



Local Emergency Planning Committee
of New Castle County
c/o Office of Emergency Management
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David Irwin, Chairman
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**Meeting Minutes
March 10, 2008**

Host: AstraZeneca Wilmington

Location: 1800 Concord Pike, Wilmington, DE

The regular meeting of the NCCLEPC was held on the above noted date and place. Chairman Irwin thanked AstraZeneca for hosting the meeting and their support of the LEPC.

Welcome:

Mr. Chris Goddard, Safety, Health and Environment Director welcomed everyone to AstraZeneca. He briefly explained that this site was their North American headquarters. Also, included at this location is their emergency response team. Ms. Patti Civitella, LEPC representative from AstraZeneca, also welcomed and thanked everyone in attendance.

At Chairman Irwin's request, a round of introductions was held. In addition, Chairman Irwin advised the members that he was retiring from AstraZeneca at the end of March.

Committee Reports:

Finance: Bill McCracken reported the LEPC budget as follows:

\$114,973.00 – FY 08 Appropriation
- 71,835.71 – Expenses to Date
\$ 43,118.97 - Balance

The balance includes the amount of \$24,216.79 which will be carried to the end of the fiscal year for the position previously held by Jim Kenney.

Training: Mark Dolan informed the group Training Session I, Part II Shipborne Operations Orientation Course, was held in February. Training Session II, Fundamental and Intermediate Concepts of Toxic Industrial Chemical Air Monitoring, Detection and Identification and Radiological Responses Course, was being held in March at the DuPont Experimental Station. Training sessions III and IV are scheduled in April. A meeting was held with the SOP committee, and the SOP's should be complete in about one month. Chairman Irwin also noted that the money the LEPC received from the EPA conference will be used to purchase binders for the SOP project.

Transportation:

Al Stein reported on the U.S. Department of Transportation's reportable incidents in 2007. In Delaware, these included 23 highway incidents, 3 air incidents, and 2 undeclared. Statistics indicate that the leading cause of incidents involved flammable-combustible liquids. Additional statistics and information can be viewed on the Department of Transportation's website, <http://hazmat.dot.gov/pubs/inc/data/2007/2007frm.htm>

Following Mr. Stein's report, Chairman Irwin called on David Ennis, Vice Chairman, to take over the meeting and to provide the report of the Search Committee. At this time, Chairman Irwin left the room.

Selection Committee:

David Ennis read and handed out to the members a Memo for Record, on behalf of the Search Committee, concerning the recommendations for consideration for hiring a replacement for Jim Kenney (see copy attached). He also advised the members that the LEPC had not suggested any increase for the funding line within the overall budget for the duties of the consultants for four years, but funding for administrative support increased about 27 percent over this same period. Dave Carpenter advised that the consultants did not want any increases during that time. The below three recommendations were submitted to the members for a vote:

- **#1 – Increase 2009 requested LEPC budget for planning services 12 percent. Al Stein asked who approves the budget, and Mr. Ennis advised it is approved by the LEPC committee and then the SERC for final approval. Al Stein made a motion to approve FY09 proposed budget. Babak Golgolab seconded the motion. All unanimously approved.**
- **#2 – Extend offer to David Irwin and Joe Leonetti for the remainder of FY 08 and approve their contracts for FY 09 to co-share the role of the part-time planning consultant to the LEPC to replace Jim Kenney. Babak Golgolab made a motion to extend the two positions for the remainder of FY 08 and FY 09. Jerry Llewellyn seconded the motion. All unanimously approved.**
- **#3 – Nominate David Irwin to remain as Chairman of the LEPC and appoint Bill McCracken and Joe Leonetti to the positions of Vice Chairman of the LEPC. A question was raised about the chairman serving as a paid employee and Vice Chairman Ennis suggested this was not a new practice since other LEPC's have had their chairman also on their paid staff. Bill McCracken reminded the members for many years Lynn Bullock was the Chairman of the Sussex County LEPC and also was their major staff member as well. Mr. Ennis asked Art Paul of DEMA if that was correct and Mr. Paul confirmed that Mr. Bullock was the top official of the Sussex County LEPC and also the paid staff as well, but Mr. Paul did indicate that there were some differences in the Sussex's situation and New Castle County's. There was some further discussion on this matter and eventually it was put to a show of hands vote as to the Chairman also being a staff person, and 16 voted for the appointment of Dave Irwin as Chairman. There were 6 votes of not to have a staff person as Chairman. Vice Chairman Ennis ruled that the majority had supported the idea and Dave Irwin was declared Chairman. Babak Golgolab made a motion to approve appointing Bill McCracken and Joe Leonetti to the positions of Vice Chairman. Bruce Galloway seconded the motion. All unanimously approved.**

Mr. Ennis suggested that since this was a new venture and a new method of operation for the Committee, perhaps the Committee could revisit this subject after the next year's operation to see if any adjustments were needed.

Consultant Contract Approval and Renewal:

David Ennis proposed to the members to approve Bill McCracken's contract for FY09. Jerry Llewellyn made a motion to approve; Joe Leonetti seconded the motion. All unanimously approved.

Staff Report: Bill McCracken presented the attached staff report.

Old Business:

Haz-Mat Conference: Bill McCracken provided a flyer and registration form to the members concerning conference activities on April 4 & 5, 2008.

New Business:

Avian & Pandemic Influenza Update Presentation:

Mr. Craig Koska, Trainer/Educator with the Division of Public Health Preparedness Section, gave a very informative update and overview of the Avian and Pandemic Flu. Human cases of the H5N1 avian influenza have become an Endemic in Southeast Asia. His handout provided statistics from 2003 – 2008. If you would like additional information, e-mail Mr. Koska at craig.koska@state.de.us

Chairman Irwin advised the members the Department of Homeland Security's (DHS) Chemical Facility Anti-terrorism rule establishes risk-based performance standards for the security of our Nation's chemical facilities. It requires covered chemical facilities to prepare Security Vulnerability Assessments (SVAs), which identify facility security vulnerabilities, and to develop and implement Site Security Plans (SSPs), which include measures that satisfy the identified risk-based performance standards. It also allows certain covered chemical facilities, in specified circumstances, to submit Alternate Security Programs (ASPs) in lieu of an SVA, SSP, or both. The rule contains associated provisions addressing inspections and audits, recordkeeping, and the protection of information that constitutes Chemical-terrorism Vulnerability Information (CVI). Finally, the rule provides the Department with authority to seek compliance through the issuance of Orders, including Orders Assessing Civil Penalty and Orders for the Cessation of Operations. Chemical Facility Anti-terrorism Standard 6CFR Part 27. Appendix A, instituted in November, 2007, lists chemicals of interest and screening threshold quantities, or STQ's. For additional information, click on the below website.

http://www.dhs.gov/xprevprot/laws/gc_1166796969417.shtm

Tony Murray reminded everyone U.S. DOT will host a one-day Hazardous Materials Safety Transportation Workshop on April 3, 2008, at the Embassy Suites Hotel, 654 South College Avenue, Newark, Delaware. Registration is free; however, classroom style seating is limited to 200 attendees.

Dave Carpenter asked the members if they would complete the emergency preparedness survey that the Office of Emergency Management is conducting. All agreed and a copy will be sent with the minutes.

Bruce Galloway advised that the civil support team is conducting a drill at the DuPont Experimental Station on April 13, 2008. This is part of the certification test. He also informed the members that the City of Wilmington has in place the first group of the haz-mat team, and they will also be participating in this drill on April 13.

Chairman Irwin provided an overview of the New Castle County Industrial Hazardous Materials Alliance (NCCIHMR). NCCIHMR is a partnership between the NCC LEPC, industry and DNREC. Each participating company supports members of their Site Emergency Response Teams volunteering to serve as a member of NCCIHMR. As a result of this unique partnership, NCCIHMR consists of experienced haz-mat technicians with over 1100 years of experience.

Chairman Irwin also informed the group that in addition to sponsoring NCCIHMR, another responsibility of the LEPC is to serve as a forum to share information with the community. He asked the group if there were any specific topics they would like to have presented at a future meeting. If anyone would like to request a specific topic/presenter for a meeting, please e-mail Diane Opdenaker, dopdenaker@nccde.org, with the information.

Mark Dolan thanked Mr. Craig Koska for his enlightening presentation. He also noted that without DNREC, who partners with NCCIHMR, trainings would not happen. He also stated that the LEPC is a strong component in NCCIHMR.

Vince Jacono provided a Delmarva Power update concerning the March 8, 2008, rain/flooding storm. Delmarva Power activated their storm room, emergency management team put in place, and approximately 15,000 customers were without power. Fair amount of damage from downed trees, wires, and snapped poles. Contractors were on site and employees were called from Salisbury to assist. Delaware Electric Co-Op reported a fatality in Kent County, but was not sure if it was related to the storm.

No further business, the meeting adjourned at 4:00 p.m.

NOTICE OF NEXT MEETING

Host: Honeywell Plant, Claymont, Delaware

Date and time: May 12, 2008

Directions will be sent with agenda.

dco

LEPCminutes3/10/08meeting

NCC LEPC

Staff Report

March 10, 2008

- 1. Planning continues for the 2008 Hazardous Materials Conference. The Conference Committee selected the Delaware State Fire School to provide the haz-mat training rotations.**
- 2. On February 5, and March 4, 2008, Marine Response Operations Training was held at the Elsmere Fire Company for NCCIHMRA.**
- 3. Paper copies of the Tier II data of the facilities and chemicals in each fire district were distributed to the New Castle County fire chiefs on February 7, 2008.**
- 4. On February 19, 2008, the DSFS, DEMA, DUPONT, NCCIHMRA, and LEPC personnel met to finalize plans for the conference haz-mat training.**
- 5. A NCCIHMRA training session on the concepts of toxic industrial chemical air monitoring, identification and radiological responses will be instructed by NCCIHMRA instructors on March 11 and 13, 2008, at the DuPont Experimental Station.**
- 6. LEPC participation in the Delaware River and Bay Oil Spill Advisory Committee with the USCG was considered.**
- 7. Attended the Planning & Training, Decon, and Conference meetings.**
- 8. The LEPC provided the Shelter-in-Place training at the Millcreek Fire Company on February 29, 2008.**

MEMO FOR RECORD
MARCH 9, 2008

TO: MEMBERS OF THE NEW CASTLE COUNTY LEPC

FROM: DAVID ENNIS VICE CHAIRMAN OF THE NEW CASTLE COUNTY LEPC AND HEAD OF THE SEARCH COMMITTEE FOR HIRING A REPLACEMENT FOR JIM KENNEY, ON BEHALF OF THE SEARCH COMMITTEE:

MARK DOLAN, AL DONOFRIO, BOB BARRISH AND DAVE ENNIS.

RECOMMENDATIONS FOR CONSIDERATION:

DURING THE PROCESS OF RECRUITING AND INTERVIEWING FOR THE POSITION OF REPLACING JIM KENNEY, OUR COMMITTEE MEMBERS WERE SURPRISED TO LEARN THAT OUR NEW CASTLE COUNTY LEPC HAD NOT SUGGESTED ANY INCREASE FOR THE FUNDING LINE WITHIN OUR OVERALL BUDGET FOR THE DUTIES OF THE "CONTRACT PLANNING CONSULTANTS" FOR 4 YEARS. IF OUR LEPC DOES NOT MAKE ANY RECOMMENDATION TO INCREASE THAT PORTION OF THE 2009 BUDGET, IT WILL BE 5 YEARS SINCE ANY INCREASE HAD OCCURRED IN THAT PORTION OF THE LEPC BUDGET.

DURING THAT SAME TIME PERIOD, INCREASE FOR "ADMIN. SUPPORT" LINE IN 2009 THERE WILL BE ABOUT A 27 % INCREASE IN THE "ADMIN. SUPPORT" PORTION OF OUR LEPC BUDGET.

RECOMMENDATION #1

THE COMMITTEE HAS RECOMMENDED THAT FOR THE 2009 REQUESTED BUDGET FOR THE NEW CASTLE COUNTY LEPC WE SHOULD PROPOSE AN ADJUSTMENT TO OUR PRELIMINARY BUDGET FOR PLANNING SERVICES OF 12%, THAT WOULD BE AN INCREASE OF \$8,589.00.

FOLLOWING A COMPREHENSIVE SEARCH AND RECRUITING PROCESS, THE SEARCH COMMITTEE HELD INTERVIEWS WITH SEVERAL APPLICANTS. WHILE ALL THE CANDIDATES WERE GOOD AND HAD MANY FINE QUALITIES IMPORTANT TO THE SUCCESS OF OUR LEPC, THE COMMITTEE CAME DOWN TO TWO FINALIST THAT EACH BROUGHT SEVERAL UNIQUE SETS OF WORK AND TRAINING EXPERIENCES TO THE INTERVIEW PROCESS. IN ADDITION THESE TWO INDIVIDUALS BROUGHT EXTRAORDINARY EXPERIENCE WITHIN THE NEW CASTLE COUNTY LEPC ORGANIZATION AS VOLUNTEERS, FOR THE BETTER PART OF 20 YEARS, WHICH WAS DETERMINED TO BE OF VITAL IMPORTANCE TO THE LONG -TERM EFFECTIVENESS OF OUR PROGRAM.

AS A RESULT, THE SEARCH COMMITTEE HAD A SECOND ROUND OF DISCUSSIONS WITH THE TWO FINALISTS. A SLIGHTLY DIFFERENT APPROACH TO REPLACING JIM KENNEY HAS EMERGED THAN WAS ANTICIPATED AT THE BEGINNING OF THIS EFFORT.

RECOMMENDATION #2

THE SEARCH COMMITTEE THEREFORE RECOMMENDS THAT THE NEW CASTLE LEPC EXTEND AN OFFER TO TWO INDIVIDUALS, DAVE IRWIN, AND JOE LEONETTI TO CO SHARE THE ROLE OF THE PART-TIME PLANNING CONSULTANT TO LEPC TO REPLACE JIM KENNEY.

THESE TWO INDIVIDUALS HAVE A COMBINED CORPORATE HAZ MAT AND SAFETY MANAGEMENT AND EMERGENCY RESPONDER SERVICE EXPERIENCE IN EXCESS OF 50 YEARS AND WILL COMBINE TO BRING THE NEW CASTLE COUNTY LEPC TO A NEW LEVEL OF PROFESSIONAL CAPABILITY. THIS ADDITIONAL TALENT ALONG WITH THE ALREADY RECOGNIZED LEADERSHIP ROLE THAT BILL MCCRACKIN HAS PLAYED SINCE THE DAY OUR LEPC WAS FIRST ESTABLISHED, WILL PUT US IN EXCELLENT POSITION TO FULFILL OUR DUTIES FOR THE NEXT DECADE.

RECOMMENDATION #3

IN CLOSING, THERE IS ONE OTHER ITEM THAT I WOULD LIKE TO ADD TO THE FORMAL RECOMMENDATIONS OF OUR FULL COMMITTEE. AS A RECENTLY RETIRED INDIVIDUAL WHO HAS MANAGED TO MIGRATE TO SUSSEX COUNTY FOR A LITTLE OF THE GOOD LIFE, AND AS ONE OF YOUR CURRENT VICE CHAIRMAN OF THE LEPC, AND AS YOUR ORIGINAL CHAIRMAN FOR SOMETHING LIKE 14-15 YEARS, IT WOULD BE MY VERY STRONG SUGGESTION THAT WE NOMINATE DAVE IRWIN TO REMAIN AS THE CHAIRMAN OF THE LEPC, SOMETHING THAT I BELIEVE OTHER LEPC'S HAVE DONE AS WELL. I FURTHER RECOMMEND, THAT WE APPOINT BOTH BILL MCCRACKIN AND JOE LEONETTI TO THE POSITIONS OF VICE CHAIRMAN OF THE NEW CASTLE COUNTY LEPC.

THIS CONCLUDES THE RECOMMENDATIONS OF OUR SEARCH COMMITTEE. I WOULD LIKE TO EXPRESS MY PERSONAL APPRECIATION TO MARK DOLAN, AL DONOFRIO, AND BOB BARRISH FOR THEIR CONTINUED DEDICATION TO OUR LEPC AND FOR THE MANY HOURS OF MEETINGS THAT THEY EACH SHARED IN HELPING TO PUT TOGETHER THIS PROPOSAL FOR KEEPING OUR LEPC ONE OF THE VERY BEST IN THE REGION AND THE COUNTRY.

THANK YOU