

**DEPARTMENT OF PUBLIC SAFETY
EMERGENCY MANAGEMENT**

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DEPUTY DIRECTOR



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**SUSSEX COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
MEETING MINUTES
November 14, 2024**

There were 28 members/guests in attendance.

Charles Stevenson, IV	Sussex County LEPC
Kelly Kruger	Sussex County, EOC
Steven Phillips	DEMA
Brandon Olenik	Kent County, LEPC
Andrew Jones	Dentsply Sirona
Mark Dolan	DNREC-ARP
Nicholas Butler	DNREC-EPCRA
Glenn Marshall	SCEMS
Omar Jackson	ICP Group
Michael Kaupa	Mountaire Farms
Bill Davis	DNREC-EPCRA
Bryan Walton	Delmarva Two-Way
John Thielemann	Sharp Energy
Trevor Cantwell	DHS
Brittany Mazzetti	Beebe Hospital
Danielle Brietkreitz	Dentsply Sirona
Kenneth Cenci	DNREC-ARP
Dave Irwin	New Castle County, LEPC
Lisa Dunaway	DHS
Jeffrey Willis	Mountaire Farms
Tony Susi	Red Cross
Kenn Isaks	Red Cross
Sara Kershaw	Red Cross
Tim Cooper	Sussex EMA
Howard Chelton	Sharp Energy
Ed Hudson	Sharp Energy
Wayne Vogel	DPH
Jim Smith	Delmarva Power

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

The minutes of the September 12, 2024, meeting was approved.

Chairman Stevenson compiled the meeting attendance list.

REPORTS-

-DNREC-EPCRA- 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 – November 2024

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 November 1st, the annual Tier II reports now increased to 2,716 for RY 2023. The program has received \$485,386.24 to date in annual fees. Currently 12,010 chemical entries have been reported for RY 2023, compared to 12,024 total chemical entries for RY 2022.

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. Chart 1 shows the trend of chemical entries submitted in annual reports throughout the past 5 years. 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 11/02/2023 RY 2022	Last LEPC Meeting 09/03/2024 RY 2023	Current 11/01/2024 RY 2023	Annual Change Submitted Reports
Sussex LEPC	969	1019	1020	+51 (+5%)
Kent LEPC	533	533	533	0 (0%)
New Castle LEPC	1007	1011	1011	+4 (+1%)
Wilmington LEPC	147	152	152	+5 (+3%)
State Total	2656	2715	2716	+60 (+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 11/01/2024	Total EPCRA Facilities 11/01/2024
Sussex LEPC	61	1012
Kent LEPC	53	532
New Castle LEPC	151	999
Wilmington LEPC	26	158
State Total	291	2701

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 (09/03/24 - 11/01/24)

LEPC	New EPCRA Facilities	EPCRA 302 Reports	EPCRA 311 Reports	EPCRA 312 Report Updates	EPCRA 312 Report Revisions
Sussex LEPC	0	0	0	0	0
Kent LEPC	0	0	2	0	0
New Castle LEPC	1	0	2	1	0
Wilmington LEPC	0	0	0	0	0
State Total	1	0	4	1	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.

Chart 1 - EPCRA 312 (Tier II) Annual Chemical Entries Historical Trend

Notes:

- Data sourced from T2M *Advanced Report* as October 2024.
- Realignment of LEPC facilities in New Castle County and City of Wilmington occurred in RY 2022.

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.
 - Family Emergency Preparedness Day in Camden on September 14th
 - Hispanic Heritage Community Health Fair in New Castle on September 21st
- The program is developing our winter workshop series. The Regulatory Background workshop will be held in December, Online Reporting workshops will be held in January and February, and a live Q & A workshop will be held in February. Expect email distribution for the workshop registrations soon.

3. Status of Missing Facility Reports

As of November 1st, 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 Submitted 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 Distribu	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 Inc	103	Ingleside Retirement Apartments	Wilmington	2020	Awaiting Feedback
6	Chiquita Brands International	654	Chiquita Fresh, N.A.	Wilmington	2017	
7	Edgemoor Materials	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 November 21. The following meeting is on February 20.
- The next SERC meeting is on December 11. The following meeting is on March 12.
- An update to the SERT Plan will be reviewed at the November P&T Committee meeting. The update adds Public Warning Messaging Guidance which should aid in the issuance of public warning messages during incidents.

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 \$1,632.85.
- Year 2 of the HMEP Grant closed on September 30 with \$106,716.78 unspent. For Year 1, \$8,065.55 remains. A spending plan is being developed and will be discussed with the P&T Committee.
- The planning period for the next HMEP 3-year grant period (FY26-28) is nearing. Subgrantees are strongly urged to begin working on their grant projects. A project development guide will be shared at the November P&T Committee meeting. These projects will be uploaded into Smart Simple. User training will be occurring soon.
- Monitoring visits will be conducted with subgrantees between November and December.

DEMA Report

- DEMA and the Fire School deployed a 13-person Swift Water Rescue Team to Avery County, NC for water rescue operations in response to Hurricane Helene. DEMA deployed a staff member to South Carolina for EOC Support

in response to Hurricane Helene. DEMA and the DNG deployed a 100-person general purpose company to Florida to conduct POD operations, cut and toss for route clearance, pumping, and other tasks in response to Hurricane Milton, turned back before operations could begin.

SCEMS-Glen Marshall-

Glenn discussed SCEMS Annual Recertification process and the duties SCEMS performed during Return Day in Georgetown. He also discussed the interaction with the 31st CST.

DECON Trailer Updates-

No Updates

Kent County LEPC-Brandon Olenik-

The Kent County LEPC Meeting was on held Tuesday November 12, 2024.

New Castle County LEPC-Dave Irwin-

The LEPC for New Castle County meeting will be held on November 18, 2024.

Wilmington LEPC- Willie Patrick-

No Report

Mark Dolan-DNREC

No report

Wayne Vogel-DPH-

DPH LEPC Report – November 2024

- Jillian Austin has been appointed as the Director of the Office of Preparedness effective October 7, 2024. Previously Jillian served as the Director of the Office of Infectious Disease Epidemiology.
- The 11th Annual Public Health Emergency Preparedness (PHEP) Symposium was held on October 21 at the University of Delaware Audion. The symposium focused on DHSS & DPH roles and responsibilities within the Delaware Emergency Operations Plan (DEOP).
- DPH participated in an Evacuee Reception Center (ERC) training exercise on October 25 at the National Guard Stern Armory. The exercise involved the training and the setup of the ERC in the event of a radiological general emergency at the Salem or Hope Creek Nuclear Generating Stations.
- DPH assisted with the distribution of potassium iodide tablets to residents living within a 10-mile radius of the Salem/Hope Creek Nuclear Generating Stations on October 24.

Upcoming Plans and Projects

- DPH staff will participate in the upcoming DEMA Radiological Emergency Plan drill on December 10.
- Extreme Heat Response Workshop is being planned for December 4, 2024.

Red Cross-Tony Susi-

Toni reported that the Red Cross is still working on Hurricanes and storms, with lessons learned from Hurricanes Helene and Milton, primarily concerning the need for effective communications.

The Red Cross Disaster Action Team (DAT) has responded to the following number of events this year-to-date:

- Sussex County-48
- Kent County-41
- New Castle County-140
- Total of 411 events on Delmarva

Delmarva Power-Jim Smith

Delmarva Power monitored activity on Election Day.

Emergency Management-Tim Cooper

Sussex County Emergency Management continues to work on job roles needed for an EOC activation.

Sussex County LEPC-Chip Stevenson-

- Attended the HazMat Workshop Planning Meeting on September 30
- Participated the EOC Tour with DEMA staff on October 17
- Attended the HazMat Workshop Planning Meeting on October 30
- Attended the meeting with Red Cross representatives at DTCC-Georgetown Campus on October 30
- Attended the Kent County LEPC meeting on November 12
- Participated in a facility visit with Millsboro Fire Company, Indian River Fire Company, and Dagsboro Fire Company at the Mountaire Processing Plant in Millsboro on October 22
- Participated in a facility visit at the South Coastal Regional Wastewater Facility (SCWRF) on October 22
- Participated in a facility visit at the Perdue Processing Plant in Milford, with representatives from the Georgetown Perdue facility and Kent County LEPC on October 23

PRESENTATIONS-

No Presentation

**NEXT MEETING- Thursday, January 9, 2025, 10 A.M.-Delaware State Fire School
22705 Park Avenue, Georgetown, DE.**