

STATE EMERGENCY RESPONSE COMMISSION

**State Emergency Response Commission Meeting Minutes
April 9, 2003**

Secretary James Ford - Public Safety
Jamie Bethard - DNREC
Jamie Turner - DEMA
Dr. Gerald Llewellyn - Dept. of Public Health
Gene Donaldson - DelDOT
Rick Pulling - Delaware State Police
Mike Lowe - DSFS
Jim Cabbage, Jr. - DVFA
Michael G, Chionchio - State Fire Marshall
Ralph Baker - Baker Safety/Shippers
Pamela Meitner - User of Hazardous Material
Al Johnson Jr. - Air Trans
John Pierce - Water Transportation
George Giles - Wilmington LEPC
Jim Kenney - NCC LEPC

J. Allen Metheny, Sr. - KC LEPC
Lynn Bullock - SC LEPC
Bob Barrish - DNREC ARP
Renee Collingwood - DEMA
Emily Falone - DPH
Glenn Gillespie - DEMA
Dave Irwin - NCC LE PC
Glenn Luedtke - Sussex
Bill McCracken - NCC LEPC
Arthur Paul - DEMA
Robert Pritchett - DNREC
Catherine Pomerantz - FEMA
Jay Shine - Sussex EMS
Ed Smith - DNG

Secretary Ford, Chairman, called the meeting to order at 9:01 a.m. Attendees introduced themselves and a quorum was verified. The February meeting minutes were approved as written, motioned by Mr. George Giles and seconded by Mr. Lynn Bullock.

Committee Reports

Finance and Budget Committee Report – Mr. Robert Pritchett

Status of SERC Finances as of 4/7/2003:

Carryover from 2002 calendar year	+ \$ 237,984
Fees collected thus far during 2003	+ \$ 261,460 (a)
Projected reimbursements thus far (as of 4/7/2003)	- \$ 2,140 (b)
Interest received thus far during 2003 (first 3 months)	+ \$ 1,490 (c)
Establishment of account for decon trailer maintenance	- \$ 5,000

Account Balance as of 4/7/2003	\$ 493,794

NOTES:

- (a) Additional fees will be received as we continue follow-up activities on the 2002 Hazardous Chemical Inventory (Tier II) reports due 3/1/03. (Net fees collected in 2002 totaled \$292,253.)
- (b) Additional reimbursements necessary to facilities will be identified as we process the 2002 Tier II reports. (Final reimbursements for reporting errors in 2002 totaled \$3,805.)
- (c) Interest will continue to accumulate. (Total interest accumulated in 2002 was \$9,417.)

The Finance Committee will make recommendations at the June SERC meeting for LEPC Budget approvals.

Budget requests are due to the Finance Committee by April 15. Half of the requests have been received.

HMEP Budget Status - Mr. David Hake

Mr. Hake referred attendees to the HMEP Budget Status letter in the SERC agenda package and reviewed the following proposals for Planning and Training Funds:

1. The DNREC emergency response team requests funds for 16 members to attend hazardous material refresher training (\$600 each) and three members to attend initial training (\$900 each). Approximate Cost: \$12,300.00.
2. The Wilmington LEPC requests funds to supplement an Incident Command Train-the-Trainer Course for the Wilmington Police and Fire Departments. The course will provide 25-30 instructors to train emergency responders. Approximate Cost: \$2,500.00.

Mr. Hake advised the group that the FY 2004 The Fiscal Grant Application Package has been received and is set at the same funding level as FY 2003 - \$91, 223.00

HMEP Key Dates: Obligation - September 30, 2003 and Liquidation - December 31, 2003.

Information and Technology (IT) Committee Report - Mr. Lynn Bullock

The Committee met on April 1, 2003.

CAMEOfm – Training went well with twenty-eight attendees.

LEPC Community Emergency Coordinator Notifications - The 800 # will take care of the Federal mandate and research continues on the cost.

Next meeting is scheduled for May 6, 2003, at 9:00 am at DSFS.

Planning and Training Committee Report - Mr. Arthur Paul

The Committee met on March 26, 2003.

SERT Plan Update - During the meeting the Committee discussed the Phase I flow Study Review. Changes to the SERT Plan were reviewed. Mr. Murabito, DSFS, surveyed all of Delaware's Fire Companies concerning the major response changes and overall their replies were favorable. The Committee decided to draft revision to the Commission. This item will be discussed more under New Business.

DENS Update - The Delaware Emergency Notification System (DENS) Selection Committee has selected three of the eight proposals received for final consideration. The vendors will make presentations on April 29, 2003; presentations will be open to the DENS Working Group.

Decontamination Trailer Committee - Mr. J. Allen Metheny, Sr.

The DECON Trailer Users Group met on April 7, 2003 at the Kent County Public Safety Building. Highlights of the meetings follow:

Standard Equipment List - All three DECON teams are purchasing equipment with the funds approved by SERC to complete the Standard Equipment List purchases. We hoped to be able to provide a complete report on these purchases today; however, many items that have been ordered are on "back order" from the vendors. About 60 percent of the funds have been used to date.

Standard Operating Guidelines - We are continuing on the work of drafting a Statewide Dcon Trailer User's Group SOG. We are making progress on this project; however, it is going very slow because all of us are involved in many other planning projects conducted by the State.

Tow Vehicle - We discussed the plans for the tow/storage vehicles and any progress on funding for same.

Trailer Response Report - Since the last SERC meeting, the teams have:

- Responded to two emergency incidents
- Conducted three training classes
- Completed no public appearance/community outreach events
(All counties reported)

We will submit a budget request for FY 04 to continue the operations of the three trailers.

The User's Group plans to meet the first Wednesday of every even-number month, which is the Wednesday prior to the SERC meeting.

We re-visited our needs from WMD funding from the FY 02 cycle. We are still waiting for the equipment from WMD funds from the FY 00 and 01 funding cycles.

LEPC Reports

New Castle County LEPC Report - Mr. Bill McCracken

- Meeting Notes - The meeting was held at the Honeywell facility in Claymont Delaware on March 10, 2003. A presentation concerning the transportation of wastewater from Aberdeen MD to the Waste Water Treatment Facility at the Chambers Works, Deepwater NJ. This wastewater comes from the mustard gas destruction process, which is done at Aberdeen MD. This waste is a liquid, has a PH of 10-11, is a Class 9, PG III material by DOT classification. Further details are available by calling Paul Gorzas at 856-540-3668.

Honeywell manager Kevin Keller reviewed the safety progress of the plant and discussed their plans to build a Fluosulfonic Acid facility to meet their needs for that raw material.

- Facility Visits - As noted the three year on site assessment program has been completed. The program started in March 2000 using 1999 data. The results follow
 - Number of facilities 112
 - Number facilities out of business 8
 - Number discontinue use of EHS 6
 - Number on current list 98
 - Number required follow up 19
 - Number required 1 follow up visit 5
 - Number required 2 or more visits 3

Coordinated program with Accidental Release Prevention Office

Number of facilities using chemicals is declining and the trend continues with 2 recent announcements.

Future plans: 1. Upgrade database to CAMEOfm. 2. Review and upgrade assessment format, finish follow up with 2 facilities, commence next cycle June 2003.

- HazMat Plan Status - NCC plan will be revised when SERT plan revisions are complete.
- Haz Mat Incidents - There were no major Haz Mat incidents since last report. New Castle County Industrial Hazardous Material Response Alliance (NCCIHMR) had no responses.

City of Wilmington LEPC Report - Mr. George Giles

- Meeting Notes - LEPC meeting was held on March 14th at Public Safety in Wilmington. The 2003 Budget was passed. Over 27,000 Disaster Program Booklets, English and Spanish, will be hand delivered to all residents. Meals on Wheels, Senior Centers and Church Groups will also have these booklets available for distribution. We will be participating in the Community Right-to-Know Presentation at the May meetings. We are contacting our thirteen (13) Chemical Companies to have a representative at the meeting.
- Facility Visits - This is an ongoing process of the Wilmington LEPC and the DeLEASI (Environmental Alliance of Senior Involvement) Group.
- HazMat Training - The Decon training course will be completed April 12, 2003. The Incident Command Train-the-Trainer course will be held April 9 and 10, 2003.
- Exercise Status - CSX Tabletop Drill has been rescheduled to May 28, 2003.
- Hazardous Material Responses - Small Mercury spill, the Decon Unit was not used.

Kent County LEPC Report - Mr. J. Allen Metheny Sr.

- Meeting Notes – Regular meeting held on March 11, 2003 with 27 members present. Updates were provided to members on the following topics:
 - Decon III Operations
 - Tier II Reporting and Fee Collections
 - Budget Issues
 - Hazardous Materials Response Plan
 - Delaware Emergency Notification System
 - Activation/Operation of EOC during the February Snowstorm

The Anhydrous Ammonia Seminar will be held on April 23, 2003 at the Sheraton Dover Hotel. All SERC members are invited to attend.

- Facility Visits - Two visits since last SERC meeting. In cooperation with the DelEASI Group, nine additional facility visits are scheduled for the months of April and May.
- HazMat Plan Status - Approved by the SERC; copies will be provided to first responders and others on CD-ROM, as necessary.
- Exercise Status - Two requests for exercises were presented to the LEPC. The first was from the Cheswold Fire Company and Dow-Reichhold Specialty Latex, LLC for a tabletop exercise for their facility. The second was from the Dover Air Force Base to do a drill with them off base. Both requests were approved with the possibility of combining the two issues into the same drill. A planning committee was appointed to develop these exercises. The planning committee met and determined that we would address one drill at a time. The first being the Dow-Reichhold tabletop exercise. A second meeting was held at Dow-Reichhold to begin planning for the tabletop exercise and then a drill later in the year.
- HazMat Incidents - None since last SERC meeting.

The next LEPC meeting will be May 13, 2003 at 9:00 a.m. DNREC will present a program on the revised 6028 regulations.

Sussex County LEPC Report - Mr. Lynn Bulluck

- Meeting Notes - Not reported.
- Facility Visits - Not reported
- Hazmat Plan Status - Not reported
- Exercise Status - Not reported
- Hazmat Incidents - No incidents

- Comments - Supporting Kent County Ammonia Seminar by contacting Sussex facilities. There are two new facilities in Sussex County. Will be attending May 14th meeting with Accident Prevention Group.

Old Business

1. SERC Membership Vacancies - Mr. Arthur Paul

The candidates for the vacant Highway and Rail positions are: Mr. Steven Scuggs, Norfolk Southern Railroad, and Mr. Michael LePore, Delaware Motor Transport Association. Awaiting final appointment from the Governor's office.

2. Community Emergency Coordinator (CEC) Notification Procedures

House Bill 100 will mandate the requirement for facilities to notify CEC, this requirement will no longer be satisfied by notification to the 911 Centers. The LEPCs will serve as the CECs and will be notified by a 1-800 telephone number which is being established by the Information and Technology Committee.

3. House Bill 437 and 520

Mr. Turner stated that a meeting was to be held between Representatives David and Bruce Ennis, Joe DiPinto, Bill Bush, and himself to come to some type of agreement concerning the issues surrounding HB 437 and 520, before the next SERC meeting.

4. Request for \$375,000 for Decon Tow Vehicles

Mr. Metheny stated that a letter had be sent to Secretary Hughes, DNREC, and the letter is currently in the Budget Office.

New Business

1. Status of Sussex County Decon Unit - at the last meeting, a request was made to put this item on the agenda. However, there are no longer any issues concerning the status of the unit. Mr. Bullock questioned the nature of the item and Mr. Paul stated that the issue had been resolved at the last Decon Trailer Committee meeting.
2. SERT Plan Changes - The SERT plan draft was distributed to the membership. A list of changes was included with the agenda. Mr. Turner made a motion to approve the draft and Mr. Giles seconded. The draft plan was approved. The plan will be printed on Tyvek as before.

Closing Comments

The SERC meeting adjourned at approximately 9:48 a.m. The next meeting will be on June 11, 2003.