

# STATE EMERGENCY RESPONSE COMMISSION

## State Emergency Response Commission Meeting Minutes December 14, 2005

Secretary David B. Mitchell – DSHS	Maria White – Eastern Shore Natural Gas
Director James D. Werner – DNREC/AWM	James Querk – Eastern Shore Natural Gas
Col. Tom MacLeish – DSP	Steve Martin – DE State Fire School
Tricia Faust – DelDOT	Ken McMahon – DSFPC
Dr. Jerry Llewellyn – DPH	Ellen Malenfant – DNREC
Kevin Kille – DEMA	Robert Pritchett – DNREC-EPCRA
Michael Kernan – DE State Fire Service	Lloyd Stoebner – DEMA
Bill Betts – DE Fire Prevention Commission	Gary Paris – DE Storage Pipeline Co.
James L. Cabbage Jr. – DE Volunteer Fireman’s	Bob Barrish – NCC LEPC
Michael Chionchio – State Fire Marshal Office	Jim Kenney – NCC LEPC
John R. Peirce – Water Transportation	Bill McCracken – NCC LEPC
Ralph Baker – Shippers	Arthur D. Paul – DEMA
Pam Meitner – Consumer of HazMat	Rhesa Townley – DEMA
James Lee – Consignees	Tony Murray – US DOT Hazmat Safe
David Irwin – NCC LEPC	Tim Cooper – Sussex Co. EMS
J. Allen Metheny, Sr. – Kent County LEPC	
Al Johnson, Jr. – Air Transportation	

The December 14, 2005 meeting of the State Emergency Response Commission (SERC) was called to order at 9:10 a.m. by Secretary Mitchell. The attendees introduced themselves and a quorum was available. The September 7th meeting minutes were approved, as written, following a motion made by Mr. John Peirce and seconded by Col. Tom MacLeish.

### STANDING COMMITTEE REPORTS

#### Finance and Budget Committee – Mr. Robert Pritchett

Summary of SERC finances for calendar year 2005 as of 12/12/05 (for accounts at DNREC):

#### SERC Fee Holding Account:

Carryover from 2004 calendar year	+ \$ 228,561
Fees collected during 2005	+ \$ 286,830
Reimbursements for reporting errors in 2005	- \$ 3,240
Interest received thus far during 2005 (first 10 months)	+ \$ 7,234 (a)
Annual disbursements to LEPCs approved in June	- \$ 268,758
Transfer to decon trailer equip and maintenance fund	- \$ 2,000
Transfer to decon trailer replacement account	- \$ 28,000

Account balance as of 12/12/2005

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\$ 220,627

Decon Trailer Replacement Account:

Carryover from 2004 calendar year	+ \$ 56,529
Interest received thus far during 2005 (first 10 months)	+ \$ 1,565 (a)
Transfer into account in June 2005	+ \$ 28,000
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Balance as of 12/12/2005	\$ 86,094

Notes:

- a) Final totals for interest in 2005 will not be available until early 2006.

**HMEP Grant Review** – Mr. Arthur Paul

The FY 2006 Hazardous Materials Emergency Preparedness (HMEP) Grant budget projections are presented below. All amounts listed represent dollars.

HMEP PLANNING – FY 2006

Proposals:

Attendance to U.S. EPA III Emergency Preparedness and Prevention and Hazmat Spills Conference, Baltimore, MD, December 4-7, 2005--eleven people (LEPCs, DNREC, DPH). Approximate Cost: \$10,000.00.

Pending Items:

	<u>Planning</u>	
Balance as of 12/13/05		46,090.00
Pending Items:		
EPA Conference attendance, Baltimore, MD Dec 4-7		10,000.00
	Total Pending Items	----- 10,000.00
	Projected Planning Balance	36,090.00

HMEP TRAINING – FY 2006

Proposals:

The New Castle County Local Emergency Planning Committee (LEPC) request funds for Safe Transportation Training Specialists (STTS) training and workshops May 5-7, 2006. Training will cover high pressure tank trailer and tank truck emergency response and will include DNREC Emergency Response Branch personnel and the NCC Industrial HazMat Alliance. Approximate Cost: \$13,439.00.

Pending Items:

	<u>Training</u>	
Balance as of 12/13/05		45,133.00
Pending Items:		
DNREC Hazmat Refresher training		400.00
NCC Safe Trans Trn Specialist, May 5-7,06		13,439.00
		<u>13,439.00</u>
Total Pending Items		13,439.00
Projected Training Balance		31,694.00

Approved Grants:

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

The FY 2005 HMEP Grant has been closed and \$12,993.16 was not obligated during the grant performance period. The Planning and Training Committee has established a sub-committee to develop a plan to obligate and HMEP funds, this plan will be briefed at a future SERC meeting.

Request Planning and Training Project Proposals for FY2006.

HMEP Key Dates:

Obligation and Performance period: September 30, 2006  
 Liquidation Date: December 31, 2006

**Information and Technology (IT) Committee** – Mr. Bob Pritchett

SERC Web Pages – As approved at the last SERC meeting in September, the new SERC web pages have been loaded, replacing the previous pages on the Internet. These new web pages use the “common look and feel” (CLF) format being required for all State Agencies and Commissions.

Tier II Manager System – The main focus of the IT Committee recently has continued to be implementation of the Tier II Manager System. Tier II Manager is the Web-based reporting system to be used in place of CAMEO for maintaining and distributing Hazardous Chemical Inventory data reported by facilities.

- The system was successfully loaded onto our servers on September 19, 2005. So far, the system seems to be performing okay.
- Training for Industry:
  - The EPCRA Program in DNREC has been providing training to facilities on the new reporting system. We’ve held a series of 7 workshops so far, in all 3 counties, and a total of 114 facility representatives have attended. We have one more workshop scheduled for next week, with approximately 25 registered so far.
  - In addition to our outreach and training on the new system, our standard reporting packages to facilities will be mailed the first week of January, and these will include additional fliers and instructions to promote reporting through the new system.

- Training for Planners/Responders:
  - Our current plans are to hold several “train-the-trainer” sessions to be provided by the contractor that developed the system (IDSI) and then have those folks who complete this course provide training to others as needed. We have received quotes for this training, and will be working on ironing out the details at our next meeting.
- Geographical Information System (GIS)
  - Tier II Manager includes a GIS system, and there were a number of decisions to be made concerning what data layers should be included, from what sources, and who will be responsible for updating the layers. This was a primary topic at our last meeting held October 4. We identified a preliminary set of layers which have been added to the system. In addition, we identified several other layers that will need to be discussed and developed further. Mike Mahaffie from the State Planning office and Tom Steele from DSHS were in attendance at the meeting, and we will be working with them on efforts to coordinate development and maintenance of some of these additional layers.

### **Planning and Training Committee** – Mr. Robert Barrish

The Committee met on November 30, 2005 in the Tactical Assessment Center (TAC) of the State Emergency Operations Center. Committee Chairman, Mr. Turner, chaired the meeting and seven people attended. Items that were discussed include:

- SERC Retreat – There was a review of the SERC Retreat and it was mentioned that Secretary Mitchell was very pleased and that the success of the retreat was recognized by all. The Chairman suggested that the Retreat PowerPoint presentations be placed on the SERC Website and that an email be sent advising the SERC membership.
- Outreach Initiatives – Outreach initiatives continue with the purchase of 6,000 “shelter-in-place” ink pens and 160 Kids Shelter-in-Place videos. Discussions were held about different ways to distribute our message to the public.
- LEPC Sub-committee – The sub-committee formed to audit the LEPC program and review performance measures needs to meet and discuss their purpose before the next P & T Committee meeting.
- HMEP Grant Update – Chairman Turner directed a meeting of Mr. Paul, the four LEPCs, DNREC, and DPH, to develop a plan for expending the funds and report back to the Committee.
- Delaware Emergency Notification System (DENS) – Quarterly DENS testing was discussed. New Castle County Public Safety has agreed to the DENS Memorandum of Understanding. The MOU is being coordinated at this time.
- SERC Meeting Programs – Suggestions were made to incorporate presentations and possibly updates from DNREC’s Emergency Response Branch and also other briefings from some of the Commissioners on their area of expertise; to the quarterly SERC meetings.
- Chlorine Response – OxyChem is going out of business. Discussions centered on response capabilities for an incident involving chlorine.

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

The DECON Trailer User's Group met on November 30, 2005 at the Kent County Public Safety Building with only one of the three teams represented. Highlights of the meeting follow:

- Since the last meeting, the teams have:
  - Responded to four emergency incidents
  - Conducted eight training classes or drills
  - Completed eight public appearance/community outreach events.
- There have been some major repair costs since our last report for the Sussex County DECON trailer. These bills totaled over \$13,300 and were for floor replacement and plumbing repairs.
- The response plan for the Kent County team has been revised. The team will be alerted for all known HazMat incidents, excluding petroleum products.
- A committee is developing 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).
- Kent County is assembling equipment that will provide for a "quick-response" unit for HazMat calls. Down the road, it may also provide for a "duty officer" response.
- Our next meeting is scheduled for February 22, 2006 at 1:30 p.m.

**LOCAL EMERGENCY PLANNING COMMITTEE REPORTS**

**New Castle County** – Mr. David Irwin

- Meeting Notes – There have been two NCCLEPC meetings held since the last SERC meeting: the first being on September 12, 2005; hosted by Astra Zeneca. The second NCCLEPC meeting was held at DEMA. A tour of the facilities was conducted at the conclusion of the meeting. Highlights of the two meetings follow:
  - A representative of Valero gave a presentation concerning the progress on the consent decrees agreed to by Premcor and now assumed by Valero. This was a follow up to previous questions at a LEPC meeting. These decrees were in the arena of Process Safety, Mechanical Integrity, Work rules and Safe Work Procedures. The report received by Valero from the contractor who did the evaluation for DNREC noted they were substantially compliant and on schedule in all areas. The Valero representative offered to come back and review the next six month report when it is issued. The chair thanked Valero for their positive response and noted the LEPC will be looking forward to the next review.
  - The preliminary report from the Chemical Safety Board concerning the BP refinery explosion and fire was reviewed by the Transportation committee chair.
  - Mr. Stein expressed a concern about the level of knowledge among his neighbors about things like Shelter in Place, DENS etc. This lack of knowledge is most likely fairly common. A committee was appointed to review this subject and determine a path forward.

- The last NCCIHMRRA training session of the year was held at the Connective Hay Road Power Generation facility. The Connective facility uses Ammonia in its operation to reduce emissions. They have a state of the art facility for handling ammonia. The morning session was classroom training conducted in a large tent. The afternoon session features four” hands on” training scenarios during which a controlled release of Ammonia was initiated and the teams responded to control the situation. This “live” training session was the highlight of the training season that featured 19 hrs of training in addition to that supplied by the members companies. In addition to the team members both volunteer and DNREC, Belvedere Fire Company, Brandywine Fire Company and Connective participated. The Planning dinner for the team will be held on November 15, 2005 at which time the 2006 training plan will be discussed.
- The committee concerning information / outreach efforts had met discussed various activities. Marcia Nickle who is the NCC Coordinator for Citizens Corp noted that their training sessions were an excellent venue to insert a training module about ‘shelter in place” DENS etc. A training module will be developed for the Citizens Corp January meeting.
- This demonstrates the base value of the LEPC concept. Bring the civil and private sectors together in a Positive Situation: initiate discussion and good ideas and events will happen.
- Facility Visits – During this period of time we have completed six on site assessments including two conducted in conjunction with the Accidental Release Prevention Office of DNREC. Additionally two follow ups have been conducted. There are nine facilities to be reviewed before June 1, 2006. We are seeing an increased level of security awareness.
- HazMat Plan Status – The yearly review has commenced but will not be completed until NCC completes revision to their Emergency Operations plan to insure there are no contradictions.
- HazMat Incidents – There have been no major incidents which require the activation of the NCCIHMRRA.

#### **City of Wilmington – Mr. Arthur Paul**

- Meeting Notes – There were two meetings held. The first was September 9, 2005 in the multi-purpose room of the Public Safety building, 300 North Walnut St. The second Wilmington LEPC meeting was held on November 11, 2005. Highlights of the two meetings follow:
  - The LEPC budget has been closed out. SERC is looking for separate budgets for the LEPC’s for audit. The FY05 budget audit by the city is underway
  - Participated in the Radiological drill at the Port of Wilmington.
  - The HazMat Exercise “Operation Wildcat” held in July was discussed.
  - There is HazMat training available for any company.
  - Members of the LEPC attended National Night Out with the Wilmington Police and Fire Departments and Delmarva Power, the event was held in Rodney Square. Information brochures on the LEPC were handed out along with preparedness information.
  - The Anti-terrorism Committee continues its work.
  - Training and outreach continues. Members were sent to the EPA Conference in Baltimore. The LEPC is still willing to do a presentation on our organization and what we do to whom ever wish to have one.
  - We are beginning the process of updating and revising the operations plan.
  - The city of Wilmington Waste Water Treatment Plant no longer uses Chlorine for the treatment of its waste water.

- Facility Visits – None
- HazMat Plan Status –The plan is being reviewed by LEPC members for updates.
- Exercise Status – There will be a Weapons of Mass Destruction (WMD) functional exercise in January.
- HazMat Incidents – None

The next meeting will be held on January 13, 2006 at 10:00am in the multi-purpose room of the Public Safety Room.

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

- Meeting Notes – Regular meetings held on September 13 and November 8 with 17 members and 28 members present at the meetings.
  - Provided updates to the members on the following topics: DECON III operations; Tier II reporting and fee collections; Budget issues; Delaware Emergency Notification System; The Tier II Manager System; and updates to the Kent EOC
  - The LEPC planning committee is going to hold a site security workshop on April 27, 2006 from 9 a.m. until 3 p.m. at the Dover Sheraton. The day will include speakers, displays, networking, and lunch. Registration will be a nominal fee.
  - Briefed the attendees on the latest information on pandemic flu and the avian flu.
- Facility visits – None. The LEPC has begun the process for the inspection of our extremely hazardous facilities. Bob Barrish will be assisting us with this program for the next year.
- HazMat plan status – No Change
- Exercise status – Kent County participated in a tabletop exercise which will be followed by a functional and full scale exercise. These are being planned as a WMD event in or around the Delaware State Fair. This series will be part of Kent County's fulfillment to conduct WMD exercises during the next 3 years. DEMA has contracted with a consultant to assist in the planning of these events. The tabletop was held on October 12, 2005 at the State Fair with about 75 participants and another 25-30 observers, evaluators, and facilitators. We are still waiting for the after action report from the consultant for the tabletop.
- HazMat Incidents – No emergency alerts

The next LEPC meeting will be January 10, 2006 at 10 a.m.

**Sussex County** – No report

## **DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL REPORT - Director James D. Werner, AWM**

- Briefed the SERC on an EPA proposed rule change for the Toxic Release Inventory (TRI) reporting requirements. Copies of DNREC's comments to EPA were distributed to the SERC members.
- DNREC's plan to request funding in the Gov's 2007 budget to support DNREC's EPCRA program was discussed. A copy of a letter from Director Werner to Col. MacLeish, DSP describing the Tier II Manager software capability and the anticipated budget request was distributed to the SERC members.
- Discussed the need for a fee increase for the Accidental Release Prevention (ARP) program. Currently DNREC can not refill the vacant third engineer position in the program because fees collected do not support the program.
- The DNREC/AWM Director gave a briefing on the Delaware Environmental Release Notification System (DERNS). He described the difference between the DERNS system which is managed by DNREC and the DENS reverse 9-1-1 system which is managed by DEMA. He also presented statistics on subscribers, releases, and costs to implement and maintain the system.
- Summary statistics of DNREC HazMat responses for the year 2004 and the first three quarters of 2005 were provided. The types of responses reported in the summary will be more specifically categorized and presented at the next SERC meeting.

### **OLD BUSINESS**

SERC Annual Report – The FY 2005 Annual Report was approved at the September meeting and has been submitted to Governor Minner. Commissioners and attendees received a copy of the report.

### **NEW BUSINESS**

1. Secretary Mitchell requested that the membership look into the possibility of a public safety cable channel to be used as a public forum for disseminating many types of information
2. Secretary. Mitchell requested that DEMA provide information back to him on the status of the Radiation monitor installed at the EOC.
3. Secretary Mitchell suggested that the membership would be interested in a presentation on Delaware's pilot outreach program; Regional Information Service Sharing (RISS), at the March 8, 2006 SERC meeting.

### **PRESENTATION**

Planner Lloyd Stoebner from DEMA provided the SERC with an informative PowerPoint presentation on Hurricane Katrina and an overview of the Emergency Management Assistance Compact (EMAC).

### **CLOSING COMMENTS**

The SERC meeting adjourned at approximately 11:15 p.m. The next SERC meeting will be March 8, 2006, at 9:00 a.m. in the Public Safety Building, 303 Transportation Circle Dover Delaware, (second floor of the Department of Motor Vehicles-DMV). This will be the location of future meetings.