

**SUSSEX COUNTY  
LEPC MEETING MINUTES  
July 10, 2025**

There were 32 members/guests in attendance.

<b>Charles Stevenson</b>	<b>Chairman, Sussex County LEPC</b>
<b>Steven Phillips</b>	<b>DEMA</b>
<b>Bill Davis</b>	<b>DNREC-EPCRA</b>
<b>Gwyneth Southard</b>	<b>City of Rehoboth</b>
<b>Dave Irwin</b>	<b>LEPC for New Castle County</b>
<b>Cassie Richards</b>	<b>DEMA</b>
<b>Tony Susi</b>	<b>Red Cross</b>
<b>Kelly Kruger</b>	<b>Sussex County, EOC Secretary</b>
<b>Andy Jones</b>	<b>DENTSPLY</b>
<b>Glenn Marshall</b>	<b>SCEMS</b>
<b>Joseph Gawarzewski</b>	<b>US EPA</b>
<b>James Woznicki</b>	<b>Delmarva Power</b>
<b>Mark Dolan</b>	<b>DNREC-ARP</b>
<b>Nicholas Butler</b>	<b>DNREC-EPCRA</b>
<b>Alberto Martinez</b>	<b>Mountaire</b>
<b>Edward Strouse</b>	<b>US VA</b>
<b>Amanda Lacklen</b>	<b>DHSS</b>
<b>R.L. Hughes</b>	<b>Beebe Health Care</b>
<b>Matthew Henderson</b>	<b>DHSS</b>
<b>Jonathan Robinson</b>	<b>DHSS</b>
<b>Anuj Kumar</b>	<b>DNREC</b>
<b>Danielle Breitzkreitz</b>	<b>DENTSPLY</b>
<b>David Seip</b>	<b>Beebe Health Care</b>
<b>Alex Flores</b>	<b>Invista</b>
<b>Craig Harbeck</b>	<b>Beebe Health Care</b>
<b>Bryan Walton</b>	<b>Delmarva Two-Way Radio</b>
<b>Mindy Anthony</b>	<b>DNREC</b>
<b>Christopher Ramos</b>	<b>DHS-CISA</b>
<b>David Baldinger</b>	<b>Cheseapeake Utilities</b>
<b>David Humphrey</b>	<b>Perdue</b>
<b>Thomas Price</b>	<b>Perdue</b>
<b>Lorenzo Cropper</b>	<b>Wicomico County</b>

Chairman Stevenson called the meeting to order at 10:00 a.m.  
The minutes of May 14, 2025, meeting were 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 – July 2025**

#### **1. Reporting Year (RY) 2024 Reporting Summary**

Delaware facilities submit their EPCRA Section 312 reports (also known as Annual Tier II reports) using the *Tier II Manager* <sup>TM</sup> (T2M) database. For Reporting Year (RY) 2024, over 97% of facilities submitted 2629 Tier II reports by the March 1<sup>st</sup>, 2025, due date. As of July 1<sup>st</sup>, the total number of annual Tier II reports increased to 2697, representing 99% of expected submissions. This marks continued efforts to enhance compliance and timely reporting across facilities. The program has received \$479,646.63 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 self-identify their LEPC, County, and Fire Department. These determinations should be verified by each LEPC periodically. LEPC's can access and view the reports through the T2M system.

**Table 1 - RY 2024 Submitted EPCRA 312 (Tier II) Reports**

<b>LEPC</b>	<b>1 Year Ago 7/1/2024 RY 2023</b>	<b>1st LEPC Meeting 5/1/2025 RY 2024</b>	<b>Current 7/1/2025 RY 2024</b>	<b>Annual Change Submitted Reports</b>
<b>Sussex LEPC</b>	<b>1018</b>	<b>1016</b>	<b>1020</b>	<b>+2</b>
<b>Kent LEPC</b>	<b>533</b>	<b>530</b>	<b>533</b>	<b>0</b>
<b>New Castle LEPC</b>	<b>1011</b>	<b>983</b>	<b>989</b>	<b>-22</b>

<b>Wilmington LEPC</b>	<b>152</b>	<b>154</b>	<b>15</b>	<b>+3</b>
<b>State Total</b>	<b>2714</b>	<b>2683</b>	<b>269</b>	<b>-17</b>

**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**

<b>LEPC</b>	<b>EPCRA 302 Facilities 7/1/2025</b>	<b>Total EPCRA Facilities 7/1/2025</b>
<b>Sussex LEPC</b>	<b>62</b>	<b>1028</b>
<b>Kent LEPC</b>	<b>50</b>	<b>528</b>
<b>New Castle LEPC</b>	<b>157</b>	<b>996</b>
<b>Wilmington LEPC</b>	<b>25</b>	<b>158</b>
<b>State Total</b>	<b>294</b>	<b>2710</b>

**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 1/1/25 are not subject to reporting requirements for RY 24, while some facilities that reported for 2024 may have since been deactivated.

**Table 3 - Other EPCRA Facility Updates Since Last LEPC Meeting (5/1/25 - 7/1/25)**

<b>LEPC</b>	<b>New EPCRA Facilities</b>	<b>EPCRA 302 Reports</b>	<b>EPCRA 311 Reports</b>	<b>EPCRA 312 Report Updates</b>	<b>EPCRA 312 Report Revisions</b>
<b>Sussex LEPC</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Kent LEPC</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>New Castle LEPC</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>
<b>Wilmington LEPC</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>State Total</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>0</b>

**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/stored. For details on EPCRA Sections 302, 311, & 312 see [DNREC EPCRA Reporting Requirements](#)
- 312 Updates reflect new data introduced after Jan 1<sup>st</sup>, while 312 Revisions are corrections to old data.

## **2. Community Engagement & Other Program Updates**

- The EPCRA Program carried out the following activities to support and promote community Right-to-Know. LEPC's are encouraged to join these events and suggest other outreach activities.
  - Participated in We Belong Multicultural Day at William Penn High School in New Castle, DE on May 17<sup>th</sup>.
  - At the June 2025 SERC Quarterly Meeting, DNREC presented an overview of EPCRA's regulatory and reporting framework, along with community outreach initiatives—highlighting Public Portal online tools and initiatives conducted to enhance public engagement.

## **DEMA UPDATES- Steven Phillips**

### **SERC Report**

- The last Planning and Training Committee meeting was on May 15. The next P&T Committee meeting will be on August 21.
  - A demonstration of the updated Flow Study GIS map was provided, a production sample of the SERT Plan was reviewed, and a status update on the SERT Plan Seminar/TTX was provided.
  - Vendor proposals for the Statewide HazMat Emergency Response Capability Assessment have been received and are being reviewed.
  - LEPC Plans are being reviewed, and findings will be discussed at the August P&T Committee meeting.
- The IT Committee met on June 12 and approved a funding request to translate EPCRA brochures and restock printed brochures for outreach events.
- The DECON Trailer User's Group Committee will be meeting on July 16 to evaluate the conditions of the three County DECON Teams and provide recommendations to the SERC to support the teams.
- The last SERC meeting was on June 11. The next meeting will be on September 10.
  - Sponsoring the 19th Annual (2026) HazMat Training Workshop was approved, the SERC directed an evaluation of the County DECON Teams to provide recommendations for support, and a discussion was held on the topic of the sulfur dioxide release from the Delaware City Refinery.

#### **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 \$107,365.18.
- The application for the FY26-28 HMEP Grant has been submitted. Subgrantees will be moving all grant activities electronically to Smart Simple.

#### **DEMA Report**

- DEMA has a booth at the State Fair running from July 17th to the 26th.

#### **SCEMS-Glenn Marshall-**

Glenn Marshall gave a quick overview of the HazMat incident in Millville on June 16<sup>th</sup>.

#### **DECON Trailer Updates-**

No Report

#### **Kent County LEPC-Brandon Olenick-**

No Report

#### **New Castle County LEPC-Dave Irwin-**

The upcoming New Castle County LEPC meeting will be on July 14<sup>th</sup>, 2025.

#### **Other Agency Reports**

##### **Wayne Vogel-DPH**

DPH LEPC Report – July 2025

- The State Health Operations Center (SHOC) remains activated to support Delaware's response to measles.
- Kathy Jo Kuhns has been appointed as the Deputy Director, Office of Preparedness. Kathy Jo is a native Delawarean and has worked in state government for the last 9 years. She started her career at the Insurance Commissioner's office before moving to Public Health during the Covid -19 Pandemic. She worked with the Office of health Crisis Response at EMSPS and then transitioned to Office of Infectious Disease Epidemiology as the One Health Program Administrator. In May she moved back to EMSPS as the Deputy Director of Preparedness.
- Office of Preparedness is preparing Sit Rep's for Extreme Heat events.

- EMSPS conducted a Medical Response and Surge Tabletop Exercise on June 5.

## **Upcoming Plans and Projects**

### **Radiological Emergency Preparedness Drill**

- DPH will participate in the upcoming DEMA Radiological Emergency Plan (REP) exercise, scheduled for July 29. DPH will staff the Technical Assessment Center (TAC) to conduct dose assessment and provide protective action recommendations to the Incident Command Staff.

### **Red Cross-Toni Susi**

- The Red Cross continues to provide assistance at residential fires throughout the region.
- Toni reported that they are working closer with the fire departments in Delaware.
- Preparations continue for the upcoming hurricane season.
- Providers from Red Cross are helping in Texas with the floods.

### **Sussex County LEPC-Charles Stevenson**

- Attended the SERC Planning & Training Committee meeting on May 15<sup>th</sup>.
- Attended the Wicomico LEPC meeting on May 21<sup>st</sup>.
- Attended the SERC meeting on June 11<sup>th</sup>.
- Attended the SERC Information & Technology Committee meeting on June 12<sup>th</sup>.
- Attended the DETF meeting on July 9<sup>th</sup>.
- Coordinated a site visit with Seaford Fire Department at the Orient Corporation on May 16<sup>th</sup>.
- Participated in the DEMA Hurricane Functional Exercise on May 20<sup>th</sup>.
- Attended the Maryland Homeland Security & Emergency Management Symposium in Ocean City, MD from May 28<sup>th</sup>-May 30<sup>th</sup>.
- Reviewed and submitted for review to the SERC Planning & Training Committee the Sussex County HazMat Response Plan.

### **PRESENTATIONS:**

None

**NEXT MEETING- Thursday, September 11, 2025, 10 A.M. at the Sussex County Public Safety Complex.**