



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 9, 2009**

Host: Ciba Specialty Chemicals, Inc.

Location: Held @ Minquas Fire Company, 21 N. James Street, Newport, DE

The regular meeting of the NCCLEPC was held on the above noted date and place.

Welcome:

Mr. John Verdi welcomed and thanked everyone in attendance and introduced the Site Manager, Mr. Rudy Merstetter. Mr. Merstetter provided a brief presentation about Ciba. He mentioned that Ciba purchased the site from DuPont in 1984. Functions at their site include technical operations, sales and marketing, supply chain, process development, and purchasing/GIS/HR. Risks at the plant include large amounts of flammable materials and reactive materials. Ciba does have a CERT team in place, and they conduct a mutual exercise between CERT and the Minquas Fire Company, in addition to an annual drill with Minquas.

Chairman Irwin thanked Ciba Specialty Chemicals for hosting the meeting and their support of the LEPC. At Chairman Irwin's request, a round of introductions was held.

Approval of Agenda/Minutes: Chairman Irwin added items under New Business to the agenda. Babak Golgolab made a motion to approve the agenda and minutes. Al Stein seconded the motion. All in attendance unanimously approved.

Committee Reports:

Finance: Bill McCracken reported the LEPC budget as follows:

**\$123,409.00 – FY 09 Appropriation
- 69,707.52 – Expenses to Date
\$ 53,701. - Balance**

Training: Mark Dolan presented the attached NCCIHMRRA training report.

Transportation: Al Stein mentioned that an accident where a passenger train collided with a freight train in California was due to texting on a cellular device. All railroads are to implement interoperability guidelines. Mr. Stein also presented data collected by the National Highway Traffic Safety Administration (NHTSA) through the Not-In-Traffic Surveillance system regarding fatalities and injuries that occur in non-traffic crashes and in non-crash incidents. For complete information, see the Traffic Safety Facts report summary e-mailed with the minutes, or go to the website: www.nhtsa.gov.

Chairman Irwin advised that Mr. Stein will be stepping down as Chair of the Transportation Committee, but will still be a member of the Committee. Bruce Galloway has agreed to Chair the Transportation Committee.

Staff Report: Bill McCracken presented the attached staff report.

Old Business:

HMEP Funds:

Chairman Irwin recognized Dave Carpenter, Jr., for his efforts getting the ordinance on County Council's agenda to appropriate the HMEP funds. Chairman Irwin indicated the money became available on October 1, 2008, and approval was completed in March, 2009. The money must be spent by September 30, 2009.

Chairman Irwin requested approval from the members to transfer \$1,000 HMEP Funds from the current DECON line and move to the Handout line. This will bring the total to \$6,700 in the Handout line to be used for outreach items. Babak Golgolab made a motion to approve, Gerald Llewellyn seconded the motion. All in attendance unanimously approved.

New Business:

FY2010 Budget Review and Approval

Chairman Irwin presented an overview of the FY2010 budget as follows. It will be submitted to Arthur Paul to be presented to SERC for approval in June. Bill McCracken advised that the carryover amount may change by June 30, will be declared to SERC, and the amount will be deducted from the 2010 budget. There were no questions from the members. Chairman Irwin requested a vote to approve the FY2010 budget. Babak Golgolab made a motion to approve, Gerald Llewellyn seconded the motion. All in attendance unanimously approved.

<u>ITEMS</u>	<u>COST</u>
Salary and Benefits Admin Aide	\$38,630
Travel	150
Information Management	1,588
Equipment	800
Supplies	980
Outside Services	400
Professional Services	80,166
NCCIHMRA Support	<u>600</u>
TOTAL	<u>\$123,314</u>

This budget may be amended at a later date, if carryover funds become available.

FY2010 NCC LEPC Work Plan Review and Approval

Chairman Irwin presented an overview of the FY2010 work plan as follows. He stated the plan must be submitted with the budget to SERC. Chairman Irwin requested a vote to approve the FY2010 Work Plan. Al Stein made a motion to approve, Babak Golgolab seconded the motion. All in attendance unanimously approved.

Work Plan-FY2010

- Prepare, manage, and track the SERC approved FY 2010 NCC LEPC budget.
- Revise and update the Hazardous Material Response Plan as required by SARA Title III federal statute.
- Plot and update as necessary the worst case and alternate release vulnerability zones for extremely hazardous substance facilities within New Castle County on Tier II digitized maps.
- Update ADC map coordinates for facilities on the Tier II Manager.
- Review Tier II EHS Facility submissions and provide appropriate chemical data to each district Fire Chief.
- Sponsor, coordinate, and lead NCCIHMRRA initiatives.
- Identify and pursue opportunities to promote LEPC activities at community meetings and events.
- 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, coordinate 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 and DECON Committees.
- Serve as an active member of the SERC.
- Serve as the Community Emergency Coordinator.
- Provide bi-monthly activity reports to the LEPC.
- Provide quarterly and annual activity reports to the SERC.
- As requested, serve as a subject matter expert to LEPC members.
- As requested, provide awareness and operational Hazmat guidance to NCC Facilities.
- Cosponsor, coordinate, and participate in the Delaware State Hazardous Materials Conference.

FY2010 LEPC Consultants Contract Renewal Approval

Chairman Irwin indicated that since he is one of the consultants whose contract is up for renewal, that Bob Barrish of the Executive Committee will preside over this portion of the agenda. Chairman Irwin and Consultants Bill McCracken and Joe Leonetti then left the room. Mr. Barrish explained how the LEPC acquired three consultants. The Executive Committee was formed to review performance, work plan, and accomplishments. It was the consensus of the committee that the duties previously performed by Jim Kenney will be divided between David Irwin and Joe Leonetti. Their salaries for FY 2010 will be as follows, unchanged from FY 2009:

Bill McCracken - \$28,631.04

David Irwin - \$25,767.48

Joe Leonetti - \$25,767.48

Bob Barrish requested a vote to approve renewal of the FY2010 LEPC Consultants contracts. Babak Golgolab made a motion to approve, Gerald Llewellyn seconded the motion. All in attendance unanimously approved. The consultants returned to the room and were advised their contracts would be renewed for FY2010.

DNREC – ARP 2009 RMP Update Presentation

Mr. Rich Antoff from DNREC provided an overview of the 2009 Risk Management Plan (RMP) submission, which is a summary of a facility's risk management programs that is submitted every five years. Mr. Antoff explained the 15 steps to set up CDX RMP access for a facility and the transition from RMP*Submit to RMP*eSubmit. Mr. Antoff also mentioned that this will affect approximately 12 facilities in New Castle County. Mr. Jay Brabson from DNREC provided a brief summary concerning the 2009 Changes to Incident Report for Release. For any additional information concerning these presentations, go to DNREC's website, www.dnrec.state.de.us. Chairman Irwin thanked Mr. Antoff and Mr. Brabson for their informative presentations.

Mr. Arthur Paul provided an update on the 2nd Annual Delaware Hazardous Material Conference to be held on April 3 & 4, 2009. This year's conference is tailored to Fire Service, Emergency Medical Services, Law Enforcement, and HazMat responders statewide. Mr. Gregg Knoll will return to speak at the Friday night teambuilding dinner being held at the Little Creek Fire Company. Numerous HazMat related breakout sessions are scheduled on Saturday at the Delaware State Fire School in Dover. Chairman Irwin strongly urged each facility to send at least one person to this top notch conference.

Mr. Arthur Paul also provided to the members a brochure which explains the State Emergency Response Team (SERT) Plan, specifically the purpose, team members, responsibilities, SERT levels of response, and alerting and notification information flow.

Detective James Woznicki from the Delaware State Police provided information on the Delaware Information and Analysis Center and the RISS ATIX program. Applications were available for those interested in signing up to participate.

Mr. Joe Leonetti provided an update on the LEPC outreach brochure. Plans are to set up a committee to create a brochure that is similar to Delaware County's brochure. Chairman Irwin commented that we should be able to extract very good information from Delaware County's brochure to create a very similar and informative one for New Castle County's LEPC. Chairman Irwin also would like to make the brochure a major fund grant initiative for next year. DuPont and Ciba have already provided information to the communities in their areas. Mr. William Robinson from Valero stated that he did not see a problem with asking Delaware County for any assistance. Mr. Robinson indicated he would like to serve on the committee being planned to create this brochure.

Public Comments: None

No further business, the meeting adjourned at 4:05 pm.

NOTICE OF NEXT MEETING

Host: Christiana Care Health Services

Date and time: May 11, 2009, 2:30 p.m.

Directions will be sent with agenda.

dco

LEPCminutes3/9/09meeting

**NCC LEPC
Staff Report
March 9, 2009**

SERC/DEMA ACTIVITIES:

- Attended the SERC Information Technology Committee Meeting.
- Met with Arthur Paul on Hazmat Conference-01/15/09.

PLAN REVIEWS:

Conducted eight Plan Reviews and Onsite Assessments -

- Giles and Ransome
- IMS Chemblend
- A. Duie Pyle, Inc.
- Agilent Technologies-Newport Site
- GE Energy-Ceramic Composite Products, LLC
- Artesian Water Company Facility ID #46, 47 and 57

TIER II MANAGER:

- TIER II Data was distributed to each New Castle County Fire Chief for the EHS Facilities within their fire district.

COMMUNITY OUTREACH:

- Presented the LEPC overview at the DuPont January 14th CAP meeting.
- Coordinated with County Councilman Joe Reda on the Civic Association Outreach Program.
- Attended NCC Fire Chiefs meeting.

DRILL/EXERCISES:

- Sent out e-mail to all participants in the Hazmat Tabletop Exercise.
- Met with Dave Carpenter on tabletop exercise.

NCCIHMR:

- Met with Training Committee Chairperson Mark Dolan to finalize dates for the 2009 training schedule.
- Produced a summary of meal expenses for training.

STAFF ACTIVITIES:

- Conducted two Staff Meetings.
- Working on annual revisions to the New Castle County Hazardous Materials Response Plan.
- Completed the FY-2010 Budget, Work Plan, and Performance Review.
- Met with contractor to finalize specifications for the display board and table banner.
- Sent out correspondence to set up meeting on LEPC brochures.

TRAINING ACTIVITIES:

- Met with A.I. DuPont Hospital on training for staff personnel.
- Coordinated with Kristine Kruetzer to start contracting with speakers for the Hazmat Conference.
- Met with Hazmat Conference committee at DSFS on 02/12/09.
- Conference call on Hazmat Conference on 02/19/09.
- Hazmat Conference Meeting at DSFS on 02/25/09.

NEW CASTLE COUNTY INDUSTRIAL HAZARDOUS MATERIALS RESPONSE ALLIANCE

NCCIHMRA TRAINING COMMITTEE REPORT TO NCC LEPC - MARCH 9th

The New Castle County Industrial Hazardous Materials Response Alliance has its first 2009 training session scheduled at the University of Delaware's Delaware Biotechnology Institute on Thursday evening, March 19th, from 5:30 pm to 9:00 pm. Mr. Eugene Ngai of Chemically Speaking LLC, will present his "Compressed Specialty Gas Emergencies for the Hazardous Materials Technician" seminar. This training session is sponsored by and hosted by the University of Delaware Department of Occupational Health and Safety. The NCCIHMRA Training Committee extends its appreciation to Kevin Eichinger, David Levandoski, and Robin Elliott of the University of Delaware's OHS Department.

NCCIHMRA will be participating at the second annual Delaware Hazardous Materials Conference on Friday evening, April 3rd and all-day on Saturday, April 4th at the Delaware State Fire School, Dover.

The next NCCIHMRA training session will be conducted on Tuesday, May 19th and on Thursday, May 21st from 5:00 pm to 9:00 pm each evening at the DuPont Experimental Station. The topic will be the annual "Toxic Industrial Chemical Sampling, Identification and Monitoring" course along with a bonding and grounding field exercise.