

STATE EMERGENCY RESPONSE COMMISSION

State Emergency Response Commission Meeting Minutes September 7, 2005

Secretary David B. Mitchell – DSHS	Rick Antoff – DNREC
Jim Werner – DNREC	Ellen Malenfant – DNREC
Col. Tom MacLeish – DSP	Maj. R.L. Hughes – DSP
Gene Donaldson – DelDOT	Tricia Faust – DelDOT
Jerry Llewellyn – DPH	George Yocher – DPH
Kevin Kille – DEMA	Rosanne Pack – DEMA
Michael Kernan – DE State Fire Service	Joe Wessels – DEMA
Bill Betts – DE Fire Prevention Commission	Margie Williams – Wilmington OEM
Bruce Ennis – 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	Joe Leonetti – NCC OEM
Pam Meitner – Consumer of Haz Mat	Susan Domm – DAFB
James Lee – Consignees	Mike Bouchard – DAFB
George Giles – Wilmington LEPC	Ray Beaudry – DuPont
David Irwin – NCC LEPC	Eric Pearson – Eastern Shore Nat. Gas
J. Allen Metheny, Sr. – Kent County LEPC	George Steady – DE Storage Pipeline Co.
Lynn Bullock – Sussex County LEPC	Gary Paris – DE Storage Pipeline Co.
Robert Pritchett – DNREC-EPCRA	Tony Murray – US DOT Hazmat Safe
Sarah King – DNREC-EPCRA	Alex Dankanich – DOT/Office of Pipeline Safety
Arthur D. Paul – DEMA	Mike Towle – U.S. EPA
Rhesa Townley – DEMA	

The September 7, 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. During opening comments Secretary Mitchell expressed his appreciation for the efforts and help during the Transportation Alert. The June 8th meeting minutes were approved, as written, following a motion made by Representative Bruce Ennis and seconded by Mr. David Irwin.

STANDING COMMITTEE REPORTS

Finance and Budget Committee – Mr. Robert Pritchett

Summary of SERC Finances as of 8/25/05 (for accounts at DNREC):

SERC Fee Holding Account:

Carryover from 2004 calendar year	+ \$ 228,561
Fees collected thus far during 2005	+ \$ 286,510 (a)
Projected reimbursements thus far (as of 8/25/2005)	- \$ 2,880 (b)
Interest received thus far during 2005 (first 6 months)	+ \$ 4,967 (c)
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 8/25/2005	\$ 218,400

Notes:

Additional fees may be received as we continue follow-up activities on the 2004 Hazardous Chemical Inventory (Tier II) reports due 3/1/05.

Additional reimbursements necessary to facilities may be identified as we complete processing of the 2004 Tier II reports. (Final reimbursements for reporting errors in 2004 totaled \$1,960.)

Interest will continue to accumulate. (Total interest accumulated in 2004 was \$3,649.)

Decon Trailer Replacement Account:

Carryover from 2004 calendar year	+ \$	56,529
Interest received thus far during calendar year 2005	+ \$	769
Transfer into account in June 2005	+ \$	28,000

Balance as of 8/25/2005	\$	85,298

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 TRAINING – FY 2005

Proposals:

1. The Delaware Fire School requests funds to support HazMat training provided to the DE Fire Service and law enforcement recruits. Approximate Cost: \$14,600.00.
2. DNREC requests funds for three staff members to attend Shoreline and Coastline Assessment Team Training in Fort Dix, NJ. Approximate Cost: \$1,000.00.

Approved and Pending Items:

	<u>Training</u>	
Balance as of 09/21/-05		37,078.91
Pending Items:		
DNREC ERT HazMat tech trn 28 people (Fire School) Ref 25 - Initial 3		12,700.00
DNREC EPCRA group staff develop regulation course Washington DC		1,650.00
DelDOT funds HazMat Awareness Trn for 350 @ Fire School, \$500 per 50		2,839.67
NCC LEPC request funds HazMat Trn Oct 2005.		4,500.00
DE Fire School funds HazMat trn DE Fire Service and Law Enforcement		<u>14,600.00</u>
Total Pending Items		36,289.67
Projected Training Balance		789.24

HMEP PLANNING – FY 2005

Proposals:

1. Renewal of the Federal Toxics Program Commentary by Specialty Technical Publishers.
Approximate Cost: \$350.00.
2. Kent County LEPC requests funds to cover the cost of a planning workshop to address emergency preparedness activities to include hazardous material response. Approximate Cost: \$1,000.00.
3. Planning and Training Committee requests funds to hold a daylong Retreat for the State Emergency Response Commission at Dover Downs Conference Center. Cost includes meeting rooms' audio visual equipment, meals, supplies, etc. Approximate Cost: \$4,000.00.
4. Sussex County Decontamination Team requests funds to attend the Hot Zone 2005 Conference, October 2005 in Huston Texas. Approximate Cost: \$2,100.00.
5. New Castle LEPC requests funds to hold a planning meeting for the NCC Industrial HazMat Response Alliance in October or November. The planning meeting will include updates and future planning activities for the Alliance, funds will be used to provide dinner. Approximate Cost: \$750.00.

Approved and Pending Items:

<u>Planning</u>	
Balance as of 09/01/05	18,004.66
Pending Items:	
Refreshment quarterly SERC meetings (200.00) start	134.77
Retreat Response Commision Dover/Sep 2005 \$4,000.00	3,434.77
Sussex Decon Team fonc. Houston TX Oct.2005 2 members	2,100.00
Renewal Federal Toxics Publishing	350.00
Kent Cty LEPC workshop Aug 2005	1,000.00
NCC LEPC funds Industrial Haz Mat Response Planning Diner Oct./Nov.2005	750.00
Total Pending Items	7,769.54

Approved Grants:

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

Request Planning and Training Project Proposals for FY2005.

HMEP Key Dates:

Obligation Date: September 30, 2005
Liquidation Date: December 31, 2005

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

We have completed the beta test phase, of the Tier II Manager System and the resulting version is scheduled for loading on our servers September 19 and 20, 2005.

Working with the Department of State's Government Information Center, the SERC Web site has been converted to the new format in draft form. The content of the new draft pages is the same as the current web pages; just the format has been changed. A presentation of the Tier II Manager System and the new web pages were on the agenda for the retreat.

The next IT Committee meeting will be held October 4, 2005. In addition to on-going discussions concerning Tier II Manager, the meeting will focus on GIS issues. Tier II Manager includes a GIS system, and there are 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. It was noted that Mike Mahaffie from the State Planning office will be invited to the meeting, and Secretary Mitchell requested that Tom Steele from DSHS also be included.

Planning and Training Committee – Mr. Robert Barrish

The Committee met on August 31, 2005 in the Tactical Assessment Center (TAC) of the State Emergency Operations Center. Committee Chairman, Mr. Turner, chaired the meeting and nine people attended. Items that were discussed include:

1. SERC Retreat - Attendees approved the finalized copy of the agenda for the SERC Retreat.
2. A sub-committee was formed to audit the LEPC program, review performance measures, and report back to the SERC.
3. Next meeting is scheduled for November 30, 2005.

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

The DECON Trailer User's Group met on August 31, 2005 at the Kent County Public Safety Building with two of the three teams represented. Highlights of the meeting follow:

- The tow vehicles for the trailers have been completed and are now in service. The Elsmere Fire Company in New Castle County, the Little Creek Fire Company in Kent County, and the Sussex paramedics in Sussex County manage them.
- Since the last meeting, the teams have:
 - Responded to no emergency incidents
 - Conducted two training classes or drills
 - Completed two public appearance/community outreach events.
- 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, most equipment has been ordered.

- The team reviewed the list of approved WMD equipment for FY 2005. The list includes equipment for decontamination, communications, personal protection, and a PPE truck for DECON 1 (New Castle). Hopefully, this equipment will be starting to arrive soon.
- Most of the radiological detection equipment funded from the FY 02-03 WMD grants has been received. Personnel are being trained on these detectors.
- There have been some additional repair costs since our last report. I am awaiting the bills for these repairs.
- We noted that some expiration dates of some of the testing agents for some of the detectors either has or is about to expire. A replacement plan for these test agents was discussed. Replacements will be ordered through DEMA purchasing.
- Our next meeting is scheduled for December 7, 2005 at 1:30 p.m.

LOCAL EMERGENCY PLANNING COMMITTEE REPORTS

New Castle County – Mr. David Irwin

- Meetings Notes –The regular meeting of the NCC LEPC was held at City of Newark Council Chambers, July 11, 2005. The LEPC was welcomed by Ron Sylvester.
 - Funding has been received from the SERC and the budget is on track.
 - Mark Dolan reported that the last NCCIHMR training evolution for 2005 will be held Saturday October 1, 2005. This session will be at the specialist level and will be devoted to Anhydrous Ammonia. Additionally the Decon team and local fire companies will participate.
 - Premcor had volunteered to attend the July LEPC meeting to discuss various improvement items. Their representatives gave a comprehensive presentation. There being some questions about additional information, Premcor volunteered to return to the September meeting to address these additional items.
- Facility Visits – The on site assessment program is on track with 4 assessments being completed. Additionally assistance was provided to a company to construct a table top exercise for their facility. At larger facilities we are noting impressive security improvements.
- HazMat Plan Status – The New Castle County Hazardous Substances Response Plan revisions were mailed in October 2005.
- HazMat Incidents – There have been no major incidents which required the activation of the NCCIHMR.

City of Wilmington – Mr. George Giles

- Meeting Notes – The July meeting of the Wilmington LEPC was cancelled.
 - The LEPC fiscal year 2004 budget has been closed out.
 - The siren system has been tested and it is totally up and running. This system will be used for all hazards and will be a back-up for the Delaware Emergency Notification System (DENS). The sirens with loud speakers can be used individually, city-wide, or zone-wide. In the event of a power outage the sirens have battery back-up.
 - The Wilmington LEPC has developed a new brochure on how people will be notified in case of an emergency.
 - There is HazMat training with the fire departments on the new equipment.
 - Recently installed ADASHI software which is user-friendly for first responders.
 - There have been several responses to BankONE for powder incidents.
- Facility Visits – None
- HazMat Plan Status –None
- Exercise Status – None
- HazMat Incidents – None

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

- Meeting Notes – Regular meeting held on July 12, 2005 with 20 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 manager system; and updates to the Kent EOC.
 - The Kent County LEPC is developing a program for a facility security workshop next spring. The LEPC endorsed the concept for the workshop. We are looking for appropriate speakers and developing the other plans.
- Facility Visits – One, Dow Reichhold
- HazMat Plan Status – No change.
- Exercise Status – A full exercise was held at Dover Downs International Speedway on April 30th. This was an ODP sponsored program that addressed a WMD Hazmat incident. The after action report has not been completed yet. Kent County is also planning a tabletop exercise to 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 table top is planned for October 12, 2005 at the state fair.
- HazMat Incidents – No alerts.
- Comments – The next LEPC meeting will be Sept. 13, 2005 at 10:00am.

Sussex County – Mr. Lynn Bullock

- Meeting Notes – None
- Facility Visits – None
- HazMat Plan Status – No change.
- Exercise Status – None
- HazMat Incidents – No alerts.
- Comments – Continue to handle requests from developers for HazMat history. Continue to archive records. Moving into new facility next year. Active with SMAG. Appointed to LEPC audit committee.

OLD BUSINESS

SERC Annual Report - The annual report was presented to the Commission for approval. A motion was made by Mr. John Peirce and seconded by Representative Ennis. The FY 2005 Annual Report was approved.

NEW BUSINESS

New Web-page Approval - During the Retreat, after Sarah King's presentation of the SERC web page with the new common look and feel (CLF) a motion was made by Rep. Ennis and seconded by Pam Meitner to approve the changes. The commission voted to approve the motion.

CLOSING COMMENTS

The SERC meeting adjourned at approximately 10:15 a.m. Following a short break the SERC Retreat continued with many informative presentations. The next SERC meeting will be December 14, 2005, at 9:00 a.m. in the Public Safety Building, 303 Transportation Circle Dover Delaware, (second floor of the Department of Motor Vehicles-DMV).