

NCC LEPC

Meeting Minutes of July 9, 2012
Host Ashland Research Center

The meeting was called to order at 2:30 by Chairman Dave Irwin.
Attendees list attached.

The Chairman thanked Ashland for hosting the meeting and Jason Loy EHS Manager gave the Committee an overview of Ashland and the Site.

Introductions were held.

The meeting agenda and previous minutes were approved unanimously by the group.

Committee Reports:

Finance – The Chairman stated that the budget balance as of 7/9/12 was \$26,850.01 and that will be carried over as part of the 2013 budget. \$71,091.00 was transferred into the LEPC budget which brings the total budget for 2013 to the SERC approved level of \$97,941.01. He then went on to explain how the four LEPC's receive their funding through the DNREC Tier II fee collection system.

IT Committee – Joe Murabito is traveling. Chairman Irwin explained that the committee met on June 6th and Joe will provide a report at the September meeting. The Chairman did state that the IT committee is still working to grant all Fire Chiefs access to the TIER II database. He also reported that New Castle County is the only county that is using ADC maps. Joe will discuss the details of the ADC map situation at a future meeting

Training – Mark Dolan reported NCCIHMRRA has conducted one training program since the last meeting. The Energetic Materials Awareness Training sponsored by DNREC was conducted by WMD/CBRNE specialists from Jesse Taylor Ltd and bomb technicians from the Delaware State Police Explosive Ordnance Disposal Unit and was hosted by the University of Delaware at the former Chrysler site. Chairman Irwin thanked Jane Frank and the University of Delaware for hosting the event. November will be the annual planning and training meeting, the Keynote speaker will be Lewis D. Schiliro, Secretary, Department of Safety and Homeland Security.

Transportation – No report

SERC/DEMA Activities – Kevin Kille reported that he and Art Paul are cross training at DEMA as part of the COOP. As a result he will be taking the place of Art Paul in regard to representing DEMA/SERC at the LEPCs. Art has been assigned to other duties at DEMA. Kevin reported that the annual SERC draft report

will be completed August 17th. The draft report will then be sent out for review by stakeholders with final approval planned for the September SERC meeting. The NCC Hazmat Transportation Study is still on target to be completed in 2013. The SERC meeting will be on September 19th. DEMA is continuing to track the 2012 HMEP program performance and awaiting approval from PHMSA regarding the 2013 application. He reported that the DENS (Delaware Emergency Notification System) has been enhanced. Kevin reported that the FEMA graded REP (Radiological Emergency Preparedness) Drill went very well.

Tier II Report - attached.

Staff Report – attached

Old Business – Emergency Preparedness Guideline committee has met, changes are being considered, unchanged contents will be verified for accuracy and printers will be contacted for pricing. Goal is to have an approximate cost for the September meeting so members can budget funds for contributions for a 2013 printing.

Chairman Irwin rolled out the Wally Wise Guy costume.

New Business – Margie is working on e-mail addresses

Margie will send out the schedule for the EPA Conference Sept. 23rd – 27th.

Not really clear on all the details but the EPA has dropped out as a sponsor and the local LEPC is the host. More details when available.

Adjournment was at 3:30

Next meeting at DuPont September 10th, at 2:30, agenda and directions will be e-mailed

ATTENDANCE – July 9, 2012 LEPC for NCC MEETING

PLEASE SIGN IN - PLEASE PRINT:

Name	Organization	Email Address
L. GONKOVSKY	DNREC	
Ken Belmont	DPH	
BOB BARRISH	NC/KENT LEPC	
RICH ANTOFF	DNREC/ARP	
Bill McCracken	NCC LEPC	
Matthew Chamberlain	DNREC/ECU	
Lisa Dunaway	DAS	
Mark Dolan	BASF	
BRUCE GALLOWAY	DUPONT X-Stop	
Dan Whitmarsh	Magellan Terminals	
JAY KROC	SIEMENS	jonathan.d.kroc@siemens.com
Charles Stevenson	Sussex County LEPC	cstevens@spis.usseco.com
JOSEPH R. RUBIN	WSFS BANK	JRUBIN@WSFSBANK.COM
Barry Kelly	Ashland	
Eric Gould	Ashland	
FRANK SULLIVAN	Nemours/AIDupont Hospital	FSullivan@Nemours.org
Terri Abiggle	American Red Cross	Terri.Abiggle@redcross.org
Michael Gladle	UNIV. of Delaware	mgladle@udel.edu
Kevin W. Kille	DEMA / SERC	Kevin.kills@state.de.us
ROBERT FOX	STATE FIRE MANSUAC	ROBERT.FOX@STATE.DE.US

NEW CASTLE COUNTY LEPC - 2012 - FINANCIAL REPORT

Date	Transactions	BUDGETED AMOUNT											LEPC BALANCE	HEMP FUNDS
		SALARY	TRAVEL	INFO MGMT	EQUIP	SUPPLIES	PROF SERVICES	NCCIH/MRA SUPPORT	OTHER DONATIONS	NCCIH/MRA DONATIONS	HMEP EXPENSES	DEMA to Pay		
BUDGET	FY2012	10,000.00	150.00	1,000.00	800.00	1,000.00	80,166.00	600.00	0.00	0.00	0.00	93,716.00		
CARRYOVER	Received from NCC											18,224.66		
SERC	Rec'd from SERC											75,491.34		
Begin Bal.	Less Salary	1,308.99										92,407.01	39,100.00	
7/1/2011	Carryover from FY2011	13,630.00	613.25					3,000.00	1,088.99	1,850.00		112,589.25		
7/1/2011	The extra funds Rec'd from DEMA								90.00			112,679.25		
7/31/2011	Chair/ViceChair July Salary						6,680.50					105,998.75		
8/31/2011	Chair/ViceChair August Salary						6,680.50					99,318.25		
9/30/2011	Chair/ViceChair Sept Salary						6,680.50					92,637.75		
9/15/2011	PO Box					70.00						92,567.75		
10/6/2011	Donation from Dow									500.00		93,067.75		
10/17/2011	Donation from Lewis Environmental									250.00		93,317.75		
10/20/2011	NCCIH/MRA Training 9-22-11							240.45				93,077.30		
10/27/2011	NCCIH/MRA Training 10-10-11							30.96				93,046.34		
10/30/2011	Chair/ViceChair Oct Salary						6,680.50					86,365.84		
11/2/2011	Marine FF Class 9-22-2011											86,365.84		
11/4/2011	NCCIH/MRA Plaques							440.00				85,925.84	1,500.00	
11/17/2011	Murabito-HazMatConference, PA											85,925.84		
11/17/2011	Irwin-SARA Conference, TX											85,925.84	1,201.93	
11/17/2011	NCCIH/MRA Meeting - Elsmere											85,925.84	1,200.00	
11/30/2011	Chair/ViceChair Nov Salary						6,680.50					79,245.34		
12/30/2011	Chair/ViceChair Dec Salary						6,680.50					72,564.84		
12/30/2011	Copper Penny Embroidery-Jackets											70,481.39		
1/26/2012	Chair/ViceChair Jan Salary						6,680.50					63,800.89		
2/28/2012	Chair/ViceChair Feb Salary						6,680.50					57,120.39		
3/28/2012	Chair/ViceChair March Salary						6,680.50					50,439.89		
3/28/2012	Background Check-T.Dodge					45.00						50,394.89		
3/30/2012	HM Conf Speaker Gifts 21 (\$735)											49,669.89		
4/5/2012	NCCIH/MRA Training 3-20-12							30.96				49,638.93		
4/26/2012	Chair/ViceChair April Salary						6,680.50					42,958.43	8399.00	
5/4/2012	Cargo Tank Emerg Response Trng											42,958.43		
5/4/2012	NCCIH/MRA Training 5/4-5/12											42,448.32		
5/11/2012	Cowan-Wally Wise Guy Costume											40,793.32		
5/30/2012	Chair/ViceChair May Salary						6,680.50							
6/13/2012	NCCIH/MRA Training 6/12/12													
6/19/2012	NCCIH/MRA Training 6/14/12													
6/30/2012	Chair/ViceChair June Salary						6,680.50							
	Total Remaining	\$20,666.01	\$763.25	\$1,000.00	\$800.00	\$885.00	\$0.00	\$1,765.21	\$970.54	\$0.00	DEMA to Pay \$0.00	Budget Avail. \$26,850.01	Bal. HMEP 25,111.58	



Monday, July 9th, 2012

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 conducted one training session between the May 14th and the July 9th, 2012 LEPC for NCC meetings. The training session was the third session of 2012.

NCCIHMRA 2012 Training Session III was conducted on Tuesday, June 12th, and was repeated on Thursday, June 14th, 2012, from 5:00 pm to 9:00 pm, at the University of Delaware South Campus. WMD/CBRNE specialists from Jesse Taylor Ltd. and bomb technicians of the Delaware State Police Explosive Ordnance Disposal Unit presented an awareness level course through classroom presentation and field demonstrations designed to prepare hazardous materials emergency responders to perform safely during incidents of terrorism where components and precursor materials of energetic materials such as improvised explosive devices are involved.

The New Castle County Industrial Hazardous Materials Response Alliance's upcoming training sessions include the following:

- (1) Training Session IV => Safe Transportation Training Specialists (STTS) high pressure tank trailer emergency response training course conducted at Elsmere Fire Station 16 on Friday, August 17th, and repeated on Saturday, August 18th, each day from 8:00 am to 4:30 pm (8 hrs). The nationally-recognized STTS High Pressure Tank Truck Emergency Response Workshop utilizes working model cargo tank replicas, valves, fittings, safety devices, specialized training modules and hands-on demonstrations for high pressure tank trailer configurations including MC-331 and 338 cargo tanks. Food is provided. Note that Training Session II conducted by STTS in May involved low pressure tank trailer configurations such as MC-306, 307 & 312, and DOT-406, 407 & 412 cargo tanks.
- (2) Eleventh Annual NCCIHMRA Planning and Training Meeting => Wednesday, November 7th, 05:30 pm – 09:00 pm, at the Elsmere Fire Company.

The NCCIHMRA Training Committee conducted Committee Meeting #34 on Tuesday, June 5th, 2012, at the DNREC Lukens Drive Facility to revise 2012 training session IV by canceling the September 8th field exercise which conflicted with a Wilmington exercise, and scheduling the STTS high pressure tank trailer course, and conduct planning for the CY2013 training projects.

Submitted by:
Mark Dolan
NCCIHMRA Training Committee

David Irwin

From: Murabito Christine L. (FireSchool) [Christine.Murabito@state.de.us]
Sent: Monday, July 09, 2012 8:34 AM
To: David Irwin
Cc: Newnam Robert P. (FireSchool)
Subject: RE: LEPC Finance Report
Attachments: Budget NCC LEPC 2012.xls

Dave,

Attached is the Financial Report showing the ending balance for the FY2012 budget. (\$26,850.01)

\$71,091.00 was transferred in to begin the FY2013 budget for a starting balance of \$97,941.01. However, I can't verify the balance because I'm closed out of the State's Financial System until Friday, July 13th.

Once I verify the balance and get the breakdown from Biff of the budgeted amounts, I'll send you a FY2013 budget spreadsheet.

Thanks.
Chris

From: David Irwin [<mailto:david.irwin@comcast.net>]
Sent: Friday, July 06, 2012 10:51 AM
To: Murabito Christine L. (FireSchool)
Subject: LEPC Finance Report

Hi Chris,
Please don't forget to send me a finance report for Monday's meeting.
Thanks -
Dave

David H Irwin
Chairman
LEPC for NCC
PO Box 2998
Wilmington, DE 19805-0998
302-383-1307

Information and Technology Committee Meeting Report June 6, 2012

The Information and Technology Committee met on Wednesday, June 6, 2012 at the Delaware State Fire School convening 0900 hours. There were 8 members present representing the Sussex and New Castle LEPC's, Public Health, DNREC , Industry and a Private Contractor.

An agenda was presented by DNREC.

The following items were discussed.

1. The TIER II reporting period ended March 1. There is a small percentage of facilities that did not meet the reporting date and DNREC is working to secure those reports.
2. The TIER II Manager is continuing work on several projects. Those projects involve the plotting of TIER II facilities and working with the fire dispatch centers in each county to align the facilities in the correct fire district. Once the data is reviewed and entered into the system the information will be made available to the fire chiefs.
3. The upgrade to the .NET version 2013 is continuing. Conversations were held with the contractor in mid-May to discuss proposed changes and revisions. A draft version will be available in the future for review. DNREC is exploring the issue if live signatures for the report will still be required and if not what if any changes need to be made for reporting on line.
4. ADC map page designations are still pending as to whether they are needed or not. New Castle County is the only county using the ADC Maps. The committee is still awaiting input from Fire Board as to the decision as to use the maps or not.

5. Art Paul was unable to attend the meeting and asked Joe Murabito to give his report. A draft copy of the annual newspaper advertisement will be available for review by the committee next week. Once approved Art will have it published in the Wilmington News Journal and the Delaware State News.

6. DNREC presented the finalized updated forms for Guidance for Chemical Release Notification in Delaware. The Release Notification Form will be sent to the counties and loaded on the state web site. The committee felt there was no need to print this form for distribution. The guidance document and related business card sized item will be distributed electronically to facilities using the broadcast e-mail capability in Tier II Manager. A second item on State of Delaware Emergency Planning and Community Right to Know was also presented for review, to be finalized at the next meeting. This 3 ¾" by 11" form will be printed on card stock for distribution.

7. Discussion was held about items on the Education and Out Reach portion of the SERC web page in particular the Kids Section. DNREC will check with Art Paul to see if the information is still available. A question was raised if the LEPC for New Castle County program with Wally the Wise Guy could be included. Conversations will be held with Chairman Irwin of the LEPC for input.

The next meeting will be held on Wednesday, September 5, 2012, 0900 hours at the Fire School. The meeting was adjourned at 0945 hours.

Submitted by:

Joseph L. Murabito

Vice Chairman, LEPC for New Castle County



DNREC
EPCRA REPORTING PROGRAM
Tier II Update (As of 07/09/2012)

I. FUNDS

\$276,000 collected so far this year from 2011 Tier II reports.

II. REPORTING

- A. 1,938 total active facilities.
- B. 135 facilities have not started their 2011 report.
- C. 3 facilities have started their 2011 report, but have not finished.

III. STEPS FORWARD

- A. Work on reviewing received submittals for data quality/compliance issues.
- B. Emails/phone calls to facilities with delinquent reports/fees.
- C. Work with 911 centers to update street addresses, lat/long coordinates, and corresponding fire district for new facilities.

IV. TIER 2 MANAGER UPDATE

NASTTPO conference allowed us to make contact with other state staff also using T2M. We now have a collaborative effort with other states utilizing T2M to improve functionality and efficiency of the program.

**LEPC for New Castle County
Staff Activity Report
May15, 2012 to July 9, 2012
David Irwin and Joseph Murabito**

SERC/DEMA Activities:

- Participated in the SERC quarter meeting (6/13)
- Participated in Information Technology Committee Meeting (6/6)
- Participated in Planning and Training Committee meeting (5/17)
- Participated in HMEP Committee meeting (6/13)
- Submitted quarterly LEPC performance report

Emergency Response Plan Reviews and Facility Visits:

Conducted three site visits and plan reviews, Linde (6/6), AstraZeneca (6/12) and Graver Technologies (6/12)

Exercise Status:

- Participated in Holloway Terrace/Croda Functional Exercise (6/2)
- Participated in Functional Tabletop Exercise set-up on June 1 at Holloway Terrace Fire Company
- Currently reviewing draft After Action Report

NCCIHMRRA:

- Negotiated, scheduled and secured HMEP Grant funding for a 2-day (8/17-18) High Pressure Tank Truck Emergency Response Workshop hosted by Elsmere Fire House and conducted by STTS
- Participated in Planning and Training Committee meeting (6/5)
- Participated in Energetic Materials Awareness workshop (6/12 & 6/14)

Outreach Activities:

- Participated in a four CAP meetings, Croda (6/6), Delaware City Refining (6/12), FMC (4/4) and DuPont Edge Moor (6/21)
- Participated in the New Castle County Family Resource Fair (5/16)
- Participated in the DuPont Chemicals & Fluoroproducts Safety Fair (6/14)

Additional Staff Activities:

- Attended the Attended the FMC Newark Facility 50th Anniversary Celebration (6/1)
- Attended the Croda, Atlas Point Landfill-Gas-To-Energy Groundbreaking ceremony (6/7)
- Attended the Delaware DS&HS sponsored "A Threat Briefing for Private Sector Security and Emergency Management Professionals" (5/30).
- Attended the Coast Guard Sector Delaware Bay Security Committee meeting (5/18).
- Reviewed, revised and forwarded the LEPC for New Castle County Hazardous Material Response Plan to New Castle County Office of Emergency Management
- Participated in two Delaware City Refining Community and Employee Open House Committee meetings (6/12 & 6/19)
- Working with Emergency Preparedness Guideline committee to update brochure
- Sent thank you letters to members of the Planning Committee and participants for Functional Tabletop Exercise
- Served as a technical resource for three LEPC members, one state agency and one private citizen