



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 September 13, 2010

Host: Honeywell

Meeting Location: 6100 Philadelphia Pike, Claymont, DE

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

Meeting called to order at 2:30 PM by Chairman Irwin.

Welcome:

Mr. Tim Love, HS&E Mgr, welcomed the group to Honeywell and thanked everyone in attendance. A safety video for all visitors was shown by Russ Davis. Mr. Love and Davis also provided an overview and demonstration on Honeywell's SAFER System. The SAFER System provides real time plume modeling.

At the Chairman Irwin's request, a round of introductions was held. Mr. B. Barrish asked if a quorum (10 LEPC members) was present. A review of the sign-in sheet showed a total of 23 individuals present with 19 of the 23 being LEPC members. The Chairman informed the group that a quorum was present.

1. **Approval of the Agenda:** Chairman Irwin requested a motion to approve the agenda. G. Llewellyn made a motion to approve; B. Barrish seconded the motion. Motion unanimously approved
2. **Approval of Minutes:** Chairman Irwin requested a motion to approve the minutes. Motion to approve by B. Golgolab, T. Abegglen seconded the motion. Motion unanimously approved.
3. **Committee reports:**
 - a. **Finance:**
 - i. Chairman Irwin stated that as reported at the July meeting the SERC will not release any funds until a fund administrator is identified and an MOU is in place.
 - b. **Training:**
 - i. Committee chairman M. Dolan reported that no training has occurred since the July 12, 2010 meeting. Due to scheduling problems the Shipboard training will be rescheduled FY 2011. Railroad Tank Car training scheduled for September 28th and repeated on the 30th will be conducted by Dave Anderson, DTCC, in cooperation with Matt Higgins of

DNREC. The annual NCCIHMRA Training and Dinner session is scheduled for Tuesday November 9, 2010 at the Elsmere Fire Station from 5:30-9pm. Efforts to identify session speaker is underway.

- ii. The 29th meeting of the NCCIHMRA Training Committee was conducted on August 31, 2010. Thirteen members were present. The group approved three SOGs and created the agenda for the November 9, 2010 NCCIHMRA training/dinner meeting. The group also discussed the feasibility of partnering with the Wilmington LEPC to sponsor TRANSCAER (Transportation Community Awareness and Emergency Response) training program in 2011.

c. Transportation Committee:

- i. No report

d. I.T. Committee:

- i. Committee chairman Bill McCracken reported that the updating of the Tier II mapping and risk zone plotting had been completed.

4. Staff Report:

- a. Chairman Irwin presented the attached staff report.
- b. Chairman Irwin provided an update on the planning process for the 4th annual HAZMAT conference scheduled for April 1st and 2nd, 2011. The event will be co-sponsored by DEMA and the NCCLEPC and hosted by the National Guard 31st CST in Smyrna

5. Old Business:

a. LEPC Partnership Update and Discussion:

- i. Chairman Irwin provided an update on funding issues.
- ii. Bob Barrish, Chairman of the Steering Committee then presented the recommendations of the LEPC Steering Committee and outcome of the group's vote to accept the Delaware State Fire School (DSFS) as fund administrator of LEPC pass through grant contingent upon the approval of the LEPC members and Fire Commission. Chairman Irwin requested a motion to accept the Steering Committee's recommendation.

Motion made by Bob Barrish, second by Babak Golgolab that NCC LEPC accepts DSFS as fund administrator for the coming year.

Chairman Irwin called for a vote – motion passed unanimously.

b. Staff Payment:

- i. Chairman Irwin explained staff has not been paid since June. If Fire School gets Fire Commission approval to serve as LEPC fund administrator payment issues will be resolved.

6. New Business:

a. SERC Meeting:

- i. Chairman Irwin gave report on the SERC meeting with main topic being funding for NCCLEPC.
- ii. SERC approved Delaware State Fire School as the NCC LEPC fund administrator pending LEPC and Fire Commission approval. Fire Commission meeting is scheduled for September 21st.

b. Essential Personnel During State of Emergency Process Presentation:

Wayne Hopkins, Fire Chief/ Emergency Coordinator, DuPont Chestnut Run, made a power point presentation regarding the need for such a policy, how it was developed and information the employee should have on an identification card. **PLEASE NOTE THAT SINCE THIS PRESENTATION WAS MADE A STATE LAW HAS BEEN PUT IN PLACE AND THE ATTACHED COPY REFLECTS APPROPRIATE CHANGES**

c. HMEP Grant proposal for 2011:

Chairman Irwin presented the following recommendations for the group to consider,

- i. Phase II Functional exercise - \$20,000
- ii. Outreach Handout material - \$15,000
- iii. NCCIHMRRA training support - \$2,500
- iv. NCCIHMRRA annual training dinner meeting - \$2,000
- v. Tier II training initiative – need and cost TBD
- vi. Sponsor two LEPC members to attend EPA region III conference – \$3000
- vii. Phase IV shipboard fire fighting course -\$6,500

Motion was made by B Golgolab and second by G. Llewellyn to accept recommendations for HMEP funding for 2011. Passed unanimously. Chairman Irwin will forward the request to DEMA for consideration and action.

d. US CG Roles, Responsibilities & Authority:

LCDR Matt Fine, USCG, Chief of Enforcement at Coast Guard Sector Delaware Bay, gave a power point presentation regarding an overview of CG responsibility and what they do in the Tri-state area. He also discussed specific CG roles and authorities.

7. Any Other business:

- a. Chairman Irwin informed the group that at the next meeting we will be asking for volunteers to host an LEPC meeting in 2011. If your company has not hosted a meeting in the past please consider it for next year.
- b. September is National Preparedness month –The LEPCs were advertised in newspapers around the state and efforts are underway to do billboard advertisements.
- c. The NCC Office of Emergency Management has issued guidance on providing information to the 911 Center in the event of an incident at your facility. The letter from Mr. D. Carpenter is attached to the minutes for your review. Please ensure that your plans incorporate this important information and staff is trained to provide the appropriate level of information to the 911 Center.
- d. LEPC members who would like to attend the NCCIHMRRA November 9th training dinner at the Elsmere Fire Station should contact Mark Dolan at “mark.dolan@basf.com” by no later than October 22nd.

NOTICE OF NEXT MEETING

Host: BASF

Date and time: November 8, 2010 at 2:30 PM

Directions and security requirements will be sent with agenda