



Local Emergency Planning Committee  
For New Castle County  
P.O. Box 2998  
Wilmington, DE 19805-0998  
Phone (302) 395-3633  
Fax (302) 323-4573  
David Irwin, Chairman  
Tom Kovach, Vice Chairman  
Jacob Morente, Vice Chairman

## Meeting Minutes

January 12, 2015

**Host:** Miller Environmental Group

**Meeting Location:** Delaware State Fire School – New Castle Branch 2311 MacArthur Drive, New Castle, DE 19702

The January 12, 2015 meeting of the LEPC for New Castle County was held on the above noted date and place.

Meeting called to order at 2:30 PM by Chairman Irwin.

### **Attendees:**

David Irwin – Chairman, LEPC for NCC  
Jake Morente – Vice-chairman, LEPC NCC  
Terri Abegglen – American Red Cross  
David Anderson – Citizen  
Jeff Backus – DuPont Stine Haskell  
Kim Bennett – Formosa  
Dave Carpenter – NCC OEM  
Avery Dalton - DEMA  
Russ Davis – Honeywell  
Ron Dietrick – Delaware City Refinery  
Mark Dolan – DNREC/NCCIHMR  
Dave Ennis - Citizen  
Bob Fox – State Fire Marshal's Office  
George Giles – Wilmington LEPC  
Babak Golgolab – Claymont Community Coalition

Mark Hansen – DuPont Experimental Station  
Wayne Hopkins – DuPont Chestnut Run  
Vincent Jacono – Delmarva Power  
Mark Lucy – Miller Environmental Group  
Bill McCracken – Citizen  
Beth Neumane - Arlon  
Lynn Poling – Northstar  
Joseph Rubin – WSFS Bank  
Al Stein – Citizen  
John Verdi – BASF  
Dale Wray – Miller Environmental Group  
Kenneth Cenci – DNREC  
Rob Armstrong – Miller Environmental Group  
Gerald Brennan – D.S.F.S.  
Beverlee Stempe – Montgomery Co OEM  
John Waters II – Montgomery Co OEM

A quorum was present.

**Welcome:** Chairman Irwin welcomed everyone to the facility and wished everyone a healthy and happy new year. He also thanked the Delaware State Fire School for providing a permanent meeting location for LEPC and the Miller Environmental group for hosting the meeting. Jerry Brennan from the Delaware State Fire School also welcomed everyone to the facility and gave a brief history including future plans for the New Castle facility.

Chairman Irwin gave a special welcome to guests Beverlee Stemple and John Waters from Montgomery County (Pa) Office of Emergency Management – Tier II Reporting section.

**Agenda Approval:** Chairman Irwin asked to change the order of business due to a schedule conflict of our presenter Vince Jacono from Delmarva Power. No objections were heard. Chairman Irwin called for a motion to approve the modified agenda. Motion to approve by Dave Carpenter, seconded: Al Stein. Motion was unanimously approved.

**Presentation:** Vince Jacono, Delmarva Power Public Affairs/Emergency Services Partnership Program, discussed Delmarva's ongoing commitment to improving the reliability of their electrical distribution system and infrastructure. Over the past 5 years Delmarva has invested over a billion dollars in grid system improvements to reduce the number of customer outages and the duration of an outage should one occur. Improvements included upgrades to automation for surge detection, protection and re-routing capabilities of distribution during events. He also discussed Delmarva's program for employees being trained in a secondary role to meet resource needs during a major event. Vince also discussed the mutual aid agreements they have in place with other power companies in the region and across the nation in the event of a major incident. He also stated that Delmarva participates in several exercises/drills per year in preparation for unexpected or weather events.

**Approval of minutes:** Minutes from the November 10, 2014 LEPC meeting were sent to members electronically. The minutes were accepted with following corrections:

1. Chairman Irwin noted that the 2<sup>nd</sup> page of his November activity report was omitted (attachment 1).
2. Al Stein said that he has no affiliation with any railroad and the 'railroad' should be removed from next to his name.

Motion to accept minutes with changes was made by Joe Rubin, seconded by Babak Golgolab. Motion was unanimously approved.

**Committee reports:**

- a) **Finance:** Chairman Irwin reported that since the November 10<sup>th</sup> meeting total expenses were \$ 15,025.34. The LEPC budget balance as of December 31,2014 is \$45,754.48
- b) **DECON:** Chairman Irwin reported that the new Decon Truck is still not in service due to ongoing electrical problems which are proving to be difficult to resolve. The auction of

the DECON trailer, which is still in use, has been delayed until the truck is officially accepted by the state.

- c) **IT:** Committee Chairman Bill McCracken reported that the final fixes for Tier II Manager are completed on the reporting side of the system and are ready to receive facility reports for 2014. Tier II Training Workshops for facilities will be held on January 13, 14, 15, 20, 21 and 22. Times and places for the training sessions can be found on DNREC's Web Site ([dnrec.delaware.gov/serc](http://dnrec.delaware.gov/serc)). The annual EPCRA ads were published in the News Journal in November 2014. He also reported that that next IT Committee meeting will most likely occur in March.
- d) **Training:** Committee Chairman Mark Dolan provided a brief overview of NCCIHMRA's 13<sup>th</sup> Annual Planning & Training meeting held on November 5<sup>th</sup>, 2014. He gave a special thanks to Delaware City Refinery Fire Chief Ron Dietrick for his excellent presentation "DCRC Hazardous Materials Emergency Response & Preparedness". He presented the 2015 NCCIHMRA training topics and dates (attachment 2).
- e) **Transportation:** Committee Chairman Al Stein stated the National Transportation Safety Board (NTSB) has issued a safety alert stating that railroads should be aware that LED signals may mask light from incandescent signals. Under some conditions, if LED and incandescent signals are installed in proximity to one another, the LED signal may appear brighter or closer, causing crews to confuse the sequence or the signals as they approach. This effect may be more pronounced the closer the train gets to the signals.
- f) **Steering Committee:** Chairman Irwin reported that Bob Barrish, Steering Committee Chairman since 2010, for personal reasons has decided to resign as chairman and committee member effective immediately. Chairman Irwin wanted to recognize and thank Bob for his years of dedicated service, leadership and guidance of the committee and LEPC. Chairman Irwin announced that the Steering Committee members unanimously elected Babak Golgolab, Claymont Community Coalition, as the new chairman of the steering committee. He thanked Babak for his willingness to serve and looks forward to working with him.

**Tier II Report:** The following information was provided electronically by Bob Pritchett – The Tier II Manager system opened on January 2 for facilities to begin reporting for the 2014 calendar year (Tier II reports due March 1, 2015). To date 75 reports have been submitted, and around 70 more initiated but not yet completed.

**SERC/DENS Report:** Avery Dalton, Planner, DEMA announced that Kevin Kille retired effective December 31, 2014. Avery stated that he has been appointed the acting SERC Executive Director. He also stated that he will be the DEMA PHMSA HMEP Grant Administrator. Avery provided highlights from the December 10<sup>th</sup> SERC meeting.

**Staff Reports:** Jake Morente read his accomplishments since last meeting (Attachment 3). Chairman Irwin read his highlights/accomplishments since last meeting (Attachment 4)

**Old Business:**

**Workshop Update** -Chairman Irwin gave an update on the 8<sup>th</sup> Annual HazMat Workshop. The Save the date announcement (attachment 5) has been sent out and efforts to launch the registration process by mid-January are underway. Because the Fire School can only accommodate 325 attendees he encouraged individuals interested in attending this totally free workshop to sign-up early.

**Drill Video** - Chairman Irwin discussed the video status from August's Full Scale Exercise noting that it has taken time to get permission to use the video footage and obtain other needed background footage. He will continue to work with the videographer to complete the project

**New Business:**

- a) **Mill Creek Fire Company HazMat Workshop Partnership:** Chairman Irwin announced that the Mill Creek Fire Company, a 501c3 non-profit organization, has agreed to serve as a co-sponsor of the HazMat Workshop. Mill Creek has agreed to handle all aspects of the fund raising campaign and manage the payment of approved expenses. Mark Dolan thanked the Mill Creek Fire Company's board of directors for agreeing to partner with the Hazmat Workshop. Chairman Irwin also expressed his thanks and appreciation. The partnership has been approved by the SERC and AG's office. Emails will be going out soon to the corporate community and businesses requesting sponsors and donations.
- b) **LEPC legal status:** Chairman Irwin reported that the Attorney General's Office has determined that the LEPC for NCC reports directly to the SERC and is therefore considered a quasi-state agency. As such it is unable to solicit donations from private companies or become a 501(c) (3) non-profit organization.
- c) **Renewal of LEPC staff agreements:** Steering Committee Chairman Golgolab asked Chairman Irwin and Vice-chairman Morente to leave the room. Discussion took place. Chairman Golgolab called for a motion, Motion to renew staff agreements with Chairman Irwin and Vice-chairman Morente: Beth Neumane, seconded: Kim Bennett. Vote: motion passed. Chairman Irwin and Vice-chairman Morente returned to the room and informed by Steering Committee Chairman Golgolab that the staff agreements were renewed for FY2016. Chairman Irwin and Vice-chairman Morente thanked everyone for their support.
- d) **FY 2016 budget approval:** Chairman Irwin discussed the Steering Committee's recommended draft budget. The draft FY 2016 budget of \$87,591 is flat with no increase over the FY2015 budget. He mentioned that there has been a decrease in Tier II fee revenue resulting in a \$15,000 decrease between 2013 and 2012. If this trend continues the SERC has cautioned that the four LEPC's may need to make adjustments to their

budgets. There were no questions regarding the proposed budget. Chairman Irwin called for a motion to approve the proposed budget. Motion to accept the budget: Terri Abegglen, seconded: Babak Golgolab. Motion was unanimously approved. Chairman Irwin will submit the approved budget to the SERC Finance Committee.

- e) FY 2016 work plan approval: Chairman Irwin discussed the Steering Committee's recommendation to accept the FY2016 proposed Work Plan. There were no questions on the plan. Chairman Irwin called for a motion to accept the recommended Work Plan. Motion to accept by Al Stein, seconded by Dave Ennis. Motion was unanimously approved.
- f) LEPC Reports: Wilmington LEPC Co-chair George Giles noted that the LEPC was updating their by-laws. He stated that the City of Wilmington is down to 12 EHS sites.

**Any Other Business:**

Chairman Irwin announced that congratulations were in order for Vice-chairman Morente who was promoted to the rank of Lieutenant in the Wilmington Fire Department. He also congratulated Mark Hansen, the newly appointed Fire Chief at DuPont Experimental Station. Mark replaces Chief Bruce Galloway who retired December 31, 2014.

Mark Dolan, DNREC Accidental Release Prevention Program introduced Ken Cenci as the group's new Environmental Engineer and provided a brief overview of Ken's qualifications. Ken will be located at the Grantham Lane Office.

Al Stein noted explosions of propane tanks exposed to the elements due to corrosion – please have your tank, hoses and regulators inspected and/or serviced. Al also noted Warren Buffett's cancellation of his large order of the new safer tank railcars.

Wilmington LEPC Co-chair Giles noted that due to a recent firefighter law suit against the township in nearby Paulsboro, NJ, he asked whether the LEPC is responsible for training first responders – no comments by the group were made.

Dave Carpenter, NCC Emergency Management Coordinator asked facilities that are having training exercises or drills to please notify the 911 Center beforehand. Also this advanced notice can be helpful as the County, annually, schedules multiple training events not only just internally but with the State and other Counties. He also requested the group to get the word out that there will be 4 upcoming CERT (Community Emergency Response Team) training sessions. The training is held the New Castle County (Sweeny) Public Safety Building, please check the county website for dates and times. He also informed the group that an After Action Report from the 50 passenger bus crash incident will be released in the coming months and a future presentation is a possibility.

Terri Abegglen, American Red Cross, informed the group that the Chapter Name was changed to American Red Cross serving Delmarva and they are now part of the Greater Chesapeake Region. She also announced the recent retirement of Gerry Picard.

Russ Davis, Honeywell, announced that his facility has expanded to become a transfer facility for HF. The HF is received by rail car and transferred to tank trucks. Russ also noted that just over the PA state line that Sunoco Logistics will be receiving bulk LPG via pipeline for distribution via ships/barges down the Delaware River.

Chairman Irwin once again thanked the Miller Environmental Group for hosting the meeting and the DSFS for providing the meeting location.

Adjournment – Chairman Irwin adjourned the meeting at 3:57pm

**Next Meeting Date: March 9, 2015**

**Location: DSFS - New Castle Branch, 2311 MacArthur Drive New Castle 19720**

**Host: Formosa**

Respectfully submitted: David Irwin

## **Attachment 1**

David Irwin  
Activity Report  
September 9, 2014 to November 10, 2014

### **SERC Activities:**

- Participated in the September 10<sup>th</sup> SERC meeting.
- Prepared and submitted in a timely manner the LEPC Quarterly Performance Report
- Facilitated two HAZMAT Workshop Planning Committee meetings (9/9 & 10/6) hosted by the Mill Creek Fire Company

### **Emergency Response Plan Reviews and Facility Visits:**

- Met with Burris Logistics and Goodwill Fire Company officials to conduct annual Emergency Response Plan review and site assessment.

### **Exercise Status:**

- Participated as an evaluator at the DuPont Experimental Station Emergency Response Exercise conducted on September 24<sup>th</sup>.
- Agreed and accepted the Olson Group Freight Rail Incident Full Scale Exercise After Action Report & Improvement Plan
- Participated in the Full Scale Exercise After Action Report review meeting September 18<sup>th</sup>.
- Worked with Full Scale Exercise partners to get invoices processed and paid.
- Working with GE Aviation, NCCIHMRRA and DNREC personnel to plan and conduct a Tabletop Exercise by the end 4Q14.

### **NCCIHMRRA:**

- Facilitated the 13<sup>th</sup> Annual NCCIHMRRA Planning & Training Meeting hosted by the Elsmere Fire Company.
- Presented Ellen Malenfant with a NCCIHMRRA Leadership Award.
- Presented DCRC Fire Chief Ron Dietrick with certificate of appreciation for presenting the "DCRC Hazardous Materials Emergency Response & Preparedness" presentation.
- The DuPont Edge Moor Site donated a "Midland Emergency Response Capping Kit" to NCCIHMRRA at the 13<sup>th</sup> Annual NCCIHMRRA Planning & Training Meeting.
- Worked with The Chlorine Institute to schedule Chlorine Training for March 28, 2015.
- Participated in Steering Committee meeting (10/6)

### **Outreach Initiatives:**

- Participated in three CAP meetings, the Delaware City Refining (9/9), FMC (9/17) and Croda (9/24).

- Participated in the DC CAER meeting (10/9).
- Represented LEPC at Kent (9/9) and Sussex (9/18) meetings.

**Additional Activities:**

- Responded to EPA contractor Certification Request regarding Member Company complying with EPCRA reporting requirements (11/7).
- Met with Secretary Schiavo and Deputy AG L. Morris to discuss 8<sup>th</sup> Annual HazMat Training Workshop (10/31)
- Met with Delaware State Fire School Director R. Newnam to discuss Administration of LEPC Budget and HMEP Grant Funds (11/5).
- Met with DEMA Director J. Turner and DEMA Management Team to discuss administrative process of LEPC HMEP Grant funds (11/6).
- Attended NASTTPO Midyear Board Meeting, Training Workshop and HMEP Grants Assistance Meeting (10/13 – 16)
- Attended 2014 HOTZONE HazMat Conference (10/16-19)
- Negotiated and secured proposal from Ron Gore to provide two 6 hour training sessions and deliver keynote address at the 2015 HazMat Training Workshop.
- Successful in getting Frank Docimo to agree to provide two 6 hour training sessions at the 2015 HazMat Training Workshop.
- Working with potential HazMat Workshop partner to determine feasibility of arrangement.
- Delivered 700 brochures to Bayada Home Health Care
- Secured NCCIHMR four recognition plaques for 11/5 Planning and Training meeting.
- Revised and updated LEPC mailing list and meeting sign-in sheet.
- Worked with videographer to secure permission from Oxy Chemical to use 8/23 exercise video footage for Outreach Videotape.
- Authorized the sharing 8/23 video footage with NS and DNREC.
- Responded to a FOIA request from the Disaster Recovery Project.
- Documented nineteen reportable release reports in accordance with EPA regulations.



## Attachment 2



Monday, January 12th, 2015

### **NEW CASTLE COUNTY INDUSTRIAL HAZARDOUS MATERIALS RESPONSE ALLIANCE**

#### **NCCIHMRA TRAINING COMMITTEE REPORT TO NCC LEPC**

The New Castle County Industrial Hazardous Materials Response Alliance Training Committee did not conduct any training sessions between the November 10<sup>th</sup>, 2014 and the January 12<sup>th</sup>, 2015 LEPC for NCC meetings. The Training Committee drafted the preliminary 2015 NCCIHMRA Training Schedule with twenty-four hours of training as follows:

- (1) Annual Draeger SCBA Respirator Fit Testing => to be conducted by the Delaware State Fire School at Mill Creek Fire Station 21 on two weeknights during February, 05:00 pm – 09:00 pm.
- (2) Training Session I => Explosives & incendiaries precursor chemicals and improvised explosives materials awareness training class to be conducted by Delaware State Police Explosive Ordnance Disposal Team Commander Sergeant Christopher Ennis at Elsmere Fire Station 16 on Tuesday, February 24<sup>th</sup> and repeated Thursday, February 26<sup>th</sup>, 05:30 pm – 08:30 pm (3 hours).
- (3) Training Session II => The Chlorine Institute and TRANSCAER Chlorine Emergency Response Training & Field Exercise, including the Chlorine Institute A, B, C and the Midland emergency response capping kits, with DNREC ERT, Belvedere Hazmat 30, the New Castle County Special Operations Hazmat Technical Decontamination Team (Elsmere, Cranston Heights and Five Points Hazmat units), and the Wilmington Fire Department Hazmat units, to be held at the DuPont Edge Moor Site on Saturday, March 28<sup>th</sup>, 08:00 am – 14:30 pm (6 hours).
- (4) Training Session III => Eighth Annual State of Delaware Emergency Response Hazardous Materials Training Workshop to be held at the Delaware State Fire School Dover Center on Saturday, April 11<sup>th</sup>, 08:00 am – 04:30 pm (8 hours).
- (5) Training Session IV => Eugene Ngai's Emergency Response to Compressed Pyrophoric Specialty Gases Field Exercises to be conducted at the University of Delaware Newark STAR Campus on two consecutive weeknights during June, 05:00 pm – 09:00 pm (4 hours).
- (6) Training Session V => Live burn training with the DNREC Red Dragon flaring towers and thermal imaging cameras, plus hazmat branch individual position roles, responsibilities & checklists to be conducted at either Belvedere Fire Station 30 or at the Delaware State Fire School New Castle Center on two weeknights during late September / early October, 05:30 pm – 08:30 pm (3 hours).
- (7) Fourteenth Annual NCCIHMRA Planning and Training Meeting => Wednesday, November 4th, 05:30 pm – 09:00 pm at the Elsmere Fire Company.

Submitted by:  
Mark Dolan  
NCCIHMRA Training Committee

**Attachment 3**

**Local Emergency Planning Committee for New Castle County**

**Vice-Chairman Staff Report**

**To:** David Irwin – Chairman LEPC for NCC  
**From:** Jacob E. Morente - Plan Review and Fire Service Liaison  
**Date:** January 12<sup>th</sup> 2015  
**RE:** Staff Report since November 10th, 2014

SERC & Tier II

12/10/14                      Attended SERC meeting in Dover

Site Assessments & Plan Reviews: (0 Completed)

I've reviewed current Tier II submissions compared against the current triannual facility visitation schedule to identify new assessments. Planning my 2015 facility assessment visits.

Outreach:

- 11/13/14 Participated in Table Top Drill planning meeting – G.E. Aviation (Newark)
- 12/9/14 Participated in Table Top Drill/Exercise and delivered our Resident Awareness and Emergency Preparedness brochures – G.E. Aviation (Newark)

Fire Service Liaison:

1/8/15                      Attended NCC Fire Chief's Association monthly evening meeting

NCCIHMRA & Training:

11/12/14                  Participated in Intl. Bulk Container Hazmat training at DuPont Experimental Station  
12/9/14                    Participated in #4 Hazmat Workshop Planning Meeting at Mill Creek Fire Company and produced meeting minutes for distribution.  
1/6-7/15                  Participated in Hazmat IQ Course (2-day) 31<sup>st</sup> Civil Support Team in Smyrna

Attended November's LEPC for NCC meeting at Delaware City Refinery, recorded and transcribed meeting minutes for distribution to members and the SERC.

Staff Meeting with Chairman Irwin on Tuesday, December 30<sup>th</sup>, 2014

## Attachment 4

David Irwin  
Activity Report  
November 10, 2014 to January 12, 2015

### **SERC Activities:**

- Participated in the December 10<sup>th</sup> SERC meeting.
- Participated in the November 20<sup>th</sup> Planning & Training Committee meeting.
- Participated in the November 20<sup>th</sup> DECON Committee meeting.
- Prepared and submitted in a timely manner the LEPC Quarterly Performance Report
- Facilitated one HAZMAT Workshop Planning Committee meetings (12/9) hosted by the Mill Creek Fire Company

### **Emergency Response Plan Reviews and Facility Visits:**

- No activity this period.

### **Exercise Status:**

- Participated in a GE Aviation Tabletop Exercise (12/9) along with NCCIHMRA, DNREC and Aetna Fire Company personnel.

### **NCCIHMRA:**

- Finalized details with the Chlorine Institute regarding the March 28, 2015 Chlorine training.

### **Outreach Initiatives:**

- Participated in three CAP meetings, the Delaware City Refining (11/11, 12/9) and FMC (11/19).
- Represented LEPC at the Kent (11/12), 2 Sussex (11/13, 1/8) and 2 Wilmington (11/14, 1/9) LEPC meetings.

### **Additional Activities:**

- Met with DEMA Fiscal staff on December 17<sup>th</sup> to discuss DEMA HMEP administrative process for PHMSA approved initiatives.
- Working with Mill Creek Fire Company personnel to become a co-sponsor of the 8<sup>th</sup> Annual HazMat Training workshop.
- Worked with videographer to secure payment from industry partners for professional services.
- Continue to work to finalize details of instructors for 8<sup>th</sup> Annual HazMat Workshop.
- Prepared FY 2016 LEPC draft budget
- Prepared FY 2016 LEPC draft Work Plan.
- Provided information to consultant preparing Emergency Response Plan for Philadelphia International Airport.

- Served as a subject matter expert to one Member Company.
- Documented two reportable release reports in accordance with EPA regulations.

DRAFT



**“SAVE THE DATES”**  
*State of Delaware*  
**8<sup>th</sup> Annual Hazardous Materials  
Training Workshop**

*“Educating Responders for Today and Tomorrow”*

*This year’s workshop will once again provide comprehensive training sessions  
and unique*

*hands-on training opportunities presented by outstanding industry leaders*

***Who should attend the Workshop?***

Fire Service ♦ EMS ♦ Law Enforcement ♦ HazMat Teams ♦ 1<sup>st</sup> Responders  
♦ Hospital DECON Personnel ♦ Chemical & Poultry Industry Safety & Health  
Personnel

**APRIL 10-11, 2015**

***Location of Dinner and Training Sessions:***

***Delaware State Fire School, 1461 Chestnut Grove Road, Dover, Delaware 19904***

**Friday, April 10, 2015**

**8:00 am: Registration**

**8:30 am – 4:30 pm – Specialized Pre-Workshop Training Sessions**

**4:30 -6:00 pm – Vendor Exhibitor Hall**

**6:00 to 8:30 pm – Dinner and Keynote Speaker Mr. Ron Gore**

**Saturday, April 11, 2015**

**7:00 – 8:30 am: Registration/Continental Breakfast & Vendor Exhibitor Hall**

***8:30 am – 4:15 pm - Breakout Training Sessions***

**“NO COST” FOR WORKSHOP ATTENDEES!!**

***Registration Information and Sessions Program To Follow***

**Refresher Training Credits will be given for this training event**

**For further information, contact Kevin L. Wilson at DEMA at (302) 659-2202  
or**

**Visit our website for updates:**

**<http://www.dnrec.delaware.gov/SERC/Pages/What'sNew.aspx>**

**Workshop Partners include:**

