



Local Emergency Planning Committee
For New Castle County
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David Irwin, Chairman
Tom Kovach, Vice Chairman
Jacob Morente, Vice Chairman

**Meeting Minutes
July 14, 2014**

Host: DuPont Titanium Technologies, Edge Moor Site
Meeting Location: 104 Hay Road, Edge Moor, De 19809

The July 2014 meeting of the LEPC for New Castle County was held on the above noted date and place.

After the DuPont Safety orientation the meeting was called to order at 2:52 PM by Chairman Irwin.

Attendees: A total of 32 individuals attended

David Anderson – NCCIH/MRA/Aetna Fire Co
Bob Barrish – LEPC / Citizen
Kim Bennett – Formosa
Jamie Bethard – DNREC ER
Patricia Civitella – Ashland
David Clark – NCC
Joe Cochran – NCC OEM
Russ Davis – Honeywell Claymont
Ron Dietrick – Del City Refinery Fire Dept
Mark Dolan – DNREC/NCCIH/MRA
Bob Fox – State Fire Marshal’s Office
Bruce Galloway – DuPont Exp Sta
Babak Golgolab – Claymont Comm Coalition
David Irwin – Chairman LEPC NCC / SERC
Bill Kelly – Sunoco Logistics
Bill McCracken – LEPC NCC/ IT Committee

Jake Morente – LEPC NCC
Beth Neumane – Arlon
Lynn Poling – Northstar
Joe Rubin – WSFS Bank
Vimal Vijaykumar – DuPont Edge Moor
Rob Armstrong – Miller Environmental
Mark Lucy – Miller Environmental
Matthew Chamberlain
Mark Castelow – PrintPack
Barry Benton – DelDOT
Catherine Chia-Calabria – McCormick Taylor
Rob McPherson – DuPont Edge Moor
Wayne Merritt – NCC
Erich Scihller – DNREC ERB
John Outten – DNREC
Jake Morente – LEPC NCC (recorder)

1. Welcome:

At 2:30 pm Vimal Vijaykumar, Environmental Consultant, welcomed everyone to the facility, discussed safety and presented a 12 minute safety training video. Afterwards he distributed Safety Training Verification cards, valid for one year to all attendees.

Chairman Irwin thanked DuPont for hosting the meeting and called for a 5 minute refreshment break.

2. Introductions:

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

Due to the impending storm (threat of flash floods) DelDOT and New Castle County personnel requested they go first on the agenda. The normal order of business was altered to accommodate their request.

3. **James Street Bridge Update:** DelDOT/New Castle County

Original Issue: Damage to the aging sewer main would disrupt 2/3 of sewage waste from NCC businesses and residents for an unknown period of time.

Barry Benton (DelDOT) and Catherine Chia-Calabria (McCormick Taylor) discussed the technical challenges associated with moving forward with the original James Street bridge project plan. They presented an overview of a new plan that will greatly reduce the risk of potential damage to the 72" sanitary sewer line by extending the bridge span an additional 70'. They provided a drawing of the project which shows the increased elevated span going over the sanitary sewer main.

Mr. Merritt and Mr. Clark of New Castle County joined Mr. Benton and Ms. Chia-Calabria after the presentation for a questions and answer session.

The group expressed confidence that the new plan significantly reduces the probability of damage to the aging 72" sewer line.

Chairman Irwin thanked the group for an excellent presentation.

Returned to normal order of business.

4. **Approval of the Agenda:**

Chairman Irwin presented the agenda with the change to accommodate DelDOT and NCC and the next meeting correction. The next meeting date and host should be DuPont Stine Haskell on September 8, 2014. A motion was made by Babak Golgolab, seconded by Bob Barrish, to approve the agenda as presented with the two changes. Motion was passed unanimously.

5. **Approval of Minutes:**

Electronic copies of the minutes from the May 12th meeting were sent to members. The following corrections were noted:

- Under Meeting Location the sentence should read "The May" instead of "The April...."
- Under the James Street Bridge Project before "Justin Hastings" add "Eric Cimo (DelDot)", delete "bridge designer" and insert "(DelDot)", change "Mike" to "Michael", delete "consultant" and insert "(McCormick Taylor)", after "committee." insert "Wayne Merritt (NCC) and Regis Yurcich (NCC) discussed the project from the counties perspective and the collaborative effort between DelDot and NCC". After "Chairman Irwin stated" insert " he invited both DelDot and NCC to discuss the project after several member companies expressed concern of the Counties request to develop contingency plans to hold their waste and the potential impact this could have on both industry and the community from an economic as well as public health perspective. Both agencies agreed to return to the July LEPC meeting to update the group on the planning process.", delete "he only got involved because of the letter for businesses to have a contingency plan. Chairman Irwin contacted DelDot and New Castle County for answers"
- Finance Report: Budget amount was incorrectly stated as \$81,591.00" should read "\$87,591.00".

- Under Other business: states “Solar Storm next meeting”, change to “Solar Storm Weather at the September 8th meeting.”
- Notice of Next Meeting: States “Host: Delaware City Refining Company”, change to “Host: “DuPont Stine Haskell” and change Date and Time from November 10, 2014 -2:30 PM” to “September 8, 2014 – 2:30 PM”

Chairman Irwin requested a motion to approve the minutes with the noted changes. A motion to approve the minutes with the appropriate changes was made by Babak Golgolab and seconded by Bob Barrish. Motion was passed unanimously.

6. Committee Reports:

a. Finance:

Chairman Irwin reported that the LEPC for the Fiscal Year 2014 ending June 30th had a carryover of \$2,453.89 and a budget balance of \$3,168.85. These two amounts added together equaled \$5622.74 in which \$5000 was taken for the FY2015 LEPC Budget. Fiscal Year Begin 2015 report shows the \$622.74 in the Carryover LEPC column. He also stated that expenses since the last meeting were \$13,834.96. Budget balance as of July 1st is \$87,591.00

b. Decon:

Jamie Bethard (DNREC) reported that the new DECON truck is under construction. Design team personnel will travel to the manufacturer’s facility for final acceptance inspection. Unit is expected to be in service approximately in the September time frame. The housing location for the new unit is still under discussion. The existing DECON trailers will be auctioned using a sealed bid process.

c. I.T. and Tier II:

Bill McCracken reported that DNREC is still waiting for TIER II updates to allow County Fire Chief’s access to the system. No committee meeting is currently scheduled.

d. Training - NCCIHMRRA:

Mark Dolan, NCCIHMRRA Planning and Training Committee Coordinator’s discussed the Midland Capping Kit training. He also discussed the upcoming PHMSA training to be conducted at the University of Delaware’s Clayton Hall on August 26th & 27th. His full report is attached.

e. Transportation:

Committee Chairman Al Stein was unable to attend the meeting. No report was given.

7. Tier II Report:

John Outten – DNREC – new to position for 2 months now, discussed Tier II software update, lock-out concerns, etc.

8. SERC/Code Red Activities:

Due to the impending storm (threat of flash floods) Kevin Kille was unable to attend. No SERC report was presented.

Chairman Irwin discussed the new Code Red emergency notification system. He emphasized the importance of verifying your contact information is in the system. He also mentioned that while you can register numerous contact numbers when the system is used that because there is a charge for each of your numbers that are called you should ensure that your primary number is the appropriate number to be called in the event they are only going to call one number.

9. Staff Reports:

Jake Morente – report is attached

Dave Irwin – report is attached

10. Old Business:

a. Due to increased security requirements it is becoming increasingly onerous for companies to host an LEPC meeting. Chairman Irwin at the May meeting requested the group to consider permanently moving the meeting location to a fixed location such as the Delaware State Fire School New Castle branch located at 2311 MacArthur Drive, New Castle – off Commons Blvd. Chairman Irwin discussed the proposal with the Fire School Director and the request to use the facility for regularly scheduled meetings beginning in January 2015 was approved contingent on LEPC membership approval. Chairman Irwin requested a discussion regarding the proposed change. After answering several questions Chairman Irwin called for a motion to permanently hold all regularly scheduled LEPC for NCC meetings at the Delaware State Fire School New Castle branch beginning in January, 2015. Motion made by Bill Kelly and seconded by Babak Golgolab. Motion was unanimously approved.

b. Chairman Irwin informed the group that the LEPC has no funds available to provide refreshments for the 2015 meetings and if we wanted to continue the refreshment tradition we would need companies/agencies to provide refreshments. Numerous company representatives offered sponsorship. Chairman Irwin circulated a meeting sign-up sheet which was immediately filled out for the 2015 meetings. He thanked everyone for their enthusiastic response to sponsoring a meeting. The 2015 meeting schedule and list of sponsors is attached.

11. New Business:

a. 8th Annual HazMat Workshop - Chairman Irwin provided a brief overview of his discussion of the 7th Annual workshop at the June 11th SERC meeting and announced that the SERC unanimously approved sponsoring an 8th Annual HAZMAT Training Workshop.

b. Norfolk Southern Sponsored August 2nd Tabletop - Chairman Irwin discussed the partnership with Norfolk Southern and PBF to provide this outstanding free training opportunity to hospital, first responder, EMS, law enforcement, school, police (all levels), DNREC, and railroad personnel.

c. Norfolk Southern Sponsored Rail Car Training 8/21 & 8/22 - Chairman Irwin discussed that the free Training is for emergency responders, including: fire departments; law enforcement; emergency medical services; hazmat response teams, emergency management agencies, military, homeland security personnel, shippers, rail customers and will include:

- Responding to Hazardous Materials Incidents on the Railroad
- Rail Tank Car Anatomy
- Crude Oil Safety
- Interpreting Rail Shipping Documents
- Safety On Railroad Property

- Rail Car Identification
- Incident Response Procedures

- d. Full Scale Exercise 8/23 - Chairman Irwin discussed the full scale LEPC sponsored exercise. Partners for the exercise are Norfolk Southern, Delaware City Refining Company and Occidental Chemical. The exercise will involve a simulated crude oil rail car fire and chlorine tank car leak.
- e. LEPC Reports – no representatives were present from the Kent, Sussex or Wilmington LEPCs.

12. Other Business:

- a. Russ Davis from Honeywell-Claymont discussed possible additional training opportunities in 2015 and possible HF training trailer to be available at the Claymont site.
- b. Babak Golgolab from Claymont Community Coalition – announced Drug Trends presentation from the State and County Police at the Claymont Community Center on Thursday, July 17th 7pm in the Senior Center
- c. Joe Rubin from WSFS bank announced a partnership with Dept of Health and Human Services for predetermined/staged medicine ‘close pod’ point of distribution during a pandemic.
- d. Jamie Bethard from DNREC informed the group that the new DNREC response vehicle was available for a tour and demonstration after the meeting.

13. The meeting adjourned at 4:08 P.M.

NOTICE OF NEXT MEETING

Host: DuPont Stine Haskell

Date and Time: September 8, 2014 – 2:30 p.m.

Directions and security requirements will be sent with agenda.

Respectfully Submitted,

David Irwin, Chairman
Jake Morente, Vice Chairman



Monday, July 14th, 2014

NEW CASTLE COUNTY INDUSTRIAL HAZARDOUS MATERIALS RESPONSE ALLIANCE

NCCIHMRA TRAINING COMMITTEE REPORT TO LEPC FOR NCC

The New Castle County Industrial Hazardous Materials Response Alliance Training Committee conducted one training session between the May 12th, 2014 and the July 14th, 2014 LEPC for NCC meetings.

Training Session V was the Midland Manufacturing Company's Midland Emergency Response Capping Kit training class, which was conducted at the Delaware State Fire School New Castle Center on Wednesday, June 11th and repeated on Thursday, June 12th, from 05:30 pm to 08:30 pm (3 hours). Midland's instruction included review of railroad pressurized tank car anatomy and markings, the contents and the application of the Midland Emergency Capping Kit for pressurized railroad tank car dome housing valves and fitting connections, and hands-on exercises. Forty-five hazardous materials first responders attended.

The remaining 2014 NCCIHMRA Training Schedule is as follows:

(1) Training Session VI => LEPC for New Castle County Rail Tank Car Derailment Full Scale Exercise proctored by the Olson Group with Delaware City, Good Will of New Castle, Christiana and Port Penn Fire Companies, DNREC ERT, NCCIHMRA, Belvedere Hazmat 30, New Castle County Special Operations Hazmat Technical Decontamination Team (Elsmere, Cranston Heights and Five Points Hazmat), Wilmington Fire Department Hazmat, Delaware City Refinery Emergency Services, DEMA, NCCOEM, Delaware State Police, U.S. Coast Guard and Norfolk Southern Railroad to be held at the Occidental Chemical Delaware City Site along Route 9 River Road on Saturday, August 23rd, 8:00 am – 1:00 pm (5 hours).

(2) Thirteenth Annual NCCIHMRA Planning and Training Meeting => Wednesday, November 5th, 05:30 pm – 09:00 pm at the Elsmere Fire Company.

Submitted by:
Mark Dolan
NCCIHMRA Training Committee



Local Emergency Planning
Committee
for New Castle County

Vice-Chairman Staff Report

To: David Irwin – Chairman LEPC for NCC
From: Jacob E. Morente - Plan Review and Fire Service Liaison
Date: July 14th, 2014
RE: Staff Report since May 12, 2014

SERC & Tier II

Site Assessments & Plan Reviews: (4 completed)

5/12	UPS Supply Chain Solutions	Newark
5/29	Amtrak – Bear	Newark
6/12	AstraZeneca	Newark
6/26	Delaware City Refinery	Delaware City

Outreach:

- Picked-up Training DVD's for NCC fire companies from Wilmington EOC - May 19th
- Participated in planning meeting with Wilmington LEPC Director Giles on Monday, June 16th at Montgomery County Fire Academy for October's - Emergency Preparedness and Hazmat Response Conference in Valley Forge, PA
- Participated at DuPont – Chestnut Run Safety & Health Fair – June 12th
- Participated in Burlington Coat Factory (Claymont) Safety Event – June 14th
- Delivered 3 boxes of RAEPG brochures to NCC OEM – June 24th

- Participated in Arlon's Health & Safety Fair – June 26th

Fire Service Liaison:

6/5/2014 Attended NCC Fire Chief's Association meeting at Aetna Fire Co in Newark. Delivered to Chemtrec, Ammonia and Chlorine training DVD's to each fire company.

NCCIHMRA & Training:

5/20/14 Participated in Hotwash meeting at D.S.F.S. Dover for Hazmat Workshop review

6/11/2014 Attended Training Session I with Engine Co 6 (WFD) - Midland Capping Kit training

6/12/2014 Attended Training Session II - Midland Capping Kit training (D.S.F.S. NCC Campus) and provided dinner for participants.

David Irwin
Activity Report
May13, 2014 to July 14, 2014

SERC/DEMA Activities:

- Participated in the June 11th SERC meeting.
- Prepared and submitted in a timely manner the LEPC quarterly performance report.
- Participated in the May 22nd Planning & Training Committee meeting.
- Participated in the May 22nd DECON Committee meeting.
- Participated in Fire School sponsored Fire Chief's Crude Oil Survey results meeting (5/28).
- Participated in Crude Oil Workshop for the New Castle County Fire Chief's design meeting (6/16) which is scheduled for Sunday September 7, 2014.
- Facilitated HAZMAT Workshop Hot Wash meeting May 20th.
- In accordance with SARA Title III Section 303 [42 U.S.C. 11003 (a)] completed the annual review of the LEPC for NCC Hazardous Material Response Plan and forwarded to NCC OEM for distribution and inclusion in the New Castle County Comprehensive Emergency Response Plan (5/16).
- SERC approved an 8th Annual HAZMAT Training Workshop for 2015.

Emergency Response Plan Reviews and Facility Visits:

- No activity this period.

Exercise Status:

- Participated in the second Full Scale Exercise Planning Committee meeting conducted by the Olson Group and hosted by the Delaware City Refining Company on July 10, 2014.
- Was successful in getting Norfolk Southern to agree to fund videotaping the August 2nd tabletop, August 21st & 22nd Rail car training and the August 23rd full scale exercise.
- Launched registration for upcoming Norfolk Southern sponsored tabletop exercise (limit 60) and rail car emergency response training sessions (limit 125).

NCCIHMRRA:

- Administered the "Midland Emergency Response Capping Kit" training sessions conducted by Roar Broch and hosted by Delaware State Fire New Castle Branch on June 11th & 12th.
- Two NCCIHMRRA sponsored training evolutions (SO3 & Midland Kit) were mention in the summer issue of the TRANSCAER magazine.

Outreach Initiatives:

- Participated in Stine Haskell Safety Fair (5/14).
- Participated in DuPont Chestnut Run Chemicals and Fluoroproducts 2014 Summer Safety Fair (6/12).
- Participated in DC CAER meeting (7/10).

- Participated in four CAP meetings, Croda (6/5), FMC (6/18), Delaware City Refining (5/13, 6/10).
- Represented LEPC at Mill Creek Fire Station Dedication (5/18).

Additional Activities:

- Represented LEPC at the Kent County (7/8/) and Sussex County (7/10) LEPC meetings.
- Rode Norfolk Southern's Research Rail car from Wilmington to Baltimore (5/15).
- Awarded Frank Docimo special appreciation plaque.
- Discussed Annual HazMat Workshop future with DEMA Director Turner (5/27).
- Provided feedback to Member Company's Emergency Response drill after action report.
- Reviewed Norfolk Southern's Emergency Response Planning Guide and Crude Oil information for use in August training evolutions.
- Reviewed DEMA's Solar Weather presentation for future LEPC meeting presentation.
- Provided information for Tanner Industries TRANSCAER magazine article regarding their participation in the 7th Annual Delaware HAZMAT Training Workshop.
- Documented three reportable release reports in accordance with EPA regulations.
- Served as a technical resource to one member organization, one state agency and one consultant.

2015 LEPC for NCC Meeting Location, Dates and Host

Location: Delaware State Fire School
New Castle Location
2311 MacArthur Drive
New Castle, DE 1970

Time: All Meetings Start at 2:30 PM

DATE:

HOST:

- | | |
|-----------------------|---------------------------------------|
| 1. January 12, 2015 | <u>Miller Environmental</u> |
| 2. March 9, 2015 | <u>Formosa</u> |
| 3. May 11, 2015 | <u>Arlon</u> |
| 4. July 13, 2015 | <u>Honeywell</u> |
| 5. September 14, 2015 | <u>Sunoco Logistics</u> |
| 6. November 9, 2015 | <u>Delaware City Refining Company</u> |

Meetings are held the 2nd Monday of every odd month