



Local Emergency Planning Committee
For New Castle County
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David Irwin, Chairman
Tom Kovach, Vice Chairman
Jacob Morente, Vice Chairman

Meeting Minutes

May 11, 2015

Host: Rogers Corporation

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

The May 11, 2015 meeting of the LEPC for New Castle County was held on the above noted date and place.

Meeting called to order at 2:29 PM by Chairman Irwin.

SERC Approved LEPC Member Attendees:

Bob Barrish – Citizen

Kim Bennett – Formosa Plastic

Joe Cochran – NCC OEM

Ron Dietrick – Delaware City Refinery

Mark Dolan – DNREC/NCCIHMR

Robert Fox – State Fire Marshall Office

Mike Gladle – U of D

Babak Golgolab – Claymont Community Coalition

Wayne Hopkins – DuPont CRD

David Irwin – Chairman, LEPC for NCC

Bill Kelly – SXL

Ming Lau – Division Public Health

Joe Leonetti – NCC DECON

Mark Lucy – Miller Environmental

Bill McCracken – Citizen

Jake Morente – Vice-chairman, LEPC NCC

Beth Neumane – Rogers Corporation

Joe Rubin - WSFS

Eric Schuller - DNREC

Al Stein - Citizen

Charles Stevenson – Sussex LEPC

Vimal Vijaykumar – DuPont

A quorum was present.

Other Attendees:

Rob Armstrong – Miller Environmental

Ken Cenci – DNREC

Avery Dalton – DEMA

William Hitchcock – NORAMCO

Tim Hulings – DSP/DIAC

Tim Kerstetter – DSP/DIAC

Kierston Koory – Lewis Environmental

Margie Williams – Wilmington LEPC

Welcome: Chairman Irwin welcomed everyone to the meeting and thanked them for taking time out of their busy schedule to attend the meeting. Jerry Brennan from the Delaware State Fire School also welcomed everyone to the facility. Chairman Irwin thanked the Rogers Corporation for hosting the meeting.

1. Approval of the Agenda:

Chairman Irwin requested a motion to approve the agenda. A motion to accept the agenda was made by Mark Dolan and seconded by Al Stein. Motion was passed unanimously.

2. Meeting Minutes Approval:

Chairman Irwin requested a motion to approve the March 9, 2015 minutes. A motion to approve the minutes as written was made by Beth Neumane and seconded by Eric Schuller. Motion was passed unanimously.

3. "Terror in the Hometown" Presentation:

The Delaware State Police have recently created a new position to address growing Homeland Security needs within our state. Det. Tim Kerstetter was selected as the agency's Terrorism Liaison Officer (TLO). The TLO position was created to enhance training and working relationships with Delaware's First Responder Community and private sector partners. Providing awareness level training will improve Delaware's readiness levels and increase vigilance against emerging threats facing our nation. The TLO briefings cover topics such as Suspicious Activity Reporting, Delaware specific threats, Active Shooter preparedness and Improvised Explosive Devices recognition and response. Det. Kerstetter is well versed in each of these topics and would be happy to provide training and network with all First Responder agencies, private corporations or civic groups. For a briefing please contact the TLO at timothy.kerstetter@state.de.us or 302-741-2787. And remember, the Homeland will be secure when the Hometown is secure!

4. Committee Reports:

a. Finance:

Chairman Irwin reported that the LEPC funds are in good standing. The transactions that took place over the past two months were the payment of the staff service fees and NCCIHMRA training support. The balance in the appropriation is \$18,684.85.

b. Decon:

Joe Leonetti provided the group with a brief history of the evolution of DECON capabilities in the state. A team was established in each county in 1999 and each received a SERC funded DECON trailer. Trailers have exceeded life expectancy. Sussex County has decided to give up the trailer and use tents. Trailer is now considered surplus. New Castle County elected to move away from the trailer and use a totally contained truck. Truck was ordered from ACSI (Advance Containment Systems Incorporated) and delivered in September 2014. After working through the punch list the truck was officially placed in service on May 4th. The NCC trailer is now considered surplus and will be sold through the states auction process. He also informed the group the he and his staff conducted two 6 hour Hospital DECON & Ebola training sessions at the HazMat Workshop. He reported that the DECON Team responded to one incident since our last meeting.

c. I.T. Committee:

Committee Chairman McCracken reported that on 4/29 a meeting of the SERC IT Committee was held at the DSFS. The highlights of the meeting were:

- David Irwin is proposed as the next Chair of the Committee.
- Bill Davis has replaced John Outten at DNREC, who has retired.
- A demonstration of Tier II Manager will be made by the vendor IDSI after the SERC Meeting on 6/10 at the DSFS.
- A discussion was held on how to rollout Tier II Manager to the Fire Service. Bill suggested that the original decision of the SERC IT Committee to only give access to the fire chief or

his/her designee the data within their fire district be adopted. The proposal failed to get a consensus so Robert Newnam, Director of the DSFS, suggested that a subcommittee be formed to suggest a path forward.

d. Training - NCCIHMRA:

Committee Chairman Mark Dolan reported:

The New Castle County Industrial Hazardous Materials Response Alliance Training Committee did conduct two training sessions, totaling fourteen hours of training, between the March 9th, 2015 and the May 11th, 2015 LEPC for NCC meetings.

- Training Session II was the Chlorine Institute and TRANSCAER “Rail Safety and Chlorine Emergency Response Training” in partnership with Norfolk Southern Railway. The training included hands-on training with both the old and the new Chlorine Institute emergency kit “A” for USDOT 100/150 lb. chlorine cylinders, both the old and the new emergency kit “B” for chlorine one-ton concave head containers, and the emergency kit “C” for USDOT 105J500W rail tank cars and MC331 tank trailers, and the Midland emergency response capping kit for pressurized rail tank cars, plus review of chlorine leak detection techniques and decontamination tactics. The session was held at the DuPont Edge Moor Site on Saturday, March 28th, 08:00 am – 14:30 pm (6 hours). Fifty-four (54) hazardous materials first responders attended.
- Training Session III corresponded to the highly successful Eighth Annual State of Delaware Emergency Response Hazardous Materials Training Workshop held at the Delaware State Fire School Dover Center on Saturday, April 11th, from 08:00 am to 04:30 pm (8 hours). Classroom and hands-on field training evolutions included hazmat incident management, risk-based air monitoring and detection, liquefied petroleum gas and flammable liquid tank trailer leaks and fires, railroad hazmat emergency response and case studies, hazmat branch safety officer certification, pre-hospital hazmat-related patient care, and hospital decontamination.
- The remaining 2015 NCCIHMRA Training Schedule (seven hours of training) is as follows:
 - (1) Training Session IV => Eugene Ngai’s “Responding to Transportation Incidents Involving Pyrophoric Gases/Liquids or Dangerous When Wet Materials” including field exercises to be conducted at the University of Delaware Newark STAR Campus on Wednesday, June 10th and repeated on Thursday, June 11th, 05:00 pm – 09:00 pm (4 hours).
 - (2) 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 the Delaware State Fire School New Castle Center on Tuesday, September 22nd and repeated on Thursday, September 24th, 05:30 pm – 08:30 pm (3 hours).
 - (3) Fourteenth Annual NCCIHMRA Planning and Training Meeting => Wednesday, November 4th, 05:30 pm – 09:00 pm at the Elsmere Fire Company Station 16.

Mark also mentioned that the Wilmington Office of Emergency Management and the Wilmington Fire Department are sponsoring four (4) one-day eight-hour hazardous materials technician refresher classes that will be taught by the Delaware State Fire School starting Monday, May 18th through Thursday, May 21st. The sessions will run daily from 8:00 am to 4:00 pm at the Wilmington Emergency Operations Center, 22 South Heald Street, 19801

George Giles, Director of Wilmington Emergency Management, has several openings in each day's refresher class. There will be no charge to attend the one day refresher to any attendee!

If anyone wants to participate in one of the single day refresher classes, they must contact Director George Giles.

e. Transportation Committee:

Committee Chairman Al Stein reported;

- On March 13 the Federal railroad administration issued a directive to replace the 3 inch ball valves manufactured by McKenzie Valve Company on railroad cars. These valves had been found that the closure plug when tighten contacted the ball and causing the value to leak. These valves must be replaced within 60 days which would have been the 14th of April. The Mackenzie 1 inch and 2 inch ball valves must be replaced within 90 days which would have been the 4th of May.
- The cause of 3 of the 4 of the oil train derailments was rail failure. The two failures in Canada were caused by the heavy load tank cars providing a higher than normal in pack force on the track infrastructure. The derailment in West Virginia also had outlets valves underneath four tank cars shear off. The derailment in Galena Illinois was probably caused by an axle failure on a passing train causing a car to overturn on the oil train track.
- A final rule for the safe transportation of flammable liquids by rail was announced on May 1.
The rule:
 - a. Unveils a new enhanced tank car standard and an aggressive, risk based retrofitting schedule for old tank cars carrying crude oil and ethanol.
 - b. Requires a new braking standard for certain trains that will offer a superior level of safety by potentially reducing the severity of an accident, and the "pileup effect".
 - c. Designates new operational protocols for trains transporting large volumes of flammable liquids, such as speed restrictions, and information for local government agencies.
 - d. Provides new sampling and testing requirements to improve classification of energy products placed into transport.

5. Tier II Reports:

John Outten provided the following information on April 30th:

2014 Tier II Annual Reports;

- As of April 29th, 1812 reports were submitted
- 4 are initiated and 3 will be submitted shortly
- After the March 2 deadline 117 facilities were identified as not having submitted a 2014 annual report and were contacted
- About half have reported or it was determined they did not need to report for 2014
- EPCRA staff is working on the remaining 50+ facilities and expect most to report.
- Review of submitted reports has not started
- To date there are about 27 more reports submitted for 2014 compared to 2013 and additional reports are expected
- 42 revisions have been submitted

Tier II Manager;

- During the past month EPCRA staff has had extensive discussions with IDSi on Tier II Manager issues, their resolution and enhancements concerning the reporting and admin sides of the system. More discussions are expected next week.

Tier II Manager January Training;

- During the second and third weeks in January EPCRA offered twelve training sessions throughout the state.

John stated at COB today (4/30) he will retire with 35 + years of State service.

Chairman Irwin thanked John for his commitment and support to the EPCRA program and the LEPC for NCC. He stated that through John's efforts the accuracy of the TIER II database has significantly improved.

It was announced that Bill Davis will join the EPCRA group and assume responsibility for the TIER II Program.

6. SERC/DEMA Activities:

Avery Dalton reported that he sent a copy of the DOT Final Rule to Strengthen Safe Transportation of Flammable Liquids to SERC distribution list. He announced that he sent out an invitation to the State Emergency Response Team (SERT) and the State Emergency Response Commission (SERC) to participate in a review and revision of the *Oil and Hazardous Substance Incident Contingency Plan SERT Plan, August 2008*, (SERT Plan). The next SERC meeting is scheduled for Wednesday, June 10th.

7. Staff Reports:

- Vice – chairman Morente – attachment 1
- Chairman Irwin –attachment 2

8. Old Business:

8th Annual HAZMAT Workshop:

Chairman Irwin reported that thanks to the Workshop Planning Committee, partners, sponsors, exhibitors, instructors, volunteers and attendees the Workshop was extremely successful. A total of 330 individuals signed up for the Friday and Saturday sessions with 103 signing up for the dinner. The Workshop Planning Committee is recommending that the SERC sponsor a 9th Annual workshop. Chairman Irwin will present the recommendation at the June SERC meeting.

9. New Business:

- a. HMEP Grant - Chairman Irwin reported that due to the timing of the application process he did not have time to review the application with the LEPC members. Working with the NCCIHMRA Training Coordinator two training initiatives were submitted; use STTS to train on how to respond to HAZMAT tank trailer incidents and use Safety Systems to train on responding to MC331 tank trailer HAZMAT incidents. For planning it was once again recommended that we sponsor two individuals attending the annual regional HAZMat Workshop.
Training Funds requested - \$16,449
Planning Funds requested - \$ 3,700
TOTAL requested - \$20,149
All initiatives were approved by the SERC at the March 25th meeting.
- b. Wilmington LEPC Report:
Margie Williams summarized what Mark Dolan stated about the eight-hour hazardous materials technician refresher classes being sponsored by Wilmington. She then stated that if anyone wants to participate in the one day refresher classes, Director George Giles must be contacted at either the office by telephone 302-576-3914 or at email address george.giles@cj.state.de.us.
- c. Sussex LEPC Report:
LEPC Chairman Stevenson reported the next LEPC meeting is scheduled for Thursday, May 14th.

10. Any Other Business:

- a. Joe Rubin, WSFS reported that;
 1. WSFS has entered in to an MOU between Delaware Division of Public Health and WSFS Bank to provide medical countermeasures to WSFS Associates and family members to enhance continuity of operations for WSFS Bank. In addition, to partner with Emergency Medical Services and Preparedness Section, Delaware Division of Public Health with managing Point of Dispensing activities during a public health emergency as defined in 20 Del. C. Chapter 31.
 2. The Wilmington Fire Department conducted Fire Extinguisher Training for WSFS employees
 3. He attended the FBI Baltimore 3rd Delaware Citizens Academy. Presentations by FBI instructors regarding various investigative programs including Terrorism, White Collar Crime, Violent Crime, Organized Crime, Drug Matters, Civil Rights, Cyber Crime Innocent Images, Counterintelligence, Forensics Overview and an Interactive Demonstration, Recruitment/Hiring Initiatives, and a Range session that included weapons of mass destruction and SWAT demonstrations, participated in a firearms exercise.
- b. Vice-chairman Jake Morente requested that any companies sponsoring outreach initiatives to let him know.
- c. Babak Golgolab announced that the Evarz Steel development meeting was scheduled for May 20th at the Crown Plaza Hotel in Claymont.
- d. Al Stein reported that there has been an increase in suicide by train fatalities.

11. Adjourn:

Motion to adjourn made by Mark Dolan. Meeting adjourned at 4:20 PM.

Next Meeting: Monday, July 13, 2015, at 2:30 PM

**Location: Delaware State Fire School
New Castle Location
2311 MacArthur Drive
New Castle, DE 19720**

Host: Honeywell

Prepared and submitted by Chairman David Irwin on May 26, 2015

Attachment 1

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: May 11th, 2015
RE: Staff Report since March 9th, 2015

SERC & Tier II

3/11/15 Attended SERC meeting in Dover
3/13/15 Contact with John Outten, after the March 2nd submission deadline, regarding annual NCC Fire Company notification of current EHS district sites.
3/18/15 Correspondence with Bob Pritchett regarding SERC I.T. Committee Meeting and Fire Chief access to Responder side of Tier II Manager
4/29/15 Participated in SERC IT Committee Meeting – D.S.F.S. Dover
April & May Second quarter review of current Tier II Manager Submissions, compared against existing list of EHS facilities to identify for visits and emergency response plan reviews.

Site Assessments & Plan Reviews: (3 Completed) - Reports Completed and Mailed

3/27/15 Linde, Industrial Gases (Claymont)
4/8/15 Air Liquide (Delaware City) – rescheduled twice
4/29/15 G.E. Aviation (Newark)

Outreach:

- NCC Fire Company District EHS List – extracted from NCC Full List provided by DNREC. Sent 21 individual letters to each County Fire Chief with their fire protection district EHS list.
- Beginning to develop 2015's Fire Company Open House public event schedule
- Facilitated site visit between G.E. Aviation and Aetna HH&L Company
- Contacted Jamie Bethard at DNREC in regards to schedule meeting to discuss Fire Service and build relationships.

Fire Service Liaison:

3/12/2015 Attended NCC Fire Chief's & County Association (joint) meeting at Minqus Fire Company
April 2015 Mailed 21 individual letters with EHS list to each County Fire Chief
5/7/2015 Attended NCC Fire Chief's Association meeting at Goodwill of New Castle Fire Company

NCCIHMR & Training:

March '15 Correspondence follow-up for Hazmat Workshop Planning Meeting group
3/11/15 Contacted Fire School to acquire Hazmat Workshop Flyers for distribution at County Fire Chief's Joint March Meeting. Announced Training Workshop & Flyers
3/28/15 Participated in Chlorine Institute Response Training at DuPont Edge Moor Plant – provided lunch, preparation, delivery and clean-up.
4/7/15 Attended Planning Meeting #2 for the Emergency Preparedness & Hazmat Response Conference – Valley Forge, PA October 20th, 2015 thru October 23rd, 2015
4/11/15 Attended Hazmat Training Workshop at D.S.F.S. Dover campus
4/28/15 Attended Workshop Hotwash Meeting at D.S.F.S. Dover campus

Attachment 2

David Irwin
Activity Report
March 10, 2015 – May 11, 2015

SERC Activities:

- Participated in the March 11th SERC meeting.
- Participated in the March 26th SERC – HMEP Grant meeting.
- Participated in SERC IT Committee meeting (4/29).
- Prepared and submitted in a timely manner the LEPC Quarterly Performance Report.
- Prepared and submitted in a timely manner the LEPC FY 2016 HMEP Grant project requests.
- Administered and coordinated activities for the HAZMAT workshop on April 10th & 11th.
- Served as the master of ceremonies for the HAZMAT Workshop Team Building dinner on April 10th.
- Administered HazMat Workshop Hotwash meeting (4/28).

Emergency Response Plan Reviews and Facility Visits:

- No activity this period.

Exercise Status:

- Continuing to work with videographer to develop exercise video.

NCCIHMRA:

- Coordinated the Chlorine Institute/TRANSCAER sponsored 6 hour Chlorine classroom and hands-on training session hosted by the DuPont/Chemours Edge Moor Site on March 28, 2015.
- Working with DEMA staff to re-appropriate HMEP Grant funds to another hazardous materials transportation training project.
- Negotiating with contractor to conduct Silane training session in June and working with U of D staff to host event.

Outreach Initiatives:

- Represented LEPC at Croda's groundbreaking ceremony for the construction of a manufacturing facility to produce sustainable non-ionic ethoxylates (4/28).
- Represented LEPC at four CAP meetings, the Delaware City Refining (3/10, 4/14), Dow (3/13) and FMC (3/25).
- Represented LEPC at DC CAER meeting (4/9)
- Represented LEPC at the Sussex (3/12) and Wilmington (3/13) LEPC meetings.
- Attended DNREC sponsored Delaware City Refining NDPES permit hearing (3/24).
- Met with R. Johnson regarding water rights and accessibility
- At LEPC member company request reached out to private citizen to discuss Emergency Response plans and capabilities.

Additional Activities:

- Worked with Delaware City Refining management to arrange videographer to record rail car operations.
- Worked with DEMA staff to obtain signed contracts for all HAZMAT workshop presenters.
- Held preliminary discussion with NCCIHMRA Training Coordinator and 31st CST personnel to discuss possible CY2016 combined training opportunities.
- Produced and published March 9th LEPC Steering Committee minutes.
- Produced and published March 9th LEPC meeting minutes.

- Met with Hospital personnel (3/19, 3/24) to learn about Health Care facility risks, contents of emergency plans, mutual aid agreements and staff training.
- Invited TRANSCAER and PHMSA representatives to participate HAZMAT workshop.
- Served as a subject matter expert to two private citizens.
- Documented eighteen reportable release reports in accordance with EPA regulations.

DRAFT