

STATE EMERGENCY RESPONSE COMMISSION

Meeting Minutes
December 13, 2006

Commissioners

Director James D. Werner – DNREC/AWM	Jamie Turner – Director/DEMA
Major Randy Hughes – DSP	Bill McCracken – NCC LEPC
Rep. Bruce Ennis – DVFA	Dr. Jerry Llewellyn – DPH
Grover P. Ingle – State Fire Marshals Office	Tricia Faust - DeIDOT
Robert Newnam – Delaware State Fire School	Bill Betts – DE Fire Prevention Commission
Ralph T. Baker – Shippers of HazMat	Pam Meitner – Consumer of HazMat
John R. Peirce – Water Transportation	James Lee – Consignees
George B. Giles – City of Wilmington LEPC	Allen Metheny, Sr. – Kent County LEPC
Marilyn O’Neal – Perdue/Sussex Co. LEPC	Fred Bowen – DE Motor Transport Assoc.

Members/Visitors

Dave Hake - DEMA	Kevin Kille - DEMA
Arthur D. Paul – DEMA	Natalie Ruelle – DEMA
Ellen Malenfant – DNREC	James L. Cabbage – DVFA
Richard Antoff – DNREC	Scott Muir – Norfolk Southern
Jim Kenney-NCC LEPC	Anthony Murray – U.S. DOT HazMat
Tim Cooper – Sussex County EMS	Craig Koska - DPH
Jeff Montgomery – The News Journal	

The December 13, 2006, 2006 meeting of the State Emergency Response Commission (SERC) was called to order at approximately 9:03 a.m. by the SERC Vice-Chair, Director James D. Werner, DNREC/AWM. The attendees introduced themselves and a quorum was present. The September 20, 2006 meeting minutes were approved, as written, following a motion made by Mr. David Irwin, and seconded by Dr. Jerry Llewellyn.

STANDING COMMITTEE REPORTS

Finance and Budget Committee – Mr. Robert Newnam (New Chair)

Summary of SERC Finances as of 12/8/06 (for accounts at DNREC):

SERC Fee Holding Account:

Carryover from 2005 calendar year	+ \$ 221,913
Fees collected during 2006 calendar year	+ \$ 293,200 (a)
Reimbursements mailed in November for reporting errors	- \$ 3,160 (a)
Interest received thus far during 2006 calendar yr (first 10 months)	+ \$ 12,022 (b)
Annual disbursements to LEPCs approved in June	- \$ 228,929
Transfer to Decon trailer equip and maintenance fund	- \$ 12,215
Transfer to Decon trailer replacement account	- \$ 28,000

Account balance as of 12/8/2006 \$ 254,831

Notes:

- a) Net fees collected during 2006 totaled \$290,040.
- b) Anticipate roughly \$1,020/month in additional interest for November and December.

Decon Trailer Replacement Account:

Carryover from 2005 calendar year	+ \$ 86,579
Interest received thus far during 2006 calendar yr (first 10 months)	+ \$ 3,532 (a)
Transfer into account in June 2006	+ \$ 28,000

Balance as of 12/8/2006	\$ 118,111

Notes: Anticipate roughly \$470/month in additional interest for November and December.

HMEP Grant Review-- Mr. Arthur Paul

The FY 2006 Hazardous Materials Emergency Preparedness (HMEP) Grant budget closed out. Mr. Paul briefed that \$5,000.00 of training funds were not liquidated prior to September 30, 2006 close out date. The SERC Planning and Training HMEP Sub-committee will take a closer look at eligible activities that can be completed to expend the FY 2007 funds. All amounts listed represent dollars.

HMEP PLANNING – FY 2006Planning

Balance as of 11/27/06	0.00
Pending Items:	

Total Pending Items	0.00
<i>Projected Planning Balance</i>	0.00

HMEP TRAINING – FY 2006Training

Balance as of 11/27/06	5,037.76
Pending Items:	

Total Pending Items	0.00
<i>Projected Training Balance (unliquidated)</i>	5,037.76

HMEP – FY 2007

Approved Grants:

Planning	\$46,090
<u>Training</u>	<u>\$45,133</u>
Total	\$91,223

HMEP Key Dates:

Obligation and Performance period: September 30, 2007

Liquidation Date: December 31, 2007

IT Committee Update for 12/13/2006 SERC Meeting- Bill Betts (New Chair)

The Committee has not met in the last several months. We've been working on deliberations with the contractor concerning changes/enhancements for the Tier II Manager system.

Tier II Manager

We submitted a wish list of roughly 90 changes/enhancements to the system. The contractor has completed their scoping analysis, identifying the estimated number of hours to implement each of the proposed changes. Some of the changes are minor, while others require significant effort and are very costly. We have \$43,700 available for upgrades (a balance of \$13,700 from the original penalty funds provided for the Tier II Manager project, and an additional \$30,000 from the additional DNREC penalty fund request approved earlier this year). To implement everything on the wish list would cost several times more than we have available. The list of changes, with the labor estimates, has been distributed among the committee members to identify critical "must have" elements. Once the results are compiled, the committee will meet and decide on the final list.

Concerning the system changes, our current Delaware system is based on version 2.1 of Tier II Manager, with customizations to meet Delaware's requirements. They are now marketing version 3.3 of the system, which has several hundred additional features over version 2.1. A number of these new features address items on our list of proposed changes. Initial indications are that it will be more cost effective to use our available funding for a combined approach of upgrading to version 3.3, with enhancements based on our list of critical items. This would also be better in the long term, since it will keep our software coding more "current". The more outdated and divergent our system becomes from the current version, the more difficult and costly it will be to maintain.

Industry Workshops

A series of Tier II Manager Training Sessions, one in each county, are being held December 12 to 14. The sessions are for industry representatives and will cover basic reporting requirements and explain how to submit using the Tier II Manager system. Approximately 90 facility representatives have pre-registered for the workshops.

Annual mail out of reporting packages to facilities will occur on January 2, for Annual Hazardous Chemical Inventory (Tier II) reports due March 1.

Planning and Training Committee – Mr. Dave Hake

The Committee met on November 30, 2006 in the Technical Assessment Center (TAC) of the State Emergency Operations Center. David Hake, DEMA Principal Planner, chaired the meeting in the absence of Jamie Turner, Committee Chairman. Eleven people attended the meeting. Attendees were given a copy of the meeting agenda and following introductions, the agenda items were briefed and discussed.

- Radiological Incident Response Plan – the plan was previously approved by the SERC for inclusion as an annex to the SERT Plan. However, it has been determined that the SERC Plan needs to be examined closer for National Incident Management System (NIMS) compliance and this should be completed prior to the Rad Plan annexation and revision. The DEMA training section and Art will complete a review of the SERT Plan and present recommendations to the P & T Committee prior to the next meeting. In the meantime, the Rad Plan will be distributed as an annex to the SERT Plan, using the distribution list in the Rad Plan.
- Outreach Initiatives - Art Paul briefed that Kim Robinson of the Fire School RISK Watch program had sent a letter and order form for the outreach material to approximately 280 teachers; however there had not been many request for the Fire Pal CD Rom and Shelter-in-place video. Art will contact Kim and Mike Lowe and discuss other options including distributing the material to all fire companies and sending to school districts individually.
- Delaware Emergency Notification System (DENS) – Art briefed that as a result of the DENS activation for the Dow Reichhold chemical release, a meeting was held to discuss concerns with the activation (a spreadsheet of the test results and the meeting notes were distributed). The meeting was attended by two representatives from FirstCall, the Delaware 911 System Administrator, a Verizon representative, a person from DeIDOT mapping, and DEMA. Additionally, Art and FirstCall met with the Kent 911 Center Manager. The key issues discussed were mapping, line usage, training and standard operating procedures (SOPS). The mapping updates should significantly improve the mapping accuracy and increase the percentage of messages played. Following the mapping updates a DENS System Administrators meeting will be held (Jan 2007) to discuss the other issues and improvement opportunities, prior to re-testing of the Cheswold area.
- NIMS for SERC & LEPC – as a result of NIMS training being offered at the last P & T meeting, an executive training session was presented at the Kent, and City of Wilmington November LEPC meetings and will be presented to New Castle County and the NCC Industrial Hazardous Material Alliance in January 2007. SERC members are encouraged to attend as time permits.
- HMEP Update – Art briefed that approximately \$5,000.00 was not liquidated due to a bookkeeping error. The bookkeeping process has been reviewed and in the future the Fiscal Section will provide monthly updates of the actual amounts in the account. Art suggested that the previously appointed HMEP sub-committee meet to develop strategies and recommendations for obligating and liquidating FY 2007 funds.
- Sussex LEPC Program Status - a Sussex County LEPC meeting is scheduled for November 30, 2006 at the Del Tech Owens Campus. An invitation letter, signed by Joe Thomas-Sussex County Director Emergency Operations Center, was sent to the minimum required LEPC membership representatives and there has been an excellent response. Dave Ennis, Del Tech Consultant (and former NCC LEPC Chair) has been helping with the meeting. The Committee reviewed the Sussex LEPC agenda.

- Dow Reichhold Chemical Release After-Action Report – the Committee reviewed a final draft of the report. The report was reviewed and improvement opportunities were discussed. The Committee recommended that Biff Newman, DE State Fire School, set up a meeting between SERT responders to have an informal and frank follow-up discussion on agency response issues.
- SERC Annual Report – The report was approved at the September meeting and Secretary Mitchell forwarded it to the Governor. Membership copies will be distributed at the December meeting.
- Wilmington Rerouting of Hazardous Material – a path forward on this item cannot be determined until further discussions are held with the City of Wilmington LEPC.
- Committee Meeting Dates for 2007 – The Planning and Training Committee will meet on the following dates unless otherwise determined. Please include them on your calendars. February 28, May 23, August 22, and November 28, 2007.

Decon Trailer Committee – Mr. J. Allen Metheny, Sr.

The DECON Trailer User's Group met on November 29, 2006 at the Kent County Public Safety Building with all three teams represented. Highlights of the meeting follow:

- Since the last meeting, the teams have:
 - Responded to five emergency incidents
 - Conducted thirteen training classes or drills
 - Completed five public appearance/community outreach events.

Kent and Sussex County paramedics completed the HazMat Tech refresher class. Five Kent County paramedics completed the Air Monitoring Class and Sussex County paramedics completed an Advanced Hazmat Life Support class.

- A committee developed a performance-based training program to train the volunteer fire fighters in the companies that have taken delivery of the ten FDU's (field DECON units). Delivery of these classes has started.
- A lot of test sensors have expired. Through WMD funds, these are being replaced as needed. The State has awarded a State Field Service Maintenance Contract that is being used for testing, calibrating, and replacing test components of our equipment.
- Credentialing of the team members remains an issue because the State has not adopted a plan that meets the federal requirements. New Castle DECON has purchased their own system and Kent and Sussex will be working on acquiring a credentialing/ID system.
- A concern was raised concerning the decontamination of persons exposed to radiation either as a victim or an emergency worker. One concern was the lack of the New Castle County DECON team being incorporated into the DECON plan for PSEG incidents. New Castle County raised a concern for the safety of some of their County police, EMS, and fire workers. Director Turner responded specifically to this issue as it relates to PSEG incidents. Secondly, a State Radiological Incident Response Plan has been developed in DRAFT form for all types of radiological incidents. This

DRAFT plan does not include any responsibilities for DECON of victims or workers. DNREC will address this issue through Response SOP's. We are waiting for these SOP's to be completed and shared with the teams.

- The team reviewed the “wish” list for items from the WMD FY06 funding cycle. The list was a “short” list due to limited funding. Primarily, FY 06 funds will be used to cover the State Field Service Maintenance Contract. We also reviewed the status of FY04 and FY05 purchases. We also discussed the use of FY 07 WMD funds. DEMA has requested a list of our needs by December 15, 2006.
- Our next meeting is scheduled for February 28, 2007 at 1:30 P.M.

LOCAL EMERGENCY PLANNING COMMITTEE REPORTS

New Castle County – Bill McCracken

- Meeting Notes - The regular LEPC meeting was held at DEMA on November 13, 2006.
 - Mark Dolan reported on the NCCIHMRMRA Planning Dinner that was held at the Elsmere Fire Hall on November 8, 2006. The meeting was very successful with approximately 70 people attending. In addition to NCCIHMRMRA members representatives of organizations that support the team also attended. They included: DECON Team, Cranston Heights Fire Company, Belvedere Fire Company, DNREC, DEMA and the Delaware National Guard 31st Civilian Support Team. Ellen Malenfant and Kurt Reuther gave a presentation which described how the team started, where it is today and future goals. DEMA Director Turner was in attendance and made some well received remarks.

Training plans for NCCIHMRMRA in 2007 are being formulated. They include Shipboard orientation and awareness class, Chemical detection and monitoring, Radiation basics, HazMat refresher through the Delaware State Fire School and an exercise. NIMS training is scheduled for the NCCIHMRMRA members who have not completed the training for January 13, 2006.

An executive overview of NIMS will be presented for LEPC members on January 8, 2006. This training session is scheduled before the regular LEPC meeting and will be hosted by Delmarva who is also providing lunch.

Jerry Brennan of the Delaware State Fire School (DSFS) gave an excellent Power Point presentation concerning the DSFS Augmented Reality Training Trailer. LEPC members also had the opportunity to see the trailer in action and participate in a simulation.

- Facility Visits - A total of 25 facilities have been visited in 2006. We have completed the cycle and will now begin to develop the 2007 schedule. This will be the first time we will have developed a schedule using Tier II Manager. We have worked very closely with the Accidental Release Prevention Office to resolve Problem cases. This partnership is most helpful.
- HazMat Plan Status - The Hazardous Substance Response Plan has been revised and updated. It has been passed to NCC emergency Management Office and will become an annex to the NCC Comprehensive Emergency Management Plan (CEMP).

- HazMat Incidents - There were no incidents in NCC during this reporting period which required the activation of the NCCIHMRRA

City of Wilmington – Mr. George Giles

- Meeting Notes - The last meeting of the Wilmington LEPC was held on November 10, 2006, at the Public Safety Building.
 - The budget is ok we are starting the new one. Anyone who needs outreach or training please Contact us. The SERC annual report is completed. The anti-terrorism committee continues with its work. Training and outreach programs continue. We will have ICS training in January following the meeting.
- Facility Visits - DelEASI preparing to do the inspections again. They were given a copy of the sites along with previous letters sent to the business establishments along with a copy of the questionnaire.
- HazMat Training - We are continuing training on the new Hazmat Program (ADASHI Software). The city hazmat contractor has received training on all metering equipment. The process has begun to inspect the 13 EHS in the city.
- Training and Exercise Status - Staff is trained on the Avian Flu Power Point Information Program and is able to present it to the public. We will provide ICS training at the January meeting. Our staff provided information on the LEPC at the EPA conference in Valley Forge. 5 members of our LEPC attend and spoke at the conference. The attendance was estimated to be around 900. Still looking into the process of HazMat training along with the Wilmington Fire Department. We are looking for funding to train 24 fire department and 6 Police officers for Hazardous-material response.
- Hazardous Material Responses - None to report this quarter.
- Planning and Outreach - The new updated critical infrastructure maps are almost completed. We are working on a class for Wilmington in April or June for Community Housing or May with about 75 participates. Our staff is also very involved in teaching with the state team teaching 3 in the last couple of months. We are in the process of sending releases to our Channel 22 for winter weather hazards. The evacuation route signs are in place in the City of Wilmington.
- Hazardous Material Plan - Currently being reviewed by LEPC members for updates.

The next meeting will be held on January 12, 2006 at the Elsmere Fire Company. The meeting will be at 9:00 am and ICS training at 10:00 am.

Kent County – Mr. J. Allen Metheny, Sr.

- Meeting Notes - Regular meeting held on November 14, 2006 with 26 members.
 - Provided updates to the members on the following topics:
Decon III Operations
Tier II reporting and fee collections
Budget issues

Delaware Emergency Notification System (DENS)
Tier II Manager System

- National Incident Management System training was provided to all LEPC attendees in lieu of the normal program. All reports indicated that the training was very informative and shared ideas on how NIMS results in actions with facilities and emergency responders in time of emergencies.
 - An LEPC outreach committee was appointed to develop an outreach program for the LEPC. This committee has developed a new brochure for the LEPC and purchased pens and computer mouse pads with safety messages for both industry use and for public use. These items were distributed to attendees.
 - The EOC technology upgrade project is finally completed. Training has been provided to the staff on the use of the system.
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- Facility Visits - One additional visit has been completed since the last SERC meeting.
 - HazMat plan status - No change.
 - Exercise Status - the full-scale exercise for the state fair was held on October 28, 2006. Approximately 300 people participated in the exercise as victims, responders, evaluators, or controllers. We also had a few observers. A preliminary after action report has been provided to incident managers for review and comment. The final After Action Report (AAR) will be provided by the end of the year.
 - Kent County also participated in a statewide hurricane tabletop exercise on October 11, 2006. This tabletop was in conjunction with the Delmarva Emergency Task Force (DETF), which includes all of the counties on the Delmarva Peninsula and some municipalities. One of the objectives of this exercise will to determine how well the three states can work together to bring about a successful evacuation of the peninsula in a timely manner. This tabletop was considered a success; the three states worked together to make decisions that would provide for the evacuation of the coastal and low-lying areas of the peninsula. A follow-up exercise is being planned for the spring.
 - HazMat Incidents – None.

The next LEPC meeting will be January 9, 2007 at 10:00 a.m.

Sussex County

- Meeting Notes – There was a meeting held on November 30, 2006 at the Delaware Tech, Owens Campus with 68 people present. The following is a summary of topics covered in the meeting:
 - Welcome Message from Jerry Williams (Del Tech), Joe Thomas (Sussex Co. EOC), Dave Ennis (Del Tech)
 - Introductions of Existing Members and Newcomers.
 - EPCRA Program Overview by Art Paul (DEMA)
 - Video – “Local Emergency Planning Committees”
 - Delaware Local Emergency Planning Committee Chairs each gave a presentation on their LEPC.
 - Discussion on The Future of the Sussex Co. LEPC- given by Dave Ennis (Del Tech)

- Outcomes
 - Appoint Interim Chairperson – Marilyn O’Neal (Purdue Industries)
 - Select Committee Members
 - Scheduled future LEPC meeting dates: 2nd Thursday of Odd Numbered months: Tentative, January 11, 2007
 - Established Working Group (Sub-Committee): 12-15 members to meet prior to next meeting.

DNREC REPORT - Director James D. Werner, DNREC/AWM

Director Werner briefed on the 3rd quarter releases and responses and provided a summary for DNREC HazMat responses for calendar year 2006. Handouts were distributed.

OLD BUSINESS

Mr. George Giles discussed the politician who is requesting studies/information regarding the CSX rail lines and the chemicals being transported on them (ref: News Journal article). This is a statewide concern and will be handled as such.

NEW BUSINESS

1. Annual Report – A recommendation was made that the Annual Report be available online.
2. Reichhold DENS Brief - Art Paul explained the improvements that were taking place with DENS, and the DENS system being re-tested the last week in January 2007. Jim Werner suggested that a “Lessons Learned” presentation be created after the testing has been completed.
3. Mr. Fred Bowen, DE Motor Transport Association will be the SERC Highway Transportation representative and Mr. Robert L. Byrd will be the representative for the Rail position.
4. A presentation was done by Mr. Craig Koska, Dept. of Public Health on Pandemic Influenza. You may contact Craig with any questions at: Craig.Koska@state.de.us

CLOSING COMMENTS

Mr. Jamie turner thanked Scott Muir for the TRANSCAER invite.

Mr. Art Paul commended George Giles on facilitating an LEPC breakout session at the EPA conference and acknowledge the City o Wilmington and New Castle LEPCs for co-hosting the conference.

The next SERC meeting is scheduled for March 14, 2007, 9:00 a.m. The meeting will be held at the DMV Building, 300 Transportation Circle, 2nd Floor Conference Room, Dover, DE 19901. The SERC meeting adjourned at approximately 10:50 a.m.