

STATE EMERGENCY RESPONSE COMMISSION

Meeting Minutes

March 13, 2013

Commissioners

Lewis Schiliro – SERC Chair (DSHS)
 Jamie Turner – DEMA
 Robert Byrd – Rail Transportation
 Grover Ingle – State Fire Marshal OSFM
 Robert Newnam – DE State Fire School
 Dwayne Day - DelDot
 James Lee – Consignees
 John Verdi – Chemical Users
 Steve Owens – DuPont

Marjorie Crofts – SERC Vice Chair (DNREC)
 Jim Paige – DSP
 David Irwin – New Castle County LEPC
 Colin Faulkner – Kent County LEPC
 Charles Stevenson – Sussex County LEPC
 George Giles – City of Wilmington LEPC
 Har Ming Lau – Div. Public Health
 Al Johnson – SERC Air Transportation
 Bob Ricker – State Fire Prevention

Members/Visitors

Ellen Malenfant – DNREC/ER
 Bill Hermstedt – East Shore Nat Gas
 Kevin Kille – DEMA
 David Mick – Kent County LEPC
 Keith Lamey – DSP/MCSAP
 Lois Mathews – DEMA
 Michael Layton – Growmark FS
 Jamie Bethard – DNREC
 David Willauer – IEM
 Kim Gomes – Byrd Group
 Lisa Lindsey – PBF Energy
 Herman Seedorf – PBF Energy

J. Allen Metheny - DVFA
 Lynn Poling – Lewis Environmental
 Robert Pritchett – DNREC
 Dr. Rick Perkins – Div. Public Health
 Tommy Emerson - DNG
 Roger Minner – DHS
 Jay Brabson – DNREC
 Andrew Zavalanski – DAFB – EM
 Ron Dietrick – DE City Refinery
 Pat Kennedy – PBF Energy
 C. Scott Muir – Norfolk Southern Railway

The March 13, 2013 meeting of the State Emergency Response Commission (SERC) was called to order at approximately 9:00 am by the Chairman Secretary Schiliro. The attendees introduced themselves and a quorum was present. The December 12, 2012 meeting minutes were approved as written, following a motion by Mr. Turner and second by Mr. Irwin.

STANDING COMMITTEE REPORTS:

Summary of SERC finances as of 03/07/13 – Mr. Robert Newnam

SERC Fee Holding Account:

Carryover from 2011 calendar year	+ \$ 243,240 (a)
Fees received in 2012	+ \$ 285,600 (b)(c)
Reimbursements for 2012	- \$ 40 (c)
Support for HazMat Training Workshop in 2012	- \$ 6,500 (d)
Annual disbursements for FY 2013 (approved at March 2012 meeting and completed in June 2012)	- \$ <u>272,541 (e)</u>
Account balance as of 12/31/2012	+ \$ 249,759
Fees collected so far in 2013 (as of 3/7/2013)	+ \$ 266,010 (f)

Current account balance as of 3/7/2013	+ \$ 515,769

Decon Trailer Replacement Account:

Carryover from 2011 calendar year	+ \$ 290,869
Interest received in 2012 calendar year (12 months)	+ \$ 1,788 (g)
Deposit in June as part of SERC FY 2013 disbursements	+ \$ 30,000 (e)
Account balance as of 12/31/2012	+ \$ 322,657
Interest received thus far in 2013 (first 2 months)	+ \$ 281

Current account balance as of 3/7/2013	+ \$ 322,938

Notes:

- Adjusted slightly from previously reported number (\$242,900) after account reconciliation.
- Adjusted slightly from previously reported number (\$284,760) after account reconciliation. Net fees collected were \$285,560.
- Reimbursement check was prepared in late December, and mailed to facility along with reporting notices during the first week in January. Reimbursements in each of the last two years have totaled less than \$300.
- At the December 2011 SERC meeting, the HazMat Training Workshop Committee requested \$6,500 from fee funds to cover food and mementoes to support the Workshop. The request was approved. Funds were transferred out in March, for the workshop held March 30 & 31, 2012.
- Disbursements approved in March 2012 for FY 2013 were as follows:

Agency/Organization	FY 2013 Approved Allocation
City of Wilmington LEPC	\$ 54,645.00
New Castle County LEPC (account maintained at DSFS)	\$ 71,091.00
Kent County LEPC	\$ 37,419.52
Sussex County LEPC	\$ 68,795.81
SERC IT Committee (account maintained at DSFS)	\$ 10,590
Transfer to decon. trailer replacement account	\$ 30,000
Total	\$ 272,541.33

- Reports and fees from facilities covering calendar year 2012 were due (to be postmarked) by 3/1/2013. Additional fees are expected as we continue processing submissions and following up on delinquent reporters. Net fees collected in 2012 totaled \$285,560. .
- Interest will continue to accumulate. Effective July 2008, interest from both the Fee Holding Account and Decon Trailer Replacement Account are to be jointly deposited into the Decon Trailer Replacement Account.

**STATE EMERGENCY RESPONSE COMMISSION - FINANCE AND BUDGET
COMMITTEE - RECOMMENDATIONS FOR FY 2014 BUDGET**

The following are SERC Finance and Budget Committee recommendations for the Fiscal Year 2014 budget. The Committee used the "Finance Committee Guidelines for Budget Requests" to review the budgets separately, comparing each to the previous year's budget. (For additional information, please refer to SERC Fiscal Year 2014 Budget Approval Worksheet FY 2007-FY 2014 and History of SERC Finances 1991 through 2012, which were items "E" and "F" in the meeting Agenda packet).

1. The City of Wilmington Local Emergency Planning Committee (LEPC) requested \$56,018.00, minimal growth. There was no carryover from last year. The Committee recommends approving **\$56,018.00** for the City of Wilmington LEPC Budget.
2. The New Castle County LEPC requested \$87,591.00, with a reduction in Salary-Support. There is a \$10,000.00 carryover from previous years. The Committee recommends a reduction in the Professional Services line to \$75,083.00 due to the proposal to reduce contracted salary. The Committee recommends approving the remaining requests, less the carryover. The Committee recommends funding of **\$72,108.00** for the NCC LEPC Budget.
3. The Kent County LEPC requested \$61,100.00, a large increase in salary for a total of 56,300.00 in the salary line. There is a carryover from last year of \$7,980.00. The Committee recommends the request for Professional Service of \$1,200.00. The Committee recommends funding of **\$46,820.00** for the Kent County LEPC budget.
4. The Sussex County LEPC requested \$62,629.36, a decrease in salary line. There was no carryover from last year. The Committee recommends approving **\$66,129.36** for the Sussex County LEPC budget.
5. The Decon Trailer Committee is requesting funds for the replenishing of the Maintenance and Equipment Account for FY13 of 4,000.00. The Decon Trailer Replacement Account, as approved at the February 2003 SERC meeting recommends that 10% of the fees collected be set aside for replacement. The committee recommends that a total of **\$30,000.00** be placed into the account. Additionally, the Committee recommends that interest from the Fee Holding Account be automatically transferred to the Decon Trailer Replacement Account on a monthly basis.
6. The Information and Technology Committee requests **\$14,150.00**, In FY 14 Tier II Manager system will be upgraded to the .NET version, to include continued support for annual maintenance/support for the Tier II Manager System, the cost of the LEPC toll free numbers used by industry to satisfy emergency notification requirements, and newspaper ads for annual publication of LEPC contact information. The Committee recommends approval of the requested amount.

Planning and Training Committee – Mr. Jamie Turner and Mr. Kevin Kille

The State Emergency Response Commission Planning and Training Committee met on February 28, 2013 at State Emergency Operations Center (EOC). DEMA Director Jamie Turner called the meeting to order at 9:00 am. Committee Attendees included:

James E. Turner III	DEMA	Robert Barrish	LEPC/KC
Robert Newnam	DSFS	Robert Byrd	SERC-Rail Transportation
James Lee	SERC Consignee	Ken Belmont	DPH
Ellen Malenfant	DNREC	David Mick	KC LEPC
Kevin W. Kille	DEMA	Dwayne Day	DelDot
Charles Stevenson	SC LEPC	George Giles	City Wilmington LEPC

Guest Attendees included: Norfolk-Southern RR: Brian Keller-Terminal Superintendent, Bill Oertly-Hazmat Compliance Officer, and Scott Muir-Government Relations, and Dave Pidgeon-Manager Public Relations. *PBF Refinery:* Herman Seedorf-Refinery Manager, Pat Kennedy-Director of Logistics; Lisa Lindsey-Community Relations, Ronald Dietrick and SERC Commission Member James Lee, also of PBF Energy. *Savage Services:* Michael Miller (This company has extensive experience with PBF regarding rail operations and switching services). *SERC Commission Member* Robert Byrd (representing Rail Transport) and assistants Rebecca Byrd and Kim Gomes

Attendees were provided a handout packet which included a copy of:

- o Planning and Training Meeting Agenda
- o Minutes from Nov 29, 2012 P&T Committee Meeting
- o Draft Cover Letter for HazMat Transportation Study
- o Current SERC Commission Appointment Table
- o SERC Quarterly Meeting Tentative Agenda for March 13, 2013

A motion to approve the Minutes from November 29, 2012 (as amended on 12/14/12) was made by George Giles and the motion seconded by Mr. Newnam. Approved Minutes were posted on the State website on March 8, 2013.

OLD BUSINESS

- **SERC Quarterly Meeting Agenda** was reviewed and approved: Meeting will occur on March 13 at the Fire School. Hardcopy provided for review. (The tentative agenda had been previously provided via email for review). Discussion followed on the proposed presentation for the meeting. The topic of the presentation shall be “*Norfolk Southern Corporation – Railway Freight Service to PBF/Delaware City Refinery*”. Representatives from Norfolk Southern Railroad and PBF Energy/Delaware City Refinery, along with Savage Services and SERC Rail Transport representative (Robert Byrd) attended today’s Planning & Training Committee meeting to review what they plan to brief at the SERC Quarterly Meeting.
- **HMEP Update. Sub-Committee Meeting.** (The below info was updated by Giang Nguyen and provided to Kevin Kille on Feb 27). FY 2012-2013 grant was closed out, with approximately 89.9% of the grant spent. The window for the application for FY 2013-2014 begins on March 1st, and we have until April 19th to complete and turn in the application. *Update:* As a result of sequestering process, Mr. Kille received word that HMEP funding will be cut by 5% for FY2014
- **6th Annual DE HazMat Training Workshop:** Scheduled: 5 and 6 April 2013 at the Delaware State Fire School. Kevin Kille briefed status of preparations. Workshop Subcommittee met on Jan 9, Feb 6 and meet again March 6 to finalize decisions on program and other workshop related program. The Committee has received written confirmation from

These minutes are DRAFT until approved at the next SERC meeting.

each Speaker. State contracts have been sent to 7 of the 11 speakers requesting travel or speaker fee reimbursement. Registration opened on January 30. As of March 13, 206 trainees have registered. Mr. Dave Irwin was successful in raising \$5,450 in vendor/sponsor contributions to help support the cost of promotional items to be given to each attendee. This year those items include a Workshop “Challenge Coin” with a HazMat Training Workshop logo, a canvas-type ambulance bag printed with “*State of Delaware 6th Annual Hazardous Materials Training Workshop.*” The Committee’s goal is to have 16 vendor booths (10 are committed to date) for our “Exhibitor’s Hall”. Registration reminder went out on Feb 22 to thousands of EMS, 1st Responders, Law Enforcement and HazMat Teams in the tri-state area by multiple networks. The Workshop Planning Committee is focusing on contacting each Fire Chief to assure that their company has registration information. Registration goal for this year is 300 attendees.

- **Hazardous Material Transportation Study:** Mr. Kille presented a draft cover letter which the contractor (IEM) will present to facility managers during their study. P&T Committee members were asked to provide comment and recommend modifications to this letter as appropriate. Comments made and accepted were: a) Change the dates of the Study from January to September 2013, to between *March to September 2013*, since work has not started. b) Place the letter on SERC letterhead and have signed by SERC Chair, c) Expand to non-chemical companies – the letter should go to companies shipping or transporting hazardous materials. *Note:* Executive Director Kevin Kille circulated a copy of the letter to SERC membership for their reference. *Update as of 3/13/13:* Mr. David Willauer of IEM attended the March 13, 2013 SERC meeting to provide an overview of the Study, including an explanation of Delaware HazMat Study Chemical Selection Methods for determining aggregated annual volumes of the most hazardous chemicals, and description of the stakeholder outreach process. It was suggested by Mr. Irwin that IEM consider contacting major transporters such as DANA Transport and Norfolk-Southern in addition to contacting fixed chemical facilities. These companies could provide valuable information regarding hazardous materials that are *crossing through* our region, but not necessarily shipped from Delaware or being stored at a facility. Chair Schiliro agreed that the issue of incorporating transporters into the study using a similar letter such as we plan to send to chemical facilities should be considered. ***Mr. Turner moved that any recommendations or modifications for improvement to this Hazardous Material Transportation Study be submitted to Kevin Kille by COB Friday, March 23.***
- **LEPC Plan Review:** At the Nov 29, 2012 meeting, Committee members received copies of Kent County, New Castle County, and Sussex County’s Hazardous Response plans; awaiting receipt of City of Wilmington’s Plan. For security purposes, the review of the plans was conducted by Executive Session at the February 28 2013 P&T Committee meeting. The three County plans have been reviewed with no objections. Minor edits suggested by Ms. Malenfant regarding references to DNREC will be sent to the respective County LEPC Chairs for inclusion in their specific plan. Mr. Giles will submit his plan for review by P&T Committee when updates are completed. Planning & Training Committee Chair Mr. Turner reiterated that each county/City of Wilmington LEPC Plan should reflect accurate information for their respective area and does not need to be written in any specific format.
- **SERC Membership Status**–Interested candidate (Alyce Poeppel) for vacant SERC Highway Transport position will attend the March 13 SERC quarterly meeting as an observer.

NEW BUSINESS:

- **Term of current P&T Committee members and Standing Committee Chairs-** Per the Bylaws, Standing Committee Chairpersons are reappointed or replaced on an annual basis at discretion of SERC majority vote. Standing Committee Chairs will be appointed/re-appointed at the March 13 SERC Quarterly meeting as follows: Planning & Training Committee Chair, Mr.

Jamie Turner; Finance and Budget Committee Chair, Mr. Robert Newnam; Information and Technology (IT) Committee) Chair, Mr. Steve Owens; and DECON Trailer User's Group Committee, Mr. Robert Newnam.

- After hearing the presentation briefing from representatives of PBF Energy and Norfolk Southern, the Committee approved the presentation for the full SERC Meeting on March 13, 2013. The presentation will be first agenda item.
- SERC: March 13, 2012 @ 9 am; Need to approve time change for September 18th SERC meeting (from 9 am to **1 pm**) to accommodate a conflict that arose in Secretary Schiliro's schedule

CLOSING COMMENTS: Next Planning and Training Committee Meeting is scheduled for May 23, 2013. The meeting was adjourned at approximately 10:34 pm

State Decon Trailer Committee *Mr. Robert Newnam*

The Committee met on February 28, 2013, Chaired by Robert Newnam, with 9 members present.

Attendees

Robert Newnam, Co-Chair	DSFS	David Mick, Co-Chair	Kent Co.
Ellen Malenfant	DNREC	Charles Stevenson	Sussex LEPC
Jamie Bethard	DNREC	Ed Strouse	KC Decon
Joe Leonetti	NCC – Decon	Kevin Kille	DEMA
George Giles	Wilm.-LEPC		

Meeting was called to order at 10:15

Repairs/Maintenance –

- Kent County – DECON 3
 - Repairs to Generator, tow vehicle, mixing valves, (2) support units – tire, fender repairs, spare tires.
 - After review and a detailed discussion the committee re-affirmed that repairs to the unit DECON 3 are the only repairs covered by SERC funding.

Decon Team Activity Reports

	Responses
NCC	3 responses – Townsend, DuPont (Red Lion) and Penn Cader
Kent	No response Training is continuing
Sussex	1 response – Meth Lab – Seaford

Old Business:

- Two field DECON units (Laurel and Gumboro) have had equipment removed and units (trailers) returned to Companies.

New Business:

- Motion by George Giles seconded by Jamie Bethard that the committee approve the attached reimbursement procedure titled DECON Trailer Repair and Maintenance Reimbursement Process from the SERC DECON MAINTENANCE Fund Account held at DNREC. Motion Carried
- Motion George Giles second by Joe Leonetti to approve reimbursement of the three repairs to DECON 3.

- Motion George Giles second by Joe Leonetti to approve repairs to the Mass DECON Shower cover, funds to be obtained from Homeland Security funds if available or the DECON repair account. Motion Carried

Joe Leonetti and George Giles reported on the replacement of DECON 1 with a complete DECON apparatus unit. Estimated cost \$325,000 to \$365,000. The Committee agreed that combined unit, vehicle and Decon area is in the best interest of the DECON teams. Committee members discussed and agreed in theory that DECON 1 and DECON 2 be sold or traded as part of the process. (Refer to drawing showing apparatus in a conception overview. This item was circulated to SERC Commission and SERC Members as page 3 of Item "I" in meeting Agenda packet).

The Committee requested that a briefing report be made to SERC at this time, Joe Leonetti and George Giles continue with obtaining pricing and the SERC Budget committee be brief on the replacement plan and costs for planning purposes.

DECON Trailer Repair and Maintenance Reimbursement Process From the SERC DECON MAINTENANCE Fund Account held at DNREC

1. Requests for repairs and maintenance are to be sent to the DECON Committee chair for DECON Committee for review.
2. To be eligible for reimbursement of maintenance and repair costs from the SERC DECON maintenance Fund, the DECON Committee chair must first approve the work.
3. Once the work is approved, completed and paid, the DECON agency or company must submit a letter or invoice on company or agency letterhead requesting or billing DNREC for reimbursement. The letter must state something like: "Please send reimbursement of \$_____ to cover cost of DECON trailer repairs/maintenance, per the attached documentation."
4. REQUIRED DOCUMENTATION needed to include with the letter to receive reimbursement from the SERC DECON maintenance account at DNREC: All documentation—receipts, invoices, cancelled checks, statements—that show the costs to the company or agency and the payments the company or agency made.
5. DNREC must process the payment to the company or agency according to State of Delaware accounting procedures.
6. On a case by case basis, after DECON Committee Chair approval and DNREC ERB approval, the company or agency may have the vendor invoice the State of Delaware, DNREC, ERB directly and DNREC will pay the vendor directly.
7. If the Chair does not approve a repair request the Company may appeal to the State DECON Committee.

Meeting adjourned 1120 hrs.

Next DECON meeting scheduled for: May 23, 2013, 10:00 – DEMA

Information and Technology Committee – Steve Owens and Robert Pritchett

The Information & Technology (IT) Committee did not conduct a meeting this past quarter, as all old business was resolved.

The SERC IT Committee had been tentatively scheduled to meet on March 6, 2013; but the meeting was cancelled, essentially due to a lack of business. As such, the Committee has not met since the last SERC meeting (Dec 12, 2012) and does not have a formal report.

There are two informational items, however, that were distributed among the IT Committee by e-mail:

1. Copies of the updated SERC/LEPC flyer and the business card item with instructions for reporting emergency releases have been received from the printer. We will distribute quantities of each to the LEPC reps at the upcoming SERC meeting.
2. Second, an FY 2014 budget for the IT Committee was developed and submitted to the SERC Finance Committee.

Next meeting date of Information and Technology Committee will be Wednesday, June 5, 2013 at 9:00 a.m. at the Fire School in Dover.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) REPORTS

New Castle County LEPC Committee Report – Mr. David Irwin

There have been two LEPC meetings since the last SERC meeting in December 2011: The January 14, 2013 meeting was hosted by the Wilmington Office of Emergency Management, 22 S. Heald Street, Wilmington, Delaware 19801. Twenty-nine individuals attended.

Highlights:

- Emergency Management Director George Giles welcomed the group and provided an overview of the new Emergency Operations Center.
- Committee Reports –
 - Finance – Chairman Irwin reported that expenses since the last meeting were \$13,471.96 which leaves a budget balance of \$48,511.40.
 - I.T. – Chairman Irwin reported that the IT committee meeting scheduled for December 5, 2012 was cancelled.
 - Training – Committee Chairman Mark Dolan reported that no NCCIHMR Training sessions have been conducted since the last LEPC meeting.
 - Transportation – Committee Chairman Al Stein updated the group on transportation issues
 - Steering Committee – Committee Bob Barrish reported that the committee:
 - Recommends adoption of FY 2014 proposed budget of \$87,591, \$8,000 reduction from FY2013.
 - Recommends adoption of FY2014 Work Plan.
 - Recommends continuation of D. Irwin as Chairman/Consultant.
 - Recommends filling the Vice-chairman/Consultant vacancy.
 - Recommends a salary of \$45,000 for Chairman/Consultant and \$35,000 for Vice-Chairman/Consultant, no change in total budgeted amount.
 - Recommends the Chairman/Consultant be compensated for additional work load until position is filled.
 - Recommends M. Williams continue as LEPC secretary.
 All recommendations were passed unanimously by the LEPC members present at meeting.
- SERC/DEMA Activities – Kevin Kille reported that there are 47 states with flu issues. DPH reported 441 cases in NCC were severe enough to cause hospitalization.
- Presentations –
 - Delmarva Powering Partnering for Preparedness - Vince Jacono Jr., Regional Public Affairs Manager, Coordinator, Emergency Services Partnership Program

The March 11, 2013 meeting will be hosted by Lewis Environmental, 101 Carroll Drive, New Castle, Delaware, The highlights of the agenda are:

- Committee Reports
- Emergency Guideline Rollout
- 6th Annual HazMat Training Workshop Update
- Presentations –
 - Private Sector Information Sharing – Bill Robinson, Security Manager, Delaware City Refining
 - Paulsboro Derailment Case Study – Kathleen Moore, CAPT, USCG Commander, Sector Delaware Bay

SERC/DEMA Activities:

- Participated in SERC meeting (12/12)
- Submitted quarterly LEPC performance report
- Submitted quarterly HMEP Grant progress report
- Developed and submitted FY 2014 LEPC draft Budget
- Developed and submitted FY 2014 LEPC Work Plan
- Prepared and submitted FY 2013 LEPC Performance Review for Calendar Year 2012
- Facilitated two 6th Annual HazMat Training Workshop Committee meetings (1/9 & 2/6).
- Continue to work DEMA and IEM personnel to progress the Delaware Hazmat Study in New Castle County

Emergency Response Plan Reviews and Facility Visits:

- Three Site Visits were conducted – E-A-R, Calpine and Fuji Film
- Reviewed 2013 Plan review and Facility visit schedule
- Upon record review deleted SYNTEC Corporation from EHS Plan review list

Exercise Status:

- Continue to meet with GE and DNREC personnel to develop full scale exercise for May 2013

Hazmat Incidents:

- No incidents since the last SERC meeting required activation of NCCIHMRMRA.

NCCIHMRMRA:

- Arranged for Calpine, Hay Road Energy Center, to host Ammonia Safety and Emergency Response Training scheduled for May 4th.
- Conducted Incident Response to Terrorist Bombing training session. A total of 60 individuals participated in the sessions.

Outreach Initiatives:

- Participated in a 5 CAP meetings, Croda (3/13), Delaware City Refining (1/8, 2/12 & 3/12) and Dow (3/8).
- Participated in the Colonial School District Community Education and Health Fair with Wally (3/2).
- Attended NCC OEM sponsored 1st Responders meeting with state legislators PBF and NS personnel.

Additional Staff Activities:

- Continue to lead efforts to deliver the 6th Annual Hazardous Material Training Workshop
- Represented LEPC at two Kent County LEPC meetings (1/8 & 3/12), Sussex County LEPC meeting (1/10) and two Wilmington LEPC meetings (1/11 & 3/8)
- Represented LEPC at DC CAER meeting (1/10)
- Represented LEPC at the CG Sector Delaware Bay Combined Area Maritime Security Committee & Area Committee meeting at the new Delaware Valley Intelligence Center in Philadelphia, PA.
- Documented three Release Notification Reports in accordance with EPA requirements
- Reviewed 7 TIER II submissions
- Prepared FY 2013 Work Plan Performance Report for calendar year 2012
- Prepared calendar year 2012 LEPC staff performance report for annual Steering Committee meeting
- Verified phone numbers and websites contained in the Emergency Preparedness Guideline
- Met individually with each Emergency Preparedness Guideline Committee member to review print proofs and obtain approval.
- Arranged delivery of Emergency Preparedness Guidelines to DuPont Edge Moor Warehouse.

- Continue to lead efforts to secure exhibitors, sponsors and donations for 6th Annual Hazardous Material Training Workshop,
- Developed new job description for LEPC Plan Reviewer/Fire Service Liaison and Vice-chairman
- Currently advertising position through numerous social networks
- Served as a technical resource to two LEPC member organizations and two 3rd party consultants.
- Interviewed by News Journal reporter regarding PBF's shipment of crude oil by rail

The next New Castle County LEPC Committee meeting is scheduled for Monday, May 13, 2013 @ 2:30 pm. Location to be announced.

City of Wilmington LEPC Report

FY 13 budget prepared and submitted awaiting approval.

Facility Visits: DelEasi will start EHS visits this year.

HazMat Training:

- On Sept 8, 2012 there was a full scale hazmat drill at the Port of Wilmington, with an after-action report meeting on October 8, 2012. Several lessons learned about working together with resources, and communications.
- Hazmat Technicians were sent to training week of March 4, 2013 at the Delaware State Fire School.
- Week of March 11, 2013 is Hazmat refresher course in Wilmington.

HazMat Responses – NONE TO REPORT

Note: Continue working with WFD Hazmat Techs on the new Hazmat trailer that was put into service. Standard Operating Procedures to be updated/completed.

Exercise Status:

- Will continue to work with Noramco on their drills and exercises.
- Will work with Citrosuco on their drills and exercises.
- Will stay active with the POW on all exercises. Will co-host a Communications Exercise on May 15, 2013 at the Wilmington EOC.
- An Active Shooter table top will also be held in the near future.

Planning and Outreach

- Continue teaching an all hazards approach to citizens, community groups, business groups and our City employees.
- Continue to do evacuation and sheltering training.
- Updated and delivered laminated "Information for Responders to Carbon Monoxide Incidents" Distributed to Wilmington Fire Department (WFD) to have on all trucks and Chiefs vehicles and Wilmington Police Department (WPD) cars.
- Worked with the NCC LEPC to update and print an all-hazard brochure (150,000 were printed). These will be distributed to business, citizens and placed in all City Office Buildings.
- Wilmington TV Chanel 22 will be showing Public Safety issues on their monthly show.

The WFD, WPD, and Office of Emergency Management (OEM) will be doing one each a month. This month we will do “evacuation and sheltering in place” for our segment.

Hazardous Substance and Hazardous Material Plan:

- The City of Wilmington Extremely Hazardous Substance and Hazardous Material Emergency Plan was updated and reprinted in September 2009. We have revised and updated most of the plan and are waiting for input on a few issues. Will distribute to SERC Planning and Training Committee for review when finalized.

The next scheduled meeting for City of Wilmington LEPC Committee will be Friday, May 10, 2013 @ 10:00 a.m. at the EOC Headquarters located at 22 Heald Street, Wilmington, DE.

Kent County LEPC Report – *Mr. Colin Faulkner/Mr. David Mick*

Regular LEPC meetings continue on the second Tuesday of odd numbered months.

Activity since last SERC meeting as follows:

Regular LEPC meetings continue on the second Tuesday of odd numbered months. (See below for detailed notes from March 12, 2013 KC LEPC Meeting)

Activity since last SERC meeting as follows:

Decon: Regular training continues on the 3rd Tuesday of the month. Response to ammonia release in Clayton – stand-by / no victims. After action meeting with all parties. “Meth Lab” responses quieted through this last period, however, another response 01 March.

Technical Rescue: Joint exercise with Kent County Public Works (WWTP) personnel scheduled for 28 March focusing on Confined Space Operations and Rescue. No responses.

Tier II: Preparing facility visit schedule for this year. Bob Barrish attended the ammonia response after action meeting.

Outreach: Family Emergency Planning Day was a great success. Actively supporting and promoting the Delaware Hazmat Workshop 2013. Approached the Smyrna School District regarding the use of “Wally” for shelter-in-place education. Follow-up contact to be done soon.

HSEEP: The next exercise will be a confined space FE in conjunction with the County Waste Water Treatment facility. The C&O meeting was conducted last week.

The next Kent County LEPC meeting will be 14 May 2013 at the Public Safety Building starting at 1000 hours.

Notes from March 12, 2013 Kent County LEPC Meeting:

Attendees

Dave Mick	KCDPS	Nicole Vautard	KCDPS
Terri Abegglen	ARC	Kevin Kille	DEMA
Charlie Boyer	Town of Smyrna	Susan Domm	DAFB
Frank Promutico	DAFB	Barry Laise	LCFC/DSP
John Melvin	DAFB Fire	Peter Uhey	Bayhealth
Joseph Lane	DSP	Andrew Zavalanski	DAFB

These minutes are DRAFT until approved at the next SERC meeting.

Eric Beacj	Perdue	Cheryl Russell	Delmarva Power
David Irwin	NCC LEPC	Carleton Carey	City of Dover

David Mick called the meeting to order at 10:00 am. Welcome from Dave and introduction of all the attendees. The minutes of the last meeting were approved.

Current Issues

Dave Mick – DECON – One Meth Lab response since last meeting. It was in Sussex County, but in Milford's Fire district. Most of the Law response was from Sussex so this was their first experience with Kent County DECON.

There was a release from Hanover Foods in Clayton. They contained it but the wind blew fumes towards the school. Hanover didn't realize it was affecting the school. This made Hanover more aware to contact neighbors in the future if a release occurs.

This experience should encourage all facilities to contact their neighbors and let them know what can happen.

Dave Mick – Technical Rescue Team – Repairs completed on the Unit and it is back at Little Creek. The combination of the large truck and trailer requires a commercial driver's license. Sussex is not interested in having commercial drivers so they have turned it over to Little Creek. New Castle wants to get a new bigger truck so long term project is to take Sussex and New Castles Units and trade them in on a new truck.

Kris Gontkowsky – Tier II Reporting –

1. FUNDS

\$256,890 collected so far this year from 2012 Tier II reports.

2. REPORTING

A. 1,796 total active facilities.

B. 243 facilities have not started their 2012 report.

C. 51 facilities have started their 2012 report, but have not finished.

3. 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.

4. TIER 2 MANAGER UPDATE

GIS updates include the plotting of new facilities added into T2M in 2012

- **Kevin Kille– SERC** – Delmarva Power conducted a presentation at the last meeting. Next meeting will be tomorrow (March 13th). Will be having nominations and re-nominations for Committee and Sub-committee chairpersons.
- **Kevin Kille– Storm** – DEMA was activated one night for last week's storm. Little damage reported.
- **Dave Mick – Storm** – Kent County Emergency Operations Center was activated one night. No responses to report.
- **Kevin Kille– HMEP Grants** – Grant is from user fees. We have just been informed that FY14 grant will be decreased by 5%.

- **Kevin Kille– DENS** – Used during storm. Currently putting out solicitation for new contractor.

Old Business

- **Dave Mick – Outreach Incentives** – Spreading the word that Wally is available for presentations.
- **Dave Mick – Budget** – Right on track.
- **Dave Mick – Facility Visits** – Bob Barrish is currently out on Medical leave. He will get back on track in a few weeks. Jay Brabson is going to do a facility inspection for Bob.
- **Dave Mick – Sussex County LEPC** – Received email that Chip is unable to attend. He has nothing new to report.
- **Dave Irwin– New Castle LEPC** – Emergency Preparedness Brochure is ready to be distributed. Let me know if your facility needs any.
- **Dave Irwin – 2013 6th Annual Statewide Hazmat Training Workshop** – To be held April 5th & 6th at Delaware State Fire School. Friday is the dinner and Saturday will be the training sessions. Over 200 people have registered so far. This is a free workshop.
- **Dave Mick – Exercise Program** – The 14th is the final planning meeting for the exercise to be held with the Kent County Waste Water Treatment Facility. The Frederica Volunteer Fire Department will also be involved. Looking forward to a good exercise.

New Business - NONE

The next Kent County LEPC meeting scheduled for **Tuesday, May 14, 2013**

Sussex County LEPC Report – *Mr. Charles Stevenson*

Meetings: There has been one LEPC meeting held January 10, 2013 since the last SERC meeting. There were 19 members/guests in attendance.

Topics covered:

- Kris Gontovsky from the DNREC-EPCRA program reported that the Tier II reporting period has begun.
- Eric Huovinen, Sussex EMS, reported no activations of the Sussex County DECON team.
- Kevin Kille from DEMA provided a report: The HMEP FY13 progress report for the period of October 1, 2012-December 31, 2012 is due on January 15, 2013. Please provide a detailed report of your operational expenditures and projects. If you did not have any expenditures please send back a zero reimbursement form. For completed projects and/or close-outs projects please include date complete and capture all the milestones that were achieved and highlight all aspects of the project to show how the funding was best utilized. This helps me in my reporting to U.S. DOT. For projects and activities that are in progress and on track, please state what you have completed during this quarter and what objectives still need to be completed. For projects and activities in progress, but are not on schedule, please indicate how you will be able to get it completed on time. State which objectives you will be focusing on next quarter and why the objectives were not met this quarter. Also provide a milestones re-alignment list so we can accurately reflect our mission on getting projects completed by the timelines. Please provide current expenditures on all projects.

Presentations:

- Matt Higgins (DNREC) Representative spoke on the train derailment that occurred on December 26, 2012 in Bridgeville. The agencies that responded to this incident were multiple volunteer fire companies, DELDOT, Fire School, DNREC, DSP, SCEMA and SCEMS. This train was carrying 12 cars of stones and 1 tank car of propane. The tank car was loaded with 30,000 gallons of propane. The weather that day was heavy rain, cold temperatures and high

These minutes are DRAFT until approved at the next SERC meeting.

winds. A few residents were evacuated within a half mile radius of the incident and a shelter was put into place. No propane leaked from the cart during this incident.

- **Facility Visits:** There has been one facility visit since the last SERC meeting - Crop Production Services in Seaford.
- **HazMat Plan Status:** The process for the yearly review of the Sussex County HAZMAT Response Plan is scheduled for March of 2013.
- **Exercise Status:** The Sussex County LEPC did not participate in an exercise this quarter.
- **HazMat Incidents:** In the fourth quarter of 2012, there were 18 incidents reported.
- **Comments:** Other LEPC activities include:
 - Attended the NCC LEPC meetings on January 14th and March 11th.
 - Attended the Kent County LEPC meeting on January 8th.
 - Participated in the HazMat Workshop Planning Committee meeting on January 9th.
 - Attended the SERC Planning and Training Committee meeting on February 28th.
 - Attended the Sussex County Fire Chiefs Association meetings on January 17th and February 21st.

The next Sussex County LEPC meeting is scheduled for March 14th, 2013 at 10 a.m. at the Sussex County EOC.

DNREC Report – Ms. Ellen Malenfant

Statistics for the 4th quarter 2012 show the DNREC Emergency Response Team (ERT) responded to 66 incidents. This is compared to 86 responses in the 3rd quarter of 2012. The largest number of responses in the 4th quarter was to abandoned containers with 12 responses. The next highest categories of responses were Law Enforcement assists and transportation incidents with 11 responses each. The abandoned containers were largely the result of several tanks and drums that floated during the Hurricane Sandy storm surge. The Law Enforcement assists were to clandestine methamphetamine laboratory responses. Residential heating fuel spills came in as the 4th highest category for the 4th quarter 2012.

Of the 11 transportation incidents, 9 involved only the fuel and fluids from the vehicle fuel and hydraulic systems. Of the other 2 transportation incidents, one involved non-hazardous materials cargo and the other was propane released from a damaged propane bob-tail truck. Included in the 11 transportation incidents were also three train incidents in December 2012 consisting of a train derailment involving propane tankers in Sussex County and 2 non-derailment at-grade crossing accidents in New Castle County. A data summary and graph for the 2012 4th quarter are attached to this report.

CY 2012 DNREC ERT Summary

For CY 2012, DNREC ERT responded to 330 incidents as compared with 332 in CY 2011. There were 4 declared SERT Level 1 incidents in CY 2012. Graphs and charts summarizing 2012 data are attached to this report.

DNREC ERT 4th Quarter Activities

On October 2, DNREC ERT met with Delaware State Police drug enforcement unit officers to discuss ERT/DSP responsibilities and expectations with the meth lab incidents. DNREC ERT area of responsibilities were outlined as principally monitoring for safety from exposure to the chemical precursors used in the manufacture of the drugs and clean up and disposal of the waste products after completion of the law enforcement operation.

During October, 2012, DNREC's ERT participated in the Felton Fire Company's Fire Prevention Day, and the Carlisle and Marydel Fire Companies Fire Prevention Open House. This year, DNREC ERT's representatives spoke about weather and wind effects on hazmat incidents.

In November, 2012, Jamie Bethard, DNREC ERT responder, presented awareness training on clandestine drug laboratories, their waste products, and the hazards they present to first responders to the Lewes, Milton, Georgetown, and Slaughter Beach Fire Volunteer Companies and ambulance crews.

DNREC ERT 4th Quarter Responses of Note

October 30th through mid-November, in the aftermath of Hurricane Sandy, DNREC ERT responded to 9 incidents including 1 petroleum sheening on the Nanticoke River, 2 abandoned propane tanks, several abandoned heating fuel aboveground storage tanks and propane tanks and a floating grease drum.

DNREC ERT responded to 2 clandestine methamphetamine laboratory incidents during the 1st and 2nd quarter, 6 during the 3rd quarter and 10 during the 4th quarter for a total of 18 responses during CY 2012. DNREC ERT worked with law enforcement to ensure the safety of responders and the public from the hazardous chemicals that are typically part of the manufacture of the illegal drug methamphetamine and to properly dispose of the chemical wastes at the conclusion of the law enforcement investigation at the site. DNREC ERT, in turn, requested assistance from the state's decontamination agencies. Depending on the location, the volunteers in the Elsmere and Cranston Heights Volunteer Fire Companies in New Castle County, volunteers in the Little Creek Volunteer Fire Company in Kent County and Sussex County Paramedics in Sussex County have responded during 2012.

SERC OLD BUSINESS:

New Agenda Item: Mr. Turner refers members to Agenda packet item "D", ***SERC Finance & Budget Committee Recommendations for FY 2014*** (see page 2 and 3 of these Minutes). The adoption of the Finance Committee's recommendations should have been on today's agenda. He asks the item to be brought up for consideration. Chair Schiliro asked for any comments regarding the Finance Committee's recommendations. ***Mr. Turner asked that items 1 through 6 be approved as presented with the caveat that the Finance Committee meet with New Castle County to review this recommendation (Sussex County and City of Wilmington do not have any questions). Any deletions or changes will be reported to the SERC Commission at the June 2013 meeting for final action. This motion was seconded by Mr. Giles. Mr. Newnam further motioned to include Kent County as well as New Castle County in the review process. Mr. Irwin seconded the motion to extend review to Kent County.***

Chair Schiliro confirmed the recommendations adopted as written, with attempt to resolve final numbers with New Castle County and Kent County in time to present at the June 12, 2013 quarterly meeting.

SERC NEW BUSINESS:

- **Presentation:** “*Norfolk Southern Corporation Railway Freight Service to PBF/Delaware City Refinery*”. Representatives from Norfolk Southern and PBF Energy/Delaware City Refinery attended the meeting and provided an overview and update on the crude by rail project between Norfolk Southern Corporation Railway and PBN Energy/Delaware City Refinery.
- **Nomination/Re-nomination and Approval of Committee Chairpersons:** Executive Director Kille reports that per the SERC Bylaws, SERC Standing Committee Chairpersons are reappointed or replaced on an annual basis at discretion of SERC majority vote. Secretary Schiliro noted that the Standing Committee Chairperson have done an excellent job in carrying out their chairmanship duties. The SERC Commission would be grateful if they continued in their respective roles. Mr. Newnam moved that the following Standing Committee Chairs be approved; the motion was seconded by Mr. Giles:
 1. Planning and Training Committee – Chair Jamie Turner
 2. Finance and Budget Committee - Chair Robert Newnam
 3. Information and Technology – Chair Steven Owens
 4. DECON Trailer Committee – Chair Robert Newnam
- **Approval to Change September 2013 SERC Quarterly Meeting Time:** Due to conflicts that have developed in SERC Chair Schiliro’s schedule, a motion was made by Mr. Turner to approve changing the time of the September 18, 2013 meeting from 9:00 am *to 1:00 pm*. This motion was seconded by Mr. Giles. The SERC quarterly meeting schedule for remainder of 2013 is as follows:

Wednesday, 06/12/13 @ 9 am
Wednesday, 09/18/13 @ *1:00 pm*
Wednesday, 12/11/13 @ 9 am

CLOSING COMMENTS – The next SERC meeting will be June 12, 2013 @ 9 am at the Delaware Fire School. The meeting adjourned at 10:30 am

Minutes Drafted by:

Kevin Kille, SERC Executive Director
Delaware Emergency Management Agency
Technical Hazards Planning Supervisor
Phone: (302) 659-2237
Email: kevin.kille@state.de.us