

STATE EMERGENCY RESPONSE COMMISSION

Meeting Minutes

September 8, 2010

Commissioners

Secretary Lewis D. Schiliro – DHS, Chair
Marjorie Crofts – DNREC/DAWM
Grover P. Ingle – State Fire Marshal
Robert Newnam – DE State Fire School
Sen. Bruce Ennis – DVFA
Bill Betts – Fire Prev. Commission
Jim Paige – DSP
Ralph Baker – Shipper
Lori Palmer – Chemical

Glenn Gillespie – DEMA
David Irwin – New Castle County LEPC
Colin T. Faulkner – Kent LEPC
Charles Stevenson – Sussex LEPC
Robert Byrd – Rail Transportation
James Lee – Consignees
Dr. Jerry Llewellyn – Div. Public Health
Steve J. Owens – Water Transportation
Byard O’Neal – Proxy Highway Trans.

Members/Visitors

Arthur D. Paul – DEMA
Nancy Wyatt – DEMA
Ellen Malenfant – DNREC
Rich Antoff – DNREC/ARP
LTJG Kai Kang – USCG–
LTJG Karin Evelyn – USCG

Joseph Murabito – NCC LEPC
Bob Barrish – Citizen/Kent LEPC
Bill Hermstedt – Eastern Shore Natural Gas
Chris Schmid – NCC OEM
Dave Mick – Kent LEPC
Dave Ennis – NCC LEPC

The September 8, 2010 meeting of the State Emergency Response Commission (SERC) was called to order at approximately 9:07 a.m. by the Chairman Lewis D. Schiliro, Secretary Department of Safety and Homeland Security. The attendees introduced themselves and a quorum was present. The June 9, 2010 meeting minutes were approved as written. Mr. Paul read a tribute to Mr. Ralph Baker from Governor Markel for over 14 years of dedicated service to the State Emergency Response Commission.

STANDING COMMITTEE REPORTS

Finance and Budget Committee – Mr. Robert Newnam

Summary of SERC finances as of 9/3/2010 (for accounts at DNREC):

SERC Fee Holding Account:

Carryover from 2009 calendar year	+ \$ 272,234
Disbursement in Jan 2010 to Sussex LEPC for FY 2009	- \$ 30,095 (a)
Fees collected thus far in 2010 calendar year	+ \$ 296,100 (b)
Projected reimbursements thus far	- \$ 80 (c)
Disbursements for FY 2011 approved at June 2010 meeting	- \$ 278,681 (d)
Annual transfer to Decon trailer replacement fund	- \$ 0 (d)
Account balance as of 9/3/2010	\$ 259,478

Decon Trailer Replacement Account:

Carryover from 2009 calendar year	+ \$ 224,258
Transfer into account in June 2010	+ \$ 0 (d)
Interest received thus far in 2010 calendar year (first 5 months)	+ \$ 2,191 (e)
Interest taken for State budget shortfall	- \$ 0 (f)
Account balance as of 9/3/2010	\$ 226,449

Notes:

- a. When the SERC approved annual disbursements in June of 2008 for FY 2009, the Sussex County LEPC had submitted a full budget request to the SERC. However, the Sussex LEPC was going through a re-building phase. They did not have an LEPC staff person, but were planning to hire. The SERC approved funding for the Sussex County LEPC for FY 2009, but the LEPC was to hire for their position first, and then submit a revised budget to cover the balance of the Fiscal Year. Funding was to be provided to Sussex County for FY 2009 once the final, adjusted budget request was received. Sussex County hired an LEPC staff person part way through the Fiscal Year, but did not submit a revised budget request. A retroactive request for FY 2009, documenting actual expenditures, was submitted in December 2009 and funds disbursed in January 2010.
- b. Reports and fees from facilities covering calendar year 2009 were due (to be postmarked) by 3/1/10. A small amount of additional fees are expected as we continue to follow up on delinquent reporters. Net fees received in 2009 totaled \$305,120.
- c. Reimbursements will be necessary to a small number of facilities for reporting errors. These are typically mailed to facilities later in the year. Reimbursements in 2009 totaled \$400.
- d. Disbursements approved in June 2010 for FY 2011 were as follows:

Organization	Approved Allocation
City of Wilmington LEPC	\$ 53,401
New Castle County LEPC	\$ 78,094 *
Kent County LEPC	\$ 46,900
Sussex County LEPC	\$ 64,906
DEMA (for decontamination trailer maintenance/equipment account)	\$ 10,000
DSFS (for SERC IT Committee)	\$ 8,090
DNREC/DAWM EPCRA Program support	\$ 17,290
Total	\$ 278,681

* FYI - Request was approved, but funds were to be held by DSHS until a signed contract is in place between the County and the LEPC.

Additional Transfers	Approved Amount
Decon Trailer Replacement Fund **	\$ 0***
Decon Trailer Replacement Fund **	Interest on SERC fee holding account shall continue to be deposited into the decon trailer replacement fund as received.

** Separate interest bearing account maintained at DNREC for SERC.

***Because of shortfall, the SERC decided not to deposit the usual 10% of annual fees into this account as done in previous years.

- e. Interest will continue to accumulate. Effective July 2008, interest from both the Fee Holding Account and Decon Trailer Replacement Account are being jointly deposited into the Decon Trailer Replacement Account.
- f. Interest earned on the SERC Fee Holding Account is periodically being taken and transferred to the State General Fund to help with the budget shortfall (even after transfer into the Decon Trailer Replacement Account). None has been taken yet in calendar year 2010. No interest earned on the Decon Trailer Replacement Account is being taken.

HMEP Grant Review – Mr. Arthur D. Paul

Mr. Paul reviewed the status of the Hazardous Materials Emergency Preparedness grant using a printout in the agenda package. Some of the approved sub-grant activities will not be completed by September 30, 2010. Mr. Paul apologized for the delay in the sub-grant awards; several reasons contributed to funds not being liquidated including a delay in the award approval from U.S. DOT, Delaware Clearinghouse approval, and a local delay in the sub-grant process because of personnel issues. Efforts are being made to reallocated un-liquidated funds. The liquidation of HMEP funds has been an on-going concern especially since the 70% increase which necessitated the sub-grants, because of DEMA inability to provide the required 20% match. However, process improvements are being initiated to expedite the sub-grant awards and to improve tracking of sub-grant activities.

Information and Technology Committee – Mr. Bill Betts

- The annual EPCRA ads were coordinated and updated and will be running in newspapers statewide during September.
- An update of annual Delaware Tier II was provided to U.S. Department of Homeland Security.
- Implemented upgrade to Tier II Manager from IDSI to improve the way Material Safety Data Sheets (MSDSs) are stored and accessed within the system.
- With positions being put on delay and the lack of resources, this will result in a delay for the following IT committee projects: To conduct another round of the training sessions on Tier II Manager for emergency planner and responders, training sessions for reporting facilities this fall, project to plot all Tier II facilities on a GIS layer for loading with Tier II Manager, Roll-out of Tier II Manager for direct access by fire companies.

Planning and Training Committee – Mr. Glenn Gillespie

The Committee met on August 26, 2010 and 13 members attended. DEMA Deputy Director Glenn Gillespie chaired the meeting in the absence of Committee Chairman Jamie Turner and called the meeting to order at 9:02 a.m. Attendees were provided a copy of the meeting agenda and the meeting minutes from the previous meeting, which were approved. The following agenda items were briefed and discussed.

- SERC Meeting Agenda – Mr. Paul distributed and reviewed the draft SERC meeting agenda for September meeting. Following a request for ideas on a possible presentation, a suggestion was made to include a presentation from the U.S. Coast Guard on its responsibilities, the Maritime Security Program, and the Maritime Security Council.
- HMEP Update – Meeting attendees were provided a spreadsheet detailing the Hazardous Material Emergency Preparedness (HMEP) Planning & Training sub-grants to the Counties, the City of Wilmington, and the DEMA portion of the grant. Mr. Paul briefed on the status of the grants and that some of the approved activities would not be completed by September 30, 2010, and funds are being reallocated in an effort to liquidate the awarded funds. The liquidation of HMEP funds has been an on-going concern especially since the seventy percent increase in funds which necessitated the need for sub-grants. Mr. George Giles expressed concerns about the delay in the sub-grants being signed and that interfered with the start of the planning process and made it difficult for the sub-grantees to complete the approved activities. Mr. Paul stated that the award letter from U.S. Dept. of Transportation was late which slowed the Clearinghouse approval and there were other issues that adversely impacted the sub-grant process. After lengthily discussion, DEMA will review the HMEP sub-grant process and implement procedures to expedite the approval of sub-grants. Process improvements will be discussed with sub-grantees following the SERC meeting.
- New Castle County LEPC – Mr. Dave Irwin, LEPC Chair, briefed that the SERC gave the LEPC permission to seek a partner for administering the LEPC funds. The LEPC Steering Committee met in July and agreed to submit draft Memorandum of Understandings (MOUs) to Del Tech, the

State Fire School, and New Castle County Office of Emergency Management. At this time the Fire School and NCC OEM have returned the MOUs and the NCC LEPC Steering Committee will review the MOUs and make a recommendation to the SERC.

- Draft SERC Annual Report for FY 2010 – Mr. Paul briefed that the report was ninety five percent completed and requested Committee members to review the draft and submit changes by Friday, September 3, 2010
- TRANSCAER (*Transportation Community Awareness Emergency Response*) – During the December 2009 SERC Retreat this initiative was discussed and Mr. Giles has been in contact with New Jersey and Pennsylvania emergency management representatives and the NCC LEPC. Mr. Paul briefed that the TRANSCAER initiative is a voluntary national outreach effort which assists communities that have major transportation routes within their jurisdiction and addresses potential community concerns about transportation of hazardous materials. The event will be a Tri-State initiative and is scheduled for June 2011. The P & T Committee will be the State Representative. Mr. Paul, on behalf of the Committee, will meet with Mr. Giles to discuss how the State can support the event.
- 4th Annual DE HazMat Conference – Mr. Paul and Mr. Irwin, Conference Planning Committee Chair and Co-Chair, briefed that the conference will be April 1st & 2nd 2011 with a Friday night teambuilding dinner on April 1st and numerous breakout sessions on Saturday April 2nd. The conference is tailored to provide current and relevant information to Delaware's HazMat responders, and the Fire, Emergency Medical Services, and Law Enforcement communities. The annual conference will be hosted by the 31Civil Support Team and will be held at the Smyrna Readiness Center (SRC). The Planning Committee met at the SRC on August 25th and finalized the breakout sessions and other aspects of the conference. There will be sessions on Gas Station/Fuel Tanker Emergencies, DEA Meth Labs, DAFB HazMat Trailer Static Display, Railcar Emergencies, Bio Agents, Refinery Incidents, Crime Scene Protection, etc. Advertisement and outreach for the 4th conference will be significantly increased and a corresponding increase in attendance is expected.
- Rail Hazardous Material Security – Mr. Dwayne Day, DelDOT, commented that there have been no local meetings regarding rail security. However, DelDOT planners in New Castle County have been working with the rail companies to develop plans that address legal requirements that have been instituted at the Federal level. Mr. Day has requested to be involved in the discussions and planning processes and will keep the P & T Committee informed of rail security issues.

The next meeting will be held on November 18, 2010.

Decon Trailer Committee – Mr. Robert Newnam

The Committee met on August 4th and 9 members were present. CO-Chair Robert Newnam called the meeting to order at 1000 at Delaware State Fire School. Minutes of the previous meeting were approved.

- Repairs/Maintenance – New Castle reported progress is being made on the generator upgrade. Sussex County reported that a new jack has been installed.
- WMD Funding – Ellen Malenfant provided the committee with information on funding status. The committee reviewed the report and ask Mr. Bethard to offer thanks to Ms. Malenfant for her work.
- Status Reports – Kent County: Is preparing for a September 11 training program. Sussex County: Response - one incident, stand-by to assisted with Re-hab. Regular training conducted – 2 sessions with CST Team and one Public event with the Sussex LEPC. New Castle County: Responses – five, one Public event had to leave the event to respond to a call.
- Other – Field Decon Units: staging location in Sussex County, received an update from Mr. Stevenson on possible location, University of Delaware site in Lewes. Decon Trailer replacement: Committee members discussed unit types, sizes, and pricing. Also, discussed the possibility of rotating units for better serviceability. At this time for planning replacement of a unit for a county

should be \$150,000.00. FDU County SOP Dispatch and Notification: Committee members discussed the current status. Mr. Leonetti provided the members copies of the SOPs used by New Castle call board. Committee asked that Mr. Bethard continue to discuss the matter with the call boards. Mr. Bethard did ask if only Kent County Call Board can dispatch on call personnel. This matter will be researched and reported back to the committee. Mr. Cooper advised the Committee on the possible future of the Sussex County Decon unit. Currently, there is discussions with Sussex Fire Chiefs to review the possibility of a partnership along the lines of Kent County. Will keep the committee advised. Mr. Metheny asked that at the Fall Meeting that FDU training and dispatch be addressed.

The next Meeting will be October 6, 2010, 10:00 a.m., the Delaware State Fire School.

LOCAL EMERGENCY PLANNING COMMITTEE REPORTS

New Castle County – Mr. David Irwin

- Meeting Notes – There has been one LEPC meeting since the last SERC meeting. The July 12th 2010 meeting was hosted by the NCC OEM at the Paul J. Sweeney Public Safety Building. Mr. Christopher Schmid, Emergency Planner welcomed the group.
Highlights: Mr. Bruce Galloway, Transportation Committee Chairman, provided two presentations in lieu of a report: Printpack, Inc. Fire and DuPont Experimental Station Peroxide Fire. Mr. Bob Barrish, NCC LEPC Steering Committee Chairman, reported on the Committee's meeting held on June 28, 2010. Two matters were discussed: A process for getting the LEPC staff paid through June 30, 2010 was agreed and executed with NCC. The agreement terminated with NCC on June 30th and as sanctioned by the SERC at the June 9th meeting the Committee agreed to evaluate the feasibility and advantages of using another agency to administer the FY2011 grant. Three interested parties were identified, Del Tech, State Fire School, and NCC Office of Emergency Management. A draft MOU has been submitted to the above entities for review, and the Steering Committee's goal is to identify the best administrator for the LEPC and recommend to the SERC at the September meeting that the LEPC funds be released to that organization. Finance: Chairman Irwin reported the LEPC budget as follows: FY 10 Appropriation: \$123,314.00, Expenses to Date: \$ 97,527.00, and Balance: \$ 25,787.00. Mr. Bill McCracken has agreed to volunteer to serve as the NCC LEPC Information and Technology (IT) Committee Chair and representative to the SERC I.T. Committee. Dave Carpenter, Jr., provided an overview presentation of the Office of Emergency Management.
- Facility Visits – The following 11 visits have been completed: Syntec, Sunoco, Burris, Refrigeration, F. P. International, Ashland, DuPont Chestnut Run, FUJI Film, Arlon, D & S Warehousing, The Pond (in conjunction with DNREC Accidental Release personnel) and Cermet.
- HazMat Plan Status – The annual review and update of the NCC LEPC Hazardous Material Response Plan has been completed and forwarded to NCC OEM.
- Exercise Status – Participated in the DEMA-led joint planning sessions for the April 2011 Delaware Hazardous Materials Conference. Participated in the 29th meeting of the NCCIHMRA Training Committee to coordinate new SOGs for formal approval and printing. Continued efforts to coordinate and administer NCCIHMRA training and administrative activities.
- HazMat Incidents – No incidents since the last SERC meeting required activation of NCCIHMRA.
- Comments: Outreach Initiatives: Participated in: Five Points Fire Company Open House Community Awareness Day, Middletown Fire Company Open House and Community Awareness Day during Peach Festival, and Claymont National Night Out. Attended: Croda CAP meeting and the FMC CAP meeting. Delivered over 7,000 Emergency Preparedness Guides.

The next LEPC meeting will be September 13, 2010 at 2:30 p.m., at Honeywell Inc.

City of Wilmington – Report received electronically

- Meeting Notes – LEPC FY2011 budget has been approved. HMEP FY2010 received letter of approval and submitted to the City legal because of the match. Extra planning and training monies being utilized. Training again has a busy schedule. Education & Outreach has completed several venues this summer. Participated in an “All Hazards Preparedness Night at Blue Rocks with City, NCC and Dema Citizens Corps. Event very successful. DeLEASI will start inspections starting very soon letters sent and businesses have been contacted. Received TRANSCAER update from the SERC. We want to do training in September.
- Facility Visits – EHS site visits have been started for the City of Wilmington by DeLEASI.
- HazMat Plan Status – The City of Wilmington plan was updated and reprinted in September/2009. The new inspection cycle has been started. A review of all sites will take place with First Responders.
- Exercise Status – Will continue to work with Noramco on their drills and exercises. Will be conducting with the Port of Wilmington a terrorism hazmat exercise. Working with the training committee and the Olson Group. The drill will be a radiological event. Tentative date October
- HazMat Incidents – no incidents
- Comments: The WFD has been doing training with Magellan Ethanol Terminal at the Port of Wilmington classroom and onsite training to be better equipped to be efficient if an incident should occur. This training is continuing. Provided 35 WFD & WPD HazMat refresher training. Provided DOT Guide Book training and refresher courses for 135 responders. Also distributed DOT guide training CD's. Planning & Outreach: Continue teaching an all hazards approach to citizens, community groups, business groups and our City employees. Prepared summer tips for the citizens for announcements on the City and our TV and radio stations. Still doing presentations on evacuation and sheltering in place. Will be doing presentations to all Wilmington Trust branches starting in November on evacuation and sheltering in place. HMHTTC will no longer be operating its Wilmington Office and Wilmington will now rely on DNREC to respond as they do in all other areas of the state.

The next meeting will be September 10, 2010, 10:00 a.m. at the Emergency Operation Center.

Kent County – Colin Faulkner

- Meeting Notes – There has been one LEPC meeting since the last SERC meeting. The July 13th 2010 meeting was called to order by Dave Mick at 10:00 a.m. There were 18 members in attendance. All attendees introduced themselves. The minutes of the May meeting were approved. Dave Mick – Decon – No activations. Regular training conducted last month but Little Creek Fire Department will be taking July off. Secured funding for the Technical Rescue Team for a Trench Operating class however it had to be cancelled due to extreme heat; will be rescheduling later this year. The team did a couple outreach activities and raised some funds to supplement the team's funds. Bob Pritchett E-mail: Tier II Reporting, Shannon is taking a promotion so there is a vacant environmental scientist position. Processed 1,790 facility submissions; 70 facilities have not started their submissions and 18 are in the process of completing theirs. Upgrades to the online system have been completed. Toxic release inventory reporting was due July 1st received reports from all facilities expected to provide reports.

Art Paul: last SERC meeting on June 9th, SERC Budgets were approved, however a motion was made to delay releasing New Castle County Budget until some issues were resolved. DENS testing will begin today and training will be conducted soon, DENS registration was advertised statewide. Charles Stevenson, Sussex County LEPC: Facility visits continuing and going well, next meeting Thursday at the US Coast Guard Station. Art Paul briefed: 2010 Statewide HazMat Conference meeting will be held tomorrow. There are questions about time frame; original time frame of April 8th – 9th will not work for Fire School. Dave Mick, Exercise Program: next week

will be flood exercise tabletop concept and objectives meeting, will determine what other areas to be tested in the future.

- Facility Visits – Two visits have been done since the last meeting. Nine have been completed so far this year. Everyone seems to have a good attitude towards Emergency Response Plans.
- HazMat Plan Status – Not Reported
- Exercise Status – Not Reported
- HazMat Incidents – Not Reported
- Comments: Outreach Incentives – Safe Summer Day was held on June 12th. Planning for Family Emergency Preparedness day is continuing, will be held at Glasgow Park on September 11th from 11:00 a.m. until 3:00 p.m. Program: Kent County Technical Rescue Team

The next meeting will be, September 14, 2010, 10:00 a.m. in the Kent County Emergency Services Building.

Sussex County – Mr. Charles Stevenson

- Meeting Notes – There has been one LEPC meetings since the last SERC meeting. The July 15th Meeting was called to order by Chip Stevenson at 10:00 a.m. There were 19 members/guests in attendance. All attendees introduced themselves. The minutes of the March 11th meeting were approved. Topic Covered: Bob Pritchett from DNREC-EPCRA submitted a written report. Vacant Environmental Scientist Position: Shannon Splittorff has accepted a promotion offer and moved to a different program within DNREC. Tier II Reporting for 2009 (due July 1, 2010): processed 1790 facility submissions (online 1763, hardcopy 27). Tier II Manager System: An upgrade has been received from IDSI, impacting the MSDS reference functionality within the Tier II Manager system. Toxics Release Inventory (TRI) Reporting: We are beginning analysis of the data and will be developing the annual report for public distribution. The EPCRA Program office moved to a new office location during the last week of May. Maureen Murray from DEMA provided a written report from Art Paul: Planning has started for next year 4th Annual Delaware HazMat Conference. Included information on SERC Meeting and DNREC Report. SERC budgets approved. Dave Mick, Co-Chairman of the Decon Trailer User's group and Tim Cooper, the Sussex County representative for the group, gave a joint report.

Presentations: Mark Corbishley, OIC of USCG Station-Indian River Inlet, along with Keith Hines, assigned to USCG, Lewes provided the group with a interesting discussion of their respective unit's roles and responsibilities. They also answered questions from the group about the interactions between the units, as well as how they work with other agencies.

- Facility Visits – Three facility visits conducted since the last SERC meeting. Advanced Aerosol in Seaford, USCG facility at Indian River Inlet, BASF in Seaford.
- HazMat Plan Status – The Sussex County HazMat Response Plan has been reviewed.
- Exercise Status – The LEPC Chairman is discussing with Marilyn O'Neal of Perdue the possibility of a progressive training exercise at the Georgetown Perdue plant.
- HazMat Incidents – DNREC's Emergency Response Branch is now e-mailing the Sussex LEPC a quarterly listing of the incident responses. In the second quarter of 2010, there were 15 incidences reported.
- Comments – Other LEPC activities include: Progress on the SMAG issue. Attended the the following meetings: Kent County LEPC, HazMat Conference Planning, Decon User's Group Committee, and the SERC Planning & Training meeting.

The next Sussex County LEPC meeting is scheduled for September 16th, 2010 at 10 a.m. at the Sussex County EOC.

DNREC REPORT – Ms. Ellen Malenfant

The new address of the EPCRA Reporting Office is: 655 S. Bay Road Suite 5 N, Dover, DE 19901. Statistics for the second quarter 2010 show the DNREC Emergency Response Team (ERT) responded to 84 incidents. This is compared to 78 responses in the 1st quarter of 2010. The largest number of responses this quarter continued to be from residential heating fuel spills with 22 reported. The next highest number of responses in the 2nd quarter 2010 was from transportation related spills with 18 spills and releases from motor vehicle accidents. Of the 18 transportation incidents, 15 involved fuel from the vehicle fuel systems, and 4 incidents involved releases from the material hauled by the vehicle.

DNREC ERT Activities: The Delaware River and Bay Oil Spill Advisory Committee's (DRBOSAC) charter expired April 30, 2010 without approving a final report. The USCG is currently petitioning Congress to extend the charter to allow one meeting so that members can vote on the report. In the meantime, the USCG's Oil Spill Planning Area Committee plans to begin working on implementing recommendations in the draft report. On July 8 DNREC conducted a 3 hour Shoreline Cleanup Assessment Team (SCAT) refresher training for 16 DNREC personnel. The training enables Assessment Team members to evaluate habitats oiled during a spill, document field conditions to enable an effective response and finally verify an oiled area as 'clean', thus not requiring further response actions. Additional follow up training is planned including health and safety training, ICS training, SCAT field training, preparing ready packs with equipment, and developing notification procedures.

DNREC ERT Responses of Note: On May 3rd the DNREC Emergency Response Team and the Kent County DECON team provided hazmat response capability during the Police Memorial dedication ceremony on Legislative Mall in Dover due increased security due to Vice President Joe Biden's attendance. Other special duty activities for the 2nd quarter included Dover Downs May NASCAR Races, and 6 Explosive Ordnance Disposal unit assists. The DNREC Emergency Response Team participated in two exercises during the 2nd quarter, Operation Viper, a homeland security based exercise involving USCG and various federal and state law enforcement agencies at the Port of Wilmington on May 21st and the Slaughter Beach marine firefighting tabletop exercise on June 21st.

OLD BUSINESS –

1. SERC Annual Report Fiscal Year 2010 (July 2009 - June 2010) – Mr. Paul presented the final draft for approval. Following SERC approval the report will be forwarded to the Governor (as required by DE Code) thru the Department of Safety and Homeland Security.

2. New Castle County LEPC Partnership - Secretary Schiliro started the meeting with this important agenda item. After comments on the ongoing issue, Secretary Schiliro requested an update from the New Castle LEPC. Mr. Bob Barrish, LEPC Steering Committee Chair, read from the Committee report: The steering committee provides guidance and recommendations and is not a decision making body. The committee held a conference call on September 3, 2010 to discuss the issue. The recommendation is to have the Delaware Fire School (DSFS) administer the funds. The Steering Committee vote was not unanimous.
 - Originally three organizations expressed an interest in being the fund administrator, Del. Tech, DSFS and New Castle County (NCC). Del Tech withdrew.
 - NCC and DSFS submitted Memorandums of Understanding (MOU) that were nearly identical.
 - DSFS required staff liability insurance and agreed to pay the first year out of their administrative fund. This issue has since been resolved.
 - Funding approval with NCC must go through the county system and has been time consuming and frustrating in the past, often taking consultant's time that could be otherwise spent on LEPC activities.
 - NCC can provide a wider range of vendors using both county and state approved vendors.

- Several committee members have had positive experiences with DSFS in the past. DSFS pays for any item approved by the SERC.
- Key individuals can change the NCC depending on the political situation. DSFS provides a more stable environment.
- MOU is for one year.

Secretary Schiliro asked and received opinions from several members of the SERC with no objections or dissenting opinions.

The motion was made by Mr. Dave Irwin that the DE State Fire School administer the funds for the NCC LEPC contingent on the approval of NCC LEPC and the DE State Fire Prevention Commission. The motion was seconded. There was discussion and the motion was unanimously approved.

NEW BUSINESS – None

PRESENTATION – U.S. Coast Guard – LTJG Kai Kang and LTJG Evelyn gave an overview on Homeland Security on the Sector Delaware Bay. The briefing included: the Area of Responsibility(AOR), Sector Capabilities, Sector Organization, Laws and authorities, security challenges, Mitigation Strategies and answered a few questions. The presentation was very informative and a PowerPoint presentation is available.

CLOSING COMMENTS – The next meeting is December 8, 2010
Meeting adjourned at approximately 10:37 a.m.