

**STATE EMERGENCY RESPONSE COMMISSION
INFORMATION & TECHNOLOGY COMMITTEE**

DRAFT Meeting Minutes

May 30, 2017
Delaware State Fire School

Attendees

David Irwin – Chair	Chip Stevenson – Sussex LEPC
Bob Pritchett – DNREC/EPCRA	Brandon Olenik – Kent LEPC
Bill Davis – DNREC/EPCRA	Jake Morente – NewCastle LEPC
Vinnie Miller – DSFS	Bill McCracken – NewCastle LEPC
Richard Perkins – DHSS	
Avery Dalton – DEMA	
Lynn Kruger – Private Sector	
George Giles – Wilmington LEPC	

1. **Call to order** - The meeting was called to order at 10:01 p.m. by Chair David Irwin, who confirmed that a quorum was present and that a notice had been posted on the State’s Public Meeting Calendar one week prior.
2. **Approval of Agenda** – the proposed agenda for the day’s meeting was motioned for approval by Giles, Olenik seconded, and was unanimously approved.
3. **Approval of minutes from previous meeting (10/26/16)** - The minutes of the previous meeting were motioned for approval by Giles, Kruger seconded, and was unanimously approved.
4. **Old Business**
 - (a) *DHSS representative confirmation:*

Rick Perkins confirmed that he would be the DHSS representative for the near term. DHSS may have new staff as vacancies are addressed.
 - (b) *Open FY 2017 projects, timeline for full implementation:*

Discussion centered on agenda items (d) and (e), below.
 - (c) *Contractor update of TierIIManager™ to include new hazard classes:*

IDSi has provided a software update that **DNREC** has tested to verify the new 24 (vs. currently 5) hazard categories. IDSi has also included various software corrections & improvements that will be validated via a test-database (using Delaware data). After successful testing, the software changes will be put on-line, and facilities notified of the opportunity to submit Tier II 2017 updates before the January 1st, 2018 EPA implementation deadline.
 - (d) *Fire Department candidates for TierIIManager™ access:*

Jake Morente has submitted the list of New Castle County fire department candidates to DNREC, and the remaining LEPCs are forthcoming. Accounts will be created by DNREC (Davis) for users who are approved by an LEPC, and will be available for log-in at the time of training (see “e”, below).

(e) *DSFS training TierIIManager™ module:*

Vinnie Miller presented the Tier II training module for emergency planners/responders. The final version will be presented at the upcoming June 14 SERC meeting. A *train-the-trainer* session will be held immediately following the SERC meeting for LEPC chairs and others interested in the rollout of the training module. Miller will also propose training dates at DSFS facilities for the LEPCs to conduct two training sessions each.

(f) *Website containing a list of links and hazardous materials resources for emergency response personnel to use for primarily planning but also response:*

A DEMA-hosted website will be used to collect resource links for emergency planners (primarily) and responders (secondarily). Miller showed several websites currently available via the DSFS website. Further research and discussion is pending.

(g) *Living SERC-IT document:*

Pritchett discussed the on-going status of the creation of a document to describe and designate all tasks associated with *TierIIManager™*, as well as other EPCRA related information management issues (like public info policy, procedures and documentation for 304 notifications to LEPC mailboxes, etc.) so that (1) all roles are understood and executed, and (2) to aid succession planning.

(h) *Updates to Tier II HazMat sites layer:*

Pritchett stated that we are awaiting a quote from the contractor for their portion of more automated mapping of Tier II sites, based on lat/longs in State Approved fields. This is being combined with a quote for a possible fee increase. We have partial funding in the IT Committee budget, and will likely need to approach the SERC Finance Committee for additional funds for these projects.

5. ***New Business*** - none

6. ***Next meeting date and time*** – The next meeting will be scheduled prior to the September 2017 SERC meeting.

7. ***Adjournment*** – The meeting was adjourned at about 11:15 PM.