

**State Emergency Response Commission (SERC)**  
**Planning & Training Committee Meeting**  
**Meeting Minutes for August 17, 2017**  
**Prepared on August 18, 2017**

The SERC Planning & Training Committee meeting was held on August 17, 2017 at the DEMA State EOC.

*Minutes for the meeting are as follows:*

Attendees: AJ Schall (DEMA), Chris Murtha (DEMA), Avery Dalton (DEMA), David Irwin (New Castle County LEPC), Richard Perkins (DPH), Dwayne Day (DelDOT), Colin Faulkner (Kent LEPC), Charles Stevenson (Sussex County LEPC), Robert Newnam (DSFS),

A quorum was established.

Planning and Training Committee Chair AJ Schall called the meeting to order at 9:02.

**Old Business:**

**Approval of May 18, 2016 Planning & Training Sub-Committee Meeting Minutes**

Mr. Newnam motioned to approve the minutes of the last Planning & Training Sub-Committee Meeting on May 18, 2017. Mr. Irwin seconded the motion. All approved.

**HMEP Grant – Mr. Dalton**

Current balance of the grant is; \$53,624.01 out of \$114,975.00 (2016-2017) remaining as of August 7<sup>th</sup>.

Director Schall discussed a timeline for holding an exercise. Two weeks prior to our next P&T meeting in November, a DEMA internal meeting to start planning the exercise and to look at additional funding sources and a planning timeline. November will be 18 months out from a spring 2019 exercise.

**10<sup>th</sup> Hazmat Training Workshop Report – Mr. Irwin**

Mr. Irwin briefed that there will be a kickoff meeting for the 10<sup>th</sup> Annual Hazmat Training on August 29<sup>th</sup>.

**New Business:**

**Approval of the SERC Committee Agenda – Mr. Dalton**

Mr. Dalton stated there are no presentations scheduled and would follow the standard agenda package. Director Schall made motion accept the agenda as submitted and written for the September 13, 2017 SERC Committee Meeting. Mr. Irwin seconded the motion. All approved.

**Approval of the SERC 2017 Annual Report – Mr. Dalton**

The annual report was developed and emailed out to the committee for review and approval. Mr. Dalton made a motion to approve the report. Mr. Irwin seconded the motion. All approved.

### **Approval on the HMEP Allocations for Delaware State Fire School (DSFS) – Mr. Dalton**

DSFS has overspent by approximately \$9,500.00 during the third quarter for Hazmat training courses. Mr. Dalton estimated that approximately \$17,000.00 total would be needed for the third and fourth quarters. Mr. Dalton will work with Jerry Brennan at the DSFS to better determine a total. The committee voted to approve the extra funds for the training.

### **Approval on the HMEP Allocations for Jacob Morente – Fire Inspector Training – Mr. Dalton**

Jacob Morente of the New Castle County LEPC requested to attend the Fire Inspector 2 (40 Hour certification course) Buck County Community College, Doylestown, PA. Mr. Dalton noted the costs were approximately \$900.00.

Mr. Irwin noted the course does not appear to cover Hazmat. Mr. Dalton noted that Jake's duties crossed over from fire safety and hazmat. Director Schall said the issue could be reviewed by Pipeline & Hazardous Materials Safety Administration (PHMSA). Mr. Newnam made motion to submit the training activity to PHMSA for review. Mr. Irwin seconded the motion. All approved.

### **Approval of the LEPC Emergency Plans – Mr. Dalton**

There was a discussion of the LEPC emergency plans. In 2015 the plans were reviewed per a biennial review requirement by the SERC. At that time it was determined that the plans required a "common look and feel", basically more consistency to allow different users of the plans to better utilize the plans. Kent County updated their plan, so the three county plans are very similar. The city of Wilmington's plan is different.

Mr. Dolan (not present) had emailed comments about the plans and the need to make the plans definitions consistent with the "state plan". Mr. Newnam and Mr. Dalton both noted that they were unsure of the state plan referred to in Mark's email. Mr. Perkins had comments on the plans. Mr. Irwin noted the city of Wilmington's plan had several issues; MSDSs are used, CAMEO was replaced with Tier II Manager but the developers were still listed as the developers of CAMEO, and the format needed work. Mr. Irwin noted a few details with the plans and Mr. Dalton reminded Mr. Irwin that he had provided similar comments to the LEPCs about the plans via email in December 2016.

Mr. Newnam made a motion to approve the plans with the note to update the plans content with the recommended updates. Mr. Irwin seconded the motion.

### **Approval of the SERT Plan revisions - Annex D, Radiological Incident Response (Avery Dalton)**

The main body of the plan was reviewed and approved by the Planning & Training Committee last November. Mr. Dalton requested approval of Annex D of the SERT.

Mr. Newnam asked about how the approval process proceed after P&T and SERC approval. A discussion of the printing and distribution plan occurred. Director Schall said the plan would be distributed in digital and printed format. The printing quote was over \$19,000.00 for the Tyvek paper and heavy duty plastic binder for 1640 copies. A discussion occurred about printing the plan on regular paper. Mr. Dalton will contact Printing and Publishing to get another quote for the paper copy. The committee will be contacted with that information. Mr. Newnam said the plan does not need to be on Tyvek paper. He also said that the fire service would need 300 copies, minimum.

The committee voted to approve the plan and forward the plan on to the SERC for approval.

**Motion to Adjourn**

Mr. Newman made motion to adjourn. Mr. Perkins seconded the motion. All approved.

**Meeting Minutes**

Minutes were recorded and transcribed to this document by Mr. Avery Dalton, SERC Executive Director, on August 17, 2017.

Draft minutes were posted to the State Public Calendar on August 21, 2017.

Minutes approved by Director AJ Schall, Chair for the SERC Planning and Training Committee.

Signed: \_\_\_\_\_  
AJ Schall, Chair for the SERC Planning and Training Committee