

STATE EMERGENCY RESPONSE COMMISSION

State Emergency Response Commission Meeting Minutes March 9, 2005

Secretary David B. Mitchell – DSHS	Jim Kenney – NCC LEPC
Jamie Turner – DEMA	Rick Antoff – DNREC
Thom May – Div. of Public Health	Joe Leonetti – NCC Office Emergency Mgt.
Gene Donaldson – DelDOT	Bob Barrish – NCC LEPC
Michael Kernan – Delaware State Fire School	Grover P. Ingle – State Fire Marshal Office
Bill Preston – State Fire Marshall	Jim Cabbage – DVFA
Bill Betts – Fire Prevention Commission	Robert Pritchett – DNREC-EPCRA
Al Johnson – Air Rep.	Tedd Winneberger – Sussex EMS
J. Allen Metheny, Sr. – Kent County LEPC	Kurt Reuther – DNREC
Bill McCracken – New Castle County LEPC	David Hake – DEMA
Bruce Ennis – DVFA	Janet Chomiszak – DEMA
Ellen Malenfant – DNREC	Arthur D. Paul – DEMA
Lynn Bullock – Sussex LEPC	Rhesa Townley – DEMA
David Irwin – NCC LEPC	

The March 9, 2005 meeting of the State Emergency Response Commission (SERC) was called to order at 9:05 a.m. by Secretary Mitchell. A quorum was available. Secretary Mitchell made opening comments and attendees introduced themselves. The January 12, 2005 meeting minutes were approved, as written, following a motion made by Mr. Jamie Turner and seconded by Rep. Bruce Ennis.

STANDING COMMITTEE REPORTS

Finance and Budget Committee – Mr. Robert Pritchett

Summary of SERC Finances as of 3/4/05 (for accounts at DNREC):

SERC Fee Holding Account:

Calendar Year 2004 Summary

Carryover from 2003 calendar year	+ \$ 225,296
Fees collected during 2004	+ \$ 289,320 (a)
Final Reimbursements for reporting errors in 2004	- \$ 1,960 (a)
Interest received during 2004	+ \$ 3,649
Annual disbursements to LEPCs approved in June 2004	- \$ 255,744
Transfer to decon trailer equip and maintenance fund	- \$ 4,000
Transfer to decon trailer replacement account	- \$ 28,000

Balance at end of 2004 calendar year	\$ 228,561

Calendar Year 2005

Carryover from 2004 calendar year	+ \$ 228,561
Fees received thus far in 2005	+ \$ 245,790 (b)
Interest received thus far during 2005 (no data available yet)	---

Account balance as of 3/4/05	\$ 474,351

Notes:

- a) After factoring in reimbursements, net fees collected during calendar year 2004 equaled \$287,360.
- b) Reports and fees from facilities covering calendar year 2004 were due (to be postmarked) by 3/1/05. Additional fees are currently being received and processed.

Decon Trailer Replacement Account:

Carryover from 2003 calendar year	+ \$ 28,172
Transfer into account in June 2004	+ \$ 28,000
Interest received during 2004	+ \$ 357
Interest received thus far during 2005 (no data available yet)	---

Balance as of 3/4/2005	\$ 56,529

HMEP Grant Review – Mr. Arthur Paul

The FY 2005 Hazardous Materials Emergency Preparedness (HMEP) Grant budget projections are presented below. All amounts listed represent dollars.

HMEP PLANNING – FY 2005

Proposal:

1. The Delaware Emergency Management Agency (DEMA) requests funds to purchase refreshments for the quarterly State Emergency Response Commission (SERC) meetings. Approximate Cost: \$200.00.
2. DEMA requests funds for two people to attend the National Association of SARA Title III Program Officials Conference and the Hazardous Material Emergency Preparedness (HMEP) Grant Workshop in Seattle, WA, April 4-8, 2005. Approximate Cost: \$3,000.00.
3. The New Castle County (NCC) Local Emergency Planning Committee (LEPC) requests funds to conduct a specialized Ammonia Drill in October 2005. The drill will be planned and conducted by Tanner Industries, a national distributor of Ammonia products. The drill will involve the Industrial HazMat Alliance, Department of Natural Resources and Environmental Control (DNREC), Emergency Response Team, and two local fire companies. Approximate Cost: \$2,000.00.

Approved and Pending Items:

Planning

Balance as of 2/28/05	32,748.84
Pending Items:	
Kent County LEPC refreshments meetings @100	54.17
Refreshment quarterly SERC meetings(200.00) start	162.84
Kent County LEPC host seminar on propane gas	<u>2,500.00</u>
Total Pending Items	2,717.01
<i>Projected Planning Balance</i>	<i>30,031.83</i>

HMEP TRAINING – FY 2005

Proposal:

1. The DNREC/Emergency Response Team (ERT), requests funds for members to attend HazMat Technician Training at the Fire School. The team requires refresher training for 25 members at \$400.00 each equaling \$10,000.00 and initial training for 3 members at \$900.00 each equaling \$2,700.00. Approximate Cost: \$12,700.00.
2. The DE Department of Transportation (DelDOT) request funds for HazMat Awareness Training for 350 personnel. The DE State Fire School has agreed to provide the training for \$500.00 per 50 students. Approximate Cost: \$3,500.00.
3. The Department of Natural Resources and Environmental Control (DNREC), Emergency Planning and Community Right-to-Know Act Reporting Program office, requests funds for a new staff member to attend a course on analyzing/developing regulations, in Washington, DC. Approximate Cost: \$1,650.00.
4. The New Castle County Local Emergency Planning Committee (LEPC) requests funds to conduct a specialized Ammonia training in October 2005. The training will be conducted by Tanner Industries, a national distributor of Ammonia products. The training will be provided to the Industrial HazMat Alliance, DNREC/ERT, and two local fire companies. Approximate Cost: \$2,500.00.

Approved and Pending Items:Training

Balance as of 2/28/05	40,519.45
Pending Items:	
Kent County Decon team HazMat Tech Trn for 15-20 (fire school)	2,000.00
DNREC ERT HazMat tech training 28 people (fire school) Ref25-Initial3	12,700.00
DNREC EPCRA group new staff analyzing regulations course in Washington DC	<u>1,650.00</u>
Total Pending Items	16,350.00
<i>Projected Training Balance</i>	<i>24,169.45</i>

This information is being provided to the Commission for informational purposes. Attendees are encouraged to submit funds requests. The funds must be obligated by September 30, 2005 and liquidated by December 31, 2005.

Information and Technology (IT) Committee – Mr. Lynn Bullock

Work continues in preparation for Tier II Manager with the Alpha test scheduled for March 14 –25 and the Beta test scheduled for April 4-8, 2005. Testing is ongoing for the Tier II Manager program which is a replacement for CAMEO.

Sec. Mitchell discussed an interface (wristbands with bar codes) for tracking mass casualties and also tracking equipment. He invited all to a demonstration at the next Delaware Emergency Medical Services Oversight Committee (DEMSOC) meeting. This may possibly be a pilot program in Delaware.

Planning and Training Committee – Mr. Jamie Turner

The Committee didn't meet because of time constraints.

Points of Interest:

- Mike Kernan (DSFS) – presented a book “Pipeline Emergencies” to the Commission to review. Delaware has been selected to host (for Federal Region III) a “Train-the-Trainer” course on pipeline safety. The course will be offered for a select group of 30 students on April 2nd and 3rd, 2005.
- Allen Metheny noted that there are new federal regulations requiring identification of critical facilities within 600 feet of main distribution points.

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

The DECON Trailer User's Group met on March 2, 2005 at the Kent County Public Safety Building with all three teams represented. Highlights of the meeting follow:

- We are continuing on the work of drafting a Statewide DECON trailer User's Group “Standard Operating Guidelines” (SOG). Three sections were identified that still need attention. Hopefully, this will be completed by our next meeting.
- The tow vehicles for the trailers are nearing completion. The expected delivery date of late January came and went. Members of the team are flying to North Carolina tomorrow to inspect the trucks. Hopefully, we will have them within the next week or two. We also have received the 18' cargo trailer for each DECON team.
- Since the last meeting, the teams have:
 - Responded to 3 emergency incidents
 - Conducted two training classes or drills
 - 24-hour class in Kent County for the volunteers
 - 42-hour class in New Castle County for new team members

- Completed no public appearance/community outreach event.
- The team has provided the final review of the list of equipment and service requests for FY '04 WMD funds. The teams' requests have been approved and hopefully, the equipment will soon be ordered.
- The team has more recently developed the DHS funding request for FY 2005. The list includes equipment for decontamination, communications, personal protection, and a PPE truck for DECON 1 (New Castle). This list has been submitted to DEMA; funding levels approved and it appears that most requests will be funded.
- We have received additional FY 02-03 WMD equipment since the last meeting. We are still waiting for radiological detection equipment and, of course, the tow vehicles.
- There have been no additional repair costs since our last report.
- Our next meeting is scheduled for June 1, 2005 at 1:30 P.M.

LOCAL EMERGENCY PLANNING COMMITTEE REPORTS

New Castle County – *Mr. David Erwin*

- Meeting Notes - The last SERC meeting was held January 12, 2005. The last NCCLEPC meeting was held January 10, 2005 and the next one will be held on March 14 at Premcor. Therefore there have been no LEPC meetings since the last SERC meeting.
- Facility Visits – The on site assessment program continues on track with app. 64% of the facilities complete.
- HazMat Plan Status - The HazMat Plan was revised and revisions mailed in October 2004.
- Exercise Status - Two very productive training sessions have been held for the NCCIHMA. These were basic and advanced Air Monitoring and Chemical ID and were held on February 15, and 17 2005 at Del Tech. The DuPont Experimental Team members and Jamie Bethard, DNREC provided a comprehensive training session. The NCCIHMA training agenda will feature: DuPont ISO Training program, NIMS Training, specialist level Ammonia training and a “live” Ammonia Scenario Drill.
- HazMat Incidents – There have been no incidents that required a response from NCC Industrial Hazardous Material Alliance (NCCIHMA) since the last report. *A NCCIHMA member provided monitoring equipment during an incident involving a lab spill at the Talley School.*

City of Wilmington – Mr. Paul provided report

- Meeting Notes – The last meeting of the Wilmington LEPC was held on January 12, 2004 at the Public Safety Building. The next meeting will be held on May13, 2005 at 10:00am in the Multi-purpose room of the Public Safety Room. The following is a summary of the minutes from the January 14th meeting:

- The LEPC budget is on track. We are willing to assist in any project that we can.
- The Anti-terrorism committee continues its work, next meeting March 11, 2005.
- The siren system has been purchased from Federal Signal and is being put in at this time. Completion should be done by end of February. This system will be used for all hazards.
- The Wilmington LEPC is still willing to go out and do a presentation to who ever will listen.
- We will be sending members to Hunt Valley for the Hazardous Material Response Team Conference.
- Facility Visits – Visits have been completed with assistance from DelEasi.
- HazMat Plan Status – Training with Emergency Response in conjunction with site visits will be concluded in the near future. We are continuing training on the new HazMat Program will be in late January. (ADASHI Software)
- Exercise Status – An exercise will be held with the Philadelphia Coast Guard for the collapse of the Delaware Memorial Bridge. This will be a large table top exercise. We are continuing our Citizens Corp CERT training with the Explorers of the Wilmington Fire Department. There will be a radiological drill at the Port of Wilmington in late May.
- HazMat Incidents – We have had five responses this quarter: 1. fuel oil spill of 125 gallons; 2. natural gas leak at the LNG tank, South Madison Street; 3. responded to a diesel fuel spill on Shipley Street; 4. responded to two unconscious victims in a gasoline tanker and 5. responded to unidentifiable drums on Canal Street. Continue working with DNREC for the removal of caustic substances from Bancroft Mills.
- Comments – A CERT class was started in January with the Wilmington Fire Department Explorers. Use of the new siren warning system and testing will be in the newspaper in March.

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

- Meeting Notes - Regular meeting held on March 8, 2005 with 24 members present. 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 manger system; and updates to the Kent EOC. We have re-activated the seminar committee to plan for another seminar in the spring of 2005. The seminar will be held on April 21, 2005 at the Dover Sheraton. The hazards that we will address are ammonia and propane. The format will be similar to the seminar in 2003- Afternoon sessions, a time for networking, dinner and an after dinner speaker (Retired Battalion Chief Buzz Melton). Brochures are provided for your use in registering for the seminar. The next LEPC meeting will be May 10, 2005 at 10:00a.m.
- Facility Visits – One; Williard Agri-business in Farmington.
- HazMat Plan Status – No change.
- Exercise Status – A full exercise is planned at Dover Downs International Speedway for April 30th. This will be an Office of Domestic Preparedness (ODP) sponsored program that will address a WMD HazMat incident. DEMA is looking for “hundreds of victims” for the April 30th exercise.

- HazMat Incidents – No alerts. Kent County has sponsored a 24-hour HazMat and Decontamination training class for volunteer firefighters over the past weeks. We anticipate 12-15 persons to complete this program.

Sussex County – Mr. Lynn Bullock

- Meeting Notes – None
- Facility Visits – Checking several new facilities on old sites.
- HazMat Plan Status – None
- Exercise Status – None
- HazMat Incidents – No incidents.
- Comments – Will have budget soon. Notification system worked well. On March 22, 2005 will be visiting Schagringas Co. with DNREC (Accidental Release & Prevention Group). Checking into archiving old files.

OLD BUSINESS

Delaware Emergency Notification System (DENS) Report – Mr. Paul

A system administrator meeting was held in February, in conjunction with the regularly scheduled Public Safety Answering Points (PSAP) meeting; to encourage DENS use by smaller 911 centers. Mr. Paul and *FirstCall* representatives traveled to the major E911 Centers and provided Virtual Private Network (VPN) training. DENS will be replacing the Dialogic notification system for Radiological Emergency Planning (REP) notifications. The DNREC DENS account and VPN is being established.

NEW BUSINESS - None

CLOSING COMMENTS

1. Mr. Gene Donaldson (DeIDOT) thanked the commission for including DeIDOT in HazMat awareness training.
2. Mr. Allen Metheny again invited everyone to the Kent County Ammonia Seminar and referred attendees to the brochure for registration. Mr. Art Paul added that HMEP funds were available.

The SERC meeting adjourned at approximately 10:15 a.m. The next meeting will be on Wednesday, June 8, 2005, 9:00 am at the Delaware State Fire School.