

STATE EMERGENCY RESPONSE COMMISSION**Meeting Minutes**

March 12, 2014

Commissioners

Lewis Schiliro – SERC Chair (DSHS)	Marjorie Crofts – SERC Co-Chair (DNREC)
Robert Byrd – Rail Transportation	Dr. Har Ming Lau – Div. Public Health
Dwayne Day – DelDot	Michael Layton – Highway Transportation
George Giles – City of Wilmington LEPC	James Lee – Consignees
Colin Faulkner – Kent County LEPC	Robert Newnam – DE State Fire School
Sen. Bruce Ennis – DVFA	Jim Paige – DSP
Grover Ingle – State Fire Marshal OSFM	Lynn Poling – Water Transportation
David Irwin – New Castle County LEPC	Charles Stevenson – Sussex County LEPC
Al Johnson, Jr. – Air Transportation	John Verdi – Chemical Users
Kevin Kille – DEMA	

Members/Visitors

Robert Barrish – LEPC Kent County	Jacob Morente – LEPC NCC
Jay Brabson – DNREC	Michael Gladle – University of Delaware
Mark Dolan – DNREC	Susan Harcke – DNG 31 st CST
Lisa Dunaway – DHS	Brandon Olenik – KC OEM
Bill Hermstedt – East Shore Natural Gas	Robert Pritchett – DNREC
Ellen Malenfant – DNREC	Margie Williams – City of Wilm LEPC
J. Allen Matheny - DVFA	Col. Dallas Wingate - DNG
Lois Mathews – DEMA	

The March 12, 2014 meeting of the State Emergency Response Commission (SERC) was called to order at 9:05 am by Chairman Secretary Schiliro. The attendees introduced themselves and determined that a quorum was present. It was noted that the December 11, 2013 Quarterly SERC meeting was cancelled due to snow conditions, and the rescheduled meeting on January 29, 2014 also had to be cancelled due to inclement weather. *Therefore, today's meeting covers a reporting period from September 25, 2013 to March 12, 2014.*

The revised September 25, 2013 minutes distributed at the meeting were approved as written following a motion by Mr. Newman and seconded by Mr. Irwin.

STANDING COMMITTEE REPORTS:**Summary of SERC finances as of 3/11/2014 (updated)****SERC Fee Holding Account:**

Carryover from 2012 calendar year	+ \$ 249,759
Fees collected in 2013	+ \$ 286,260
Reimbursements for 2013	- \$ 240 (a)
Annual disbursements approved by SERC in 2013 (FY 2014)	- \$ 301,008 (b)
Account balance as of 12/31/2013	+ \$ 234,771
Fees collected so far in 2014 (as of 3/11/2014)	+ \$ 253,720 (c)
Current account balance as of 3/11/2014	+ \$ 488,491

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Decon Trailer Replacement Account:

Carryover from 2012 calendar year	+ \$ 322,657
Interest received in 2013 calendar year (12 months)	+ \$ 3,090 (d)
Deposit in June as part of SERC FY 2014 disbursements	+ \$ 30,000 (b)
Account balance as of 12/31/2012	+ \$ 355,747
Interest received thus far in 2014 (1 month)	+ \$ 175
Current account balance as of 3/10/2014	+ \$ 355,922 (e)

Notes:

- a) 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.
- b) 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
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- c) Reports and fees from facilities covering calendar year 2013 were due (to be postmarked) by 3/1/2014. We are still processing submitted reports and fees, and will be following up on delinquent reporters. Fee amount is very preliminary at this point.
- 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.
- e) For the Decon Trailer replacement account, the full amount is still shown. Funds have been encumbered for purchase of a decon unit, but won't be shown as deducted until final amount is known and paid.

****END OF FINANCE COMMITTEE REPORT****

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

The State Emergency Response Commission Planning and Training Committee met twice since September 25, 2014:

1. November 21, 2013 Planning and Training Committee met at State Emergency Operations Center (EOC). DEMA Acting Director Glenn Gillespie called the meeting to order at 9:15 am. Committee Attendees included:

Dwayne Day	DelDot	Ming Lau	DPH
Mark Dolan	DNREC	Ellen Malenfant	DNREC
George Giles	LEPC/City of Wilm	David Mick	LEPC/KC
Glenn Gillespie	DEMA	Robert Newnam	DSFS
David Irwin	LEPC/NCC	Charles Stevenson	LEPC/SC
Kevin Kille	DEMA	Col. Dallas Wingate	DNG

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

- *Planning and Training Meeting Agenda*
- *Minutes from August 21, 2013 P&T Committee Meeting*
- *SERC Quarterly Meeting Tentative Agenda for December 11, 2013*
- *FINAL SERC Annual Report FY 2013* (Circulated electronically prior to meeting)
- *DRAFT Program HazMat Training Workshop 2014*

A motion to approve the Minutes from August 21, 2013 was made by Mr. Newnam and the motion seconded by Mr. Irwin. Approved Minutes will be posted on the State website.

OLD BUSINESS

- **SERC Quarterly Meeting Agenda:** Reviewed and approved. Meeting will occur on December 11, 2013 at 9:00 am at the Fire School. Hard copy provided for review. (The tentative agenda had been previously provided via email for review). The proposed topic for a presentation by Mr. Matthew Higgins of DNREC on the subject of the December 2012 HazMat railcar derailment in Sussex County was considered. However, Ms. Malenfant informed the Committee that Mr. Higgins also has prepared a presentation on the subject of clandestine meth labs. Dr. Lau offered to add a health perspective to the presentation and will work with Mr. Higgins to incorporate that information into the slide material. The Committee unanimously agreed that the meth lab presentation would be more important to present to the Commission. Mr. Giles moved to endorse the selection of the clandestine meth lab presentation, and Mr. Irwin seconded that motion.
- **HMEP Update:** (The information was updated by Giang Nguyen and provided to Kevin Kille on November 20, 2013): Fiscal year 2013 is now closed. Ms. Nguyen is in the process of preparing the close-out report for USDOT. Mr. Kille was happy to report that the program has spent between 90-95% of the awarded funds. He thanked all of those who contributed to this effort. FY14 sub-grant award packets were sent out last week and 3 have been returned thus far. Copies of the full packets are available today. The total amount awarded for FY14 is \$110,643, a cut of a little more than 6% than anticipated. USDOT grant administrator indicated the reduction was due to sequestration budget cuts. Mr. Kille will ask DEMA Fiscal Manager Robert Harrison for clarification if funding approvals can be made immediately, or if we must wait until the Clearinghouse meets next week.
- **7th Annual DE HazMat Training Workshop 2014:** The latest draft of the program for the 2014 HazMat Workshop was presented to the SERC Planning and Training (P&T) Committee for another review and comment. The workshop is scheduled to take place on April 25-26,

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2014 at the Delaware State Fire School. Workshop Committee Co-Chair Mr. Irwin reports that all trainers and the keynote speaker (Mr. Greg Noll) have committed to the program, and that formal letters of invitation are being sent this week. Of the 15 sessions, only three will require reimbursement in the form of travel expenses of speaker fee. Those contracts will be sent out once the internal review process at DEMA is completed. As previously reported, this year the Workshop will offer specialized pre-workshop classes on Friday – one entitled *Advanced Air Monitoring* by Mr. Frank Docimo, and *Hospital Decontamination* courses will be instructed by Mr. Joe Leonetti and his staff from St. Francis Hospital. A full schedule of sessions is planned for Saturday. Chief Giampola from the Paulsboro Fire Department will be offer a 3-hour presentation on the challenges he and other first responders faced while responding to the November 2012 the Paulsboro Train accident. There will be presentations on handling hazmat responses involving Ethanol (instructor is Fire Chief Ron Dietrick of PBF Energy) and Ammonia (lead instructor will be Mr. David Binder of Tanner Industries), as well as a poultry industry chemical safety class (presented by Perdue Farms and Mountaire Farms) and a PPE survival obstacle course (Lead Instructor Chief Bruce Galloway of DuPont Experimental Station). Dave Mick was able to coordinate - at no charge to the Workshop or Fire School – an Advanced HazMat Life Support for Toxic Terrorism, Bioterrorism and RAD Terrorism class that will teach participants how to rapidly assess toxic terrorism patients and to recognize toxic syndromes. Lt. Mick is certified to teach the class for us.

Workshop registration will open the week of January 6, 2014. We have capacity to accept 300 trainees; some classes will be limited to 20 or 25 participants due to equipment/safety suit availability. We are extremely grateful to Mr. Newnam of the Delaware State Fire School for once again hosting the event and for the outstanding coordination support efforts of Mr. Jerry Brennan.

The Committee believes the program encompasses critical aspects of hazmat training that can readily be utilized in the event of an actual hazmat incident involving chemicals or substances transported by rail, truck or those stored on-site at a facility. The Workshop allows a unique opportunity for emergency responders from around the State to train together with many of their inter-agency partners - both public and private, which sets the stage for a more-integrated response in the event of a real incident. The Workshop is generously supported by local industries and organizations, and is fast becoming a national model on how to better manage and improve emergency response to hazmat incidents by building relationships and sharing expertise and resources.

As an outgrowth of the HazMat Workshop planning efforts and the recently completed Hazmat Transportation Flow Study in New Castle County, the Planning and Training Committee recommends that efforts be made in <the possibility of establishing a *Special HazMat Training Task Force to be created under the direction of SERC Commissioners that would be charged with*> identifying and prioritizing training gaps, and developing a comprehensive, inter-agency training and exercise plan that will focus on strengthening hazmat emergency response efforts involving either stored or transported hazardous chemicals. Initial efforts could begin with basic training between agencies, local responders and those who will be first on the scene. Members of this Task Force would include representatives from all first response agencies, Fire Chiefs, industrial partners, community emergency planners.

- **Hazardous Material Transportation Study:** Mr. Kille reported that the New Castle County Risk Route Assessment Transportation Study that IEM completed in July is completed and the final report and all maps are now available via a secure web portal as previously announced. He is available to provide briefings on this project to appropriate audiences. This pilot study focusing on New Castle County only provided findings for the 10 top-ranked priority

chemicals: vinyl chloride, ethanol, anhydrous ammonia, chlorine, ethylene oxide, hydrogen fluoride, sulfur dioxide, methyltrichlorosilane, titanium tetrachloride, hydrogen sulfide.

NEW BUSINESS:

- **Review of SERC Annual Report FY 2013 Final Draft:** A copy of the final draft Annual Report was circulated to P&T Committee members for final review. Mr. Newnam moved to endorse the Final Annual Report as submitted today; the motion was seconded by Mr. Irwin. This document will be presented at the December SERC Quarterly meeting for approval, and then prepared for presentation to the Governor by Secretary Schiliro.
- **SERC-recommended legislation suggestions for the annual policy memo** that Secretary Schiliro sends to the Governor: These should include any recommendations for legislative changes or proposals that the Governor could submit in the next legislative session. After discussion, the Committee felt they had no recommendations to submit at this time.
- **Proposed 2014 P&T Committee meeting dates:** All meetings Thursday @ 9 am at the DSFS: Feb 27, May 22, Aug 28 and Nov 20: Mr. Newnam moved to approve the dates as stated; Mr. Irwin seconded the motion. Unanimously approved by Committee.
- **Proposed 2014 SERC Quarterly meeting dates:** All meetings will be held Wednesday at 9:00 at the DSFS: March 12, June 11, Sept 10 and Dec 10.

CLOSING COMMENTS

- Next Planning and Training Committee Meeting is scheduled for February 27, 2014, at 9 am at DEMA TAC Planning Room (This meeting was rescheduled for Wednesday, February 26, 2014 due to a scheduling conflict)

2. February 26, 2014 - Planning and Training Committee met at State Emergency Operations Center (EOC) on February 26, 2014. DEMA Director Jamie Turner called the meeting to order at 9:05 am. Committee Attendees included:

Jamie Turner	DEMA (Committee Chair)	Kevin Kille	DEMA
Jamie Bethard	DNREC	Har Ming Lau	DPH
Bob Byrd	SERC Rail Transportation	Robert Newnam	DSFS
Mark Dolan	DNREC	Charles Stevenson	Sussex LEPC
Glenn Gillespie	DEMA	Lois Mathews	DEMA
David Irwin	NCC LEPC		

Invited Guests: Scott Muir, Government Relations, Norfolk-Southern
 Robert Wood, Hazardous Materials Compliance Officer, Norfolk Southern
 David Schoemdorfer, Manager Hazardous Materials, Norfolk Southern
 Patrick Jackson, State Senate Office

Attendees were provided an agenda packet which included a copy of:

- *Planning and Training Meeting Agenda for today*
- *Minutes from November 21, 2013 P&T Meeting*
- *SERC Quarterly Meeting DRAFT Agenda for March 12, 2014*
- *7th Annual HazMat Training Workshop Status Report and Program (Dave Irwin)*

No additions to today's agenda. Approved as presented

A motion to approve Minutes from November 21, 2013 as presented was made by Mr. Newnam and the motion seconded by Mr. Stevenson. Approved Minutes will be posted on the State website.

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Old Business:

- **SERC Quarterly Meeting:** Draft meeting agenda scheduled for March 12, 2014 was reviewed. It was noted by Mr. Kille that the December 11, 2013 SERC Quarterly meeting was cancelled due to adverse weather conditions, as was the subsequent meeting set for January 29, 2014. Therefore, the quarterly meeting on March 12, 2014 will cover a 6 month reporting period (from Sept 25, 2013 to March 12, 2014). No changes to the agenda were suggested and it was approved as presented.
- **Presentation for March 12, 2014 SERC Quarterly Meeting:** The presentation will be entitled “*Oil Transportation by Railcar: Safety Issues, Trends and Concerns*” by Norfolk Southern Railway. A preview of the presentation was presented by Mr. Scott Muir today. Highlights of the presentation included:
 - A high percentage of the crude oil refined at the Delaware City Refinery is sourced in North America and transported by train. A significant portion of this crude oil is from the Bakken fields in North Dakota. Bakken is a relatively light crude oil because it contains more propane, butane and other lighter materials than some other types of crude. Canadian crude oil is also shipped to the refinery, as well as LPG/butane, which has been transported by rail since the refinery opened.
 - Effective April 1, 2014, all railcars transporting Bakken crude oil to the refinery will be the newer design, known as DOT-111A/CPC-1232, which exceed all federal requirements and ensure the safest transport of crude oil. The refinery has ordered 5,900 of these railcars, which feature: a) Thicker, more puncture resistant shells; b) extra protective metal shields at the ends of rail cars; c) additional protections for the fittings on top; and d) enhanced pressure relief valves. By June 30th, all crude oil will be delivered to the refinery in these railcars.
 - Effective March 25, 2014 all railroads will conduct additional track inspections on mainline routes used for transporting crude oil.
 - All trains will be upgraded with new braking technology by April 1st.
 - Railroads must begin using the Rail Corridor Risk Management System to assist with determining the safest and most secure routes for trains transporting crude oil no later than July 1st.
 - Railroads must begin installing wayside wheel bearing detectors, if not currently in place, every 40 miles along tracks where trains carry crude oil cars by July 1st.
 - Railroads committed \$5 million to develop specialized crude-by-rail training and provide tuition assistance to help train an estimated 1,500 first responders in 2014.
 - Railroads are currently developing an inventory of emergency response resources and deployment plans, to be provided to the Department of Transportation and made available upon request to appropriate emergency response organizations.
 - In Delaware City, DNREC monitors for Sulfur Dioxide, Carbon Monoxide, Soot/Particulate Matter 2.5, Volatile Organic Compounds, as well as wind speed and direction.
- **HMEP Update** – Mr. Kille reports that the HMEP FY13 funds have been 100% expended. FY14 is still in effect. Grant Recipients were asked to remind sub-grantees to send in quarterly reports. FY15 grant window has opened. Mr. Kille is in the process of compiling budget worksheets and is on track to meet the April 14th submission deadline. Mr. Kille also indicated he is in the process of compiling proposed recommended budgets for LEPCs.
- **7th Annual HazMat Training Workshop (April 25-26, 2014) Update:** Mr. Irwin provided a summary report to Committee members electronically prior to today’s meeting. Based on attendee and presenter feedback from last year, the Workshop Planning Committee agreed to eliminate the 90 minute sessions and move to 3-hour session blocks. In order to better

accommodate individuals who are unable to attend Saturday classes, two 6-hour pre-workshop sessions will be conducted on Friday (Advanced Air Monitoring and Hospital Decon). He reports that registration opened January 17, 2014 and to date we have 62 students registered for our Pre-Workshop classes on Friday and 76 students registered for Saturday, and 95 individuals have registered to attend the dinner. Mr. Greg Noll will be the Keynote Speaker at the Teambuilding Dinner Friday evening. Topic of his presentation will be *“Is Mediocrity the New Excellence?”* Last year’s Workshop had 247 registrants. Anticipating that the Workshop will continue to gain in popularity, the Planning Committee decided to place a cap on the number of registrants this year to assure we stay within budget and have sufficient classroom space available. The projected expenses for the Workshop (not including HEMP Grant) are estimated to be \$14,900, with most of the expenses going towards attendee recognition items and food. The Workshop Planning Committee has a goal to generate sufficient revenue to maintain a \$4,000 carryover amount to help support the 8th Annual event in 2015. In addition to the carry-over from 2013 and committed sponsor and vendor contributions for this year, \$16,400 is available date. The Workshop Committee has partnered with the Delaware State Fire School with regard to food cost to ensure a sufficient carryover amount from the 2014 Workshop is realized. In addition, the HMEP Grant awarded \$4895 for the Workshop to be applied towards reimbursement of speaker and trainer travel/speaker fees and printing supplies.

NEW BUSINESS: No New Business

CLOSING COMMENT:

- Next SERC Quarterly meeting: March 12, 2014 @ 9 am at the Delaware State Fire School. It is imperative that SERC meets at this time in order to approve the next fiscal year budget
- Next Planning & Training Meeting: Thursday, May 22, 2014 @ 9 am at DEMA TAC Planning Room. Director Turner noted that Deputy Director Gillespie may need to chair this meeting due to potential conflicts with Post-REP/HAB Graded Exercise Critique meeting.
- Other New Business: NONE

Meeting adjourned at 11:05 am

END OF PLANNING AND TRAINING COMMITTEE REPORT

State DECON Trailer Committee – Mr. Robert Newnam

The DECON Trailer Committee met on February 26, 2014.

Meeting summary:

Attending: Jamie Bethard, Robert Newnam, Dave Irwin, Chip Stevenson, Dr. Har Ming Lau, Joe Leonetti (by phone), Mark Dolan, Kevin Kille. Purpose of meeting: Discuss the DECON Vehicle Memorandum of Agreement (MOA). All present on the Committee have been copied, and all are in agreement and comfortable with it.

- Next step: Send MOA to the Deputy Attorney General for review and approval.
- SERC's responsibility: Determine and approve priorities.
- DNREC's responsibility: Specify details on maintenance; who is authorized to drive, and other related details.
- Fire Service: Elsmere will be the parent company. Joe Leonetti remarked that he foresees no problem with that.
- A template will be provided for Little Creek.

Notes on the new trailer unit:

- The chassis is due to Houston by March 22.
- Would take a max of 8 weeks to complete.
- Should be ready by early May for Jamie Bethard's approval.
- Question arose of how long it would take to get it into service. Jamie said should take less than a week.

Per Chairman Newnam: the Finance and Budget Committee is in agreement for the DECON unit replenishment, repairs and replacement as necessary.

Price of the new unit: \$330,000.

Discussion followed on the details of disposal of the 2 current units:

Jamie Bethard said we should fill out the paperwork, take photos of unit #2, and send it to Surplus. It was noted that Lewes Environmental has an interest in acquiring one trailer.

Trailer #2 is available to go now, and trailer #1 can go afterwards. May be advisable to wait until the on-line auction to start, and recommend putting on the auction one trailer at a time (would keep the bidding price higher). Recommendation was made and agreed to get trailer #2 ready for sale now, and have #1 ready in the June timeframe.

Discussion followed on price: Agreed that bidding should start at \$10,000. Joe Leonetti stated that a good price, assuming it is in good shape, would be the \$15,000 to \$20,000 range, recognizing that the trailers are 15 years old. Chairman Newnam would like to authorize Jamie Bethard to put trailer #2 out for bid. Suggested that it would be good if we can get \$25,000 for the two trailers, combined. All Committee agreed that \$10,000 would be the minimum bid.

Other business:

All members reported all OK and all quiet in their areas.

Next meeting: May 22, 2014 at DEMA, (after the SERC Planning and Training Committee Meeting)

END OF DECON TRAILER COMMITTEE REPORT

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

Information and Technology Committee – March 12, 2014 – *Mr. Robert Pritchett*

The Information & Technology (IT) Committee has not met during the last several months, mainly in order to allow the EPCRA Reporting Program in DNREC to focus on implementing the new version of the Tier II Manager reporting system. The primary focus was on the “Submit Module”, to ensure everything was ready for facilities to submit their annual Tier II reports for 2013, due by March 1, 2014.

After months of testing and review, the updated Delaware Tier II Manager 5.0 system opened for reporting on January 27, 2014. The system incorporates a number of new data elements added by EPA, and is based on an updated platform to keep pace with technology.

To prepare facilities for the new system, a series of 13 training sessions were presented around the State during the first two weeks in January. Step by step reporting instructions were loaded on our web site, as well as made available within the system itself. Once the system opened, the contractor worked closely with us to correct errors and “bugs” as encountered. Comments overall were mixed, with some facility representatives preferring the new version, and some liking the old version better.

One of the more prominent issues encountered involved versions of web browsers. The new system requires Internet Explorer 10 or higher, Firefox 20 or higher, or Chrome 26 or higher. Browsers and browser updates are available free, but a series of issues made it difficult for some facilities to update. Issues ranged from limitations of computer operating systems, to corporate computer policy. Facilities worked around this issue by either loading the necessary update, loading and using a separate browser such as Chrome, or by finding and using an updated computer (sometimes at home).

For all of last year, we received a total of 1802 Tier II reports. So far this year within the new version, we have received 1663, with another 19 initiated but not yet complete. This is in line with previous years. We will be reviewing the reports and following up with facilities over the next several weeks and months.

We are compiling our final list of updates and fixes for the “Submit” side of the system, incorporating feedback from companies, for submission to the contractor. After that, the Committee will work on reviewing and commenting on upgrades to the planning/response capabilities of the new version.

END OF INFORMATION TECHNOLOGY COMMITTEE REPORT

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) REPORTS

New Castle County LEPC Report: - Mr. David Irwin

There have been three NCC LEPC meetings since the last SERC meeting on September 25, 2013: The November 18, 2013 meeting was hosted by Printpack Inc., 600 Grantham Lane, New Castle DE 19720. Twenty-six individuals attended.

Highlights:

- Alex DeDeaux, Human Resources Manager, welcomed the group.
- Committee Reports –
 - Finance – Chairman Irwin reported that expenses since the last meeting were:
 - NCCIHMRA Support - \$ 41.95
 - Recognition Plaques - \$ 220.00
 - Training Support - \$ 532.17
 - Staff Salaries - \$13,333.34
 - Total Expenses \$14,127.46
 - Budget balance: \$66,408.18
 - I.T. – Bill McCracken, LEPC committee representative reported that IDSI has stated the new TIER II program will be operational in time for the 2014 TIER II submissions. The next SERC IT Committee meeting will be on December 5, 2013 at the Delaware State Fire School.
 - Training – Mark Dolan of the NCCIHMRA Planning and Training Committee reported that three training sessions have been conducted:
 - Weavertown seven hour “Bottoms-Up” MC-306 rollover classroom and hands-on training – forty-two first responders participated
 - Norfolk Southern/TRANSCAER conducted a three hour rail car training sessions using the DuPont CAER tank car –eighty-seven first responders participated
 - Conducted the 12th Annual NCCIHMRA Planning and Training meeting – Presented a draft of the CY2014 training program and DNREC ERT presented its emergency response incident summary. Capt. Joshua McGuoirk, Philadelphia Fire Department Hazardous Materials Response Operations, presented “Hazardous Materials Incidents Lessons Learned and Preparedness for Tomorrow”. Forty-eight individuals participated.
 - Transportation – Committee Chairman Al Stein reported that the Transportation Safety Board of Canada in its investigation into the Lac-Megantic, Quebec, runaway train incident has released the following “Rail Safety Advisory letters and he briefly discussed the content of each:
 - The securement of unattended locomotives
 - Securement of equipment and trains left unattended
 - Determination of petroleum crude oil properties for safe transportation.
 - FY 2013 HMEP Grant Status – Chairman Irwin reported that the LEPC completed 100% of its HMEP sponsored projects.
 - 7th Annual HazMat Workshop – Chairman Irwin briefed the group on the status of the program and announced that the save the date notice would be sent out by 11/22, the requests for exhibitors/sponsor by 12/1 and the registration packet during the week of 1/6/14.

- Active Shooter - Chairman Irwin discussed and provided a copy for review of the US DHS produced “Active Shooter, How to Respond” booklet. He provided the link to obtain a copy – www.dhs.gov/active-shooter-preparedness
- Presentation – Mr. Paul Myhre, Director of Operations, Maritime Exchange for the Delaware River and Bay provided an overview of the role, responsibilities and capabilities of the Exchange.
- Group also discussed NCC Special Services letter to industry requesting the development of alternate plans to capture sanitary waste during the construction of a new bridge across the Christina River in Newport during 2016.

The January 13, 2014 meeting was hosted by the Wilmington Office of Emergency Management, 22 S. Heald Street, Wilmington, DE, 19801. A total of 15 individuals attended the meeting.

Highlights:

- Emergency Management Director George Giles welcomed the group.
- Committee Reports –
 - Finance – Chairman Irwin reported that expenses since the last meeting were:

● NCCIHMRA Support -	\$ 52.50
● Admin. Support (6 mos.) -	\$ 1,000.00
● <u>Staff Salaries -</u>	<u>\$13,333.34</u>
Total Expenses	\$14,385.84
 - Budget balance: \$45,603.92
- I.T. – Bill McCracken, LEPC committee representative reported that DNREC has notified reporting facilities that training on the new Tier II Manager Software is available January 6th through 15th statewide. The Online Reporting System has been delayed until Tuesday January 21, 2014.
- Training – Committee Chairman Mark Dolan reported that no NCCIHMRA Training sessions have been conducted since the last LEPC meeting. The Training Committee completed the 2014 NCCIHMRA training schedule and the first of the 8 training sessions will begin January 29th.
- Transportation – Committee Chairman Al Stein updated the group on the NTSB information relating to the Casselton, ND December 30, 2013 crude oil rail train incident.
- Steering Committee – Committee member Babak Golgolab reported that the committee:
 - Recommends adoption of FY 2015 proposed budget of \$87,591, which is the same amount as the FY 2014 budget.
 - Recommends adoption of FY2015 Work Plan.
 - Recommends continuation of D. Irwin as Chairman/Consultant.
 - Recommends continuation of J. Morente as Vice- chairman/Consultant.
 - Recommends M. Williams continue as LEPC administrative assistant.
 - Announced that Bob Barrish was elected by the committee to serve another term as committee chairman

Motions for each recommendation were made and seconded. All recommendations were passed by the LEPC members present at meeting.

- Joe Cochran, NCC OEM, clarified the purpose of the NCC Special Services sewerage interruption letter. No intentional disruption of service is planned. It was intended to inform facilities of the need to develop contingency plans to hold waste on site in the event service is accidentally disrupted. Group requested that DelDOT provide assurances that service will not be disrupted.
- Presentation – Mr. Joe Rubin, WSFS Disaster Recovery Specialist, provided an overview of the Government Emergency Telecommunications and Wireless Priority Service.

The March 10, 2014 meeting was hosted by DNREC, 391 Lukens Drive, New Castle DE 19720.

Twenty-seven individuals attended.

Highlights:

- Matt Higgins, DNREC Environmental Scientist IV welcomed the group
- Committee Reports -
 - Finance – Chairman Irwin reported that expenses since the last meeting were:
 - Staff Salaries - \$13,333.34
 - Budget balance: \$32,270.58
 - DECON – A synopsis of the current trailer situation and delivery of the new truck was provided.
 - I.T. – Bill McCracken, LEPC committee representative reported that the new version of the Tier II Manager system was loaded into production on January 27. The web address has changed slightly; and the new direct line for accessing the system is as follows:
<https://tierii.dnrec.delaware.gov/TierII/Account/Login.aspx>.
 User names and passwords from the previous version were transferred over and should continue to work for access to the new version. Kris Gontkovsky has left the EPCRA program for a new opportunity.
 - Training – Committee Chairman Mark Dolan reported that NCCIHMRMRA conducted one training session and respirator fit testing since the January 13th LEPC meeting. Respirator Fit Testing for Draeger SCBA was conducted at the Mill Creek Fire Company's Kirkwood Highway Fire Station 21 on Monday, January 27th and repeated on Wednesday, January 29th, from 07:00 pm – 09:00 pm.
 The training Session involved chemical specific training for fuming sulfuric acid, which was instructed by Mark Salzbrenner and Amy Blanton of DuPont, and chemical specific training for hydrofluoric acid, which was instructed by Jeff Leese of Honeywell, and was conducted at the Honeywell Claymont Site on Tuesday, February 25th and repeated on Thursday, February 27th, from 05:30 pm – 08:30 pm (3 hours). The SO3 training was conducted in preparation for the March 29th tank trailer full scale field exercise. Fifty-eight hazardous materials first responders attended.
 - Transportation – Committee Chairman Al Stein reported that Warren Buffet (BNSF) requested bids for 5000 rail tank cars to his railroad specifications. The US DOT and AAR have reached an agreement reducing train speed through cities, more frequent track inspection and bolster emergency response planning along crude rail routes. The FRA has issued emergency

orders addressing unattended trains, train securement, use of locks, communication improvements between train crews and dispatchers and daily safety briefings for railroad employees. They are also investigating how shippers and carriers are classifying crude oil which involved unannounced spot checks of shipments from the Bakken region. The Emergency Order 2/25/2014 states that the crude oil must be properly tested and classified. It also requires that all Class III crude oil be designated as Packing Group I or II.

- 7th Annual HazMat Workshop – Chairman Irwin reported that early registration has been very strong; to date 143 individuals are registered. Working through vendor selection process for required services. Still need exhibitors and sponsors.
- HMEP Grant – Chairman Irwin presented the FY 2015 grant proposals that were submitted to DEMA on 2/25/14.
- Presentation – Mr. Eric Schuller presented a DNREC Response Summary Presentation

SERC/DEMA Activities:

- Participated in the SERC meeting (9/25)
- Participated in two Planning & Training Committee meetings (11/21, 2/26)
- Prepared and submitted in a timely manner the LEPC member approved FY 2015 Budget, Work Plan and CY 2013 Performance Review to the SERC Finance Committee.
- Prepared and submitted in a timely manner the LEPC FY 2015 HMEP Grant project proposals.
- Facilitated two HazMat Training Workshop Planning Committee meetings (10/9 & 10/31)
- Worked with HAZMAT Training Workshop Planning Committee members and DEMA staff to finalize Workshop program in preparation for registration launch.
- Prepared and sent out Workshop funding donation requests to NCC industries, vendors and professional trade organizations.
- Working with HazMat Training Workshop Planning Committee members, DEMA, DNREC and Fire School staff led the effort to obtain HAMAT Workshop sponsors, grants, exhibitors and suppliers.
- Prepared and submitted in a timely manner the quarterly LEPC performance reports

Emergency Response Plan Reviews and Facility Visits:

- Conducted thirteen Plan Reviews and Facility visits, MacDermid, Inc. (9/26), Johnson Controls DAP (9/30), Johnson Controls Distribution Center (9/30), Honeywell (10/08), DuPont Experimental Station (10/30), MTC-Delaware (11/5), DOW (11/13) and Siemens (11/20), DuPont – Red Lion (1/30), Christiana Hospital Newark (2/4), Keen Compressed Gas New Castle (2/19), Middletown Water Treatment Plant (2/20), City of New Castle Water Treatment Plant (3/4),
- Participated in Burriss Refrigerated Logistics annual Emergency Response Review capability meeting with external partners (10/25).

Exercise Status:

- Participated in 6 DuPont/Honeywell sponsored full scale hazardous material exercise planning committee meetings (11/14, 12/12, 1/26, 2/6, 2/20, 3/5).
- Participated in 2014 Planning Exercise meeting with Wilmington & NCC OEM, DEMA and Olson Group personnel (12/19)
- LEPC for NCC sponsored and HMEP Grant funded crude oil rail train full scale exercise:
 - Successful in getting Norfolk Southern to partner in the exercise
 - Worked with NCCIHMRM Steering Committee, Norfolk Southern and Olson Group personnel to agree exercise date of August 23, 2014
 - Identified Key Stakeholders and established exercise planning committee

- Working with Olson group personnel to schedule first committee meeting

Hazmat Incidents:

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

NCCIHMRRA:

- Facilitated NCCIHMRRA Annual Planning and Training meeting conducted at the Elsmere Fire Station 16 (11/6).
 - Awarded Retired DSFS Director Lou Amabili with Leadership award.
 - Awarded Calpine Energy with certificate of appreciation for hosting Tanner Industry Ammonia training (5/4)
 - Awarded Philadelphia Fire Department Captain Joshua McGuoirk with a certificate of appreciation for delivering the Keynote address
- Along with DuPont Edge Moor Site manager presented service appreciation plaque to retiring NCCIHMRRA member (1/28).
- Distributed Weavertown training certificates to attendees.
- Working with Steering Committee to finalize 2014 training schedule
- Finalized Midland Kit training location and dates.
- Worked with several Steering Committee members to identify FY 2015 training opportunities for HMEP Grant projects.
- As part of HMEP Grant application obtained vendor proposals for MCC-331 and flammable liquid tank truck training in FY 2015.
- Working with Chlorine Institute to identify vendor to conduct Chlorine training in FY 2015.
- Participated in DuPont/Honeywell sponsored SO₃ and HF training (2/25& 2/27).

Outreach Initiatives:

- Participated in a 7 CAP meetings, Croda (12/4), Delaware City Refining (10/8, 11/12, 12/10, 1/14), DOW (12/6) and FMC (11/20).
- Participated in the DC CAER meeting (10/10).
- Presented LEPC presentation to DuPont Newark facilities combined CAP group (10/7)
- Conducted two HazMat/S-I-P training for NCC OEM sponsored CERT classes (11/1,12/5).
- Along with Norfolk Southern, NCC OEM personnel participated in Legislator sponsored community meeting to discuss new NS rail siding and crude oil unit train safety issues and impact on the community (11/18)
- Participated in Rail Safety Community meeting sponsored by state legislators (3/10).
- Participated in the Odessa Fire Company (10/12), Talleyville Fiore Company (9/22) and Minquas Fire Company (10/15) open houses and distributed over 700 RAEPG brochures.
- Attended four NCC County Fire Chief's Association meetings (10/3,11/7,2/6,3/6).
- Delivered current Tier II 'fire district specific' facility information to Fire Chiefs.
- Facilitated NCC Hazmat Flow Study Results Presentation by Kevin Kille from DE
- Attended Claymont Coalition sponsored Dust Study Results meeting (11/12)
- Organized and attended HazMat Flow Study results presentation for NCC Fire Chiefs (10/29)
- Delivered over 3,000 Emergency Preparedness Guidelines to three organizations for Distribution.
- Received invitation to once again participate in the Colonial School District Third Annual Community Education and Health Fair to be held on March 8, 2014.
- Partnered with Delaware City Refining CAP to participate in Colonial School districts 3rd annual Community Health & Education Fair (3/8). Wally was a big success and distributed 400 Emergency Preparedness brochures

- Distributed approx 1250 LEPC - Resident Awareness & Emergency Planning Guide brochure's to several fire companies in NCC for Open House events
 - Brandywine Hundred Fire Company (Bellefonte)
 - Goodwill Fire Company (New Castle)
 - Delaware City Fire Company
- Participated in the NDAC Public Safety Day (Claymont Community Coalition) at Talley Day Park on Foulk Road – distribute 30-40 RAEPG brochures (/21)
- Organized keynote speaker for NCCIHMRM annual meeting on November 5th.
- Attended Claymont Dust Study Results Meeting – Tuesday, November 12th.
- Organized and attended Hazmat Flow Study Results presentation for NCC Fire Chiefs (10/29)

Additional Staff Activities:

- Prepared and submitted FY 2015 draft budget and Work Plan, LEPC and staff performance reports to Steering Committee for review and endorsement for LEPC members to approve at the January 13, 2014 meeting
- Attended EPA's Region III Emergency Preparedness & Hazardous Materials conference (10/13-15).
- Attended NASTTPO Mid-year Workshop (10/15 -17).
- Attended HOTZONE (10/17-20) Training Workshop
- Attended DNREC (Lukens Drive) Tier II – Submission Training (1/15)
- Represented LEPC at Kent (11/12), Sussex (11/14) County and Wilmington (11/8) LEPC meetings.
- Delivered LEPC presentation to a Lego group at Mt Pleasant Elementary School – during their Disaster Preparedness competition (2/12) and distributed 80 brochures
- Met with representatives from Christiana Fire Co at Del Tech –Newark to discuss district Tier II facilities for preplanning purposes (2/4).
- Participated in Emergency Preparedness and Hazmat Response Conference planning committee meeting in Valley Forge, PA at Montgomery County Fire Academy (2/25)
- Expended considerable effort in attempting to secure the Lac-Megantic, Quebec Fire Chief for the 2014 HazMat Training Workshop. Unable to attend requested a 2015 invitation.
- Documented eleven reportable release reports in accordance with EPA regulations.
- Continue to lead efforts to deliver the 7th Annual Hazardous Material Training Workshop,
- Worked with Joe Leonetti (St. Francis Hospital) to identify HazMat Emergency Medicine Session instructor
- Worked with Dan Rose (DEMA) to develop a “Radiological Incident Panel Discussion: An Integrated Community Response” Workshop session.
- Successful in getting Sec. Schiliro to agree to participate in the 2014 HazMat Workshop ceremonies.
- Successfully negotiated speaker fees with several 2014 HazMat Workshop presenters at HotZone conference.
- Reviewed 911 Center response protocols with DNREC personnel
- Met with Bill McCracken to discuss LEPC history (10/2).
- Met with Bob Barrish to discuss development of RMP and Delaware's Accidental Release Program (10/7).
- Met with DNREC's Jay Brabson and Mark Dolan to discuss Delaware's Accidental Release Program (ARP) and the federal Risk Management Program (RMP) (10/24).

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- Requested by NCC OEM to develop a new expanded CERT S-I-P training module that will include all hazards
- Worked with Sussex County EMS and St. Francis Hospital ER physician to start developing HazMat Workshop session content.
- Worked with Industry and DEMA IT personnel to correct reportable release reporting line problems.
- Working with Norfolk Southern personnel to identify Full Scale Rail Car Exercise location scheduled for August, 2014.
- Working with Fire School, DEMA and DNREC personnel to identify and negotiate prices for 2014 HAZMAT Workshop service providers.
- Interviewed by Jeff Montgomery for News Journal Rail Car Safety Article (2/21).
- Interviewed by Jeff Montgomery for News Journal Rail Car Safety Article (3/7).
- Discussed with Renewable Fuel Association personnel Ethanol information resources and training opportunities.
- Developing 2014 NCC Fire Company 'Open House' calendar scheduling their events.
- Documented four reportable release reports in accordance with EPA regulations
- Served as a technical resource to three member organizations, one state agency and four consultant companies.
- Served as a technical resource to two LEPC member organizations and one NGO.

END OF NCC LEPC REPORT

City of Wilmington LEPC Report – Mr. George Giles

The City of Wilmington LEPC met once since the last SERC quarterly meeting:

November 15, 2013 Meeting Notes:

- FY 13 LEPC budget on track.
- FY 13 HMEP all paper work has been signed and returned.

HAZMAT TRAINING:

- One member attended the National Fire Academy's 2-2week HazMat Materials Operating Site Practices course.
- Will participate in the statewide Hazardous Workshop April 25 & 26th, 2014.

HAZMAT RESPONCES: 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.
- Completed a lockdown shelter in place 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.

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

- Wilmington TV Chanel 22 showing Public Safety issues on their monthly show. The WFD, WPD, and OEM will be doing one each a month. December we will do a segment on winter weather hazards.
- Participated in the Southbridge Community Flood symposium 9/24.

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

Next Meeting of City of Wilmington LEPC: LEPC had intended to meet on January 15, 2014, but that meeting was cancelled due to dangerous travel conditions. The next meeting is scheduled for March 14, 2014 @ 10 am at the Emergency Operations Center.

END OF CITY OF WILMINGTON LEPC REPORT

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

Regular Kent County LEPC meetings continue on the second Tuesday of odd numbered months. The KC LEPC met twice since the last SERC meeting:

November 12, 2013 Kent County Meeting Notes:

Attendees

Dave Mick	KCDPS	Colin Faulkner	KCDPS
Nicole Vautard	KCDPS	Terri Abegglen	ARC
Charlie Boyer	Town of Smyrna	Kris Gontkovsky	DNREC
Bob Barrish	Citizen	David Irwin	NCC LEPC
Jay Brabson	DNREC	Susan Domm	DAFB
Frank Promutico	DAFB	Kenneth Frazier	Little Creek FD
Cheryl Russell	Delmarva	Charles Stevenson	Sussex LEPC
Kelly Medkeff-Rose	PPG		

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

Kenny Fraizier – DECON – No updates to report.

Dave Mick – Technical Rescue Team – Completed Annual Trench Rescue Training in Cheswold. It was a Friday/Saturday event. Had three trenches operating at a time. All went well.

Kris Gontkovsky – Tier II Reporting –

- We have a small number of facilities that have not reported for 2012 (1%), and an even smaller number that started their report but did not complete the submission (0.5%). It is possible that several of these facilities have closed during 2013.
- At this time of year, we are focusing on the upcoming reporting cycle:
 - We will be sending an “FYI” e-mail to Tier II reporters in the next several weeks, advising them of the new Tier II elements added by EPA for the upcoming 2013 reports, as well as implementation of the new version of Tier II Manager.
 - We will be updating reporting instructions for the new Tier II Manager, based on the above items, as well as preparing updates for our web-site.
 - We will be preparing training materials for a series of workshops planned for the first several weeks in January. We will send a second e-mail to facilities in December notifying

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them of the workshop dates and locations, and opening the registration process for the workshops.

- The workshops will be half day (3.5 hr) sessions. Tentative workshop dates/locations:
 - Jan 2 (Thursday) – a.m. & p.m. sessions, Fire School in Dover
 - Jan 3 (Friday) – a.m. session, Fire School in Georgetown
 - Jan 6 (Monday) – a.m. & p.m. sessions, DNREC Lukens Drive New Castle
 - Jan 7 (Tuesday) – a.m. session, Fire School in Georgetown
 - Jan 8 (Wednesday) – a.m. & p.m. sessions, Fire School in Dover
 - Jan 9 (Thursday) – a.m. & p.m. sessions, DNREC Lukens Drive New Castle
 - Jan 10 (Friday) – a.m. session, Fire School in Georgetown
 - Jan 13 (Monday) – a.m. & p.m. sessions, Fire School in Dover (if needed)
 - Jan 14 (Tuesday) – a.m. session, Fire School in Georgetown (if needed)
 - Jan 15 (Wednesday) – a.m. & p.m. sessions, DNREC Lukens (if needed)

Kris Gontkowsky – Tier II Manager Update –

- Finalizing of contract was delayed due to new requirements in our State contract procedures, but it is now complete and project moving forward.
- Intensive review of new Tier 2 Manager conducted this week. Around 50 pages of screen shots with comments submitted to IDSI.

Kevin Kille:

- **SERC** – SERC Planning and Training Committee Meeting: November 21st at DEMA. SERC Quarterly Meeting: 0900 December 11th at the Fire School. This meeting has been posted to the Statewide Public Meeting Calendar.
- **HMEP** – HMEP: The FY14 subgrant packets have been approved and signed, and will be distributed to the subgrantees shortly. Kent County LEPC is being awarded \$5,600. Hazmat Route Risk Study: Kevin Kille has the briefing, but cannot distribute it. However, if anyone would like to see the briefing, Kille can come to your location and provide it.

Dave Mick - DENS – Functioning well.

Old Business

- **Dave Mick – Outreach Initiatives** – Continuing to promote the Annual Hazmat Workshop.
- **Dave Mick – Budget** – Has been approved.
- **Bob Barrish – Facility Visits** – Six visits conducted year to date. May get a few more in by the end of the year.
- **Chip Stevenson – Sussex LEPC** – Beebe Hospital had a drill to test internal and external communication capabilities. Next meeting Thursday at 10:00 am.
- **David Irwin – New Castle County LEPC** – Things have been quiet. Flow study results was presented at last meeting. Next meeting on Monday.
- **Dave Mick – Exercise Program** – Thursday was a Table Top Exercise at Dover Downs with scenario of active shooter. Went well. No more exercises scheduled until next year.
- **David Irwin – 2014 7th Annual Statewide Hazmat Training Workshop** – To be held the weekend of April 25th at the Delaware State Fire School. This is a FREE workshop. Two courses being offered on Friday with dinner being held at 6 pm. Lunch on Friday is on your own. Saturday training with lunch provided. We will be having 3 different levels of sponsorships this year (Silver, Gold, Platinum). Double the amount of space from last year for the exhibitor tables. Delaware State Fire School will award 8 hours of Hazmat/EMS ECU credits for this workshop.

New Business

November 2014 meeting falls on Veteran's Day. Decision made to make the meeting on Wednesday, November 12, 2014. Meeting adjourned. Next LEPC meeting: **Tuesday, January 14, 2014.**

January 14, 2014 Kent County LEPC Meeting Notes: Attendees:

Dave Mick	KCDPS	Colin Faulkner	KCDPS
Nicole Vautard	KCDPS	Terri Abegglen	ARC
Charlie Boyer	Town of Smyrna	Elen Malenfant	DNREC
Jay Brabson	DNREC	Susan Domm	DAFB
Frank Promutico	DAFB	Barry Laise	DSP/Sta. 54
Cheryl Russell	Delmarva	Charles Stevenson	Sussex LEPC
Kelly Medkeff-Rose	PPG	Joseph Tyler	USCS
Carleton Carey Sr.	Mayor	Paul Jordan	DAFB
Radford Garrison	Bayhealth	Frank Taormina	Bayhealth
Roger Maldonado	Bayhealth		

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 – Regular training continues. Still housing Sussex's trailer which will be used either for a trade in or direct sale towards a new DECON Truck. Year in review:

- One response for Ammonia Release.
- One response for Nitrogen Tank Release.
- Nascar Races
- Air Base Full Scale Exercise
- 12 Meth Lab responses

Dave Mick – Technical Rescue Team – Year in review:

- Four activations – two in June and 2 in September
- Annual Trench Weekend conducted in November. Well attended. All went well.

Ellen Malenfant – Tier II Reporting – In the tail end of finalizing the new software program. Had to push back grand opening to next Monday. Want to make sure all the kinks are worked out before we open it to industries. This is the last week of training on the new system. March 1st is the reporting deadline.

Dave Mick – DENS – Last round of testing went well. Alive and well.

Old Business

Dave Mick – Outreach Initiatives – Program in the works called National Preparathon. It will be an all Hazardous program targeting citizens focusing on what each family can do to prepare for "Survivors of a Catastrophe". Main focus is on those living through the moments after a major catastrophe event occurs.

Dave Mick – Budget – No change. No disbursements for Bob Barrish.

Chip Stevenson – Sussex LEPC – Conducted four facility visits for the year. Last meeting was on Thursday, January 9. Next meeting will be Thursday, March 13, 2014.

Dave Mick – Exercise Program – Tabletop Exercise conducted and now moving forward to develop a Full Scale Exercise. We invite you to come up with a exercise that we could do that would involve your agency. There are funds from Homeland Security Training Operations that would help pay for these exercises.

Colin Faulkner – Hospital Evacuation Functional Exercise – Good exercise that opened up our eyes. The drill identified some major challenges such as:

- Where to deploy?
- How quickly to deploy?
- How to deploy?

Look forward to the after action report.

David Mick – 2014 7th Annual Statewide Hazmat Training Workshop – Registrations about 99% completed. Everything is going well for everyone including general industry.

New Business

Colin Faulkner – Administrative Officer for Emergency Management – Hired Brandon Olenik who worked in our 911 Dispatch Center. He is currently finishing up his Associates Degree in Emergency Management. He is along the lines of a Planner Level position at DEMA. Expanding Emergency Management Department is our goal.

Chip Stevenson – Tanner Industries is conducting a live Ammonia Release training. Highly encourage industries to attend this training. Very good and informative training session.

Jay Brabson – Hiring Rick Chatham as a contractor to conduct some our Propane Industry inspections. OSHA has decided to amend PSM (Process Safety Management).

Meeting adjourned.

Next LEPC meeting scheduled for **Tuesday, March 11, 2014.**

END OF KENT COUNTY LEPC REPORTS

Sussex County LEPC Report – *Mr. Charles Stevenson*

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

November 14th Meeting-

There were 19 members/guests in attendance.

Kris Gontovsky from the DNREC-EPCRA program

We have a small number of facilities that have not reported for 2012 (1%), and an even smaller number that started their report but did not complete the submission (0.5%). It is possible that several of these facilities have closed during 2013.

- At this time of year, we are focusing on the upcoming reporting cycle:
 - We will be sending an “FYI” e-mail to Tier II reporters in the next several weeks, advising them of the new Tier II elements added by EPA for the upcoming 2013 reports, as well as implementation of the new version of Tier II Manager.
 - We will be updating reporting instructions for the new Tier II Manager, based on the above items, as well as preparing updates for our web-site.
 - We will be preparing training materials for a series of workshops planned for the first several weeks in January. We will send a second e-mail to facilities in December notifying them of the workshop dates and locations, and opening the registration process for the workshops.
 - The workshops will be half day (3.5 hr.) sessions. Tentative workshop dates/locations:
 - Jan 2 (Thursday) – a.m. & p.m. sessions, Fire School in Dover
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 - Jan 7 (Tuesday) – a.m. session, Fire School in Georgetown
 - Jan 8 (Wednesday) – a.m. & p.m. sessions, Fire School in Dover
 - Jan 9 (Thursday) – a.m. & p.m. sessions, DNREC Lukens Drive New Castle
 - Jan 10 (Friday) – a.m. session, Fire School in Georgetown
 - Jan 13 (Monday) – a.m. & p.m. sessions, Fire School in Dover (if needed)
 - Jan 14 (Tuesday) – a.m. session, Fire School in Georgetown (if needed)
 - Jan 15 (Wednesday) – a.m. & p.m. sessions, DNREC Lukens (if needed)

TIER 2 MANAGER UPDATE

- Finalizing of contract was delayed due to new requirements in our State contract procedures, but it is now complete and project moving forward.
- Intensive review of new Tier 2 Manager conducted this week. Around 50 pages of screen shots with comments submitted to IDSI.

Eric Huovinen, Sussex County EMS- Eric reports they assisted with Beebe Health Haz Mat exercise that was held on October 8, 2013.

Kevin Kille from DEMA:

- HMEP- The FY14 sub grant packets have been approved and signed, and will be distributed to the sub grantees shortly. Sussex County LEPC is being awarded \$1,200.00
- Hazmat Route Risk Study: Kevin Kille has the briefing. If anyone would like to see the briefing, Kille can come to your location and provide it.
- SERC Planning and Training Committee Meeting: November 21st at DEMA
- SERC Quarterly Meeting: 0900 December 11th at the Fire School

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

Presentations:

Jerry Conrad, Port Security Specialist and Contingency Planner for USCG Sector Delaware Bay provided a presentation on the ATHOS I oil spill, along with a discussion on the oil protection plans for Indian River.

January 10th Sussex County LEPC Meeting: There were 15 members/guests in attendance.

Tier II Manager- Kris Gontkovsky

Program updating and training is being done all up and down the state.

DEMA UPDATES- Kevin Kille reports on: HMEP Grant, FY 2013 closed out & DEMA busy with recent weather. Working on 2014 workshop.

Facility Visits:

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

- Schwan's in Laurel with Jay Brabson and Mark Dolan of DNREC-ARP.
- Orient Chemical in Seaford.
- Southern States in Seaford.
- Growmark in Laurel.

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 or observed the following exercises:

- HazMat Functional exercise at Beebe Hospital.
- Sussex County Hurricane Recovery Workshop.

HazMat Incidents: In the third quarter of 2013, there were 24 incidents reported.

Other LEPC activities include:

- Participated in the HazMat Workshop Planning Committee meetings.
- Attended the Sussex County Fire Chiefs Association meeting on October 17th.
- Attended the SERC Planning and Training Committee meeting on November 21st.
- Attended the DECON User's Group meeting on November 21st.
- Attended the Kent County LEPC meeting on November 12th.
- Attended the New Castle County LEPC meeting on November 18th.

The next Sussex County LEPC meeting is scheduled for 10 a.m. on March 13th, 2014 at the Sussex County EOC.

END OF SUSSEX COUNTY LEPC REPORTS

DNREC Emergency Response Summary Report: Ms. Ellen Malenfant

Statistics for the 4th quarter 2013 show the DNREC Emergency Response Team (ERT) responded to 62 incidents. This is compared to 74 responses in the 3rd quarter of 2013. The largest number of responses in the 4th quarter was to transportation incidents with 17 responses. The next highest categories of responses were to residential heating oil spills with 11 responses.

Of the 17 transportation incidents, 15 involved only the fuel and fluids from the vehicle fuel and hydraulic systems, one incident involved a release of a load of wax and the other incident involved a release of chicken offal.

Annual TRI Data Report

Delaware's annual Toxics Release Inventory (TRI) Report was released on December 23. This reporting year was marked with the addition of hydrogen sulfide to the list of reportable TRI chemicals. In the first year of reporting, hydrogen sulfide accounted for 78% of all TRI waste activities, with over 329 million pounds being treated on site. For 2012, on-site releases increased by 32%, with increases in releases to land and water; however releases to air were down by 54% (decreasing by 1.3 million pounds) compared to 2011. Please see the following link for further information: <http://www.dnrec.delaware.gov/News/Pages/Delaware-releases-2012-Toxic-Release-Inventory-Report.aspx>

DNREC ERT Activities

On October 14, DNREC ERT participated in the annual Felton Fire Prevention Day in which 630 pre-K thru third graders students from Lake Forest North elementary school participate. The DNREC ERT utilized the Kent County oil spill response trailer at Felton Fire Company for a walk through display along with a liquid transfer demonstration using equipment on the trailer. The students seemed to be interested and to enjoy themselves.

On November 7 DNREC ERT presented at the United States Coast Guard/EPA Region 3 Regional Response Team Meeting in Ocean City, MD. The presentation was entitled "Clandestine Methamphetamine Labs in Delaware."

On November 14 DNREC ERT participated in a tabletop exercise at the Dover Downs International Speedway (DDIS) along with local, state and federal public safety agencies and DDIS personnel. The scenario was active shooters at the facility. Each agency present provided a detailed description of action that would be taken within the timeline provided. In this type scenario involving an active shooter the DNREC ERT role would be to provide technical hazardous materials expertise and support to the State Police Explosive Ordinance Disposal unit (EOD).

END OF DNREC QUARTERLY REPORT

SERC NEW BUSINESS FOR 03-12-14 MEETING:

- A. Secretary Schiliro introduced new SERC Commission members Ms. Lynn Poling, replacing Mr. Steve Owens, representing Water Transportation; and Mr. Michael Layton, replacing Mr. Fred Bowen, representing Highway Transportation.
- B. Secretary Schiliro announced the re-appointment of current SERC Commission members Mr. Robert Byrd, representing Railroad Transportation; and Mr. James Lee, Representing Users and Consignees of Hazardous Materials.
- C. Recommendations by SERC for items for inclusion into the annual Homeland Security Policy Memo to the Governor's Office include a recommendation to introduce legislation on behalf of the 911 Board to collect a minimal fee that would be applied to prepaid phone purchases. The revenue collected from this fee could generate \$68k per year and go towards maintaining and upgrading the equipment used by the State's 911 system. Currently, there is a \$1 fee charged per land-line; however, most emergency calls received by the 911 Centers come from cell phone users.
- D. SERC Finance and Budget Subcommittee Chair Mr. Newnam submitted FY15 Budget Recommendations on behalf of the Committee for approval by the SER Commission. Recommendations include: To approve \$58,381 for City of Wilmington LEPC; \$82,591 for New Castle County LEPC; \$67,326 for Sussex County LEPC; \$30,000 for DECON Trailer Replacement Account; \$2,000 for replenishment of DECON Trailer Maintenance and Equipment Account; and \$12,247 for SERC IT Committee request for annual maintenance/support for TIER II Manager System. The request for Kent County LEPC for \$87,900 was delayed until the Budget and Finance Committee can meet again to review additional information they requested regarding an increase in salary support. The Secretary put forth a motion to adopt Finance and Budget Subcommittee recommendations for LEPC Budgets & supporting agencies as presented and for Budget and Finance Committee to make final determination on Kent County and report back to the Commission at the June 2014 meeting. The Motion was seconded by Sen. Ennis with no one opposing.
- E. Mr. Kille submitted the Final SERC FY 2013 Annual Report to the Commission for approval today. This report was approved at the November 21, 2013 Planning and Training Committee. Mr. Giles put forth a motion to approve the report as presented and Mr. Irwin seconded the motion. Mr. Kille will prepare the Annual Report for the Secretary to route to the Governor. It was unanimously decided at the September 25, 2013 SERC meeting that the Annual Report will be circulated electronically via PDF rather than incur expense of printing. The Annual Report will also be posted to the SERC website. A printed copy will be offered to anyone requesting one.
- F. Mr. Kille announced that the FY13 HMEP grant was spent 100%. FY15 grant application is underway and referred Commission members to agenda item "M" – FY15 HMEP Proposed Allocations for SERC Approval and asked for a motion to be put forward to approve the allocation as submitted. Mr. Irwin seconded the motion.
- G. Chairman Schiliro opened discussion regarding the community meeting organized by State of Delaware Representative Valerie Longhurst held on Monday, March 10, 2014 at the Delaware City Fire Hall. The topic of the meeting was discussion of safety, prevention and preparedness efforts in Delaware with regard to crude oil rail shipments transported to Delaware on Norfolk Southern rails to Delaware City Refinery. In addition to Rep. Longhurst, panel members included State Senator Nicole Poore, State Senator David McBride, and representatives from DE City Refining Company, Norfolk Southern Corp; DE City Fire Company, Christiana Fire Company, DEMA, DNREC and NCC Emergency Management. Chairman Schiliro participated as a panel member also representing the Department of Safety and Homeland Security. Chairman Schiliro noted the high level of community support regarding this subject and the

valuable information that was presented by representatives of DE City Refinery and Norfolk Southern Railroad. Preventing a rail accident and protecting the Citizens of Delaware in the event of a derailment is of utmost importance to the Governor and to the SERC. The Chairman asked for suggestions on how best to identify gaps in training or equipment so that all State resources can be marshaled to address those gaps as soon as they are identified. Delaware State Fire School Director Newnam immediately suggested that he survey all Fire Chiefs asking each to state their individual concerns and identify their rail transportation training and equipment needs. In addition, Mr. Newnam proposed to organize a Special Rail Transportation Emergency Response Workshop for New Castle County and City of Wilmington Fire Companies and Norfolk Southern so that State First Responders can learn more about the various resources that Norfolk Southern could offer if a rail incident occurred. Col. Wingate stated the importance of involving community leaders and citizens in the planning and emergency preparedness process.

- H. Presentation: A slide briefing entitled “*Update on Crude Oil Transportation*” was made by Mr. Scott Muir, Government Relations for Delaware and Maryland for Norfolk Southern (NS) Corporation. The presentation included an overview of the crude oil shipping network from the oil wells in the West and Canada, and how crude rail cars are transported to Delaware City for refining as well as a description of the various types of rail cars in use and the efforts made by PBF Energy in Delaware City to upgrade to newer, safer rail car designs. In addition, Mr. Muir summarized recent regulatory changes enacted by US Department of Transportation Emergency Restriction/Prohibition Order with regard to mandated safety upgrades.
- I. Commissioner James Lee asked for clarification regarding the difference of two SERC Commission positions “Consignees of HazMat” and “Chemical Users”, which was previously known as “Consumers of HazMat”. Chairman Schiliro noted that the history of the position titles would be looked into and reported back at the June SERC meeting.

OTHER SERC BUSINESS:

- Ms. Lisa Dunaway distributed handouts to the Commission members regarding *Chemical Facility Anti-Terrorism Standards (CFATS)*, in follow-up to the presentation she made in June 2013 to the SERC on this subject.

CLOSING COMMENTS –

- The next SERC meeting will be June 11, 2014 @ 9 am at the Delaware Fire School. The meeting adjourned at 10:30 am

Minutes Drafted by:

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