

**SUSSEX COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
MEETING MINUTES
NOVEMBER 10, 2010**

There were 20 members/guests in attendance.

Chip Stevenson	Sussex County LEPC
Art Paul	DEMA
Tim Cooper	SCEMS
Joe Murabito	NCC LEPC
Jay Brabson	DNREC
Joe Beyerl	Mountaire
Bob Kendall	Mountaire
Barbara Shufelt	American Red Cross
Jon Scheibe	BASF
Dan King	Clean Venture
Carl Davis	Citizen Corps
Bill Duveneck	ARES
Radford Garrison	Bayhealth
Jerry Llewellyn	Division of Public Health
Cheryl Littlefield	Beebe Medical Center
Sharon Hamblin	Nanticoke Memorial
Kevin Burdette	Artesian
Keith Hines	USCG
Shannon Perrera	Magnum Electronics
Bill Ridenour	Magnum Electronics

Chip Stevenson called the meeting to order at 10:00 a.m.

The minutes of the September 16, 2010 meeting were approved.

All attendees introduced themselves.

REPORTS

Tier II Manager- Bob Pritchett from DNREC-EPCRA submitted a written report.

EPCRA Reporting Program Update – November 5, 2010

General Program Related Items:

- Still awaiting approval to fill our vacant Environmental Scientist position (formerly filled by Shannon Splittorff).

- **As a reminder to facilities...because of our staffing situation, we will not be conducting Tier II training sessions this year. In past years, we offered a series of training sessions around the State during the first two weeks of December. Any facilities needing assistance should contact the EPCRA Reporting Program at (302)739-9405. We will assist them individually with any questions on the reporting requirements, and use of the on-line Tier II Reporting System.**

Tier II Reporting:

- **Number of calls beginning to increase from facilities in preparation for 2010 reports due March 1, 2011.**
- **We are currently reviewing and updating our annual reporting instructions and on-line guidance documents for the 2010 reporting year. Our annual notice to facilities reminding them of the March 1 deadline for 2010 Tier II reports will be distributed during the first week in January. For facilities that report on-line, the notice will be done by e-mail through the Tier II Manager System. (We used this approach last year to cut printing and postage costs. It proved effective, and will be used again this year). For the handful of facilities that still report on paper, we will mail them a hardcopy notification.**
- **There are no changes to the Tier II reporting requirements or the Tier II Manager on-line System for the 2010 reporting year. The only change this year is the address for submissions to the EPCRA Reporting Program. As noted previously, we moved in May of this year. We distributed notices at that time, but will highlight the new address again in our annual reporting notifications to facilities. Our new address is:**

**EPCRA Reporting Program, DNREC
Blue Hen Corporate Center
655 S. Bay Road, Suite 5 N
Dover, DE 19901**

Tier II Manager System:

- **We have identified a GIS support person in our Department who is able to help us part time with the project to plot all Tier II facilities on a GIS layer for loading within Tier II Manager. This project was on hold, but is moving again. The lat/longs provided by the 911 Dispatch Center reps from each county earlier this year are being used in this project.**

Toxics Release Inventory (TRI):

- **The 2009 TRI data was due from the larger manufacturing facilities around the State by July 1 of this year. We are finishing our analysis of the data, and plan to release our annual reports (a detail report and a summary report) publicly before the end of November. As with**

last year, printed copies are not being produced in order to cut costs. Copies will be available electronically on the Web, and a limited number of CDs will be available as well.

Incident Reports- Tim Cooper

Tim Cooper reported no activations on the Sussex County DECON trailer.

Sussex County EMS is also participating in a Coast Guard Table Top Exercise involving the Cape May Lewes Ferry.

DEMA Updates- Art Paul from DEMA provided a report:

4th Annual Delaware Hazardous Material Conference – The conference dates have been confirmed. They will be on Friday, April 1, 2011 and Saturday, April 2nd, 2011. The conference will be held at the Smyrna Readiness Center this year. A handout of the printed Save the Date flyer announcing the HazMat conference was handed out to the group.

SERC Meeting – The last SERC meeting was held on Wednesday, September 8th at DSFS-Dover. The SERC Annual Report for FY 2010 was approved. An informative presentation by the U.S. Coast Guard was given to the membership.

HMEP Grant-The grant process is continuing.

Decon Trailer Updates- Tim Cooper/Dave Mick

We are still looking for a solution for FDU Trailer for Lewes Fire Department.

Sussex LEPC Chairman -Chip Stevenson reported on the following subjects:

-He attended the EPA Region III Conference in Baltimore, MD on November 8-9, 2010.

-He will be attending the drill at Cape May/Lewes ferry terminal on November 10, being held by Beebe Hospital.

-He read an e-mail from Steve Owens of DuPont about the possibility of having a SMAG meeting in January 2011.

PRESENTATIONS:

Joe Thomas, Director of Sussex County Emergency Operations Center, provided the group with a presentation on the Center's roles and responsibilities.

***NEXT MEETING: 10 A.M., WEDNESDAY, NOVEMBER 10, 2010, AT THE
SUSSEX EOC IN GEORGETOWN.***