

STATE EMERGENCY RESPONSE COMMISSION
Meeting Minutes
September 25, 2013

Commissioners

Lewis Schiliro – SERC Chair (DSHS)	Allen Metheny – DE Vol Fireman’s Assoc
Colin Faulkner – Kent County LEPC	Robert Newnam – DE State Fire School
Grover Ingle – State Fire Marshal OSFM	Jim Paige – DSP
David Irwin – New Castle County LEPC	Charles Stevenson – Sussex County LEPC
Dr. Har Ming Lau – Div. Public Health	Jamie Turner – DEMA
James Lee – Consignees	John Verdi – Chemical Users

Members/Visitors

Robert Barrish – LEPC Kent County	Ellen Malenfant – DNREC/ER
Ken Belmont -- DPH	Lois Mathews – DEMA
Jay Brabson – DNREC	Jake Morente – LEPC NCC
Mark Dolan – DNREC	Anthony Murray – US DOT PHMSA
Kim Gomes - Byrd	Lynn Poling – Lewis Environmental
Ray Holcomb, DSHS	Robert Pritchett – DNREC
Heather Hudson – Public Health	David Willauer – IEM (<i>Guest Presenter</i>)
Kevin Kille – DEMA	Jim Woznicki – PEPCO Holdings

The September 25, 2013 meeting of the State Emergency Response Commission (SERC) was called to order at approximately 1:05 am by the Chairman Secretary Schiliro. The attendees introduced themselves and a quorum was present. The June 12, 2013 meeting minutes were approved as written, following a motion by Mr. Turner and second by Mr. Newnam.

STANDING COMMITTEE REPORTS:

Finance and Budget Committee: Summary of SERC finances as of 9/20/2013

SERC Fee Holding Account:

Carryover from 2012 calendar year	+ \$ 249,759
Fees received thus far in 2013	+ \$ 286,180 (a)
Projected reimbursements thus far for 2013	- \$ 240 (b)
Annual disbursements approved by SERC for FY 2014	<u>- \$ 301,008 (c)</u>
 Current account balance as of 9/20/2013	 + \$ 234,691

Decon Trailer Replacement Account:

Carryover from 2012 calendar year	+ \$ 322,657
Interest received thus far in 2013 calendar year (first 8 months)	+ \$ 2,415 (d)
Deposit in June as part of SERC FY 2014 disbursements	<u>+ \$ 30,000 (c)</u>
 Current account balance as of 9/20/2013	 + \$ 355,072

Notes:

- a) Reports and fees from facilities covering calendar year 2012 were due (to be postmarked) by 3/1/2013. A small amount of additional fees may be received as we continue processing submissions and following up on delinquent reporters.
- b) Reimbursement checks are prepared in late December, and mailed to facilities along with reporting notices during the first week in January. Reimbursements in each of the last two years have totaled less than \$300.
- c) FY 2014 Allocations Approved by the SERC at March 13, 2013 meeting:

Agency/Organization	FY 2014 Allocation
City of Wilmington LEPC	\$ 56,018.00
Sussex County LEPC	\$ 66,129.36
SERC IT Committee (account maintained at DSFS)	\$ 14,150
Transfer to decon. trailer equipment and maintenance account (a)	\$ 4,000
Transfer to decon. trailer replacement account (b)(c)	\$ 30,000
Sub-total	\$ 170,297.36

FY 2014 Allocations Approved by the SERC at June 12, 2013 meeting:

Agency/Organization	FY 2014 Allocation
New Castle County LEPC (account maintained at DSFS)	\$ 77,591.00
Kent County LEPC	\$ 53,120.00
Sub-total	\$ 130,711.00

Grand-total	\$ 301,008.36
--------------------	----------------------

- d) Interest will continue to accumulate. Effective July 2008, interest from both the Fee Holding Account and Decon Trailer Replacement Account are to be jointly deposited into the Decon Trailer Replacement Account.

Planning and Training Committee: - Mr. Jamie Turner and Mr. Kevin Kille

The State Emergency Response Commission Planning and Training Committee met on August 21, 2013 at State Emergency Operations Center (EOC). DEMA Director Jamie Turner called the meeting to order at 9:00 am. Committee Attendees included:

James E. Turner III	DEMA	Ming Lau	DPH
Robert Barrish	LEPC/KC	Ellen Malenfant	DNREC
Dwayne Day	DelDot	David Mick	LEPC/KC
George Giles	LEPC/City of Wilm.	Robert Newnam	DSFS
David Irwin	LEPC/NCC	Charles Stevenson	LEPC/SC
Kevin Kille	DEMA		

Guest Attendees included: David Willauer, Manager of Geospatial Technologies at IEM

Attendees were provided a handout packet which included a copy of:

- *Planning and Training Meeting Agenda*
- *Minutes from May 23, 2013 P&T Committee Meeting*
- *SERC Quarterly Meeting Tentative Agenda for September 25, 2013*
- *DRAFT SERC Annual Report FY 2013*
- *DRAFT Program HazMat Training Workshop 2014*

These minutes are DRAFT until approved at the next SERC meeting.

A motion to approve the Minutes from May 23, 2013 was made by Mr. Barrish and the motion seconded by Mr. Irwin. Approved Minutes will be posted on the State website.

P&T COMMITTEE OLD BUSINESS

- **SERC Quarterly Meeting Agenda:** Reviewed and approved. Meeting will occur on September 25, 2013 at 1:00 pm at the Fire School. Hard copy provided for review. (The tentative agenda had been previously provided via email for review). Various proposed topics for presentations were discussed. The topic shall be presentation of the completed New Castle County HazMat Transportation Study by Mr. David Willauer, Manager of Geospatial Technologies at IEM. Mr. Willauer attended today's Planning & Training Committee meeting to provide an overview of the study and will be prepared to present the completed findings to the full SERC Commission at the September 25 SERC Quarterly Meeting. (*Note:* The date of the September SERC Quarterly meeting was changed from September 18 to September 25 due to a statewide training exercise that will take place on September 18.)
- **HMEP Update:** (The information was updated by Giang Nguyen and provided to Kevin Kille on August 19, 2013): To date, 55% of the FY 2012-13 grant funds have been expended. With the additional of the cost of the IEM HazMat Transportation Study, the amount expended rises to 65%. The FY 2013-14 application has been submitted. Verbal approval from USDOT received. Final written approval is expected next month.

Mr. Giles inquired if HMEP funds would be available to reimburse attendees for meal expenses incurred while attending national Fire Academy meetings. Mr. Kille asked Mr. Giles to submit a details of the meeting program and he will submit to HMEP grant administrators for review and determination.

- **7th Annual DE HazMat Training Workshop 2014:** A draft of the proposed program for the 2014 HazMat Workshop was presented to the SERC Planning and Training (P&T) Committee for preliminary review and comment. The workshop is scheduled to take place on April 25-26, 2014 at the Delaware State Fire School. The HazMat Workshop Planning Committee met on 6/4/13 and 8/8/13 to identify the training class sessions and instructors listed in the program. Workshop Committee Chair Mr. Irwin reports that the Committee would like to expand the Workshop for next year by offering training classes on Friday as well as Saturday to accommodate more attendees' schedules. Mr. Irwin and the P&T Committee discussed in greater detail the outline of the training sessions that will discuss "lessons learned" from the recent runaway train derailment of crude oil near Quebec, Canada, and the Bridgeport, NJ train derailment in Paulsboro, NJ last year. This would include convening a moderated panel discussion comprised of representatives from all key State emergency response entities who would respond if a major hazmat incident were to occur in Delaware (e.g. DEMA, DNREC, DPH, DSFS, DSP, Local Fire Chiefs, etc.) along with representatives from other key players such as a representative from NTSB and the State Attorneys General Office to help clarify regulatory and liability issues, as well as well as representatives from Norfolk Southern Railroad and PBF Energy to provide the industry and railroad safety and prevention perspectives. The main objective of these sessions would be to closely examine the incidents from a response standpoint in order to better prepare our State first responders in the event of a local incident. This session is poised to offer a forum for synergistic discussion among emergency response decision makers who would be vital participants in the event of a major hazmat incident.

The P&T Committee provided excellent feedback on the entire Workshop program that the HazMat Workshop Planning Committee will consider when they meet on 8/22/13 to finalize the program.

Update 9/25/13: Mr. Irwin briefed the SERC that the HazMat Training Workshop Committee met again on 9/24/13 and have finalized the Program outline. We will soon be ready to send out letters of invitation to instructors and keynote speaker and begin the process of obtaining contracts from those requiring travel or speaker fee support. Our goal is to have signed letters and contracts back by the end of October so that the Committee can begin to publicize the program and begin obtaining industry sponsorship at and Exhibitor booth registrations. Sponsors can contribute at the Gold level (\$500); Silver level (\$750) and Platinum level (\$1000). Exhibitors will be charged \$250 for booth space. The Fire School was able to expand the area for our Exhibitors this year. The theme for this year's Workshop will remain the same as last year "*Educating Responders for Today and Tomorrow.*" In addition to the full compliment of classes on Saturday, April 26th, this year, we decided to offer two courses on Friday, April 25th for those students who have difficulty attending a weekend class. The Fire School has agreed to process registrations for us this year, assuring that in-state responders are accommodated first. We have an excellent and motivated group of members working on this and expect another extremely successful event.

- **Hazardous Material Transportation Study:** Mr. David Willauer presented an overview of the New Castle County Risk Route Assessment Transportation Study that his organization (IEM) completed this past month. Mr. Willauer provided a recap of the 10 high-priority ranked chemicals that the study researched, along with route maps, rail, road, maritime profiles, as well as geo-coded locations of Tier II facilities, child care centers, hospitals and other high-populated facilities. Their final report will also include the top 25 chemicals identified by rail carriers in the region. The report and all maps are now available via a secure web portal. Login and password information has been sent to approved designated users; e.g., representatives from DEMA, Public Health, DNREC, Environmental Health, Local Emergency Managers and LEPC Chairs.

Mr. Willauer's presentation included a briefing on the Maritime Exchange for the Delaware River and Bay, a not-for-profit trade association that is dedicated to promoting and encouraging commerce on the Delaware River and Bay. Membership in the Exchange comprises all facets of international trade and related businesses throughout Pennsylvania, Delaware and New Jersey and beyond. This umbrella organization has created an Automatic Identification System (AIS) that provides accurate, dependable ship reporting of all commercial cargo vessels that transit the Delaware Bay, entering at the Delaware Capes or through the C&D Canal. DEMA is now an official user of the Exchange and AIS database, which provides real-time positions of commercial cargo vessels, tugs and barges that allows the user to identify a ship and communicate with them. It provides the vessel schedules, cargo manifest data and advanced arrival/departure information. All international vessels participate in this system. This maritime information will be useful to the State EOC in the event of an emergency.

Mr. Willauer provided findings for the 10 top-ranked priority chemicals: *vinyl chloride, ethanol, anhydrous ammonia, chlorine, ethylene oxide, hydrogen fluoride, sulfur dioxide, methyltrichlorosilane, titanium tetrachloride, boron trifluoride.* A recap of the study will be presented to the full SERC Commission at the September 25, 2013 meeting.

Mr. Willauer reported his participation in the DelMarva Freight Summit held June 26, 2013, a half-day forum that brings together both public and private sector freight professionals to focus on the needs and interests of freight movement across the Delmarva Peninsula.

NEW BUSINESS:

- Review of SERC Annual Report FY 2013 Draft: Copies of the draft Annual Report were submitted to P&T Committee members for review. P&T Committee members are to submit any edits or additions to Kevin Kille no later than November 12th for incorporation prior to the November 21, 2013 P&T Meeting. Final Annual Report to be presented at the December SERC Quarterly meeting.
- Mr. Giles reports that the City of Wilmington has put into service a new 800 gallon foam trailer with monitor guns. This trailer could be moved to any facility if needed (Engine would need to be provided).
- Mr. Turner reported that Marjorie Crofts, Director of DNREC Division of Waste & Hazardous Substances and SERC Commission Vice-Chair forwarded a media inquiry to him from a *News Journal* journalist regarding a letter issued by the Association of American Railroads (AAR) involving rail car safety, crude oil classification and MSDS requirements for crude oil shipments coming in from Canada to Delaware, and what SERC's response to this issue. Mr. Turner prepared a response to the journalist to be circulated to Committee members by Mr. Kille.
- A copy of President Obama's Executive Order on *Improving Chemical Facility Safety and Security* (dated 8/1/13) was circulated to the P&T Committee. After reviewing, Committee members agreed there is no action necessary on the local or State level; any new directives resulting from this EO will come from the Federal level.

CLOSING COMMENTS

- Next Planning and Training Committee Meeting is scheduled for November 21, 2013, at 9 am at DEMA TAC Planning Room
- Next SERC Quarterly meeting is scheduled for September 25, 2013 @ 1 pm at the Delaware State Fire School

The meeting was adjourned at approximately 10:30 am

State DECON Trailer Committee – Mr. Robert Newnam

The Committee met on August 21, 2013 Chaired by Robert Newnam, with 8 members present

Attendees:

Robert Newnam, Co-Chair	DSFS	David Mick	KC Decon
Ellen Malenfant	DNREC	Charles Stevenson	Sussex LEPC
Joe Leonetti	NCC – Decon	Kevin Kille	DEMA
George Giles	Wilmington	Dr. Har Ming Lau	DPH

Co-Chair Robert Newnam called the meeting to order at 1040.

Committee Reports

- **DECON Trailer Equipment Repairs**
 - Kent County reported for repair for vent cap.
- **DECON Trailer Equipment Requests**
 - Normal request for DECON suits

- **County DECON Team Activity Reports**

	<u>Responses</u>	<u>Training</u>	<u>Public</u>
○ New Castle	10	4	0
○ Kent	3	Continuing	1
○ Sussex	3	1	

Old Business

- Mr. Leonetti reported on the design and pricing for the proposed new DECON unit to replace DECON 1. Cost \$336,753.19.
 - The proposal is to sell the current DECON 1 and DECON 3 and the funds for the purchase of the new unit.
 - Proposal to allow the Committee through DNREC the spending authority to proceed with the purchase of the replacement DECON 1 as submitted, with 10% overage not to exceed the account balance of \$353,359.00.
 - Note: 50% require down – depending on chassis 180 delivery.
- Committee recommended that SERC approve the purchase of the DECON per State of Delaware regulations and guidelines.

New Business

- The committee to develop MOUs with all host agencies.
- Discussion on a standard Meth Lab Response – for the responding agencies and for the “district” Fire Company.
- Current State DECON SOP Guidelines are be reviewed by the Committee members for revisions as required

The meeting was adjourned: 1215 - *Next Meeting Date: November 21, 2013*

NOTE: See SERC New Business section at end of these Minutes for a motion by Mr. Newnam on behalf of the DECON Trailer Committee to gain approval of SERC Commissioners to sell two Decon units, and purchase a new one.

Information and Technology Committee – September 20, 2013 – Mr. Robert Pritchett

The Information & Technology (IT) The SERC IT Committee was scheduled to meet on September 11, but due to scheduling conflicts and a lack of business items to address, the meeting was cancelled. As such, the Committee has not met since the last SERC meeting, and won't really have a formal report for the upcoming meeting. There are several informational items, however, that were distributed among the Committee by e-mail:

- Update on annual EPCRA newspaper Ads
 - Delaware News journal Ad ran on Aug 11.
 - Delaware State News Ad ran on Aug 15.
 - The Ad also ran in the Delaware State News “Salute to Delaware Firefighters” special edition on September 8.
- Updates on Tier 2 Manager
 - EPCRA Reporting Program in DNREC continues to work with the contractor (IDSi) to test and install the updated Tier II Manager 5.0 system. The contractor made noticeable

improvements to the Submit Module (used by facilities to report) based upon our feedback on the first draft of the new system.

- We are waiting on the DE specific version for testing and installation.

The next meeting is tentatively scheduled for December 4. The meeting will focus on reviewing and commenting on responder/planner needs within the new Tier II Manager version, as well as recommendations for a new Committee Chair.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) REPORTS

New Castle County LEPC Committee Report: - *Mr. David Irwin (report period June 13-Sept 25 2013).* **There have been two LEPC meeting since the last SERC meeting:**

The July 8, 2013 meeting was hosted by DuPont Chestnut Run Plaza, 974 Center Road, Wilmington, Delaware 19880. Twenty individuals attended.

Highlights:

- Wayne Hopkins, Fire & Life Safety Resource, welcomed the group.
- Committee Reports –
 - Finance – Chairman Irwin reported that expenses since the last meeting were \$14,015.17 which leaves an FY 2013 closing budget balance of \$5,564.88. He also reported that the SERC approved the FY 2014 budget request of \$87,591.00 minus any FY 2013 carryover.
 - I.T. – Committee member Bill McCracken gave an overview of the July 8th IT Committee meeting.
 - IDSI, the vendor for TIER II Manager, is a little behind in the new version roll out; therefore the training of the Fire Chiefs in its usage will be in the spring of 2014.
 - The Annual Newspaper Ads are to be published in the News Journal on 6/24 and in the Delaware State News on 7/13 and 7/18.
 - Since the explosion of the fertilizer plant in Texas, the newspapers are requesting the storage locations and emergency contacts for all Hazardous Chemical Facilities, this is prompting a review of the SERC procedures for processing the public request for EPRCA information in Delaware.
 - The next SERC IT Committee meeting will be on September 11, 2013 at the Delaware State Fire School.
 - Training – Mark Dolan of the NCCIHMR Planning and Training Committee reported that no training sessions have been conducted since the last LEPC meeting.
 - Transportation – Committee Chairman Al Stein discussed the May 28, 2013 CSX freight train derailment in Baltimore County, Maryland. He also provided NTSB data regarding incidents and fatalities involving grade crossings and or trespassers on railroad property.
- Presentation – Mr. Matt Higgins, DNREC Environmental Scientist IV, presented on the December 26, 2012 Norfolk Southern derailment in Bridgeville, DE.

The September 9, 2013 meeting was hosted by Ashland Research Center, 500 Hercules

Road, Wilmington, DE19808. Thirty-four individuals attended

Highlights:

- Tom Baker, Environmental, Health & Safety Manager, welcomed the group.
- Jay Brabson, P.E., Environmental Engineer, State of Delaware Accidental Release Prevention Program introduced and welcomed Mark Dolan as a new employee to the DNREC Accidental Release Prevention Program group. Mr. Dolan's title is Engineer.
- Chairman Irwin asked if there were any questions regarding the FY 2013 LEPC Accomplishment report that was submitted to the SERC. No comments were made.
- Committee Reports –
 - Finance – Chairman Irwin reported that expenses since the last meeting were \$13,385.78 which leaves a budget balance of \$74,205.22.
 - I.T. - Committee member Bill McCracken reported that the committee has not met since the last LEPC meeting.
 - Training - Mark Dolan of the NCCIHMRMRA Planning and Training Committee reported that no training sessions have been conducted since the last LEPC meeting. .
 - Transportation – Committee Chairman Al Stein reported that there is essentially no new information regarding the Paulsboro, White Marsh and Canadian derailment incidents. He also reported that there are no new developments in regard to lithium battery fire in Boston.
- Chairman Irwin provided the group with an overview of the proposed 7th Annual HazMat Training Workshop.
- Chairman Irwin provided the group with an overview of the 2013 Emergency Preparedness & Hazmat Response conference scheduled for October 13-17, 2013 in Baltimore Maryland.
- Presentation – Mr. David Willauer, IEM, presented the findings of the New Castle County HazMat Flow Study.

SERC/DEMA Activities:

- Participated in the SERC meeting (6/12)
- Participated in the Planning & Training Committee meeting (8/21)
- Facilitated three HazMat Training Workshop Planning Committee meetings (8/8, 8/22, 9/24)
- Participated in I. T. Committee meeting (6/6)
- Prepared and submitted in a timely manner the FY2013 Annual LEPC Performance report (8/2).
- Submitted quarterly LEPC performance report

Emergency Response Plan Reviews and Facility Visits:

- Conducted eight Plan Reviews and Facility visits, Formosa (6/18), Cermet (7/18), Croda (7/30), The Pond (8/1), F. P. International (8/17), D & S Warehousing, DuPont Chestnut Plaza (9/5) and Ashland (9/10).

Exercise Status:

- Participated in the DuPont Experimental Station Emergency Response Exercise (9/25)
- Participated in the DEMA sponsored Statewide Exercise (9/18)

- Agreed to partner with DuPont and Honeywell to conduct a full scale hazardous material exercise in 1Q14

Hazmat Incidents:

- No incidents since the last SERC meeting required activation of NCCIHMRMRA.

NCCIHMRMRA:

- Sponsored Tank Trailer Full Scale Field Exercise utilizing the Weavertown Environmental Group's customized "Bottoms Up" rollover MC-306 tank trailer training simulator (9/21).
- Participated in two NCCIHMRMRA Training Steering Committee meetings (8/12, 9/4).
- Worked with Dave Anderson, Training Steering Committee and NS to schedule Rail Car training for October, 2013.
- Worked with TRANSCAER personnel to identify Midland Kit training resources.
- Scheduled and developed agenda for Twelfth Annual Planning and Training event for Wednesday November 6, 2013.

Outreach Initiatives:

- Participated in a 10 CAP meetings, Croda (9/11), Dow (6/14,9/6), FMC (6/19, 9/18). Delaware City Refining (7/9,8/13,9/10), Dow (9/6) and DuPont (9/19)
- Conducted HazMat and S-I-P training for two NCC OEM sponsored CERT classes (7/26, 8/2).
- Participated in the Coast Guard Sector Delaware Bay AMSC Main meeting (8/16).
- Participated in the DuPont Chemicals and Fluoroproducts 2013 Summer Safety Fair (6/20)
- Participated in the NDAC Public Safety Day (9/21).
- Participated in the Talleyville Fire Company's Open House
- Participated in the annual Timber Farms Community Picnic event (9/7).
- Delivered over 4,500 Emergency Preparedness Guidelines to Brandywine Hundred, Minquadale and Delaware City Fire Companies, New Castle County Libraries, Community/Senior Centers and 7 private businesses/organizations.

Additional Staff Activities:

- Assisted in the development of the IEM NCC HazMat Flow Study PowerPoint presentation.
- Attended New Castle County - County Firefighters & Fire Chiefs Association meeting (9/5)
- Met with key stakeholders to discuss Tier II wants, needs and capabilities
- Completed on-line FEMA Emergency Management Institute –Hazardous Materials Contingency Planning training program
- Successful in getting Tanner Industries to conduct Ammonia Live Release response training at the 2014 HazMat Training Workshop for no charge.
- Working to secure speaker regarding the Lac-Megantic, Quebec disaster for 2014 HazMat Training Workshop.
- As a result of the Florida Blue Rhino propane explosion discussed Delaware RMP program with ARP personnel.
- Interviewed and quoted by Jeff Montgomery, The News Journal regarding rail car safety.
- Discussed Maritime Exchange for Delaware River and Bay organization with Director of Operations.
- Distributed Tanner Ammonia training certificates to participant organizations
- Documented five reportable release reports in accordance with EPA regulations

- Participated in NASTTPO Board teleconference (9/4).
- Registered to participate in the Baltimore Emergency Preparedness & HazMat Response Conference
- Registered to participate in Midyear NASTTPO Training Workshop and HMEP Grants Assistance meeting.
- Registered to participate in Hot Zone Conference.
- Appointed by NASTTPO Board to lead committee to develop NASTTPO website.
- Developed NASTTPO website RFP document
- Served as a technical resource to three LEPC member organizations.
- Continue to lead efforts to deliver the 7th Annual Hazardous Material Training Workshop
- Represented NCC LEPC at Kent County (9/10), Sussex (9/12) and Wilmington (7/12,9/20) LEPC meetings

Next LEPC meeting scheduled for Monday, November 18, 2013. Exact location to be announced.

City of Wilmington LEPC Report – Mr. George Giles

A meeting of the LEPC of City of Wilmington was held September 24, 2013. Meeting highlights include:

FY 13 BUDGET: Remains on track.

HAZMAT TRAINING:

- Will participate in the Port of Wilmington Hazmat/Terrorism Drill 9/26.
- One member is attending the National Fire Academy's 2 week Hazmat Materials Operating Site Practices course.
- Will participate in the statewide Hazardous Workshop April 2013.

HAZMAT RESPONSES – NONE

EXERCISE STATUS:

- Will continue to work with Noramco on their drills and exercises.
- Will work with Citrosuco on their drills and exercises.
- Will stay active with the POW on all there exercises & drills.
- Working on a lockdown plan for the City County building in response to results of the after actions report of the active shooter table top this past May.

PLANNING & OUTREACH –

- Continue teaching an all hazards approach to citizens, community groups, business groups and our City employees.
- Continue to do evacuation and sheltering training to business, citizens and placed in all City Office Buildings.
- Wilmington TV Chanel 22 showing Public Safety issues on their monthly show. The WFD, WPD, and OEM will be doing one each a month.
- Will participate in the Southbridge Community Flood symposium 9/24.

HAZARDOUS SUBSTANCE AND HAZARDOUS MATERIAL PLAN: The City of Wilmington plan is continually updated

Next City of Wilmington LEPC meeting to be held November 8, 2013.

These minutes are DRAFT until approved at the next SERC meeting.

Kent County LEPC Report – Mr. Colin Faulkner/Mr. David Mick

Regular LEPC meetings continue on the second Tuesday of odd numbered months.

Notes from September 10, 2013 Meeting:

Attendees:

Dave Mick	KCDPS	Colin Faulkner	KCDPS
Nicole Vautard	KCDPS	Terri Abegglen	ARC
Charlie Boyer	Town of Smyrna	Barry Laise	LCFC/DSP
Bob Barrish	Citizen	David Irwin	NCC LEPC
Jay Brabson	DNREC	Galen Purcell	Troop 3
Miranda Mal	DAFB	Joseph Davis	DAFB
Cheryl Russell	Delmarva	Charles Stevenson	Sussex LEPC
Kelly Medkeff-Rose	PPG	Carleton Carey Sr.	KCFC
Joseph Tyler	USCS	Mark Dolan	DNREC

David Mick called the meeting to order at 10:00 am.

Welcome from Dave and introduction of all the attendees.

The minutes of the last meeting were approved.

Current Issues

Dave Mick – DECON – Got through the State Fair without incidents. Installed new awning on Trailer. It is a retractable one and more stable. Had one Meth Lab response. Preparing for NASCAR Races. Had a Sea Watch call for a detection in areas where shell casings are sometimes found.

Dave Mick – Technical Rescue Team – One response for a car into a house. Had to shore up the house. Everything went well. Fall training is picking back up with the Medics. November 1 & 2 will be our annual trench training weekend.

Kris Gontkovsky– Tier II Reporting –**I. FUNDS**

\$285,820 collected so far this year from 2012 Tier II reports.

II. REPORTING

- A. 1,834 total active facilities.
- B. 43 facilities have not started their 2012 report.
- C. 9 facilities have started their 2012 report, but have not finished.

III. STEPS FORWARD

- A. Work on reviewing received submittals for data quality/compliance issues.
- B. Emails/phone calls to facilities with delinquent reports/fees.
- C. Work with 911 centers to update street addresses, lat/long coordinates, and corresponding fire district for new facilities.

These minutes are DRAFT until approved at the next SERC meeting.

Kris Gontkovsky– Tier II Manager Update – Beta tested new system with developers. Providing feedback along with other state staff to provide constructive criticism. Periodic tests being scheduled to allow staff the opportunity to provide input to developers as the program is being constructed.

Kevin Kille– SERC – The next quarterly meeting will be 25 Sep at 1 PM at the Fire School. The presentation will be the final report of the Hazmat Route Risk Study.

Kevin Kille– HMEP – The USDOT PHMSA has awarded Delaware \$110,643 for the FY14 HMEP grant. This is a 6.26% cut from last year's amount, due to the sequestration. Once all state-level grant documents are signed, I will provide the formal subgrant documents to the LEPCs, DNREC and Fire School.

Kevin Kille – DEMA and Sussex County EMA will be conducting a full-scale Logistics/Resource management exercise on 18 Sep. All are invited to observe either at Sussex County or at DEMA State EOC.

Old Business

Dave Mick – Outreach Initiatives – Family Emergency Preparedness Day will be on September 21 from 10am-2pm at the Delaware Agriculture Museum. This location will be the permanent location for this function. Every year it is growing bigger.

Dave Mick – Budget – Request made for HMEP Funds to be used for Little Creek to attend the EPA Conference.

Bob Barrish – Facility Visits – No inspections since the last meeting. A couple are scheduled for later this month. This quarter there are a lot of 3 year anniversaries coming up so they will be re-inspections.

Chip Stevenson – Sussex LEPC – Two facility visits on Agriculture businesses. Next meeting on Thursday.

David Irwin – New Castle County LEPC – Last meeting held yesterday. Presentation on IEM Transportation Study. Emergency Preparedness Conference in Baltimore October 13-17.

Dave Mick – Exercise Program – Since last meeting we participated in exercise with DAFB. The scenario included a Hazmat and active shooter incident at school. Had DECON there for Hazmat portion of the exercise. It was by chance that the medics assigned to the exercise were members of our SWAT Team. We were able to incorporate them into the exercise. Developing active shooter exercise at Dover Downs. Training and Exercise Committee trying to collect information on any exercises that were conducted throughout the State and come up with a list of lessons learned or a standard response guideline.

Dave Mick– 2014 7th Annual Statewide Hazmat Training Workshop – To be held on April 25 & 26 at the Delaware State Fire School. Thanks to the committee we have some really great programs lined up. In the afternoon we are going to have a new panel discussion “Value of SERT Level Response. Are we all on the same page”? There will be sessions on the following topics:

- Ethanol Theory
- Poultry Industry
- Tanner Industries will have a live Ammonia Leak

- Meth Lab sessions
- Advance Air Monitoring
- PSEG will be participating
- Joe Leonetti will have a session on Hospital DECON

Considering the possibility of holding a session on Friday if we get a lot of participation. Will be sending out sponsorship letters soon.

New Business: None

Meeting adjourned.

Next LEPC meeting scheduled for Tuesday, November 12, 2013.

Sussex County LEPC Report – Mr. Charles Stevenson

Meetings: There have been two LEPC meeting since the last SERC meeting.

July 11th Meeting: The July meeting was held at the DNREC field facility in Lewes. There were 19 members/guests in attendance.

Topics covered:

- Kris Gontkovsky from the DNREC-EPCRA program reported:
 - I. FUNDS
284,190 collected so far this year from 2012 Tier II reports.
 - II. REPORTING
 - A. 1,804 total active facilities.
 - B. 51 facilities have not started their report.
 - C. 11 facilities have started their 2012 report, but have not finished
 - III. STEPS FORWARD
 - A. Work on reviewing received submittals for data quality/compliance issues.
 - B. Emails/phone calls to facilities with delinquent reports/fees.
 - C. Work with 911 centers to update street addresses, lat/long coordinates, and corresponding fire district for new facilities.
 - IV. TIER 2 MANAGER UPDATE: Beta tested new system with developers. Providing feedback along with other state staff to provide constructive criticism. Periodic test being scheduled to allow staff the opportunity to provide input to developers as the program is being constructed.
- Eric Huovinen, Sussex County EMS reports good cooperation with police, medics and fire companies on several meth lab incidents.
- Kevin Kille from DEMA provided a report:
 - A. HMEP GRANT: All agencies have used about 33% of allocated funds for this grant year.
 - B. SERC Regular Meeting with an updated presentation by Lisa Dunaway on CFATS

Presentations: Scott Bossert from Delaware Bay & River Cooperative provided a discussion on oil spills off the coast. Approximately 3,000 ships come through Delaware Bay and 800 of them are tankers. One million barrels of crude oil transmit the Delaware Bay yearly. It is very important to have plan in place if an incident occurs.

These minutes are DRAFT until approved at the next SERC meeting.

September 12th Meeting: There was 18 members/guests in attendance.

Topics covered:

- Kris Gontkovsky from the DNREC-EPCRA program reported:

I. FUNDS

285,820 collected so far this year from 2012 Tier II reports.

II. REPORTING

- A. 1,834 total active facilities.
- B. 43 facilities have not started their 2012 report
- C. 9 facilities have started their 2012 report, but have not finished

III. STEPS FORWARD

Work

- A. Work on reviewing received submittals for data quality/compliance issues.
- B. Emails/phone calls to facilities with delinquent reports/fees
- C. Work with 911 centers to update street addresses, lat/long coordinates, and corresponding fire district for new facilities.

IV. TIER 2 MANAGER UPDATE: Beta tested new system with developers. Providing feedback along with other state staff to provide constructive criticism. Periodic test being scheduled to allow staff the opportunity to provide input to developers as the program is being constructed.

- Eric Huovinen, SCEMS reports one response to the Dogfish Head Brewery with a leak from an acid tank. DECON unit was on the scene for 6 hours. No injuries and all went well.
- Kevin Kille from DEMA provided a report – HMEP Grant – there has been a 6% cut to the grant for FY 2014.
- No Threats on 9/11/13.
- During Race Week DEMA will be on call 9/27/13-9/29/13.

Presentations:

Marilyn O'Neal from Perdue provided a Power Point presentation on the Global Harmonization process. She explained the reasons behind the changes to bulk chemical labeling and the progress of the implementation.

Facility Visits: There has been four facility visits since the last SERC meeting.

- Mountaire of Millsboro
- Meherrin Ag in Bridgeville
- Helena Chemical in Bridgeville.
- Peninsula Oil in Blades with Jay Brabson of DNREC-ARP.

HazMat Plan Status: The yearly review of the Sussex County HAZMAT Response Plan was completed in April of 2013.

Exercise Status: The Sussex County LEPC participated in/ observed the following exercises:

- Healthcare Tabletop Exercise held in Dover.
- PODS Exercise at Sussex County EOC.
- Community Shelter Workshop at DEMA.
- DETF Exercise at University of Delaware Extension in Georgetown.
- Nanticoke Hospital Table Top Exercise in Seaford.
- Delaware Full Scale Hurricane Recovery Exercise in Georgetown.

HazMat Incidents: In the second quarter of 2013, there were 22 incidents reported.

Comments: Other LEPC activities include:

- Participated in the HazMat Workshop Planning Committee meetings.
- Attended the Sussex County Fire Chiefs Association meeting on September 19th.
- Attended the SERC Planning and Training Committee meeting on August 21st.
- Attended the DECON User's Group meeting on August 21st.
- Attended the briefing on the Delaware Annex of the FEMA Region III Operations Plan on September 5th.
- Met with representatives from Perdue of Georgetown to discuss planning on full scale exercise.
- Attended DECON Exercise Planning meeting at Beebe Hospital on September 6th.

The next Sussex County LEPC meeting is scheduled for November 14th, 2013 at 10 a.m. at the Sussex County EOC.

DNREC Report: Ms. Ellen Malenfant

Statistics for the 2nd quarter 2013 show the DNREC Emergency Response Team (ERT) responded to 113 incidents. This is compared to 74 responses in the 1st quarter of 2013. The largest number of responses in the 2nd quarter was to transportation incidents with 24 responses. The next highest categories of responses were 14 "other" uncategorized responses that are listed in the attached table and 13 Law Enforcement assists of which 7 were to clandestine methamphetamine manufacturing.

Of the 24 transportation incidents, 21 involved the fuel and fluids from the vehicle fuel and hydraulic systems. Two transportation incidents involved overturned tankers loaded with gasoline in one case and latex in the other incident. In both these responses DNREC conducted trans-loading of the hazardous materials so that the roadway could be cleared. One transportation incident involved a transformer oil spill resulting from a sheered a transformer pole.

DNREC ERT Activities

DNREC ERT conducted several Awareness Level Training sessions on "One-Pot" Clandestine Methamphetamine Laboratories to Delaware Department of Transportation (DelDOT) Sussex County Field Staff, to DNREC Fish & Wildlife agents, Kent County Emergency Medical Service, and Greenwood Fire Company between April and June 2013.

DNREC ERT participated in the Delaware Bay & River Cooperative (DBRC) Delaware River 2013 Preparedness for Response Exercise Program (PREP) Drill on April 18, 2013. Multiple Federal and State Agencies as well as several area emergency response contractors participated in the PREP Drill, including the U. S. Coast Guard, and the States of Pennsylvania and New Jersey. The scenario of the PREP Drill was a simulated release of approximately 2,500 barrels of crude oil into the Delaware River as a result of a ship to barge collision, which impacted the shorelines of all three states.

These minutes are DRAFT until approved at the next SERC meeting.

On May 14, 2013 DNREC ERT and DNREC Natural Resources staff participated in a United States Coast Guard oil spill response training exercise in the Indian River Inlet, which tested new boom vane equipment designed to carry and hold several hundred feet of traditional boom in the fast flowing current of the Indian River Inlet. Based on the results of the on-water boom deployment, a new booming strategy for the Inlet will be developed.

In June 2013 DNREC's ERT were part of the Joint Hazard Assessment Team (JHAT) quick response team for any suspected Chemical, Biological, Radiological, Nuclear, or Explosive (CBRNE) threats at the Dover International Speedway NASCAR events and at the Firefly Music Festival at Dover Downs. The ERT combined with elements from the Delaware State Police (DSP) Explosive Ordinance Disposal (EOD) unit. No incidents associated with CBRNE occurred at either event.

EPCRA Activities

During April and May 2013, DNREC's Emergency Planning and Community Right to know Act (EPCRA) program responded to requests from Reuters and the Associated Press for EPCRA Tier II data of hazardous chemicals on-site reported by Delaware facilities. Reuters also requested this information from many other states and was related to research for an article on ammonium nitrate, and the Texas fertilizer plant incident. The EPCRA program released the Tier II chemical inventory data using the procedures established and approved by the State Emergency Response Commission (SERC), which meet state FOIA and US EPA EPCRA requirements. In accordance with the procedures, information on the amounts of each chemical reported on-site, along with other information such as locations of chemicals on-site, are not provided with the data. Per SERC procedures, specific facility on-site chemical quantity and location information is only available by setting up an appointment to review in person at the EPCRA Reporting Program office.

Accidental Release Prevention Activities

On May 29, 2013, the Accidental Release Prevention Program issued a notice of violation to Homalite, Inc, located in Wilmington, for violation of the general duty clause of Delaware's Extremely Hazardous Substance Risk Management Act in response to an explosion at the facility in September 2012. The NOV requires the facility to comply with National Fire Protection Association industry code for storage of Diisopropyl peroxydicarbonate (IPP), an organic peroxide, which is unstable at temperatures above minus four degrees Fahrenheit.

DNREC ERT Responses of Note

On April 30, 2013, DNREC ERT responded to an overturned tractor trailer on Rt 301 in Middletown involving a tanker carrying 4,000 gallons of latex after the tractor trailer was hit by a drunk driver. The highway was closed while product was recovered, transferred into another tanker and the spill cleaned. DNREC received positive feedback from the trucking company, SJ Transportation, after the incident commending Delaware agencies' willingness to work with the company during the incident. "The fact that you were 100% willing to work with us to mitigate the scene helped SJ in having a seamless response. Thank you for all of your help!"

On May 13, 2013, DNREC ERT completed the transfer of 1,012 gallons of gasoline from an overturned Eagle Transport gasoline tanker without incident. The transfer cleared the way for restoring power and reopening Rt. 24 in the Laurel/Gumboro area. A small amount of gasoline spilled and 100+ gallons of diesel spilled from ruptured saddle tanks.

SERC NEW BUSINESS:

- Mr. Newnam reported that Decon Trailer Committee members Mr. Giles and Mr. Leonetti had been charged with designing and obtaining pricing for a replacement DECON unit. The resulting quote from Alfred Industries in the amount of \$336,753.19 dated June 14, 2013 (*please refer to quote circulated during meeting and attached to these minutes as reference*). Mr. Newnam put forth a motion to approve the purchase from Alfred Industries of a new Decon Unit at the cost of no more than \$336,753.19. Further, he puts forth the motion for the Decon Trailer Committee to sell Decon Units #1 and #3 and use funds raised from that sale to offset part of the cost of the new unit. All State of Delaware purchasing guidelines and policies will be followed. Mr. Newnam and the Decon Trailer Committee recommend that the SERC Commission approve this. It was noted that Alfred Industries either has a GSA or is in the process of completing a GSA contract and therefore would not need to go out for general bid. Mr. Newnam further clarified that selling two units and replacing with only one unit would *not* result in a decreased ability to respond, as Sussex County retired a unit and are using portable units currently. In addition, Kent County would respond if necessary to any decon calls in Sussex County. The SERC Chair put this motion to the SERC commissioners. Mr. Irwin was first to accept the motion, Mr. Metheny seconded the motion. All SERC members present were in favor; no one opposed. The motion was carried after confirming that
- Mr. Michael Layton was appointed on September 10, 2013 as to the SERC member representing Highway Transportation. His appointment will expire September 10, 2015.
- SERC member Mr. Robert Byrd's appointment has been renewed as of September 10, 2013 for a period of two years. Mr. Byrd represents Railroad Transportation.
- SERC member Mr. James Lee's appointment has been renewed as of September 10, 2013 for a period of two years. Mr. Lee represents Users and Consignees of Hazardous Materials
- Chairman Schiliro reminded SERC Commissioners that their positions are statutory commissions appointed by Governor. One factor that is highly considered when re-appointing is the matter of attendance to SERC quarterly meetings. SERC Commissioners are asked to make every effort to attend the quarterly meetings and if there are issues that cause you not to be available, let Mr. Kille know in advance so that we can be assured of a quorum.
- A draft of the SERC Annual Report for FY 2013 was submitted to the SERC membership for review and comments. Edits to be submitted to Kevin Kille no later than November 12, 2013 for final review by Planning and Training Committee on November 21, 2013, and final presentation to SERC at the December quarterly meeting. It was unanimously decided that the SERC Annual Report will be distributed electronically in PDF format rather than incur expense of printing the report.
- Chairman Schiliro advised the SERC that his office has begun the process of compiling their annual policy memo to the Governor's Office that will include any recommendations for legislative changes or proposals that the Governor could submit in the next legislative session. Secretary Schiliro asked that this issue be added to the December agenda so that any SERC recommendations can be included and sent to the Governor for his consideration. Mr. Newnam will keep this in mind as the Finance and Budget Committee works to develop funding strategies for upcoming budgets. Further discussion on this topic will be conducted at the December meeting.
- **Presentation:** Mr. David Willauer, manager of IEM, Inc. presented a slide overview of the *New Castle County Risk Route Assessment Transportation Study* that was conducted this year and concluded this month. Mr. Willauer provided findings for the 10 top-ranked priority chemicals as identified by the SERC Committee as a focus: *vinyl chloride, ethanol, anhydrous ammonia, chlorine, ethylene oxide, hydrogen fluoride, sulfur dioxide, methyltrichlorosilane, titanium tetrachloride, boron trifluoride*. The final report is now available via a secure web portal to designated users in State Emergency Management, Public Health, DNREC,

Environmental Health, Local Emergency Managers and LEPC Chairs. Secretary Schiliro asked that this information be presented to the State Fire Chiefs and Department of Transportation engineers in order to begin the process of developing strategies for mitigation. (*Note: See above SERC Planning & Training Committee Notes from 8/21/13 for additional detail about this Study*).

OTHER SERC BUSINESS:

- Introductions were made of two new SERC members Mr. Mark Dolan, who will be working with DNREC as xxx, and Mr. Raymond Holcomb, who is the new Department of Safety and Homeland Security Advisor to Secretary Schiliro.
- Dr. Lau announced that the State of Delaware Department of Public Health is sponsoring a *Public Health Preparedness Symposium* to be held Tuesday, Oct 15th from 9 am to 4 pm at Dover Downs.
- Mr. Tony Murray announced that the US Department of Transportation Pipeline and Hazardous Materials Safety Administration is holding a training seminar at the University of Delaware next August 26 & 27, 2014. More than 175 participants from local industry, government organizations, DSP, TSA, Coast Guard came to last year's event. Registration is free. More details will be shared as arrangements and finalized.

CLOSING COMMENTS –

- The next SERC meeting will be December 11, 2013 @ 9 am at the Delaware Fire School. The meeting adjourned at 2:30 pm

Minutes Drafted by:

Kevin Kille, SERC Executive Director
Delaware Emergency Management Agency
Technical Hazards Planning Supervisor
Phone: (302) 659-2237
Email: kevin.kille@state.de.us