then a brochure will be developed and provided to the public.

Program

Presentation by Bill Betts from Delaware Department of Labor.

Meeting adjourned at 11:30 am.

Next LEPC meeting scheduled for **Tuesday, November 12th**.

Respectfully submitted,

Nicole Vautard

Nicole Vautard
Kent County Dept. of Public Safety
LEPC Secretary