

## STATE EMERGENCY RESPONSE COMMISSION

### State Emergency Response Commission Meeting Minutes August 13, 2003

Secretary James Ford – DSHS	Robert Pritchett - DNREC/EPCRA
Jamie Turner - DEMA	Bill McCracken - NCC LEPC
Dr. Gerald Llewellyn - Div. of Public Health	Arthur Paul - DEMA
Gene Donaldson - DelDOT	David Hake - DEMA
Mark Collender - Delaware State Police	Renee Collingwood - DEMA
Joe Murabito - DE State Fire School	Col. Ed Smith - DNG
Michael G, Chionchio - State Fire Marshall	Bill Matthes – SC EMS
Jim Kenney - NCC LEPC	Steve Martin – DE State Fire School
Pamela Meitner - User of Hazardous Material	
John Pierce - Water Transportation Rep.	
S. R. (Red) Flegal - Wilmington LEPC	
Dave Irwin - New Castle Cty LEPC	
J. Allen Metheny, Sr. - Kent Cty LEPC	
Lynn Bullock - Sussex Cty LEPC	
James Lee - Consignee of HazMat	
Bill Betts - DE Fire Prevention Comm.	

Secretary Ford called the meeting to order at 9:09 a.m. Attendees introduced themselves and were welcomed to meeting. Secretary Ford informed the attendees that the Department of Public Safety's name is now the Department of Safety and Homeland Security, the Division of Motor Vehicles now falls under the Delaware Department of Transportation, and Boiler Safety is now under the Department of Natural Resources and Environmental Control (DNREC). Secretary Ford also commented on the Citizen's Volunteer Program and asked if the SERC membership would like to become involved? Secretary Ford is willing to bring someone in at a future meeting to talk about the program if necessary. The June meeting minutes were approved as written, motioned by Mr. S. R. Flegal and seconded by Mr. John Pierce.

### Committee Reports

#### Finance and Budget Committee Report – Mr. Joseph Murabito

Following is a summary of SERC Finances as of 8/11/2003:

Carryover from 2002 calendar year	+ \$ 237,984
Fees collected thus far during 2003	+ \$ 270,340 (a)
Projected reimbursements thus far (as of 8/11/2003)	- \$ 2,220 (b)
Interest received thus far during 2003 (first 6 months)	+ \$ 3,794 (c)
Establishment of account for Decon trailer maintenance	- \$ 5,000 (d)
Annual disbursements to LEPCs approved in June 2003	- \$ 244,101
Transfer to Decon trailer equip and maintenance fund	- \$ 10,000 (d)
Establishment of Decon trailer replacement account	- \$ <u>28,000</u>
Account Balance as of 8/11/2003	\$ 222,797

NOTES:

- (a) A small amount of additional fees will likely 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 likely be identified as we continue processing 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.)
- (d) Establishment of account at DEMA for Decon trailer maintenance was approved at February 2003 SERC meeting. Fund was expanded to cover replacement of equipment and supplies for Decon trailers at June 2003 SERC meeting, and account was renamed to Decon trailer equipment and maintenance fund.

Decon Trailer Replacement Account:

Initial deposit approved in June 2003	+ \$	28,000
Interest received thus far during 2003 (no data yet)	+ \$	0
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Balance as of 8/11/2003		28,000

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 proposal for Planning Funds:

The New Castle County Local Emergency Planning Committee (LEPC) requests funds for three LEPC personnel to attend the EPA Region III Emergency Preparedness and Prevention Conference in Norfolk, VA, November 16-19, 2003. Estimated Cost: \$2,760.00.

Mr. Hake then reviewed the following proposal for Training Funds:

The New Castle County Local Emergency Planning Committee (LEPC) requests funds for follow-up training to the highly successful Claymont exercise. The training program will be provided by C.B. Melton and Associates, and will specifically address the Incident Command System and answer questions raised as a result of the Claymont tabletop. The morning training will be followed by afternoon table-tops and field exercises. Attendance will be expanded to include Brandywine, Talleyville, and representatives from Chichester and Marcus Hook. Tentatively looking at dates in October. Estimated Cost: \$7,450.00.

The HMEP status is briefed to the SERC for information only, Mr. Hake is the Grant administrator and verifies that request meet the eligibility requirements.

The FY 2004 Grant Application Package was submitted to U.S. DOT in June 2003. Grant totals remain the same.

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

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

The Committee has not met recently.

The only issue raised for the committee also falls under old business and will be detailed there.

Next meeting is scheduled for September 3, 2003, at 9:00 am at DSFS.

Planning and Training Committee Report - Mr. Arthur Paul

The Committee met on July 23, 2003.

Mr. Paul will be setting up a meeting with DSP Truck Enforcement, DelDOT, and DNREC to review the Phase I Flow Study Review and previous recommendations, possible initiatives, and considerations for Phase II.

The State Emergency Response Team (SERT) Plan revision was approved at the February SERC meeting. Committee members were provided a copy of the updated draft. There are still some considerations to include a generic checklist in the SERT plan.

DENS Update – FirstCall Interactive Network was selected as the vendor for the system. System administrator training was held on July 30-31, 2003. There will be approximately 10 activation points throughout the State: the State Emergency Operations Center, three county and City of Wilmington EOCs, four E911 Centers and DPH.

A meeting is still pending between Jamie Turner, Bill Bush, and the SERC legislative Representatives: Bruce Ennis, Dave Ennis, and Joe DiPinto on HB 520 vs. HB 437.

Bob Pritchett, DNREC, raised concerns about whether Federal requirements were being met. Mark Collender, DSP Truck Enforcement Unit, reported that they were tasked with and actively involved in enforcing the requirements of Title 49, Code of Federal Regulations.

Jim Kenney gave a presentation about the Department of Transportation (DOT) Regulations. Some highlighted areas were: access to the website at [info-www.dot.gov](http://info-www.dot.gov), access to obtain information on motor carrier's safety rating at [www.safersys.org](http://www.safersys.org), and Federal Motor Carrier Safety Regulations.

Next meeting is scheduled for September 24, 2003, 9:00 a.m. at the State Emergency Operations Center.

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

The Decon Trailer Committee met on August 6, 2003 at the Kent County Public Safety Building. Highlights of the meetings follow:

All three Decon teams continue to purchase equipment with the funds approved by SERC to complete the Standard Equipment List purchases. About 75 percent of the funds have been used to date.

We are continuing on the work of drafting a Statewide Decon Trailer User's Group "Standard Operating Guidelines" (SOG). We are making progress on this project; however, it is going very slow because all of us continue to be involved in many other planning projects conducted by the State and our counties.

We are awaiting decisions on our equipment/tow vehicles for the trailers. After the last SERC meeting, I received a letter from DNREC authorizing the use of \$125,000 for the purchase of three trucks. The Decon Team User's Group met to determine the estimated cost of the vehicles. The User's Group offered some proposed changes in the specifications to make the vehicles more compatible with their intended use. We are currently waiting for the price adjustments from the vendor for the changes.

Since the last SERC meeting, the teams have:

- Responded to seven emergency incidents
- Conducted two training classes or drills
- Completed one public appearance/community outreach event  
(All counties reported)

One of the training classes was for volunteer firefighters in Kent County. Four members graduated.

We re-visited our needs from WMD funding from the FY 02 cycle. Our list of needed equipment has been submitted to DEMA.

In the future, we believe the possibility exists that other Decon teams may attempt to get started and request funding from SERC. The Decon User's Group requests that SERC recognize the three county Decon teams currently in existence as the official State recognized Decon teams eligible for State support or funding. Under the proper order of business, we request that SERC establish a policy that will provide funding only to the three recognized teams for which the Decon trailers have been provided.

A draft copy of the Decon team's information for the SERC Annual Report was submitted to Art Paul.

## LEPC Reports

### New Castle County LEPC Report - Mr. Bill McCracken

- Meeting Notes - The Meeting was hosted by General Chemical Company located in Claymont DE. Bill McCracken reviewed the status of the implementation of the new Cameo fm . Many problems are being encountered and it does not appear that this program provides any significant improvements. Joe Leonetti gave a presentation about the Tank Trailer Training which was conducted for the NCCIHMR. Al Stein reviewed a RR car incident, which occurred in Texas and featured real time news footage of the incident. Arthur Paul reviewed the progress on DENS. He also reviewed the status of the "800" number which will be used to report incidents to the LEPC Community Emergency Coordinator. Mike Towe from EPA reviewed the status of the Metachem clean up. General Chemical reviewed their plans for the shutdown of the Sulfuric Acid part of the plant. They appear to be very thorough and detailed. There will be a small part located in the North plant area which will remain .This will manufacture low volume high cost specialty chemicals. This operation will be known as REHEIS company and will employ app. 40 people. The plant manager Brian Miller discussed the new operation. The demise of the General operation will mean the loss of well over 200 high paying jobs and will have a significant effect on the Claymont area.
- Facility Visits - The Assessment guide has been revised and the on site assessment program commenced in July. Three on site visits have been completed to date.
- Haz Mat Plan Status - The review and update process has begun . The changes in the SERC plan will be incorporated.
- Exercise Status - Planning a training and exercise program by C.B. Melton and Associates, and will specifically address the Incident Command System.
- HazMat Incidents - There were no major Haz Mat incident since last report.

### City of Wilmington LEPC Report - Mr. George Giles

- Meeting Notes - The last meeting of the Wilmington Local Emergency Planning Committee was held on July 11, 2003 at the Public Safety Building at 10:00 am in the multi purpose room. The following is a summary of the minutes from the July 11, 2003 meeting. Working on a citywide siren system, 13 throughout city. Sirens can go off one at a time or the whole city at a time. 30,000 Emergency Preparedness booklets delivered to the Police and Fire Departments to be delivered to the city residents. Working on reverse 911 system a new one in place. The anti-Terrorism committee continues its work.
- Facility Visits - The Wilmington LEPC and the DelEASI Group continue to work on this venture. In the process of reviewing forms. The group will start process in the Fall and will include 1<sup>st</sup> Responders.

- HazMat Plan Status - Planning: Reviewing list on sites with reportable substance and flagging in CAD dispatch. In the process of reviewing the Hazmat Plan by thirteen members of the LEPC and update will include new SERT Response changes. Completed controlled street light (Traffic) at Noramco site through recommendation by LEPC after training drill.
- Exercise Status and Training – CHER CAP: The drill with CSX went over well with a good turn out and good responses. Reviewing FEMA assessment of response plan. In final stages, we will have a meeting to see what we can improve on and purchase equipment per grant. In September we will be meeting to finalize procedures. Will be training on HazMat metering devices. Members of the LEPC participated with IAFC in the Hazmat Round Table in Washington. Working with INP Drill date changes because of weather. Sent 8 members to Baltimore for Expo whom will in turn bring back info to LEPC. Participated in National Night Out to give out prevention and disaster preparedness and LEPC information. WFD conducted HazMat refresher training.
- HazMat Incidents - Two events since last report.

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

- Meeting Notes - The last regular meeting was held on July 8, 2003 with 24 members present. Updates were provided to the members on the following topics: Decon III Operations, Tier II reporting and fee collections budget issues, and the Delaware Emergency Notification System. The Planning Committee for the Anhydrous Ammonia Seminar held on April 23, 2003 reported they had met to review the feedback reports from the seminar and discuss the possibility of having another similar seminar in the future. It was agreed that we would plan for a similar seminar in the spring of 2005. The long-term planning committee reported progress in that they would promote the LEPC at future events and meetings. The first event was the meeting with the fire companies, the facilities, and the DeLEASI Representatives to discuss the reviews of the facilities. After the meeting a video on “Workplace Violence” was presented. The next LEPC Meeting will be September 9, 2003 at 10 a.m.
- Facility Visits - One visit since last SERC meeting. In cooperation with the DeLEASI Group, more facility visits were made during the month of June. Relative to the facility visits by DeLEASI, we recently held a meeting with the first group of Facilities that were inspected along with the local fire companies and representatives from DeLEASI. Thirty-three people attended this meeting, which I believe was very successful in that it brought the facility managers and the fire company officers together. Several plans were made that evening for future meetings between the two groups.
- HazMat Plan Status - Approved by SERC 2002.
- Exercise Status - The planning continues for the Dow-Reichhold drill. The tabletop exercise was held on July 31, 2003 at Dow-Reichhold. Nineteen people from the facility and local fire

company participated in the drill. The actual exercise will be held in the fall. Planning has been done along with a tabletop exercise for a Hazmat drill later this month in the City of Dover in cooperation with the Robbins Hose Company. This drill will be on August 17, 2003 around 7 a.m. If anyone is interested in observing, please let me know.

- HazMat Incidents - None since last SERC meeting.

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 - Providing one-on-one training to dispatchers on CAMEO. Will submit request to remove old CAMEO program and only use the new CAMEO program.

**Old Business**

1. SERC Membership Vacancies - Mr. Arthur Paul

The Governor has appointed the Highway and Railway representatives; Mr. Mike LePore and Mr. Steve Scruggs. The paperwork is pending. The vacant positions have been filled

2. Emergency Coordinator Notification Procedures - Mr. Arthur Paul

A Sub-Committee of the Information and Technology Committee was established to complete the activation of a 1-800 number to notify the LEPC Emergency Coordinators. The number is 1-866-274-0884. The Committee will be mailing information on the new procedures to all chemical facilities. The Information and Technology Committee meeting in September 3, 2003.

3. House Bill 437 and 520- Mr. Dave Hake

This item is still awaiting a meeting between Director Turner, Rep. Joe DiPinto, Rep. Bruce Ennis, Rep Dave Ennis, and Bill Bush, Department of Public Safety Policy Advisor. See Planning and Training Committee report.

4. Decon Tow Vehicles

See Decon Trailer User's Group Committee report.

**New Business**

1. SERC Annual Report Submissions – Mr. Paul has received some committee updates and will be sending reminders to those who still need to provide input. According to the SERC By-laws, a draft of the report shall be circulated to the SERC at least fourteen days prior to approval consideration by the full SERC, at a regularly scheduled meeting, normally October.

Ad Hoc Committee to Address SERC Long-range Funding – As mentioned in the June 2003 SERC meeting minutes, the SERC chair was asked to appoint a special committee to address SERC Long-range funding. Secretary Ford, SERC Chair, will review and select the five committee members.

**Closing Comments**

- Mr. S. R. (Red) Flegal mentioned to the committee that FEMA has documents available for planning. Documents are part of the FEMA 426 series, if anyone is interested, please contact him or see the FEMA website.
- Mr. Gene Donaldson offered to a tour of the new TMC at a future SERC meeting.

The SERC meeting adjourned at approximately 10:13 a.m. The next meeting will be on October 8, 2003.