



Local Emergency Planning Committee  
For New Castle County  
P.O. Box 2998  
Wilmington, DE 19805-0998  
David Irwin, Chairman  
Phone (302) 395-3633  
Fax (302) 323-4575

**Meeting Minutes  
January 9, 2012**

**Host: DuPont Chestnut Run Plaza**

**Meeting Location: Building 700, Room 94, 974 Centre Road, Wilmington, DE 19880**

The January 2012 meeting of the LEPC for New Castle County was held on the above noted date and place.

Meeting called to order at 2:30 PM by Chairman Irwin.

**ATTENDEES:**

David Irwin, Chairman, LEPC for NCC  
Joseph Murabito, Vice Chairman, LEPC for NCC  
Christine Murabito, DE State Fire School  
Bob Barrish, NC LEPC  
Todd Bretz, PBF Energy  
Dave Carpenter, New Castle County OEMS  
Matthew Chamberlain, DNREC ECU  
Joseph Cochran, Jr., NCC OEMS  
Ron Dietrick, Delaware City Refinery  
Mark Dolan, BASF  
Lisa Dunaway, Dept. of Homeland Security  
Tushar Durve, DuPont  
Robert Fox, State Fire Marshal's Office  
Bruce Galloway, DuPont Experimental Station  
George Giles, Wilmington LEPC  
Mike Gladle, University of Delaware  
Babak Golgolab, Claymont Community Coalition  
Kristoffer Gontkovsky, DNREC  
Ken Greeson, U.S. DHS/PSA

Matthew Higgins, DNREC-ERT  
Wayne Hopkins, DuPont Chestnut Run  
Dan King, Clean Venture  
Jerry Llewellyn, Division of Public Health  
Scott McClaren, New Castle County Police Dept.  
Rebecca McClurg, DuPont Red Lion  
Roger Minner, Dept. of Homeland Security  
Arthur Paul, DEMA  
Steve Perna, Lewis Environmental  
Lynn Poling, Lewis Environmental  
Stevens Remillard, Christiana Care  
Al Stein, Citizen  
Charles Stevenson, Sussex LEPC  
John Tim, Linde  
Robert Touhey, Croda  
John Verdi, BASF  
Vimac Vijaykumar, DuPont Edgemoor  
Dan Whitmarsh, Magellan  
Margie Williams, Wilmington LEPC/OEM

**Welcome:**

Mr. Wayne Hopkins, Fire Chief/Emergency Coordinator of DuPont Chestnut Run Plaza, welcomed the group and gave a safety briefing.

At Chairman Irwin's request, a round of introductions was held. A review of the attendance sheet by Vice Chairman Murabito showed a quorum was present.

1. **Approval of the Agenda:** Chairman Irwin presented the agenda for approval. A motion was made by Babak Golgolab, seconded by Joe Cochran, to approve the agenda as amended. Motion was passed unanimously.
2. **Approval of Minutes:** Chairman Irwin requested a motion to approve the November 14, 2011 minutes. A motion to approve the minutes as written was made by Babak Golgolab and seconded by Jerry Llewellyn. Motion was passed unanimously.
3. **Committee Reports:**
  - a. **Finance:**

Chairman Irwin reported that the LEPC funds are in good standing. The transactions that took place over the past two months were the payment of the Contractors salaries, expenses for the NCCIHMRA training, and HMEP fund reimbursements. The balance in the appropriation is \$56,851.39.
  - b. **I.T. Committee:**

Vice Chairman Murabito gave the report of the I.T. Committee. They have not had a formal meeting to date. However, the committee is working on their yearly newspaper advertisement and contact cards.
  - c. **Training - NCCIHMRA:**

Mark Dolan of the NCCIHMRA Planning and Training Committee gave an overview of NCCIHMRA training activities. There was no training sessions that was conducted between November 14, 2011 and January 9, 2012. The New Castle County Industrial Hazardous Materials Response Alliance Training Committee is in the process of finalizing the CY2012 Training Schedule. NCCIHMRA has five training sessions planned for 2012. (report attached)
  - d. **Transportation Committee:**

Al Stein, Chairman of the Transportation Committee, reported on new regulations for PIH Rail Tank Cars. The regulations address the speed limits for new and old rail cars, the new manufacturing specifications, fleets must be replaced in six years, the increased weight of rail cars to 286,000 pounds and the new markings that must be on newly manufactured rail cars.
  - e. **Steering Committee:**

Bob Barrish reported that the Steering Committee conducted its annual meeting prior to today's LEPC meeting at 1:30 p.m. The committee members discussed the LEPC for New Castle County's 2011 performance highlights (attached), reviewed and approved the job descriptions of the Chairman and Vice Chairman, recommended the renewal of the annual agreements of the Chairman and Vice Chairman, and approved the 2013 Work Plan and Budget. Bob Barrish was also re-elected as Chairman of the Steering Committee for another year.
4. **Renewal of LEPC Staff Agreements – Approval of FY2013 Budget and Work Plan:**

The meeting was turned over to Bob Barrish, Chairman of the LEPC Steering Committee, and the consultants were excused from the meeting. Bob Barrish requested a motion to renew the consultant contracts of the LEPC for New Castle County's Chairman and Vice Chairman. A motion was made by Al Stein, seconded by Babak Golgolab, to renew the agreements. Motion was passed unanimously.

Chairman Irwin discussed the Steering Committee recommended LEPC FY2013 Work Plan and Budget. After discussion, Chairman Irwin requested a motion to approve the FY2013 Work Plan and Budget. Motion was made by Babak Golgolab, seconded by Al Stein, to approve the Work Plan and Budget. Motion was passed unanimously. (2013 Work Plan and Budget attached)

5. **Tier II Update:** Kris Gontkovsky gave the attendees an update on Tier II activity. There have been no changes in the reporting requirements since the last meeting. The Tier II is working on updating the maps with the assistance of the fire companies.
  
6. **Staff Report Highlights:** (Complete report attached to meeting minutes)
  - a. The report was given by Vice Chairman Murabito. The LEPC for New Castle County has been very active November 14, 2011 through January 9, 2012.
  - b. SERC/DEMA Activities –Participated in the SERC Quarterly meeting, participated in the SERC quarterly Planning and Training Committee meeting, submitted quarterly LEPC performance report, and facilitated two Fifth Annual HAZMAT Conference Planning Committee meetings.
  - c. Emergency Response Plan Reviews and Facility Visits – conducted two site visits at G.E. Ceramic Composite and Town of Middletown and met with DNREC to obtain updated county facility list and yearly information sent to Fire Chiefs.
  - d. Exercises – Participated as an evaluator for BASF emergency response drill and the Red Lion emergency response drill, identified a Fire Department to host a Tabletop Functional Exercise, and identified a consultant to facilitate the Exercise.
  - e. NCCIHMRRA –Worked with DNREC and jacket vendor personnel to order NCCIHMRRA jackets and negotiated a contract with STTS for a two-day Tank Truck Emergency Response scheduled for May 4-5, 2012.
  - f. Outreach Program – Participated in the Delaware City Emergency Notification meeting, participated in four CAP meetings (Croda, Delaware City Refinery, Dow, and DuPont), participated in the Christiana Care Medical Corps meeting, conducted HAZMAT/Shelter-In-Place training for NCC sponsored CERT program, and participated in two Delaware City Refining Community Outreach Committee meetings with Colonial School District, DDOE and NCC OEM personnel to discuss S-I-P program development and requirements.
  - g. Other Activities – Developed draft of the FY2013 LEPC budget and work plan, developed LEPC staff job descriptions, completed two facility release reports, obtained 5<sup>th</sup> HAZMAT Conference speaker bio and session description from DANA Industries, Bill Kelly and Honeywell, facilities NCC OEM receiving 4000 Emergency Preparedness Guides, contacted and confirmed speaker for today’s meeting, assisted a facility with information regarding Active Shooter Policy, and continued to schedule 2012 site visits.
  
7. **Old Business:**  
There was no old business to discuss.
  
8. **New Business:**
  - a. **5<sup>th</sup> Annual HAZMAT Conference:**  
The 5<sup>th</sup> Annual HAZMAT Conference will be held March 30-31, 2012 at the Smyrna Readiness Center. There is a meeting this Wednesday to finalize the registration form. The “Save the Dates” flyer was distributed. Bob Royale from the Houston, Texas Fire Department is the Key Note Speaker at the dinner on Friday evening. Last year this conference was very successful with 181 participants and we’re hoping it will be again this year.
  
  - b. **LEPC Reports:**
    - Mr. Chip Stevenson from the Sussex County LEPC reported that their next LEPC meeting will be held on Thursday, January 12, 2012 at 10:00 a.m.

c. **2012 Meeting Hosts:**

The 2012 hosts for the LEPC of New Castle County meetings:

January 9, 2012	DuPont Chestnut Run
March 12, 2012	Lewis Environmental
May 14, 2012	BASF
July 9, 2012	Ashland Research Center
September 10, 2012	DuPont Red Lion
November 19, 2012	Delaware City Refinery (meeting date changed from Nov. 12 due to Veteran's Day)

9. **Critical Infrastructure Protection:** A presentation was given by Ken Greeson, from the U.S. Department of Homeland Security, Protective Security Advisors. The Critical Infrastructure Protection Program is a federally funded resource to provide the following services and functions in communities:

- Assisting in and supporting comprehensive risk and physical/technology security analysis
- Providing guidance on established security practices
- Conveying local concerns and sensitivities to DHS and other Federal agencies
- Communicating requests for federal protection training and exercises
- Provide reach-back capability to DHS or other Federal government resources
- Providing local context and expertise to DHS to ensure that community resources are used appropriately, efficiently, and effectively.

10. **Other Business:**

- a. The Office of Emergency Management will be activating the warning sirens on January 10, 2012 from 10:00 a.m. to 5:00 p.m. at a test by DEMA.
- b. Delaware City Refinery is partnering with the LEPC to lead shelter-in-place programs for the community. The refinery donated the funds to enable the LEPC to become a licensed agent for the Wally Wise Guy Shelter-In-Place Program.
- c. NCC OEM presented information on the DHS 3 Year Exercise schedule for NCC/Wilmington which integrates local facility and other responder exercises into the schedule to prevent conflicts and provide support for drills/exercise planning and coordination.

11. The meeting adjourned at 3:40 p.m.

**NOTICE OF NEXT MEETING**

Host: Lewis Environmental

Date and Time: March 12, 2012 – 2:30 p.m.

Directions and security requirements will be sent with agenda.

Monday, January 9th, 2012

## **NEW CASTLE COUNTY INDUSTRIAL HAZARDOUS MATERIALS RESPONSE ALLIANCE**

### **NCCIHMRA TRAINING COMMITTEE REPORT TO NCC LEPC**

The New Castle County Industrial Hazardous Materials Response Alliance Training Committee did not conduct a training session between the November 14<sup>th</sup>, 2011 and the January 9<sup>th</sup>, 2012 LEPC for NCC meetings.

The New Castle County Industrial Hazardous Materials Response Alliance Training Committee is in the process of finalizing the CY2012 Training Schedule. NCCIHMRA training sessions planned for 2012 include the following:

- (1) Training Session I => Delaware Fifth Annual Hazardous Materials Training Workshop conducted at the Delaware Army National Guard's Smyrna Readiness Center, Saturday, March 31<sup>st</sup>, 08:00 am – 04:30 pm (8 hrs);
- (2) Training Session II => Safe Transportation Training Specialists (STTS) tank trailer emergency training course conducted at Elsmere Fire Station 16, Friday, May 4<sup>th</sup> & Saturday, May 5<sup>th</sup>, 08:00 am – 04:30 pm (8 hrs);
- (3) Training Session III => Energetic materials awareness level field training course conducted (tentatively) at the University of Delaware South Campus, Tuesday, June 12<sup>th</sup> & Thursday, June 14<sup>th</sup>, 05:00 pm – 09:00 pm (4 hrs);
- (4) Training Session IV => Tank trailer full scale field exercise utilizing the Dana Transportation training tank trailer with the hazmat and decontamination units from the Belvedere, Elsmere, Cranston Heights and Five Points Fire Companies at the Delaware State Fire School New Castle Division, Saturday, September 8<sup>th</sup>, 08:30 am – 03:00 pm (6 hrs);
- (5) Eleventh Annual NCCIHMRA Planning and Training Meeting => Wednesday, November 7<sup>th</sup>, 05:30 pm – 09:00 pm, at the Elsmere Fire Company.

Submitted by:  
Mark Dolan  
NCCIHMRA Training Committee

LEPC for New Castle County  
Staff Activity Report  
November 15, 2011 to January 9, 2012

SERC/DEMA Activities:

- Participated in the SERC quarterly meeting
- Participated in the SERC quarterly Planning and Training Committee meeting
- Submitted quarterly LEPC performance report in a timely manner
- Facilitated two 5<sup>th</sup> Annual HAZMAT Conference Planning Committee meetings

Emergency Response Plan Reviews and Facility Visits:

- Site Visit G. E. Ceramic Composite
- Site Visit Town of Middletown
- Meeting with DNREC to obtain updated county facility list and yearly information to sent to Fire Chiefs.

Exercise Status:

- Participated as an evaluator for BASF emergency response drill
- Participated as an evaluator for Red Lion emergency response drill
- Identified a Fire Department to host Tabletop Functional Exercise
- Identified a consultant to facilitate Tabletop Exercise and obtained a proposal for consideration

NCCIHMRA:

- Worked with DNREC and jacket vender personnel to order NCCIHMRA jackets
- Negotiated contract with STTS for 2 day Tank Truck Emergency Response scheduled for May 4-5, 2012

Outreach Activities:

- Participated in the Delaware City Emergency Notification meeting (1/4)
- Participated in a four CAP meetings, Croda (12/7), Delaware City Refining (12/13), Dow (11/18) and DuPont (12/6)
- Participated in Christiana Care Medical Reserve Corps meeting (11/21)
- Conducted HAZMAT/ Shelter-in-Place training for NCC sponsored CERT program (12/13)
- Participated in two Delaware City Refining Community Outreach Committee meetings with Colonial School District, DDOE and NCC OEM personnel to discuss S-I-P program development (11/17) and S-I-P requirements (12/19)

Additional Staff Activities:

- Developed draft FY2013 LEPC budget
- Developed draft FY2013 Work Plan
- Developed LEPC Staff job descriptions
- Completed 2 facility release reports
- Obtained 5<sup>th</sup> HAZMAT Conference speaker bio and session description from DANA Industries, Bill Kelly and Honeywell
- Facilitated NCC OEM receiving 4000 Emergency Preparedness Guidelines
- Contacted and confirmed speaker for January meeting
- Assisted a facility with information regarding Active Shooter Policy
- Continued to schedule 2012 site visits

## 2011 LEPC Staff Performance Highlights

1. Co-sponsored 2011 TRANSCAER Training Tour
2. Co-sponsored 4<sup>th</sup> Annual HAZMAT Conference
3. Sponsored Functional Tabletop Exercise
4. Participated in Community/Outreach events - 6
5. Represented the LEPC at 21 industry sponsored CAP and 5 Christiana Care Medical Reserve Corps meetings
6. Facility Plan Reviews and Site Visits – 13 completed
7. Courses and Certifications – TWIC, CVI and 15 hour Maritime Security course
8. Identification of Required Emergency Plan/Exercise Communication/Performance Gaps
9. Attended NASTTPO/HotZone and EPA Region III Emergency Preparedness & Hazmat Response Conference Events
10. Memberships – Coast Guard Sector Delaware Bay Security & Environmental Committees and NASTTPO
11. Emergency Preparedness Guideline distribution - 24,000 brochures

# **LEPC for NCC Work Plan -FY2013**

- Prepare, manage and track the SERC approved FY 2013 LEPC for NCC budget.
- Review and update as appropriate the Hazardous Substance Response Plan as required by SARA Title III federal statute.
- Continue to review, update and when appropriate plot the worst case and alternate release vulnerability zones for extremely hazardous substance facilities located within New Castle County on TIER II digitized maps.
- Review and validate as appropriate ADC map coordinates for facilities on the Tier II Manager.
- Continue efforts to transition to paperless system and work with DNREC personnel to provide appropriate EHS Facility chemical data to each district Fire Chief through the Tier II system.
- Continue to serve as a sponsor of NCCIHMR
- Sponsor, facilitate, arrange and participate in NCCIHMR initiatives.
- Identify and pursue opportunities to promote LEPC mission and goals at community meetings, public outreach events, open houses and industry sponsored community advisory panels
- Use a risk based approach to prioritize and conduct EHS Chemical Facility Emergency Response Plan/Procedure reviews in accordance with the LEPC agreed 3 year cycle
- Sponsor, facilitate, arrange or participate in at least one hazardous materials drill, tabletop or field exercise.
- Serve as an active member of the SERC Information Technology Committee.
- Serve as an active member of the SERC Planning & Training Committee.
- Serve as an active member of the SERC DECON Committee.
- Serve as an active member of NASTTPO
- Provide bi-monthly activity reports to the LEPC.
- Provide quarterly activity reports to the SERC.
- As requested serve as a subject matter expert to LEPC members.
- Cosponsor, coordinate and participate in the Delaware State Hazardous Materials Conference.



# STATE OF DELAWARE

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## *State Emergency Response Commission*

### BUDGET SUBMISSION CHEMICAL INVENTORY FEES FISCAL YEAR 2013

Name of Organization: Local Emergency Planning Committee for New Castle County

Name of Contact Person: David H. Irwin

Telephone Number: (302) 383-1307

1. SALARIES [Itemize Position(s)]
  - a) Rate (Administrative Assistant): \$8,000.00
  - b) Percentage of Time: 7%
  - c) Fringe Benefits (itemize): \$2,000.00
  
2. TRAVEL
  - a) Transportation Costs: \$150.00
  - b) Subsistence (lodging, meals): \$0
  
3. INFORMATION MANAGEMENT:
  - a) Photocopying \$300.00
  - b) Printing \$500.00
  - c) Postage \$200.00
  - d) Telephone Costs Provided by NCC OEM
  
4. EQUIPMENT (Including Maintenance)
  - a) Computer \$400.00
  - b) Audio Visual \$0
  - c) Office Equipment \$400.00  
(e.g. typewriter, fax, copier)

Name of Organization (continued): Local Emergency Planning Committee for New Castle County

5.	OFFICE SUPPLIES	
	a) Paper, pens, stationery, etc.	\$1000.00
6.	CONFERENCES, SEMINARS	
	a) Registration Fees	\$0
7.	PROFESSIONAL SERVICES	
	a) Speakers, consultants: (e.g. travel, lodging, fees, etc.)	\$82,641.00 (consultants- \$80,166.00, NCCIHMRAs support - \$2,475.00)
	<u>TOTAL BUDGET REQUEST FY 2013:</u>	<u>\$ 95,591.00</u>

OTHER INCOME

(Exclude any income or benefit from grants administered by DEMA)

a) Carry-over funds from prior FY	<u>TBD</u>
b) Fundraisers	<u>\$ 0</u>
c) Private Donations	<u>\$ 0</u>
d) Grants/Grant Appl. by Org. (filed by Org. not by DEMA)	<u>\$ 0</u>

\*Any dollars budgeted within one of the seven category line items may be transferred within that line item for use in any of the subcategories at the discretion of the organization and without further SERC Finance Committee approval. If any dollars are to be used in a different line item, SERC Finance Committee approval is required. This may be done by telephone or by letter. Action on such requests will not be unreasonably delayed.

\*\*The dollars budgeted for the purchase of Equipment shall be limited to: \$\_\_\_\_\_. If any organization wishes to exceed that figure, the SERC Finance Committee will consider such requests.