



Local Emergency Planning Committee  
of New Castle County  
c/o Office of Emergency Management  
3601 N. DuPont Highway  
New Castle, DE 19720  
Phone (302) 395-2700  
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David Irwin, Chairman  
Phone (302) 395-3633

**Meeting Minutes  
July 12, 2010**

*Host: New Castle County Office of Emergency Management*

*Location: Public Safety Building, 3601 N. DuPont Highway, New Castle, DE*

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

**Welcome:**

Mr. Christopher Schmid, Office of Emergency Management Planner, welcomed everyone to the Paul J. Sweeney Public Safety Building and thanked everyone in attendance. Mr. Schmid provided a brief overview about the building, which opened in May 2007. He explained that the four divisions in Public Safety – Police, Emergency Medical Services, Communications, and Emergency Management, are now housed in one facility. Chairman Irwin thanked New Castle County Office of Emergency Management for hosting the meeting and their support of the LEPC.

At Chairman Irwin's request, a round of introductions was held.

**Approval of Agenda:** Chairman Irwin requested a motion to approve the agenda. Bruce Galloway made a motion to approve; Wayne Hopkins seconded the motion. All unanimously approved.

**Approval of Minutes with change to the Transportation Report provided by Al Stein:** Chairman Irwin requested a motion to approve the minutes with the change. Bob Barrish made a motion to approve; Al Stein seconded the motion. All unanimously approved.

**Committee Reports:**

**Finance:** Chairman Irwin reported the LEPC budget as follows:

\$123,314.00 – FY 10 Appropriation  
- 97,527.00 – Expenses to Date  
\$ 25,787.00 – Balance

Chairman Irwin advised the members that SERC approved a zero growth budget for the LEPC with no reductions; therefore, the LEPC will be fully funded for FY 2011 in the amount of \$123,314. Funds for the budget will come from the following sources:

SERC	\$78,094
HMEP Grant	\$25,000
FY2010 carryover	\$20,220

**HMEP Grant Status:** Chairman Irwin advised that \$61,320 was originally requested for the planning and training grant fund initiatives, and \$51,000 was approved by the LEPC. However, two major initiatives, which total \$35,000, will be dropped and the funds turned back to SERC. Under the Planning Initiative, the amount of \$20,000 for the Phase II Functional Exercise has been dropped because it is not

feasible at this time. Under the Training Initiative, the amount of \$15,000 to develop a Tier II training video has been dropped because DNREC is unable to commit resources due to higher priority projects. See attached table for additional information.

**Training:** Mark Dolan was not present at the meeting. The NCCIHMRRA training report is attached.

**Transportation:** Bruce Galloway provided two presentations in lieu of a report.

**Steering Committee:** Bob Barrish, Chair of the Steering Committee, reported on their meeting held on June 28, 2010. Two matters were discussed.

- 1. At this meeting, Dave Carpenter, Chairman Irwin, and Joseph Murabito agreed on contract language for FY2010.
- 2. The Steering Committee agreed to investigate using another agency to administer the FY2011 grant. These include, Del Tech, State Fire School, and NCC Office of Emergency Management. A draft MOU has been submitted to the above entities for review, and the Steering Committee would like to have everything in place by the SERC meeting in September.

**Staff Report:** Chairman Irwin presented the attached staff report.

#### **Old Business:**

At the May meeting, Chairman Irwin questioned OEM Planner Christopher Schmid if the Office of Emergency Management has a list of the dangerous freight transported through New Castle County. At the meeting, OEM Planner Schmid advised he checked with the railroad and was told they do make a list on an annual basis of the hazardous materials, but they do not have to notify the Office of Emergency Management when in transit. Mr. David Anderson from DelTech advised that in Newark, the City Manager's Office received the information, and then handed it off to Newark's Emergency Management Office. Mr. Joseph Murabito stated that the office requesting the information must send in writing an official request to get the list of the top 25 hazardous materials pertaining to the greatest number of loads transported.

#### **New Business:**

Chairman Irwin announced that Mr. Bill McCracken has agreed to volunteer to serve as the I.T. committee chair for the LEPC.

Chairman Irwin participated in the SERC meeting and provided the following information:

- 1. Funding distribution motion was made and approved by the SERC. It was further agreed that no funds for the NCC LEPC would be released until signed agreements were in place.
- 2. SERC annual report is being developed.
- 3. The following three State SOP's were discussed at the SERC meeting:
  - SOP # 300-01: State of Delaware DVFA/Hazmat Committee Field Decon Units Standard Operating Procedures for Certification Training and Recertification Training
  - SOP # 300-02: State of Delaware DVFA/Hazmat Committee Field Decon Standard Operating Procedures for Dispatch and Notification
  - SOP # 300-03: State of Delaware DVFA/Hazmat Committee Field Decon Standard Operating Procedures for Cost Recovery and Termination

**Presentations:**

**Office of Emergency Management - Dave Carpenter, Jr., provided an overview presentation of the Office of Emergency Management. Included were the program mission, programs and services, administration, current staff, emergency plans, notification and alert, participation/coordination, training/outreach, exercises and trainings conducted, 2009 EOC activations/incident support, and multi-agency planning initiatives.**

**Printpack, Inc. Fire – Bruce Galloway provided an overview presentation on the March 24, 2010, fire in a reactor, which included a Level 1 SERT response. The hazardous materials involved were propyl alcohol and propyl acetate. The cause is under investigation, and there was minimal damage with no environmental impact. Several firefighters were decontaminated and one firefighter was sent to the hospital with steam burns.**

**DuPont Experimental Station Peroxide Fire – Bruce Galloway provided an overview presentation of a peroxide explosion in a refrigerator with heavy smoke in the building, which included a Level 1 SERT response.**

**Chairman Irwin thanked both Dave Carpenter and Bruce Galloway for their very informative presentations. He also mentioned that exercising, testing, and communications are very important, and plants should have emergency contact lists in a location where they are accessible in the event of an emergency.**

**No further business, Chairman Irwin requested a motion to adjourn the meeting. Christopher Schmid made a motion to adjourn; Bruce Galloway seconded the motion. The meeting adjourned at 4:10 pm.**

**NOTICE OF NEXT MEETING**

**Host: Honeywell**

**Date and time: September 13, 2010**

**Directions will be sent with agenda.**

dco

LEPCminutes7/12/10meeting

**LEPC for NCC  
STAFF REPORT  
May 11, 2010 – July 12, 2010**

**SERC/DEMA ACTIVITIES:**

1. Prepared and presented 2Q10 SERC report.
2. Attended the June 9, 2010 SERC meeting.
3. Provided HMEP Grant Status report to SERC Executive Director.

**PLAN REVIEWS:**

1. Conducted Plan reviews and Site Assessments at the following four facilities:
  - a. Sunoco
  - b. The Pond Ice Arena
  - c. Cermet
  - d. Syntec
2. The annual review and update of the New Castle County Hazardous Material Response Plan has been completed.

**COMMUNITY OUTREACH:**

1. Initiated an Outreach Program with all 21 fire departments in New Castle County offering the assistance of LEPC to participate in open houses, events, etc. to promote the mission and goals of the LEPC.
2. Contacted Public Health's training section to discuss potential speakers for the Annual Hazardous Materials Conference relating to Hazmat and the EMS audience.
3. Attended the FMC CAP meeting.
4. Attended the Croda CAP meeting.
5. Provided 100 copies of Emergency Preparedness Guideline to Fuji Film.
6. Provided 450 copies of Emergency Preparedness Guideline to NCC Rotary Club.
7. Provided 50 copies of Emergency Preparedness Guideline to Normandy Manor civic association.

**DRILL/EXERCISES:**

1. Participated in the first planning meeting for the 4<sup>th</sup> Annual HAZMAT conference. Next meeting is scheduled for July 14<sup>th</sup>.
2. Joined the Croda exercise planning committee – scheduled for September 2010.

**NCCIHMRA:**

1. NCCLEPC, DNREC and DNREC AG representative met with Sen. Bruce Ennis to discuss necessary changes to existing statute to enable former members of industrial HAZMAT teams to be able to participate as members of NCCIHMRA. The result was Sen. Bill 287 which passed both Houses. Awaiting Governor's signature.
2. Attended Homeland Security sponsored Incident Response to Terrorist Bombings course and achieved certification as a course instructor.
3. Continued efforts to coordinate and administer NCCIHMRA training and administrative activities.
4. Participated in the 28<sup>th</sup> meeting of the NCCIHMRA Training Committee hosted by Belvedere Fire Company.

**GENERAL STAFF ACTIVITIES:**

1. Met with NCC OEM personnel to finalize LEPC budget submission.
2. LEPC staff and the Steering Committee negotiated and agreed the FY2010 staff contracts with NCC officials.
3. Efforts are underway to negotiate a Memorandum of Understanding with interested parties.
4. J. Murabito worked with NCC preferred insurance vendor to obtain liability insurance. Policy issued and invoice submitted to NCC for payment.
5. Worked with J. Murabito to transition into Al Donofrio's position and gain expertise necessary to conduct Plan Review and Site Assessments.
6. J. Murabito continues to update LEPC files and records.

Monday, July, 12th, 2010

## **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 has not conducted any training sessions between the May 10<sup>th</sup>, 2010 and the July 12<sup>th</sup>, 2010 NCC LEPC meetings.

NCCIHMRA 2010 Training Session IV (four hours) which was to be the Shipborne Operations Orientation Course Part IV – Technician Level, instructed by the Tri-State Maritime Safety Association, had been planned for late June. Unfortunately, because of scheduling issues, Training Session IV was postponed until late August to early September.

NCCIHMRA 2010 Training Session V (four hours) will be the Railroad Tank Car Damage Assessment Course for Hazmat Technicians, instructed by NCCIHMRA Instructor David Anderson on Tuesday evening, September 28<sup>th</sup>, and repeated on Thursday evening, September 30<sup>th</sup>, 2010, from 5:00 pm to 9:00 pm at the DNREC Lukens Drive, New Castle Facility.

The ninth annual NCCIHMRA Planning and Training Dinner Meeting is scheduled on Tuesday evening, November 9<sup>th</sup>, 2010, at the Elsmere Fire Company banquet hall, from 5:30 pm to 9:00 pm.

The New Castle County Industrial Hazardous Materials Response Alliance Training Committee conducted SOP Revision Meeting #28 on Wednesday, May 19<sup>th</sup>, from 5:00 pm to 7:30 pm at the Belvedere Fire Company Station 30. The May 19<sup>th</sup> agenda included a review of the compartment layout of the tools, equipment, respirators and chemical protective clothing carried aboard Hazmat 30, which is the primary cache for the NCCIHMRA.

Submitted by:  
Mark Dolan  
NCCIHMRA Training Committee

# New Castle County

## Local Emergency Planning Committee (LEPC)

FY 2010 HMEP Grant Fund Initiatives

October 1, 2009 – Sep 30, 2010

### Planning Initiatives - \$27,000.00

No.	Authorized Activity Description	Applicable 49 CFR Section	Host/Service Provider	Total Cost	Target Date	Date Completed	Comments
1.	Phase II Functional Exercise	Sec. 110.40 (a) (1)	O'Brien Group	\$ 20,000.00	2Q10	Dropped	Not feasible for this period
3.	LEPC Handout Materials (500)	Sec. 110.40(a) (1)	Small Associates	\$ 3,000.00	1Q10		
4.	Update NCCIHMRA SOG Manual	Sec. 110.40(a) (1)	Small Associates	\$ 1,000.00	3Q10		
5.	EPA Conference (Fund 2 attendees)	Sec. 110.40(a) (1)	EPA	\$ 3,000.00	4Q09	4Q09	B. Galloway - \$996.92 Balance - \$2003.08
	<b>TOTAL COST</b>			<b>\$ 27,000.00</b>			Adjusted to \$7,000

\$ 27,000.00 Planning  
\$ 24,100.00 Training  
 \$ 51,100.00 **Sub-Total**  
\$ 10,220.00 Matching  
 \$ 61,320.00 **TOTAL**

**NCC LEPC**  
**FY 2010 HMEP Grant Fund Initiatives**  
**Oct 1, 2009 – Sep 30, 2010**

**Training Initiatives - \$ 24,100.00**

<b>No.</b>	<b>Authorized Activity Description</b>	<b>Applicable 49 CFR Section</b>	<b>Host/Service Provider</b>	<b>Total Cost</b>	<b>Target Date</b>	<b>Date Completed</b>	<b>Comments</b>
1.	Develop Tier II Training Video	Sec. 110.40(b) (2)		\$15,000.00	4Q10	<b>Dropped</b>	DNREC unable to commit resources due to higher priority projects
2.	NCCIHMRA - Annual Training Dinner –	Sec. 110.40(b) (2)	Elsmere Fire Co.	\$ 1,600.00	4Q09	4Q09	Total - \$1,550.00 Balance \$50.00
3.	NCCIHMRA – Part IV - Shipboard HazMat Ops	Sec. 110.40(b) (2)	D. Dillon	\$ 5,000.00	4Q10		Unable to schedule due to Gulf incident and ship availability
4.	Training Support	Sec. 110.40 (b) (2)		\$ 2,500.00		YTD- 364.38	Balance -\$2,135.62
	<b>TOTAL COST</b>			<b>\$ 24,100.00</b>			Adjusted to \$9,100