

**STATE EMERGENCY RESPONSE COMMISSION
FINANCE AND BUDGET COMMITTEE
RECOMMENDATIONS FOR FY 18 BUDGET
February 23, 2018
Members**

Robert P. Newnam - Sen. Bruce Ennis - Robert Pritchett - Avery Dalton – John Verdi

The February 23, 2018, meeting of the State Emergency Response Commission Finance and Budget Committee was called to order at 1000 by the Chairman Robert P. Newnam. The attendees were introduced and a quorum was present. The meeting included the review of the requests for LEPC, DECON and IT funding for FY19.

The Committee used the “Finance Committee Guidelines for Budget Requests” to review the budgets separately, comparing each to the previous year’s budget.

The requested budget item categories were discussed. The Budget Committee agreed to maintain the caps of the allowable costs in several categories adopted in 2016. Travel costs were capped at \$1,000.00, per LEPC. Office Supplies and Equipment categories were capped at \$500.00 each, unless there was a specific need identified by the LEPC. The Information Management category was not capped because the costs were consistent across the various LEPCs. The Budget Committee restricted the use of funding for vehicle insurance costs. The Committee agreed that LEPC’s use other funding sources including HMEP Grant for attending conferences.

The following are SERC Finance and Budget Committee recommendations for the Fiscal Year 2019 budget.

1. The City of Wilmington Local Emergency Planning Committee (LEPC) requested \$62,758.99. There was no carryover from last year. With a reduction in Supplies and Conference/Seminar to the Committee recommends approving **\$61,858.99** for the City of Wilmington LEPC Budget.
2. The New Castle County LEPC requested \$87,091.00. There is a projected \$4,000.00 carryover from previous year. With a reduction in equipment and less the carryover the Committee recommends funding of **\$82,791.00** for the NCC LEPC Budget.
3. The Kent County LEPC requested \$77,800.00. There is no carryover from last year. With a reduction in Salary, Travel, Conference/seminar and Professional services the Committee recommends funding of **\$66,466.00** for the Kent County LEPC Budget.
4. The Sussex County LEPC requested \$71,552.06. There was no carryover from last year. With a reduction in Salary the Committee recommends approving **\$69,194.67** for the Sussex County LEPC Budget.
5. The Decon Trailer Committee is requesting funds for the replenishing of the Maintenance and Equipment Account for FY19 of 10,000.00. The Decon Trailer Replacement Account, the committee recommends that a total of **\$50,000.00** be placed into the account. Additionally, the Committee recommends that interest from the Fee Holding Account be automatically transferred to the Decon Trailer Replacement Account on a yearly basis.
6. The Information and Technology Committee requests **\$28,274.00**, to include continued support for annual maintenance/support for the Tier II Manager System. With a reduction of allocation to the reserve account to 7,000.00 the Committee recommends approval of 25,274.00.
7. The Department of Natural Resources and Environmental Control requests \$15,300.00, to support leasing office space for the EPCRA program. The Committee recommends approval of the requested amount.

The approved recommendations were endorsed by the Committee.

**STATE EMERGENCY RESPONSE COMMISSION
FINANCE AND BUDGET COMMITTEE
RECOMMENDATIONS FOR LEPC PERFORMANCE REVIEWS
February 23, 2018
Members**

Robert P. Newnam - Sen. Bruce Ennis - Robert Pritchett - Avery Dalton – John Verdi

SERC Finance Committee is assigned the duty and responsibility for overseeing the various entities ensuring the proper allocation of funds for appropriate operations related to the work of the State Emergency Response Commission. Yearly the SERC Finance Committee receives requests for funding from the various Local Emergency Planning Committees that include a Performance Review from the previous year. The members of the SERC Finance Committee understands that these reports were developed to provide a uniform report to show the status of the LEPCs. A review the submitted reports in 2018 for FY17 indicate the following;

- Number of EPCRA facilities within:
City of Wilmington - 14, New Castle - 882, Kent - 500, Sussex - 784
- Number of ARP facilities within:
City of Wilmington - 0, New Castle - 28, Kent - 35, Sussex – 47
- Conduct LEPC meetings as prescribed by LEPC by-laws.
City of Wilmington - 6, New Castle - 6, Kent - 6, Sussex – 6
- Provide SERC with copies of the minutes
City of Wilmington - yes, New Castle - yes, Kent - yes, Sussex - yes
- Estimated average attendance at LEPC meetings
City of Wilmington - 12, New Castle - 25, Kent - 21, Sussex - 22
- Review LEPC plans annually – Last review
City of Wilmington - 2017, New Castle – June 2017, Kent – December 2017, Sussex - June 2017
- Last update of LEPC plan
City of Wilmington - 2017 New Castle – June 2017, Kent – December 2017, Sussex - June 2017
- Conduct, coordinate or participate in a full-scale drill, tabletop exercise or incident critique.
City of Wilmington (2) April, July, New Castle, (3) Nov, Oct, Oct Kent (2) Sept. Nov, Sussex (1) April
- Facility audits in 2017
City of Wilmington (0), New Castle - 11, Kent - 6, Sussex - 10
- Request Accidental Release Prevention Group (ARPG) (yes-no, how many)
City of Wilmington - no, New Castle - no, Kent – yes (2), Sussex – no
- Did you accompany the ARPG on any facility audits (yes-no, how many)
City of Wilmington - no, New Castle – no, Kent- yes (2), Sussex – no
- Met with responders to identify concerns and review response status.
City of Wilmington (4), New Castle (3), Kent (8), Sussex (7)
- Prepared and submitted an Annual LEPC Budget and Work Plan (yes-no)
City of Wilmington - yes, New Castle - yes, Kent - yes, Sussex – yes
- Attend SERC meetings and provide activity reports.
City of Wilmington - yes, New Castle - yes, Kent- yes, Sussex – yes

- Discuss site-security with any facilities.
City of Wilmington - yes, New Castle - yes, Kent - yes, Sussex - yes
- Discuss terrorism with facilities.
City of Wilmington - yes, New Castle - yes, Kent - yes, Sussex - yes
- Discuss DENS with facilities.
City of Wilmington - yes, New Castle - yes, Kent - yes, Sussex – yes
- Publicize and promote improvement in the Emergency Response System.
City of Wilmington - yes, New Castle - no, Kent - yes, Sussex – no
- Numerous comments on outreach activities.

Recommendations

The SERC Finance Committee on behalf of the SERC in utilizing the established guidelines to ensure the reasonable operational budgets for the LEPCs and that the submitted LEPCs work plans meet State and Federal guidelines and requirements. This is paramount with the current and projected funding allocations.

The Finance Committee will be reviewing the current LEPC Performance Review reporting requirements for updates and revisions. The Committee working with the LEPCs will provide recommendations to the SERC September 2018 for implementation by the FY20 Budget year. This update will assist and provide guidance to both the entities and the Committee in arriving at reasonable budgets; and provide a mechanism for securing supporting information that will be useful in ensuring the continued operations of the four LEPCs.

The Finance Committee recommends that the SERC task the Planning and Training Sub-Committee to develop a Handbook for the operational expectations of Delaware's LEPCs.

If the SERC feels that this action should be completed by another committee we have no objection. We do feel however that a handbook would be in the best interest for the continued successfully operation of the LEPCs.

The meeting adjourned at 1115.