



Local Emergency Planning Committee
For New Castle County
P.O. Box 2998
Wilmington, DE 19805-0998
David Irwin, Chairman
Phone (302) 395-3633
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**Meeting Minutes
March 14, 2011**

Host: Ashland-Hercules Research Center

Meeting Location: 500 Hercules Road, Wilmington, DE 19808

The regular 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 David Irwin.

Attendees:

David Irwin, Chairman, LEPC for New Castle County
Joseph Murabito, Vice Chairman, LEPC for New Castle County
Tom Kovach, Vice Chairman, LEPC for New Castle County
Christine Murabito, DE State Fire School
Terry Abegglen, Red Cross
Dave Anderson, DTCC
Rich Antoff, DNREC
Scott Ardmore, Formosa Plastics
Bob Barrish, Citizen
Jeffrey Blevins, Hologic
Dave Carpenter, New Castle County OEMS
Matthew Chamberlain, DNREC
Don Chupp, Fireside Partners, LLC
Patricia Civitella, Astra Zeneca
Ron Dietrick, PBF Delaware City Refinery
Mark Dolan, BASF
Lisa Dunaway, Dept. of Homeland Security
Babak Golgolab, Claymont Community Coalition
Walter Graham, Citizen
Daniel King, Clean Venture Inc.
Michael Leighton, Hologic
Jason Loy, Ashland-Hercules Research Center
Bill McCracken, Citizen
Kevin McSweeney, University of Delaware
Roger Minner, Dept. of Homeland Security
Arthur Paul, DEMA
Kevin Placella, Hologic
Lynn Poling, Lewis Environmental
Stevens Remillard, Christiana Care
Charles Stevenson, Sussex LEPC
John Verdi, BASF

1. **Welcome:**
Mr. Jason Loy welcomed the group to Ashland-Hercules Research Center and made a safety presentation with video.
2. **Introductions:**
At Chairman Irwin's request, a round of introductions was held.
3. **Agenda Approval:**
Chairman Irwin presented the agenda for approval with an amendment for Art Paul to present a DENS (DELAWARE EMERGENCY NOTIFICATION SYSTEM) update. Motion made to accept the agenda as amended, seconded, and passed unanimously.
4. **Approval of Minutes:**
Chairman Irwin requested a motion to approve the January 10, 2011 Meeting Minutes. Motion to approve by Babak Golgolab and seconded by Terry Abegglen. Motion passed unanimously.
5. **Committee Reports:**
 - a. **Finance:**
Chairman Irwin reported on the LEPC funds. Since the last meeting, funds have been expensed for Contractor's TWIC cards \$265 and \$13,361 for staff salaries. The account balance is \$44,408.
 - b. **Information Technology Committee:**
Bill McCracken reported that they are still moving forward to enable each Fire Chief to access Tier II Manager System data for their respective fire district. The FY2012 Budget has been submitted to the SERC. The I.T. Committee needs the following funds: \$7,490 for annual maintenance and support for the Tier II system and associated licenses; \$100 for phone number for Emergency Notification to LEPCs; and, \$2,000 contingency funds for unforeseen support costs. However, there is \$5,000 in FY2011 carryover funds. The Information Technology Committee requested \$4,590 from the SERC.
 - c. **Training - NCCIHMRRA:**
Mark Dolan reported there had been no training between January 10, 2011 through March 14, 2011. The New Castle County Industrial Hazardous Materials Response Alliance is looking forward to the Fourth Annual Delaware Hazardous Materials Conference on April 1st and 2nd at the 31st Civil Support Team in Smyrna. Listed on the attached report are the NCCIHMRRA 2011 Training Schedule approved by the Training Committee.
 - d. **Transportation Committee:**
No report was given. Bruce Galloway was not able to attend.
6. **SERC Report:**
Art Paul reported that a SERC Meeting was held on Wednesday, March 9, 2011 at which time the LEPC Budgets were approved. The budget for the LEPC of New Castle County was approved at \$93,716. He also reported that Steve Owens, who is the Water Transportation Representative, was approved as the Chairman of the Information Technology Committee.
7. **Staff Report:**
Vice Chairman Murabito reported on the activities of the LEPC for New Castle County from January 11, 2011 through March 14, 2011. A copy of the report is attached.

8. Old Business:

- a. **Travel Restrictions** -Chairman Irwin reported that a waiver to travel on a Level III restriction has not been implemented to date. After the meeting additional information was obtained and is attached.
- b. The **Fourth Annual Hazardous Materials Conference** update was given by Art Paul. The conference will be held at the Smyrna Readiness Center and the final day for registration is March 18th. To date there are approximately 100 people registered for the conference and 80 registered for the Friday night dinner. Charlie Wright, a nationally recognized expert in hazardous materials, is the guest speaker.
- c. **TRANSCAER 2011 Training Tour** – update given by Art Paul: On June 22-23, 2011 TRANSCAER will conduct training on Anhydrous Ammonia, Ethanol, BF3, Cryogenics, Hazardous Materials Transportation Awareness and Passenger Train Emergency Response. The training is free. Information and registration for training can be accessed through website <http://www.transcaer.com/state.aspx?ID=2www.transcaer.com>.
- d. **PBF Energy** - update given by Chief Ron Dietrick: Chief Dietrick reported that the plant is working vigorously to meet the start-up date of late April or May. The lines and tanks are being cleaned, the pier is being inspected, and the terminal remains in operation. They plan to accept crude shipments by the end of March. Presently the plant is at staffed at 80 percent.
- e. **NCCIHMRA 10th Anniversary Drive Status** - Chairman Irwin reported that this coming year is the 10th Anniversary of NCCIHMRA, all the members are volunteers from the industrial hazardous materials response teams. Chairman Irwin would like to present the NCCIHMRA members with a recognition award and has explored the possibility of purchasing jackets for the team. Chairman Irwin would like to present the members with jackets at the November 2011 Dinner, if funding can be found for the purchase. The jackets are approximately \$55 each. Chairman Irwin asked if the LEPC Industrial members might consider making a donation to contribute for the cost. To date Magellen has donated \$300.

9. New Business:

- a. **LEPC Staff Agreement Renewal:** Chairman Irwin turned the meeting over to Bob Barrish, Chairman of the Steering Committee. Mr. Irwin and Murabito left the room. Chairman Barrish reported that the committee reviewed the performance of the staff and voted to renew the agreements of the current contractors for the LEPC for New Castle County, David Irwin and Joseph Murabito. Chairman Barrish recommended that members approve the renewal of both agreements. The agreement period is July 1, 2011 through June 30, 2012. A motion to renew the staff agreements was made by Babak Golgolab, and seconded by Bill McCracken. Motion passed unanimously.
- b. **LEPC FY 2012 Budget Approval:** (Budget attached) - Chairman Irwin reviewed the SERC approved FY 2012 budget. Bob Barrish made a motion to approve the FY2012 LEPC for New Castle County Budget. Babak Golgolab seconded the motion and it was passed unanimously.
- c. **LEPC FY 2012 Work Plan Approval:** (Work Plan attached) - A motion was made by Babak Golgolab to approve the LEPC's 2012 work plan. Bob Barrish seconded the motion and it was passed unanimously.

- d. **BASF Mutual Aid Drill:** Report given by Mark Dolan. A drill was held on November 17, 2010 from 6:00 p.m. to 9:30 p.m. to test the communications and interactions between SERT Teams, Fire Companies, and other emergency staff. The purpose of the drill was to identify strengths and items needing improvement. Mr. Dolan reported that the drill went very well with the 65 people that were involved.

10. **Other Business:**

- a. Art Paul spoke briefly on the DENS system (Delaware Emergency Notification System). The system is used to notify citizens by telephone of emergencies in their areas. There are listed and unlisted numbers on the maps. The system is now internet-based. Mr. John Verdi asked what the statistics show regarding the use of the system. Dave Carpenter, from the New Castle County Emergency Operations Center, commented that the system is not being overused but has been used the past few months for the flooding concerns in New Castle County.
- b. Art Paul reported on the TIER II Report Manager system (copy attached.) To date there have been \$242,000 in fees collected using the system. They are actively pursuing facilities that are not reporting the required data.
- c. Sussex LEPC Update - Charles Stevenson reported that their facility visits are wrapping up. They are in the midst of preparing their 3 year plan for site visits. The Sussex LEPC is also trying to get the SMAG (Sussex Mutual Aide Group) Group back together.
- d. Roger Minner and Lisa Dunaway, agents from the U.S. Dept. of Homeland Security, attended the meeting. They will attend the meetings regularly.
- e. Dave Carpenter, from the New Castle County Office of Emergency Management, asked if his office could be notified when drills are conducted.
- f. Lynn Poling, from Lewis Environmental, announced that her company is holding an Open House on April 8, 2011, 1:00 p.m. to 5:00 p.m. for DNREC and LEPC members to see their equipment.
- g. Chairman Irwin gave an update on the functional exercise to be held in conjunction with the Claymont Fire Company scheduled for June 4, 2011.

ADJOURNMENT:

The meeting adjourned at 3:50 p.m. The motion to adjourn passed unanimously.

NOTICE OF NEXT MEETING

Host: Croda

Date and Time: May 9, 2011 – 2:30 p.m.

Directions and security requirements will be sent with agenda.

Monday, March 14th, 2011

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 nor convene a SOP Revision Meeting between the January 10th, 2011 and the March 14th, 2011 NCC LEPC meetings.

The New Castle County Industrial Hazardous Materials Response Alliance is looking forward with anticipation regarding the Fourth Annual Delaware Hazardous Materials Conference Planning Committee slated for Friday evening, April 1st and Saturday, April 2nd, 2011, and hosted by the 31st Civil Support Team in Smyrna. Listed below is the NCCIHMRA 2011 Training Schedule approved by the Training Committee:

- (1) Training Session I: Saturday, April 2nd => 2011 Delaware Hazmat Conference at the Delaware Army National Guard's Smyrna Readiness Center (6 hrs);
- (2) Training Session II: Tuesday, April 19th or Thursday, April 21st => Level A Hazmat Survival Training & Confidence Course and SCBA Fit Testing at the Delaware State Fire School's New Castle Center (4 hrs);
- (3) Training Session III: Tuesday, June 7th or Thursday, June 9th => Small containers (totes, drums, cylinders) and IBCs hands-on drill/exercise and trends in chemical packaging seminar at the DuPont Experimental Station (4 hrs);
- (4) Training Session IV: Wednesday, June 22nd or Thursday, June 23rd => TRANSCAER (Transportation Community Awareness and Emergency Response) hazardous materials railcar response training course at the AMTRAK Wilmington Rail Yard (3 hrs – 6 hrs);
- (5) Training Session V: Tuesday, September 20th or Thursday, September 22nd => Shipborne Operations Orientation Course Part IV – Technician Level instructed by Tri-State Maritime Safety Association at the DNREC Lukens Drive Facility and then to the Magellan Terminal (4 hrs);
- (6) Tenth Annual NCCIHMRA Planning and Training Meeting – Tuesday, November 8th, 2011 at the Elsmere Fire Company.

Submitted by:
Mark Dolan
NCCIHMRA Training Committee

LEPC for New Castle County Staff Report January 11, 2011 to March 14, 2011

SERC/DEMA Activities:

- Attended March SERC Meeting
- Submitted LEPC quarterly performance report in a timely manner
- Submitted FY 2012 budget request, work plan and 2010 Performance report in a timely manner
- Submitted HMEP Grant status report in a timely manner
- Participated in SERC Planning & Training Committee meeting

Emergency Response Plan Reviews and Facility Visits:

- Fisher Scientific
- PBF Energy
- Christiana Care
- Continue to schedule site visits

Exercises:

- Functional Exercise Status –
 - Exercise facilitator identified and engaged, O'Brien's Response Management Inc.
 - *Host Fire Company identified and engaged, Claymont Fire Company*
 - *Industrial partner identified and engaged, Sunoco*
 - *Date and time for exercise has been agreed, June 4, 2011 from 9:00 am to noon*
 - *Planning committee is in the process of being formed and will be operational by March 31st.*

NCCIHMRRA:

- No activity since last meeting

Outreach Activities:

- Christiana School District agreed to distribute 17,000 Emergency Preparedness Guidelines to 25 district schools
- Sent informational letter to all Fire Companies located in NCC explaining LEPC willingness to participate in Fire Company sponsored community outreach events
- Attended Delaware City CAER meeting
- Attended two Community Advisory Council meetings, Dow and Croda
- Attended two Christiana Care Medical Reserve Corps meetings
- Attended Coast Guard Sector Delaware Bay Security Committee meeting
- Attended Coast Guard Sector Delaware Bay Pollution Committee meeting
- Represented LEPC at DEMA sponsored Fisker Automotive information exchange meeting
- Attended NCC Fire Chiefs meeting to promote HAZMAT Conference
- Joined the DOW CAP

Additional Staff Activities:

- Attended two Kent County LEPC meetings
- Attended two Sussex County LEPC meetings
- Participated in the DEMA-led planning sessions for the June 2011 TRANSCAER Training Tour
- Recruited sponsor companies and needed instructors for Delaware specific TRANSCAER training sessions.
- Attended meeting with DNREC personnel to enhance Tier II system skills
- Working with DNREC personnel to verify Tier II EHS facility information
- LEPC staff obtained TWIC cards
- Served as technical resource to three companies and one hospital

State of Emergency Driving Restrictions

Information - Online Waiver and Exemption Applications

Notice - Application Process will be available beginning March 31, 2011.

The Department of Safety and Homeland Security (DSHS) has instituted this online system for the submission of State of Emergency Level 2 Driving Restriction waiver requests. A waiver is required for individuals not exempted under the law to operate a motor vehicle on Delaware roadways during a state of emergency, level 2 driving restriction only. The Secretary of the Department of Safety and Homeland Security has the authority to grant a driving waiver to organizations, entities, and individuals which have a valid significant health, safety or business necessity. Detailed travel restriction information is available under [20 Delaware Code, Section 3116\(12\)\(b\)](#) and the regulations governing travel restrictions during a state of emergency.

This site also provides an exemption registration process for those not specifically identified within the regulation that provide healthcare services, food delivery services, or fuel delivery services.

You are encouraged to review the state of emergency driving restriction regulations, as well as the frequently asked questions section of this site via the links provided below, before completing an application form to determine if you require a waiver or qualify for an exemption.

Please note: Waivers must be obtained in advance of emergency incidents. No waiver application shall be granted within 21 days after receipt of the application for waiver. Applications will not be processed for approval during an emergency period. As a reminder, **waivers are not valid during a State of Emergency, Level 3 Driving Ban.**

[State of Emergency Driving Restriction Regulations](#)

[Frequently Asked Questions](#) (*coming soon*)

-Applications will be available on this site as of March 31, 2011 via the future links below-

[Click here to apply for a State of Emergency Level II Driving Restriction Waiver.](#)

[Click here to apply for Exempt Status under State of Emergency Driving Restrictions.](#)

To submit questions regarding State of Emergency Driving Restriction Waivers or Exemptions, [please click here.](#)

Local Emergency Planning Committee (LEPC) for New Castle County (NCC)
Proposed FY 2012 Budget
February 9, 2011

		SERC Approved FY 2011	Proposed FY 2012
1.	Salaries (Admin. Support)	\$38,630.00	\$10,000.00
2.	Travel	\$150.00	\$150.00
3.	Information Management	\$1,988.00	\$1,000.00
4.	Equipment	\$800.00	\$800.00
5.	Office Supplies	\$980.00	\$1,000.00
6.	Conference Seminars	\$0	\$0
7.	Professional Services	\$80,766.00	\$80,766.00
	TOTAL BUDGET	\$123,314.00	\$93,716.00

Proposed FY 2012 budget represents a \$29,598.00 (24%) reduction over FY 2011 budget

LEPC for NCC

Work Plan -FY2012

- Prepare, manage and track the SERC approved FY 2012 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, plot and update 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 update 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 NCCIHMRRA
- Sponsor, facilitate, arrange and participate in 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, 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.
- 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.



DNREC
EPCRA REPORTING PROGRAM
Tier II Update (As of 03/07/2011)

I. FUNDS

- A. End of Calendar Year 2010: \$260,000 carry-over in SERC Fee Fund.
- B. \$242,000 Collected so far this year from 2010 Tier II reports due 3/1/2011.

II. REPORTING

- A. 1603 Facilities have submitted their 2010 report through Tier II Manager.
- B. 30 facilities have initiated, but have not completed their report.
- C. 274 (active) facilities have not started the reporting process (a small number of these may be hardcopy submissions which we have not processed and entered at this point).

III. STEPS FORWARD

- A. Work on reviewing received submittals for data quality/compliance issues. Follow-up with facilities as needed.
- B. Send TIER II system email (on 03/21/2010) to all active facilities that have not completed their 2010 report.
- C. Subsequent system emails to be continually sent each Monday to all active facilities that have not completed their 2010 report.
- D. Phone calls to facilities with delinquent reports/fees to begin on 04/04/2011.