

# STATE EMERGENCY RESPONSE COMMISSION

## Meeting Minutes December 10, 2008

### Commissioners

Director James D. Werner – DNREC/AWM	Glenn Gillespie – DEMA
Major Randall Hughes – DE State Police	Steve J. Owens – Water Transportation
Bill Betts – Fire Prev. Commission	Dr. Jerry Llewellyn – Division Public Health
Sen. Bruce Ennis – DE Vol. Firemen’s Assoc.	David Irwin – New Castle County LEPC
Grover P. Ingle – State Fire Marshal	Allen Metheny, Sr. – Kent County LEPC
Robert Newnam – DE State Fire School	Kim Gomes – Rail Transportation
Ralph Baker – Shippers	Steven Rahaim – Chemical Users
James Lee – Consignees	

### Members/Visitors

Arthur D. Paul – DEMA	Michael G. Chionchio – State Fire Marshal’s
Nancy Wyatt – DEMA	Bob Barrish – Citizen
Kevin Kille – DEMA	Gene Donaldson – DelDOT
Ellen Malenfant – DNREC	Richard Antoff – DNREC
Robert Pritchett – DNREC/EPCRA	Joseph Leonetti – NCC LEPC
Kurt Reuther – DSP	Tom Emerson – DNG
Tim Cooper – Sussex County EMS	Pete Correa – 31st CST

---

The December 10, 2008 meeting of the State Emergency Response Commission (SERC) was called to order at approximately 9:05 a.m. by the SERC Vice-Chair Mr. James D. Werner. The attendees introduced themselves and a quorum was present. The September 3, 2008 meeting minutes were approved as written, following a motion by Sen. Bruce Ennis and seconded by Mr. David Irwin.

### STANDING COMMITTEE REPORTS

#### Finance and Budget Committee

Summary of SERC finances as of 12/4/08 (for accounts at DNREC):

#### SERC Fee Holding Account:

Carryover from 2007 calendar year	+ \$ 314,309
Fees collected thus far in 2008 calendar year	+ \$ 318,960 (a)
Final reimbursements for reporting errors in 2008	- \$ 1,280 (b)
Interest received during 2008 calendar year (first 6 months)	+ \$ 8,925 (c)
Interest taken for State budget shortfall (May 2008)	- \$ 12,293 (d)
Annual disbursements approved at June 2008 meeting	- \$ 291,313 (e)
	-----
Account balance as of 12/4/08	\$ 337,308
Decon Trailer Replacement Account:	
Carryover from 2007 calendar year	+ \$ 154,035
Transfer into account in June 2008	+ \$ 29,000
Interest received thus far in 2008 calendar year (first 10 months)	+ \$ 7,300 (f)
Interest taken for State budget shortfall (Nov 2008)	- \$ 2,291 (g)
	-----
Account balance as of 12/4/08	\$ 188,044

## Notes:

- a. A small amount of additional fees are possible as we continue follow-up compliance activities. Net fees received in 2007 totaled \$291,740.
- b. Reimbursement checks for reporting errors in 2008 have been prepared, and will be sent to facilities with annual reporting packages on January 2, 2009.
- c. Interest will continue to accumulate. However, effective July 1, 2008, interest from the fee holding account will automatically be deposited into the decon trailer replacement account, per SERC annual budget actions approved during June 2008 meeting. Total interest received on fee holding account in 2007 was \$18,748.
- d. Per H.B. 412, an amount of \$12,293 was taken from the SERC fee holding account, and transferred to the State General Fund in May. This amount represented interest on the account for the first 9 months of FY 2008, and was taken to help with the State's budget shortfall.
- e. Disbursements approved in June '08 were as follows:

Organization	Approved Allocation
New Castle County LEPC	\$ 113,909.00
Kent County LEPC	\$ 47,400.00
Sussex County LEPC	*
City of Wilmington LEPC	\$ 51,500.00
DEMA (for decontamination trailer maintenance/equipment account)	\$ 9,000.00
DSFS (for SERC IT Committee)	\$ 6,305.00
DNREC/DAWM EPCRA Program support	\$ 34,199.00
Decon Trailer Replacement Fund	\$ 29,000.00
<b>Total</b>	<b>\$ 291,313.00</b>

\* Request for \$62,965 was approved, but funds are to be held in the SERC fee holding account until the Sussex County LEPC establishes and fills the LEPC staff position. At that point, the actual amount of funding needed to cover the balance of the fiscal year will be determined, and a separate transfer of funds will be authorized

- f. Interest will continue to accumulate. Interest from fee holding account is being included here effective July 2008 (see notes c, d, and g). Total interest received on this account alone in 2007 was \$6,951.
- g. Due to ongoing State budget issues, an additional \$2,291 was taken from interest earned on the SERC fee holding account, and transferred to the State General Fund in November. This amount represented interest on the account for the first quarter of FY 2009. The interest was targeted and taken despite deposit into the decon trailer replacement account outlined under note C above. Interest on the decon trailer replacement account was NOT taken.

### **HMEP Grant Review** – Mr. Arthur Paul

Mr. Paul briefed that the Planning grant was liquidated by September 30<sup>th</sup> however, \$244.58 of the Training grant was reverted because of a last minute reduction in training cost. He also reiterated the long awaited 70% increase in the Hazardous Materials Emergency Preparedness (HMEP) Grants; and the need to sub-grant the funds as discussed at the last SERC meeting and with the LEPC's. New Castle County's grant is being coordinated for signatures and the remaining grant applications are being worked.

**Information and Technology Committee** – Mr. Bill Betts

The IT Committee met on October 22<sup>nd</sup> at the Fire School with 12 people present. The May 6, 2008 minutes were approved in printed form.

Tier II Reporting Update 2007 – Shannon Splittorff reported that there were 255 new facilities reporting, and that they also collected back fees from 2004, 2005, and 2006. The EPCRA program has conducted outreach mailings to country clubs/golf courses/pools, and to auto salvage yards. If anyone has any suggestions for other industry segments to target for outreach, please let the EPCRA group know. Shannon also reported that the training for planners and responders on Tier II Manager was progressing, but it won't be happening until the April-May timeframe due to the 2008 reports coming in until March of 2009.

Printouts/CDs for Fire Departments, and Backup for Tier II Manager System – Bob Pritchett discussed two options for getting the information out to the Fire Service, The first option involved preparation of CDs once a year for each fire department, which would include data for facilities in their districts. The second option would allow representatives from Fire Departments to access Tier II Manager on-line. Their on-line access would be limited to facilities within their fire district. The Committee decided on going for the second option of giving each fire chief access to the system for his fire district. This will more closely meet the federal requirements, since Fire Departments will have immediate access to data submitted by facilities, without delays for processing and distribution of disks. Bob will work with IDSI to determine the cost for updating the Tier II Manager for this capability.

Three options were discussed for providing backup for the Tier II Manager system. – The first option involved establishing a second server at a secure location, with a copy of the system. The second option involved purchasing stand alone versions of the Tier II Manager which would be installed at certain key locations for use when the on-line system was down. The third option involved preparation of a backup CD once or twice a year, containing data for each facility, sorted by Fire Districts. These CDs would be provided to the 911 dispatch centers and possibly, several other key users, so they could retrieve facility data in the event the on-line system was down. The first two options would each cost in the neighborhood of \$20,000, and were deemed too expensive for the few incidences when the system goes down. The third option should be more cost-effective. Basic CD backup for the dispatch centers will be priced from the vendor.

Public access to EPCRA Information (FOIA vs. Homeland Security Concerns) – Bob Pritchett stated that the DAG opinion is that the Federal EPCRA law trumps the state's FOIA law. For reports from facilities, DNREC currently allows the public to review the material on-site, in keeping with the federal requirements. If copies are made or datasets mailed for off-site requests, emergency contact information, site plot plans, and specific location information for chemicals is withheld. For LEPC plans, county procedures differ, but there was strong support for limiting access. Draft procedures, covering both access to facility reports and LEPC plans, were presented and discussed.

After a long discussion, there was a motion, and second, to present the draft procedures to the SERC, and for SERC to come up with a FOIA procedure that the State and LEPC's will follow. Motion Carried.

Data Gaps in Tier II Manager System – The GIS layer updates are in progress. DNREC computer personnel are working to update the basic GIS layers, such as roads, schools, etc. As for creation of the GIS layer for hazmat facilities, they need longitude/latitude data for each site. Fire Dispatch Centers had agreed to provide this data, along with 911 addresses, fire districts, and cross streets for Tier II facilities. Files to dispatch centers for bulk loading data: Shannon handed out CDs to dispatch centers present. There are significant gaps in the system outside of New Castle County.

Rick Short reported progress, and that a contract has been awarded, and the system should be up by July 2009 in Sussex County.

Bob Pritchett reported that the budget had been approved in June, and that most of the invoices were in line with the request. There is a possibility of additional support costs, and some IDSI work is not covered. There is some budget money left over, and if things get worse, we might have to go back to SERC for more funding.

Shannon reported that the Tier II training for industry would be on December 9<sup>th</sup> in Kent County, December 10<sup>th</sup> in New Castle County, and December 11<sup>th</sup> in Sussex County, with a makeup date on December 17<sup>th</sup> in Kent County. LEPCs are invited to attend, and to speak on their LEPC activities. Art Paul reported that the annual newspaper ad needs to be scheduled for printing. Send any updates on phone numbers, etc. to Art. Art also reported that the new HMEP funds were available, and that the applications were on the SERC website. Art reported that the DENS contract had been awarded to First Call for a three year term. There was no other business, and the meeting adjourned.

### **Planning and Training Committee** – Mr. Arthur Paul

The Committee met on November 20, 2008 at State Emergency Operations Center. Mr. Jamie Turner, Committee Chairman, was not able to attend because of the Department of Safety and Homeland Security Division Directors meeting, therefore, Mr. Arthur D. Paul, SERC Executive Director, chaired the meeting and 8 members attended. Attendees were given a copy of the meeting agenda and the last meeting notes, which were approved. The following agenda items were briefed and discussed.

SERC Meeting Program – Review the December meeting agenda.

HMEP Update – Mr. Paul reiterate the 70% increase in the Hazardous Materials Emergency Preparedness (HMEP), Planning and Training Grants; and the need to sub-contract the funds as discussed at the last meeting and with the LEPC's. New Castle County's grant is being coordinated for signatures and the other grant applications are being worked.

Rail Hazardous Material Letter – Mr. Dwayne Day, DelDOT, briefed on the Rail Line Security Advisory Committee meeting held on November 17. The meeting included a briefing from Bill Purdy, Amtrak Security, on their operations and security measures. The Rail Security Final Rule is in the approval process and will enhance security of freight and passenger rail carriers by requiring the designation of rail security coordinators and reporting of significant security concerns to the Transportation Security Administration (TSA). The rule is primarily between Federal agencies and railways but will require coordination with locals at some point. The establishment of the Delaware Rail Line Security Advisory Committee includes local rail companies and provides a means of monitoring compliance with the law and addressing the concerns addressed in the letters that the SERC sent to the rail companies. The Committee decided that activities of the Rail Security Committee will be briefed at future P & T Committee meetings and the Rail HazMat Letter will be closed.

SERT Plan Revision & Review – Mr. Paul briefed that the SERC Plans had been printed. At the last meeting the Committee decided to brief the Fire Chiefs on the revised SERT Plan upon distribution. The Committee discussed the outcomes from the previous meeting:

- Schedule a SERT internal meeting to develop a SERT training program and SERT checklist.
- Conduct a training program for the five agencies of the SERT Team.
- Conduct a training program for municipal representatives

- Conduct tabletop exercises statewide (detailed report for reference).

The above outcomes will be discussed and finalized by the State Emergency Response Team(SERT) members(DEMA, DNREC, DHP, DSP, DSFS) following the December 10 SERC meeting and a meeting in early January 2009 will be scheduled at that time. This will allow the development of a plan that Mr. Robert Newnam, Fire School Director, can share at the Fire Chiefs Seminar on January 19, 2009.

SERC Retreat – At the last meeting, Chairman Turner suggested that a Retreat be held to accommodate the new administration and Cabinet Secretary. The Committee discussed the Retreat and concluded that the retreat should be held on the day of the regularly scheduled meeting in March; and should be a morning and afternoon event to include the regular meeting, history review, program update, and strategy session. The suggestion was made to consult with the SERC Chairperson; this item will be added to the agenda for discussion and approval.

New Business – The Committee had a brainstorming session which generated the following ideas/considerations: a quarterly SERT outreach to the County Fire Chiefs meetings, a coordinated website video link on various subjects – for Fire Chiefs, ideas and topics for the 2009 DE HazMat Conference, most effective outreach efforts, and the need to strategize and focus on future activities within constraints of the Planning and Training Committee. Mr. Paul commented that the HazMat Conference is planned for April 3 & 4, 2009. A location for the Friday night dinner and speaker is still being planned and the Fire School will host the Saturday activities which will consist of numerous breakout sessions. The breakout sessions, we include activities for law enforcement and emergency medical service.

The Committee will meet on the following dates in 2009: Feb 26 / May 28 / Aug 27 / Nov 19, 2009.

**Decon Trailer Committee** – Mr. J. Allen Metheny, Sr.

The Decon Trailer User's Group met on November 20, 2008 at the Kent County Public Safety Building with all three teams represented. Highlights of the meeting follow:

Since the last meeting, the teams have:

- Responded to three emergency incidents
- Conducted five training classes or drills
- Completed five public appearance/community outreach events.
- The above includes all three units being involved with Returns Day in Georgetown.

Training the companies that house the Field Decon Units (FDU) trailers is continuing slowly.

We finalized the list of equipment for the 10 FDU's in the State committing \$5,000 worth of equipment to each unit. This will be funded with FY 07 WMD funds. DEMA was requested to order this equipment; however, we learned at the meeting that orders had not been placed with the vendors. A re-newed request was forwarded to DEMA.

Credentialing of the team members is on hold due to the lack of an acceptable ID system for Delaware. In the meantime, we have lost the WMD funds for this project.

The team reviewed the WMD FY 06 and FY 07 funding status.

The group discussed the planning and management of another Statewide HazMat Conference in the late spring of 2009?

The team is ordering 16,000 blue wristbands to be used to identify persons who have been deconned. 1,000 bands will go on each FDU and 2,000 on each of the County units. These will be funded as part of the WMD FDU trailer list of equipment.

Our next meeting is scheduled for February 26, 2009 at 1:30 p.m.

## **LOCAL EMERGENCY PLANNING COMMITTEE REPORTS**

### **New Castle County** – Mr. David Irwin

- Meeting Notes – There has been two LEPC meetings since the last SERC meeting. On September 8<sup>th</sup> a meeting was held at the DuPont Chestnut Run Site hosted by Mr. Wayne Hopkins.

Highlights were:

- Bob Barrish was selected to represent the LEPC at the EPA Region III Conference to be held in Richmond, VA.
- Surveys conducted by DuPont Edge Moor and Ciba plants indicate that many residents are unsure about what to do in the event of a chemical emergency.
- It was discussed and agreed that the LEPC will partner with industry and local government to develop and distribute a Community Chemical Emergency Response brochure.
- After a meeting with the New Castle County Public Safety Committee, Councilman Bell suggested using the New Castle County website and newsletter as a means to make the public more aware of the LEPC.
- A video from 60-Minutes showing the dangers of dust was presented to the group.

The second meeting occurred on November 10<sup>th</sup> at the Hercules Research Center and was hosted by Mr. Vito DeMaio. Highlights were:

- The group unanimously approved Staff's recommended to change the transportation rail study HMEP grant initiative to preparing a 15 minute public outreach video on how the Emergency Response System operates in Delaware. The reason for the change is that the Delaware Department of Transportation will be conducting a study at the state level.
- Bruce Galloway, DuPont Experimental Station, presented to the group a U. S. Department of Energy presentation titled "Introduction to Hydrogen Safety for First Responders". Copies of the presentation were provided to interested attendees.
- Informed members that the 7<sup>th</sup> annual NNCIHMRA dinner is scheduled for November 12<sup>th</sup>.
- Bob Barrish provided a brief overview of the US EPA Region III HazMat Conf. that he attended in Richmond, VA.
- Hosts for the upcoming 2009 LEPC meetings were requested and identified.
- Provided information to the members regarding the confidentiality of information submitted to DNREC's Tier II manager.
- Facility Visits – Conducted four Emergency Response Plan reviews and Facility visits: Keen Compressed Gas, Municipal Services Commission, DuPont Edge Moor Site, and Christiana Hospital.
- HazMat Plan Status – The NCC LEPC Emergency Response Plan revisions were completed and it was submitted to the NCC Office of Emergency Management in October 2008 for inclusion in their emergency operations plan as an annex.
- Exercise Status – Efforts are underway to obtain quotes from vendors for a Tabletop Exercise. The objective of the exercise will be to evaluate multi-jurisdictional and multi-agency communications as well as NIMS/CIS. LEPC staff participated in the Valero exercise conducted in September.
- HazMat Incidents – No incidents since the last SERC meeting required activation of NCCIHMRA.
- Comments – Additional Staff Activities: Attended Large Animal Decon class.

Organized and facilitated the Seventh Annual NCCIHMRA training exercise/dinner held on November 12, 2008. Coordinated efforts to print, collate and deliver 50 copies of the NCCIHMRA SOG manual for NCCIHMRA training exercise/dinner. Participated in the Planning Committee meeting. Active participants in the NCCIHMRA SOG Meetings. Participant in the IT Committee meeting. Led efforts in the IT Committee to give Fire Chiefs access to TIER II Manager. Presented LEPC overview presentation to FMC CAP and TIER II Manager Workshop. Met with KVideo and TNT Media to obtain proposals for producing an LEPC video. Distributed LEPC information at the Elsmere, Brandywine Hundred and Five Points Fire Company Open House events. Coordinated NCCIHMRA training sponsored by and conducted at Honeywell. Met with DEMA representatives to discuss planning the 2<sup>nd</sup> Hazardous Materials Conference.

**City of Wilmington** – Mr. Arthur Paul reported

- Meeting Notes – Budget on track with most of Wilmington’s going towards salary. We do have other funding access so please let us know what training etc. you need and will find the money
- Facility Visits – Completed. Will start evaluations in the spring for next inspections.
- HazMat Plan Status – Not Reported
- Exercise Status – Participated in the Noramco Drill and Operation Hotwire.
- HazMat Incidents – Wilmington Fire Department, OEM, and WPD participated in the Noramco Hazardous Drill in October. SERC requirement fulfilled. Training completed on the new bio-chemical meters. Continue training on the ADASHI software Program. Will work with HMHTTC for a surprise event dealing with hazardous materials with the 1<sup>st</sup> responders. 6 members of the LEPC attended the EPA Conference in Virginia.
- Comments – Planning and Outreach – Continue to do Pandemic Influenza outreach that was part of take the lead campaign. We are still doing Community presentations on this. We are continuing to do public information announcements on our City owned radio station and TV. Continue doing presentations on Sheltering in place and Evacuation. Our winter advisories and education have been posted on the City website and will station TV & radio this month. Participated with DPH on giving out flu shots at DMV to see how we could do massive inoculation at one time. It was a success.

**Kent County** – Mr. J. Allen Metheny, Sr.

- Meeting Notes – The regular meeting of the Kent County LEPC was held on September 9, and November 12, 2008 with 24 and 15 members present respectively. Provided updates to the members on the following topics: Decon III operation, previous SERC meeting, Budget issues, Delaware Emergency Notification System, The Tier II manger system. A Program was presented by Bill Betts from the State Department of Labor and Bob Barrish who showed a chemical safety board video.
- Facility Visits – Quality Kitchen’s in Wyoming where concentrated fruit juices are packaged and frozen. The facility experienced an ammonia leak earlier. Visitations have also been completed by a private contractor for 10 facilities in Kent County. Reports for these facilities are all good. We will be continuing the visits after the first of the year.
- HazMat Plan Status – Establishing a plan to update our current plan.
- Exercise status – As previously reported, we needed to develop a three year exercise program at the request of homeland security being able to use WMD funds. We have met with DEMA and have developed a series of tabletop exercises and possible seminars for the next 3 year cycle. More will come on this topic after the first of the year when we will be having a planning meeting with DEMA and their contractor.

- HazMat Incidents – Quality Kitchen’s in Wyoming where an ammonia leak took place. The situation was mitigated by the local fire company.
- Comments – after the report, Mr. Gillespie asked how the clean up was progressing with Dow Reichhold Co. Mr. Metheny replied that they plan to close 2 or 3 days before Christmas. Mr. Werner replied that DNREC has a detailed cleanup plan scheduled. Mr. Newnam commented that the fire companies have also been keeping track of the cleanup.

The next LEPC meeting will be January 13, 2009 at the Kent County public safety building at 10:00 a.m.

### **Sussex County** – Mr. Arthur Paul reported

- Meeting Notes – September meeting – Mark Claveloux of DEMA provided training on NIMS/ICS at the Sussex EOC and about 25 people attended. Comments reflected that Sussex appreciates local training. November Meeting – Tim McClanahan, Fire Protection Specialist and member of the Lewes Volunteer Fire Company, did a presentation on the new search and rescue fireboat the VFC has purchased. Joe Thomas (EOC) and Lt. Mark Rust (DSP) talked about the preparation for Return Day, which was more intense since Vice President-Elect Joe Biden was present. Joe shared the corrective action list from the Delaware South Tabletop exercise at the November Meeting. It was quite extensive, and he is going to email it to me.  
Status LEPC chair update – The position has been incorporated into the County’s financial structure, and it has been advertised. There currently four candidates that will be reviewed by Joe Thomas and county administration. Interviews are to start this week.
- Facility Visits – Not reported.
- HazMat Plan Status – Not reported.
- Exercise Status – Not reported.
- HazMat Incidents – Not reported
- Comments – Wrote article for local Seaford paper on John Peirce’s retirement. Completed national survey on LEPC. Attended October meeting of Operation Del-Aware dealing with Delaware River and Bay. Planning on doing presentation on LEPC at Shannon’s Tier II training next week at Sussex EOC. Attended SERC subcommittee meetings as time permitted. Have attached Tim Cooper’s report on EMS activities. Action Reserved – Prepare annual budget and work plan . Review LEPC plan/update. Meet w/responders to identify concerns/review response status. Coordinate Risk Management Plans w/local EHS Facilities. Conduct, coordinate or participate in exercise or critique. Identify, publicize, and promote opportunities for improvement in ER system. Conduct EHS audits and plan reviews. Attend SERC meeting w/report on measures.

### **DNREC REPORT** – Ms. Ellen Malenfant

Statistics for the 3<sup>rd</sup> quarter 2008 show DNREC’s responded to 97 incidents. This is compared to 84 in the 2<sup>nd</sup> quarter of 2008. The largest number of responses continues to be transportation related spills and releases primarily from motor vehicle accidents, second highest in the 3<sup>rd</sup> quarter 2008 was spills on waterways and sheens from marinas.

Noteworthy responses during FY 2008 included:

- Issued a conciliation order on September 26, 2008 to The Premcor Refining group Inc. to resolve the alleged air violations at the refinery’s leaking frozen earth storage system.
- On September 19-21, 2008, DNREC and the Delaware State Police – Explosive Ordinance Disposal team formed a Joint Hazard Assessment Team for the fall 2008 races at the Dover Downs International Speedway.

- On September 26 and 30, 2008, DNREC ERT conducted training sessions for the Sussex County Paramedic Hazardous Material DECON Team on Radiation Awareness and Detection, Air Monitoring and the SERT Plan.
- On October 2, 2008, DNREC ERT and Hazardous Waste Program staff and EPA conducted a Hazard Assessment of the Procino Plating facility in Blades.
- On October 3, 2008 DNREC and the Delaware State Police, Explosive Ordnance Disposal Unit (DSP-EOD) conducted a pre-event hazardous materials and weapons of mass destruction survey of the Legislative mall.
- On November 6, 2008 DNREC, DSP EOD and the 31<sup>st</sup> CST provided hazardous materials monitoring and response capability at Return Day.

### **OLD BUSINESS**

1. Distribute Annual Report FY 2008 –This report was approved at the September meeting and provided to the Governor, as required by the DE Code. Copies were provided to the membership.
2. Propane Tanks – Mr. Allen Metheny, briefed on a November 6 meeting to discuss propane tank issues resulting from the May 12<sup>th</sup> Kits Hammock storm; issues such as regulations for securing tanks, public outreach, etc. The following offices attended the meeting: Kent County Public Safety, Sharp Energy, Chesapeake Utility, Office of Fire Marshal, DNREC, and DEMA. National Fire Protection Association (NFPA) regulations only addresses tanks over 1,000 gallons and Kent County Planning requires tanks to be secured in flood areas for new construction but not for existing homes. DNREC is responsible for retrieving tanks, but have no regulations until a leak occurs. Suggestions were to have propane providers recommend that customers anchor their tanks. In Spring 2009, there are plans to have a homeowner’s meeting to educate the public on tank safety. The Propane Educational Research council has materials and a local safety brochure may be developed for the meeting.

### **NEW BUSINESS**

1. SERC Retreat – Mr. Werner motion to have the retreat in March, seconded by Mr. Irwin, and following discussion on the timing, approved by the Commission.
2. Procedures for Managing EPCRA Info – Following comments supporting the procedures, Sen. Ennis motioned for approval, seconded by Mr. Newnam, approved by the Commission.

**PRESENTATION** – The “60-Minutes Video” television program on dust explosions (Combustible Dust) was presented; there was no discussion on the video.

### **CLOSING COMMENTS**

Mr. Werner commented on the LEPCs survey that Mr. Paul sent to the SERC, he suggested reviewing the survey because it has some good information on LEPCs.

Next meeting will be March 11, 2008, at the Fire School. Meeting adjourned at approximately 10:35 a.m.