

**SUSSEX COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
MEETING MINUTES
JANUARY 11, 2018**

There were 27 members/guests in attendance.

| | |
|--------------------------|-------------------------------------|
| Chip Stevenson | Sussex County LEPC |
| Sand Hoffman | Chesapeake Utilities |
| Patty Connors | Eastern Shore Natural Gas |
| Richard Hudson | Town of Georgetown |
| Craig Eaton | Town of Georgetown |
| Ed Carey | The Pictsweet Co. |
| Becky Bastianelli | Southern State Milford Co. |
| Bill Davis | DNREC |
| Bob Shinholt | ALOFT |
| Michael Kaupa | Mountaire |
| Bob Kendall | Mountaire |
| Peter Uhey | Bayhealth |
| Rafael Perez | Gardner-Gibson |
| Sharon Jefferson | Red Cross |
| Michael Calloway | Mountaire |
| Dave Clem | Heritage Shores |
| Steve Farkas | Sharp Energy |
| Lee Patrick | Sharp Energy |
| Kelly Kruger | Sussex County, EOC Secretary |
| David Irwin | LEPC, for NCC |
| Ken Cenci | DNREC |
| Bill Hurlock | NRG |
| Andy Carter | NRG Indian River Power |
| Tom Saufley | Allen Harim |
| Scott Bossert | DBRC |
| Ray Gies | ARC |
| Marc Evans | Delaware National Guard |

Chairman Stevenson called the meeting to order at 10:00 a.m.

The minutes of the November 9, 2017, meeting was approved.

All attendees introduced themselves.

REPORTS-

[DNREC- Bill Davis-](#)

EPCRA Reporting Program LEPC Report – September 2017

- In December, *TierII Manager*[™] software update #72 was put online to address the fee increase, GIS-related changes, and other issues that were identified in the planning module.
- Annual Hazardous Chemical Inventory ("Tier II") reports for 2017 (due with fees by March 1st) have begun to be submitted.
- Multiple emails have been sent to facility regulatory point of contacts advertising the workshops and highlighting the major changes for this year:

THREE IMPORTANT CHANGES FOR THIS YEAR'S REPORT

(1) Our office mailing address has changed. All correspondence, including fee payment checks, should be addressed to:

EPCRA Reporting Program, DNREC
155 Commerce Way, Suite B
Dover, DE 19904

(2) The EPA has adopted hazard classes based upon OSHA's *Globally Harmonized System of Classification and Labeling of Chemicals* (GHS). Where previously you have selected from 5 hazard classes, there will now be 24. This will require a review of the hazards as described in the Safety Data Sheet (SDS, or previously called "MSDS"), and the hazard class information to be re-entered for the 2017 reporting year.

Note, that if you are a frequent user of *TIER II MANAGER*[™], your web browser *might* retain previous webpage formatting codes, and the new 24 hazard classes will appear as a continuous horizontal line in the report (which is undesirable). To view the hazard classes in clean columns (as intended), a "*forced refresh*" will be needed; hit "Control F5" for Microsoft computers or "Command R" for Macs.

(3) Fees for reporting year 2017 have been increased \$20 per chemical for both *extremely hazardous substances* (\$100) and *hazardous chemicals* (\$60).

- **January Workshops - The 3-hour workshops will demonstrate the online system and review the chemical inventory reporting requirements in general. Of special interest, 3 workshops will have a bonus presentation by OSHA regarding Safety Data Sheets and the hazard classes. Registration is required, and sessions will begin at 9:00 am (registration 8:45). Class size is limited, so early registration is encouraged. Workshop dates/locations are as follows:**

| Date | Day | Location |
|-------------|-----------------|--|
| 1/9 | Tuesday | Dover Fire School Joint session with Kent LEPC meeting |
| 1/11 | Thursday | Georgetown Fire School Joint session with Sussex LEPC meeting |
| 1/16 | Tuesday | New Castle Fire School |
| 1/18 | Thursday | Dover Fire School <i>Bonus OSHA Presentation</i> |
| 1/23 | Tuesday | Georgetown Fire School <i>Bonus OSHA Presentation</i> |
| 1/25 | Thursday | New Castle DNREC Lukens Drive <i>Bonus OSHA Presentation</i> |

The presentations have been posted on the SERC webpage: <http://www.dnrec.delaware.gov/SERC/Services/Pages/DownloadFormsorSoftware.aspx>

- **Reporting Status:**

**Reporting Year 2016 EPCRA 312 (Tier II) Reports
(LEPC designations as reported by the Facility)**

| | |
|---------------|--------------------|
| 1/5/18 | |
| 2184 | State Total |
| 754 | Sussex |
| 472 | Kent |
| 823 | New Castle |
| 135 | Wilmington |

72 more reports have been submitted for RY2016 versus RY2015 by this time last year.

DEMA UPDATES- Avery Dalton –

Recent Meetings for the SERC

SERC Quarterly meeting was held on December 13, 2017. Stan Carpenter and Steve Barnes briefed the SERC on The Colonial Pipeline Company's emergency plans and operational procedures.

SERC Planning & Training Committee meeting was held on November 16, 2017.

Upcoming Meetings for the SERC

SERC Quarterly meeting will be held on March 7, 2018. The budget is scheduled to be discussed and approved. Chesapeake is scheduled to demonstrate their training trailer.

HMEP Grant

FY17 grant closed for this fiscal year on September 30th. Approximately \$16,000.00 dollars was carried over to this year for a Hazmat tabletop exercise in September. A tabletop exercise is planned for September of 2018 and a functional exercise is planned for 2019.

2017-2018 - current balance for FY18 grant starting on October 1st, is \$106,804.00. No invoices have been submitted to date.

Past Events

SERT Plan - Oil and Hazardous Substance Incident Contingency Plan

The SERT Plan was delivered on November 14th and was distributed to the DSFS for the Fire Companies and to several state agencies. A password secure PDF version of the plan was also provided to the SERC, LEPCs, and Fire Chiefs.

Chemical Safety & Security Workshop – November 1st

The workshop was very successful and well received. There were 151 attendees, not counting the presenters. We appreciate everyone who helped with donations and support. Per Lisa Dunaway

Upcoming Events for DEMA

REP Exercise 5/22/2018

DEMA's Radiological Emergency Program will have a graded exercise on May 22nd. There will also be several out of sequence graded drills prior to the May exercise. These drills will cover Emergency Worker evacuation, decontamination, and medical treatment, and DNG operated Reception Centers for evacuees.

Regional Hurricane Exercise 5/2/2018 to 5/9/2018

May 2-9, 2018 – DEMA will participate in a regional hurricane exercise. More information to follow.

SERT Plan – Tabletop Exercise September 2018

A tabletop exercise to test the recent SERT plan revisions will be completed in September. Approximately \$16,000.00 was carried over from the previous HMEP grant year. This funding will be combined with other grant funds to complete the radiological transportation exercise.

[SCEMS-Glenn Marshall-](#) No Report

[DECON Trailer Updates-](#) No Report

[Kent County LEPC-David Mick/Brandon Olenick-](#) No Report

[New Castle County LEPC-Dave Irwin-](#)

The meeting was cancelled and rescheduled for 1/22/18. Dave spoke on upcoming Hazmat workshop that will be held on Friday May 11, 2018 and Saturday May 12, 2018 at the Delaware State Fire School. Reviewed the topics that will be held in the workshop this year.

[Wilmington LEPC- George Giles](#) No Report

Sussex County LEPC: Chip Stevenson

Chairman Stevenson reported on the following activities:

- Participated in the Sussex County Water Contamination Exercise IPM on November 9
- Attended the SERC Planning & Training Committee meeting on November 16
- Attended the SERC meeting on December 13
- Participated in the Sussex County Water Contamination Exercise FPM on December 12
- Visited the Merck Facility in Gumboro on November 14
- Participated in the Dentsply-Sirona Annual Emergency Response meeting on November 22

PRESENTATIONS:

Bill Davis of DNREC-EPCRA presented one of the Annual Tier II training workshops.

NEXT MEETING- THURSDAY, MARCH 8, 2018 AT 10 A.M. AT THE SUSSEX COUNTY EMERGENCY OPERATIONS CENTER.