

**SUSSEX COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
MEETING MINUTES
January 9, 2025**

There were 31 members/guests in attendance.

Kelly Kruger	Sussex County, EOC Secretary
Charles Stevenson, IV	Sussex County LEPC
Glenn Marshall	SCEMS
David Irwin	LEPC/NCC
James Smith	Delmarva Power
Bill Davis	DNREC
Steven Phillips	DEMA
David Seip	Beebe Hospital
Walton Bryan	Delmarva Two-Way Radio
David Baldinger	Choptank
James Woznicki	Delmarva Power
Mindy Anthony	DNREC
Nicholas Butler	DNREC
Alex Lundberg	Invista
Andrew Jones	Dentsply
Ryan Agan	DHSS
Lester Hobbs	DEMA
Wayne Vogel	DPH
Deno Kristin	Trinity
Omar Jackson	ICP Group
Kenneth Cenci	DNREC-ARP
Mark Dolan	DNREC-ARP
Brandon Olenik	Kent County, LEPC
AJ Schall	DEMA
Thomas Saufley	Mountaire
Jeffrey Willis	Mountaire
Thomas Price	Perdue
Antonio Bivins	DNREC
Michael Kaupa	Mountaire
Tony Susi	Red Cross
Andrew Wile	Tidal Health

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

The minutes of the November 14, 2024, meeting was approved.

All attendees introduced themselves.

REPORTS-

DNREC- Nicholas Butler

Department of Natural Resources and Environmental Control (DNREC)

Emergency Planning and Community Right-to-Know Act (EPCRA) Reporting Program

Local Emergency Planning Committee (LEPC) Report – January 2025

1. Reporting Year (RY) 2023 Reporting Summary

Delaware facilities submit their EPCRA Section 312 reports (also known as Annual Tier II reports) using the *Tier II Manager™* (T2M) database. For Reporting Year (RY) 2023, covering Jan. 1 – Dec. 31, 2024, over 98% facilities submitted 2,633 Tier II reports by the due date, March 1st. As of December 31st, the program received 2,716 annual Tier II reports for RY 2023. The program received \$485,386.24 in annual fees from submitted reports.

Tables 1-3 summarize key reporting metrics such as submitted annual Tier II reports, active facilities in the database, and other EPCRA facility updates since the last LEPC meeting. A list of facilities missing their annual report is summarized in Table 4. The tables below contain Tier II reporting data according to a facility's LEPC designation. Facilities usually determine their own LEPC, but these determinations should be verified by each LEPC. LEPC's can access and view the reports through the T2M system.

Table 1 - RY 2023 Submitted EPCRA 312 (Tier II) Reports

LEPC	1 Year Ago 12/29/2023 RY 2022	Last LEPC Meeting 11/01/2024 RY 2023	Current 12/31/2024 RY 2023	Annual Change Submitted Reports
Sussex LEPC	972	1020	1020	+48 (+5%)
Kent LEPC	533	533	533	0 (0%)
New Castle LEPC	1007	1011	1011	+4 (+1%)
Wilmington LEPC	150	152	152	+2 (+1%)
State Total	2662	2716	2716	+54 (+2%)

Notes:

- Data sourced from T2M *Advanced Report*. LEPC designations as reported by facilities.
- Facilities report Annual Hazardous Chemical Inventory under EPCRA 312 section.

Table 2 - Active Facilities in the T2M Database

LEPC	EPCRA 302 Facilities 12/31/2024	Total EPCRA Facilities 12/31/2024
Sussex LEPC	61	1011
Kent LEPC	53	530
New Castle LEPC	151	991
Wilmington LEPC	26	158
State Total	291	2690

Notes:

- Data sourced from T2M Facilities tab.
- For emergency planning purposes, facilities containing Extremely Hazardous Substances (EHS) above Threshold Planning Quantity (TPQ) are required to submit EPCRA 302 reports.
- Caution is advised when comparing Tables 1 & 2. New facilities added since 1/1/24 may not have been subject to RY 23 Tier II reporting, while some facilities that reported for 2023 may have been deactivated, and there remains other facilities whose status is unknown (Table 4).

Table 3 - Other EPCRA Facility Updates Since Last LEPC Meeting (11/01/24 - 12/31/24)

LEPC	New EPCRA Facilities	EPCRA 302 Reports	EPCRA 311 Reports	EPCRA 312 Report Updates	EPCRA 312 Report Revisions
Sussex LEPC	3	0	1	78	0
Kent LEPC	0	0	0	49	0
New Castle LEPC	0	0	4	109	0
Wilmington LEPC	0	0	0	9	0
State Total	3	0	5	245	0

Notes:

- New EPCRA Facilities are those that have been created within T2M and may not have submitted a 312-Annual report yet; the number of New Facilities will not match the number of reports.
- EPCRA Sections 311-312 require facilities to provide initial notification and report hazardous chemicals that are used or stored. Please refer to the DNREC EPCRA reporting requirements webpage for details of EPCRA sections 302, 311, & 312 (<https://dnrec.delaware.gov/waste-hazardous/emergency-response/community-right-to-know/reporting-requirements/>)
- 312 Updates reflect new data introduced after Jan 1st, while 312 Revisions are corrections to old data.

2. EPCRA Public Portal & Other Program Updates

- The EPCRA Program identified the following events to participate in promoting community Right-to-Know. LEPC's are encouraged to join these events and suggest other outreach activities.
 - Croda Community Action Committee (CAC) Meeting in New Castle, DE on December 4th
 - Community Right-to-Know information was shared with the City of Newark and posted to their social media accounts in early December.
- The program is currently presenting our winter training workshop series. Slides of the workshop presentations are available on the Online Reporting webpage. The details for the virtual training workshops were sent out in emails during December and are listed below:
 - A presentation on '*Regulatory Background of EPCRA Reporting & What's New*' was held on December 18, 2024.
 - Training workshops on '*How to Submit a Tier II Annual Chemical Inventory Report*' will be conducted on January 8 and February 5, 2025, to demonstrate the online reporting requirements. Both workshops are the same.
 - Wednesday, January 8th, 9:00AM-10:00AM
 - Wednesday, February 5th, 9:00AM-10:00AM

- **A Live Q&A Session on February 12, 2025, to assist users in answering any questions they might have for 2023 reporting.**
 - **Wednesday, February 12th, 9:00AM-10:00AM**

3. Status of Missing Facility Reports

As of December 31st, 2024, there were 25 active facilities (compared to 32 on May 1st) listed in the T2M database that have not reported for RY 2023.

- **4 government/nonprofit facilities from May 2024 list have been resolved. DNREC will continue to pursue the remaining 6 government/nonprofit facilities on its list.**
- **3 facilities from LEPC's May 2024 list have been resolved. The remaining 19 facilities listed below continue to need a determination by the LEPCs if the facilities are still in operation, and if so, acquire current contact information.**

Table 4 - List of Facilities with Missing Reports

	Company Name	FID	Facility Name / Site N	Location	Latest Submitt Report	Status
Sussex County LEPC						
1	Georgetown Air Services LLC	292	Fuel Farm	Georget	2022	Reported
2	James Thompson Co.	302	James Thompson	Greenwo	2022	Pending Clos
3	YRC Inc. d/b/a YRC Freight	120	YRC Inc. d/b/a/ YRC Freight (177)	Seaford	2022	<i>De-activated</i>
4	National Concrete Products	136	National Concrete Products	Greenwo	2012	New Ownersh
Kent County LEPC						
1	Mills Bros Mkts Inc	560	Mills Bros Mkts #1	Milford	2016	
2	Gill & Deol LLC	984	South Little Creek Fu	Dover	2008	
New Castle County LEPC						
1	Builders FirstSour (BFS LLC)	330	Stanton LBM	Newark	2022	
2	Komal Associates	275	Star Gas and Diesel	Wilmington	2022	
3	YRC Inc. d/b/a YRC Freight	121	YRC Inc. d/b/a YRC Freight (184)	New Cas	2022	
4	Moran Foods	235	Save-A-Lot #294	New Cas	2021	
5	PHC MeadowWood	969	MeadowWood Behav Health System	New Cas	2021	
6	Tesla Industries, Ir	217	Main Facility	New Cas	2021	

7	SimplexGrinnell	198	SimplexGrinnell,557	New Cas	2020	
8	Newark Country C	197	Maintenance Building	Newark	2015	
9	Goodman Distribut	219	Newark # 284	Newark	2010	
Wilmington LEPC						
1	Barclay Bank	240	Dryrock	Wilmington	2021	Awaiting Feedback
2	Barclay Bank	240	Juniper	Wilmington	2021	
3	St. Francis Hospital	350	St. Francis Hospital	Wilmington	2021	
4	Elwyn Inc	951	Delaware Elwyn	Wilmington	2021	<i>De-activated</i>
5	Ingleside Homes In	103	Ingleside Retirement Apartments	Wilmington	2020	Awaiting Feedback
6	Chiquita Brands International	654	Chiquita Fresh, N.A.	Wilmington	2017	
7	Edgemoor Material	949	Edgemoor Materials	Wilmington	2014	Awaiting Feedback

Note:

- This list does not include government facilities or those facilities with known contacts, which DNREC continues to pursue.
- FID - Facility Identification Number

DEMA UPDATES- Steven Phillips

SERC Report

- The next Planning and Training Committee meeting is on February 20.
- The next SERC meeting is on March 12.
- A final update to the SERT Plan was approved at the December 2024 SERC Meeting. That updated Plan was emailed out to SERC members, Fire Service, and LE agencies. Hard copy versions of the Plan will be printed and distributed in Spring.
- The FY26 SERC budget period is beginning soon. Recipients of SERC funds should be on the lookout for budget request emails.

HMEP Report

- Currently in Year 3 of the HMEP three-year grant period. \$179,752.00 Total Grant Amount for Year 3. For Year 3 we have spent \$5,918.49. • The application period for the FY26-28 HMEP Grant is expected to open in late winter/early spring.

DEMA Report

- DEMA activated to a Level III Enhanced Watch on Monday for Winter Storm Blair.

SCEMS-Glenn Marshall-

No Report

DECON Trailer Updates-
No Report

Kent County LEPC-Brandon Olenick-
The Kent County LEPC Meeting will be held Thursday January 16, 2025.

New Castle County LEPC-Dave Irwin-
Next Meeting for the Haz Mat workshop will be held on February 3, 2025.

Wayne Vogel-DPH
DPH LEPC Report – January 2025

The State Health Operations Center (SHOC) activated on December 30 in response to a presumptive case of Highly Pathogenic Avian Influenza (HPAI) in Delaware. The Center for Disease Control and Prevention (CDC) believes the current risk to the public from bird flu viruses is low. More information about the current situation can be obtained from the Delaware Department of Agriculture Avian Influenza Information Center at <https://dhss.delaware.gov/dph/epi/emerginginfectiousdiseases.html>.

Upcoming Plans and Projects

Mass Feeding Planning Workshop on January 29, 2025
Migrant Support Planning Workshop on February 5, 2025,
Radiological Emergency Preparedness Plan exercise on March 4, 2025
DHSS All Hazards Planning Workshop on March 5, 2025,

DNREC-Mark Dolan-
No Report

Red Cross-
People will be heading to California for the fires.

Delmarva Power- Jim Smith
Very few impacts from the snowstorm on January 6, 2025.

Emergency Management-Tim Cooper
No Report

Sussex County LEPC: Chip Stevenson

- Attended the DPH Extreme Heat Workshop on December 4th.
- Attended a HazMat Workshop Planning meeting on December 2nd.
- Coordinated a facility site visit with representatives of SCEMS and Seaford Fire Department at Invista in Seaford on December 17th.
- Attended the IAEM Conference in Colorado Springs, CO from November 18th-November 22nd.
- Facilitated the publishing of the annual EPCRA notice for the Sussex County LEPC.
- Participated in the EOC activation in Sussex County on January 5th and January 6th.
- Activated as a member of the Sussex County Public Safety Department at a HazMat incident at Perdue in Georgetown on January 8th.

PRESENTATIONS: There was no scheduled presentation for this meeting. A preliminary discussion was held by many of the responding agencies to a HazMat incident at the Perdue plant in Georgetown the night before the Sussex County LEPC meeting.

NEXT MEETING- Thursday, March 13, 2025, 10 A.M. at the Sussex County Public Safety Complex.