

**SUSSEX COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE  
MEETING MINUTES  
November 13, 2025**

There were 37 members/guests in attendance.

Chip Stevenson	Sussex County LEPC
Bryan Walton	Delmarva Two-Way
Kenneth Cenci	DNREC-ARP
Donna Smith	Wicomico County
Michael Edwards	New Castle County EMA
Nicholas Butler	DNREC-EPCRA
William Davis	DNREC-EPCRA
Edward Strouse	US VA
David Seip	Beebe Health Care
David Baldinger	Chesapeake Utilities
Mark Dolan	DNREC-ARP
Kristen Deno	Trinity
Danielle Breitkreitz	Dentsply Sirona
Patrick Carrube	ICP Group
Anuj Kumar	DNREC
Todd Wardell	USCG Sector Delaware Bay
Rachel Gibson	Woodbridge School District
David Humphrey	Perdue
Ronald Verosko	Sussex County
Matt Munday	Wicomico County
LT Nicholas Muzo	USCG
Andrew Jones	Dentsply Sirona
Dave Irwin	New Castle County LEPC
Michael Goglia	USCG
Mike Kaupa	Mountaire
Steven Phillips	DEMA
Tony Susi	Red Cross
Matthew Sacks	Kent County Public Safety
Shelly Masone Davis	EcoTech

Tim Cooper	Sussex County Public Safety-EM
Britany Mazzetti	Beebe Health Care
Craig Harbeck	Beebe Health Care
Jim Smith	Delmarva Power
Keith Bennett	SCEMS
Joe Gawarzewski	US EPA
Kelly Kruger	Sussex County Public Safety
Glenn Marshall	SCEMS

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

The minutes of September 11, 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 – November 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™* (T2M) database. For Reporting Year (RY) 2024, over 97% of facilities submitted 2629 Tier II reports by March 1<sup>st</sup>, 2025, due date. As of November 3<sup>rd</sup>, the total number of annual Tier II reports increased to 2698, 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**

LEPC	1 Year Ago 9/3/2024 RY 2023	1st LEPC Meetin 9/2/2025 RY 2024	Current 11/3/2025 RY 2024	nnual Change in Submitted Repor
Sussex LEPC	1020	1020	102	+1
Kent LEPC	533	533	533	0
New Castle LEPC	1011	989	989	-22
Wilmington LEPC	152	155	155	+3
<b>State Total</b>	<b>2716</b>	<b>2697</b>	<b>2698</b>	<b>-18</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**

LEPC	EPCRA 302 Facilities 11/3/2025	Total EPCRA Facilities 11/3/2025
Sussex LEPC	62	1029
Kent LEPC	50	528
New Castle LEPC	158	996
Wilmington LEPC	25	158
<b>State Total</b>	<b>295</b>	<b>2711</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 (9/2/25 - 11/3/25)**

LEPC	New EPCRA Facilities	EPCRA 302 Reports	EPCRA 311 Reports	EPCRA 312 Report Updates	EPCRA 312 Report Revisions
Sussex LEPC	1	0	2	0	0
Kent LEPC	3	1	3	3	3
New Castle LEPC	2	0	7	3	0
Wilmington LEPC	0	1	0	0	1
<b>State Total</b>	<b>6</b>	<b>2</b>	<b>12</b>	<b>6</b>	<b>4</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 identifies events to disseminate Community Right-to-Know info. Recent and upcoming activities are listed below. LEPC's are encouraged to join us and suggest other outreach activities.
  - Participated in Family Emergency Preparedness Day in Camden on September 13<sup>th</sup>
  - Participated in Coast Day in Lewes on October 5<sup>th</sup>
- The program recently met with its database vendor Hazconnect to discuss system performance and enhancements. The current payment system used in the database, Velocity, is being replaced with a new one named Go DE. Final tests are being conducted in the system before it goes live for the reporting season. If anyone has issues with submitting their EPCRA payments this year, please notify us.
- The program is developing our training workshops. 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 in the coming weeks.

### 3. Status of Missing Facility Reports

On November 3<sup>rd</sup>, 2025, 20 facilities (compared to 32 on May 1<sup>st</sup>) listed in the Tier II Manager™ database have been identified as delinquent.

- Ten government and nonprofit facilities identified in May 2025 list have been resolved. DNREC will continue its efforts to address the reporting status of the remaining 2 facilities.
- One facility from LEPC's May 2025 list has been resolved. The LEPCs still need to verify the operational status and obtain current contact information for the remaining 18 facilities listed below.

Table 4 - List of Facilities with Missing Reports

	Company Name	FID	Facility Name / Site Name	Location	Latest Submitted Report	Status
<b>New Castle LEPC</b>						
1	Builders FirstSource (BFS LLC)	3304	Stanton LBM	Newark	2022	
2	Komal Associates	2750	Star Gas and Diesel	Wilmington	2022	
3	Moran Foods	2357	Save-A-Lot #294	New Castle	2021	
4	PHC MeadowWood	969	MeadowWood Behavioral Health System	New Castle	2021	
5	Tesla Industries, Inc.	2170	Main Facility	New Castle	2021	
6	SimplexGrinnell	1980	SimplexGrinnell, 557	New Castle	2020	
7	Newark Country Club	1973	Maintenance Building	Newark	2015	
8	Goodman Distribution	2190	Newark # 284	Newark	2010	
<b>Wilmington LEPC</b>						
1	Barclay Bank	2409	Juniper	Wilmington	2021	Closed
2	St. Francis Hospital	350	St. Francis Hospital	Wilmington	2021	
3	Ingleside Homes I	1038	Ingleside Retirement Apartments	Wilmington	2020	
4	Chiquita Brands International	654	Chiquita Fresh, N.A.	Wilmington	2017	
5	Edgemoor Materials Inc	949	Edgemoor Materials Inc	Wilmington	2014	

Sussex LEPC					
1	Oak Orchard LLC	404	Shore Star 2238 Millsboro	Millsboro	2022
2	National Concrete Products	1368	National Concrete Products	Greenwood	2012
3	Nanticoke Health Services	1366	Lifecare at Lofland Pa	Seaford	2011
Kent LEPC					
1	Diamond Motor Sp Inc	896	Diamond Motor Sport	Dover	2022
2	Mills Bros Mkts In	560	Mills Bros Mkts #1	Milford	2016
3	Gill & Deol LLC	984	South Little Creek Fu	Dover	2008

### DEMA UPDATES- Steven Phillips

#### DEMA Report for LEPC Meeting November 2025

##### SERC Report

- The next Planning and Training Committee meeting will be on November 20. The following P&T Committee meeting will be on February 19.
- The LEPC Oversight Committee is scheduled to meet on November 17.
- The Finance and Budget Committee will be meeting in mid-late November.
- The next SERC meeting is December 10. The following meeting will be on March 11.
- The Statewide HazMat Emergency Response Capability Assessment is anticipated to kick off sometime in December or January.
- The SERT Seminar/TTX was held on September 18. Great participation and discussions. Feedback has already been compiled in the AAR and we are underway establishing a timeline and process for addressing findings.

##### HMEP Report

- Currently in Year 1 of the HMEP three-year grant period. Delaware's Year 1 allotment was reduced to \$209,752 from \$213,077, a reduction of \$3,325.
- All HMEP Subgrantees are loaded in DEMA's Grants Management System. Progress has slowed due to the government shutdown. Once re-opened we'll be working to send out award letters.
- Year 3 of the last HMEP Grant period continues for select projects. Anticipating spending \$110,653.02 of the total remaining funding \$138,250.65. Total expenditures: \$421,193.35.

### **DEMA Report**

- Attended the NASTTPO Mid-Year Workshop from November 3 to 5 in Rogers, Arkansas. I presented on EPCRA 101 – Basics for LEPCs and TEPCs to Administer EPCRA. Additional presentations included Red Cross Programs and Services, U.S. Egg and Poultry Association Safety Systems and Accident Prevention, Presentations from Arkansas State and Local Initiatives, Chemtrec, Facility Hazard Planning Incorporation into County EOPs, Governmental Affairs Updates, and Communicating with the Public During and After an Incident.

### **SCEMS-Glenn Marshall/Keith Bennett-**

No Report

### **DECON Trailer Updates-**

No Report

### **Kent County LEPC-Brandon Olenick/Matthew Sacks-**

No Report

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

The New Castle County LEPC meeting was held on November 10, 2025. Mr. Irwin provided an overview of the Upcoming Hazmat Workshop for 2026. The next LEPC meeting for New Castle County will be January 12, 2026.

### **Emergency Management-Tim Cooper**

The Sussex County Emergency Operations Plan is complete. All Sussex County owned public libraries have disaster preparedness kits displayed.

On October 1, 2025, there was a Delaware Bay Response TTX.

### **Wayne Vogel-DPH**

#### **DPH LEPC Report – September 2025**

#### **State Health Operation Center (SHOC) Activation**

- From August 20 to August 22, the State Health Operations Center (SHOC) activated at Level 1 (Heightened Awareness) in response to potential impacts from hurricane Erin.

## Annual Statewide COOP Exercise

- On Thursday, August 28th, members of the DPH Emergency Medical Services and Preparedness Section attended the 11th annual statewide Continuity of Operations Plan (COOP) exercise held in Dover. This tabletop exercise invited members from various state organizations to evaluate their COOP planning based on scenarios that have or may occur in the real world.

## UPCOMING PLANS AND PROJECTS

### 2025 PFAS Conference

- The Delaware Academy of Medicine/Delaware Public Health Association and the Delaware Division of Public Health will be presenting the virtual *Clinician's Guide to PFAS: Exposure, Effects, and Action Against the Forever Chemical* on Thursday, September 11 from 12:00 to 4:00 pm. More information on the conference is available on the [Delaware Academy of Medicine website](#).

### Family Emergency Preparedness Days

- The Delaware Division of Public Health (DPH) will be participating at the 19<sup>th</sup> Annual Family Emergency Preparedness Day on Saturday, September 13, from 10 a.m. to 2 p.m. at Brecknock County Park, 80 Old Camden Road in Camden, Delaware.

### State Emergency Response Team (SERT) Seminar and Tabletop Exercise

- The Delaware Division of Public Health (DPH) will be participating in the September 18 SERT seminar and tabletop exercise. The purpose of the seminar and tabletop exercise is to educate SERT member agencies on updates to the SERT Plan and evaluate the SERT Plan in action by simulating a response to a hazardous materials incident involving commercial transit.

### 2025 EPA Region 3 Radon Stakeholder Meeting

- This free Stakeholders' meeting is being hosted by the DPH Office of Environmental Hazards and Toxicology in coordination with the National Radon Program Services and the Mid-Atlantic Office (Region 3) of the U.S. Environmental Protection Agency. The purpose of the meeting is to bring together stakeholders to discuss shared concerns, offer insights into future

efforts, explore radon issues from different perspectives, and foster collaboration through education and networking. The meeting will be held on September 26 from 7:30 to 4:00 pm. at the Embassy Suites, 654 S. College Ave, Newark, DE. More information on the meeting can be found at <https://sosradon.org/Region3>.

- The Delaware Emergency Management Agency (DEMA) and Delaware Division of Public Health (DPH) Office of Radiation Control will distribute potassium iodide (KI) tablets to Delaware residents living within a ten-mile radius (also known as the Emergency Planning Zone or EPZ) of the Salem/Hope Creek Nuclear Generating Stations. The free tablets will be distributed on October 2, 2025, between 12 p.m. and 7 p.m. at the Townsend Fire Company, 107 Main Street, Townsend.

#### **Delaware Public Health Laboratory (DPHL) Fall Laboratory Preparedness Advisory Consortium (LPAC) Meeting**

- The Laboratory Preparedness Advisory Consortium (LPAC) will hold a hybrid meeting on Thursday, October 16 from 8:30 to 12:00 pm. This event will involve partners from across the state, including those outside of laboratories. The meeting focuses on issues related to laboratory preparedness testing and its potential impact on various stakeholders. The LPAC meets twice a year, in the fall and spring. During this fall meeting, the Division of Public Health Laboratories (DPHL) will discuss several important topics, including extreme weather, antibiotic resistance, various testing capabilities at the Dover Air Force Base, and the Health in DE (HIEDE) Program. For more information on the meeting, contact Rebecca Voshell <[Rebecca.Voshell@delaware.gov](mailto:Rebecca.Voshell@delaware.gov)>.

#### **Radiological Emergency Preparedness Drill**

DPH will participate in the upcoming DEMA Radiological Emergency Plan (REP) exercise for the PSEG Salem/Hope Creek Nuclear Generating Stations, scheduled for November 10. DPH will staff the Technical Assessment Center (TAC) to conduct dose assessment and provide protective action recommendations to the Incident Command Staff. These drills take place on a quarterly basis, and the November 10th exercise is the last drill that will be held during

**Delmarva Power- Jim Smith**

**Kudos to the Emergency Operations Center for the 911 Day held in October.  
Several projects are in the process of being done.**

**Sussex County LEPC- Charles Stevenson**

- Attended the SERT Seminar & TTX at the New Castle County OEM on September 18<sup>th</sup>.
- Attended the Business Emergency Preparedness Seminar at the Bethany Beach Chamber of Commerce on September 24<sup>th</sup>.
- Attended the Business Recovery Seminar at the Bethany Beach Chamber of Commerce on October 15<sup>th</sup>.
- Attended the 2025 DPH Preparedness Symposium at University of Delaware on November 4<sup>th</sup>.
- Attended the New Castle County LEPC meeting on November 10<sup>th</sup>.
- Attended the DEMA CERT Quarterly meeting on November 12<sup>th</sup>.
- Attended the Sussex County CERT/AUXCOMM Quarterly Training Exercise on November 1<sup>st</sup>.
- Attended a Hurricane Exercise at Tidal Health-Nanticoke on November 6<sup>th</sup>.
- Attended the HMEP/Smart Simple Project Submission Training class on October 8<sup>th</sup>.
- Participated in the Sussex County EOC activation during the Coastal Storm on October 12<sup>th</sup> & October 13<sup>th</sup>.

**PRESENTATIONS:**

None

**NEXT MEETING- Thursday, January 8, 20265, 10 A.M. at the Sussex County Public Complex in Georgetown.**