

**SUSSEX COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
MEETING MINUTES
May 14, 2025**

There were 28 members/guests in attendance.

Kelly Kruger	Sussex County, EOC Secretary
Charles Stevenson, IV	Sussex County LEPC
Glenn Marshall	SCEMS
Bill Davis	DNREC-EPCRA
Steven Phillips	DEMA
David Seip	Beebe Hospital
Bryan Walton	Delmarva Two-Way Radio
Nicholas Butler	DNREC-EPCRA
Wayne Vogel	DPH
Kristin Deno	Trinity Logistics
Michael Kaupa	Mountaire Farms
Tony Susi	Red Cross
Anthony Zarrello	PAM Health
Anuj Kumar	DNREC
Taylor Scarfo	PAM Health
Kevin Conlon	Cape Gazette
Ryan Agan	DHSS
James Smith, Jr.	Delmarva Power
Mindy Anthony	DNREC
Jonathan Robinson	DHSS
Marissa Jacobi	DHSS
Danielle Breitzkreitz	DENTSPLY
Mark Dolan	DNREC-ARP
Alberto Martinez	Mountaire
Amanda Lacklen	DHSS
Jeffrey Willis	Mountaire Farms
Lester Hobbs	DEMA
Alex Flores	Invista

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

The minutes of the March 13, 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 – May 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% facilities submitted 2629 Tier II reports by the March 1st, 2025, due date. As of May 1st, the total number of annual Tier II reports increased to 2683, representing 99% of expected submissions. This marks continued efforts to enhance compliance and timely reporting across facilities. The program has received ~\$477,599 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. Chart 1 shows a trend analysis of facilities submitting annual reports across all LEPC's. 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 2024 Submitted EPCRA 312 (Tier II) Reports

LEPC	1 Year Ago 5/1/2024 RY 2023	1st LEPC Meeting 3/3/2025 RY 2024	Current 5/1/2025 RY 2024	Annual Change in Submitted Reports
Sussex LEPC	1015	1005	1016	+1
Kent LEPC	532	522	530	-2
New Castle LEPC	1010	958	983	-27
Wilmington LEPC	152	144	154	+2
State Total	2709	2629	2683	-26

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 5/1/2025	Total EPCRA Facilities 5/1/2025
Sussex LEPC	62	1027
Kent LEPC	50	527
New Castle LEPC	157	997
Wilmington LEPC	25	159
State Total	294	2710

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.

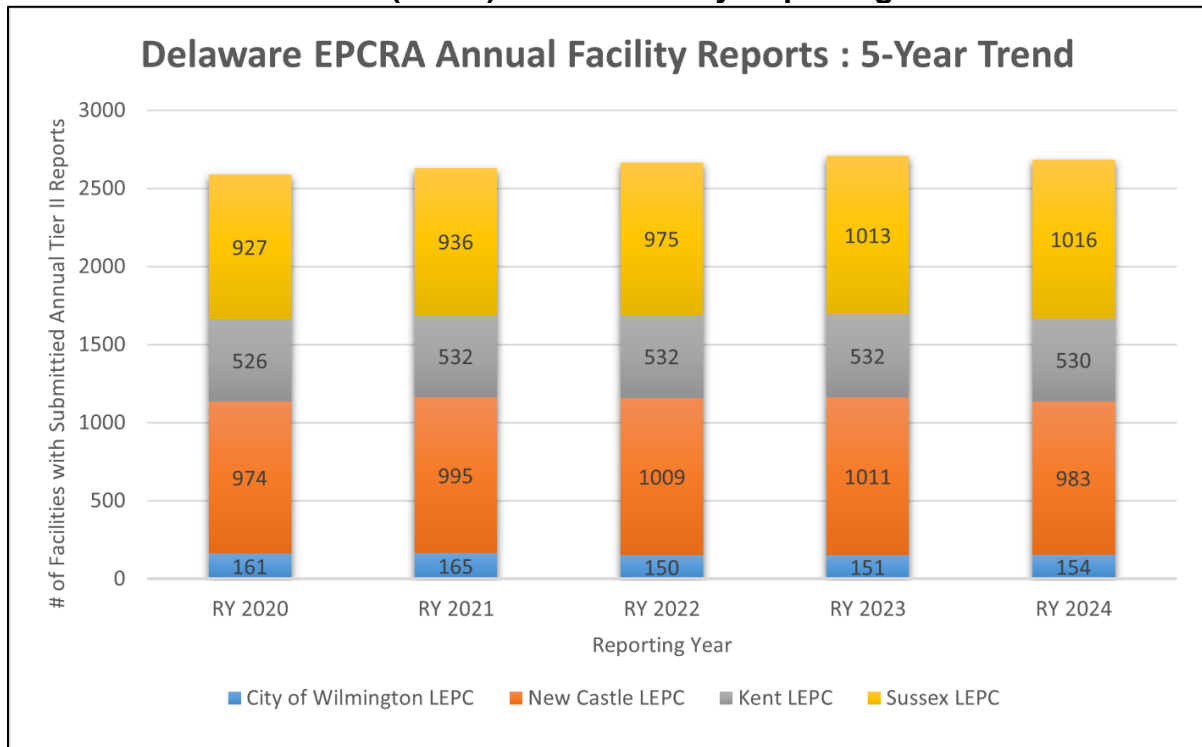
Table 3 - Other EPCRA Facility Updates Since Last LEPC Meeting (3/3/25 - 5/1/25)

LEPC	New EPCRA Facilities	EPCRA 302 Reports	EPCRA 311 Reports	EPCRA 312 Report Updates	EPCRA 312 Report Revisions
Sussex LEPC	0	1	2	8	0
Kent LEPC	0	0	0	6	0
New Castle LEPC	1	0	3	6	1
Wilmington LEPC	0	0	1	1	1
State Total	1	1	6	21	2

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 Facility Reporting Historical Trend



Notes:

- Data sourced from T2M *Advanced Report* as of May 2025.
- Realignment of LEPC facilities in New Castle County and City of Wilmington occurred in RY 2022.

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.
 - The article '[Meet Your Chemical Neighbors: DNREC's New Portal Reveals Local Chemical Hazards](#)' was written and published at the [Outdoor Delaware](#) online Newsletter.
 - The EPCRA Public Portal and the associated Outdoor Delaware article were featured on DNREC's [social media platforms](#) in April significantly enhancing public outreach efforts.
 - Delivered a presentation on EPCRA Public Portal followed by Q&A encouraging community engagement and addressing questions at the following events.
 - Route 9 Monitoring Committee in Newark, DE on March 20th
 - 3rd District Neighborhood Planning Council in Wilmington, DE on April 15th
 - Participated in UD Ag Day at the University of Delaware in Newark, DE on April 26th.

3. Status of Missing Facility Reports

On May 1st, 2025, 32 active facilities listed in the Tier II Manager™ database have been identified as delinquent.

- Thirteen (13) facilities are government and nonprofit facilities. DNREC will continue reaching out to them to resolve their reporting status.
- Verification is still required by the LEPCs for the 19 facilities listed below to determine their operational status and, if active, to obtain their current contact information.

Table 4 - List of Facilities with Missing Reports

	Company Name	FID	Facility Name / Site Name	Location	Latest Submitted Rep
New Castle LEPC					
1	Builders FirstSource (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 Buildings	Newark	2015
8	Goodman Distribution	2190	Newark # 284	Newark	2010
Wilmington LEPC					
1	Barclay Bank	2409	Juniper	Wilmington	2021
2	St. Francis Hospital	350	St. Francis Hospital	Wilmington	2021
3	Ingleside Homes Inc	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 Park	Seaford	2011
Kent LEPC					
1	Diamond Motor Sports	896	Diamond Motor Sports Inc	Dover	2022
2	Mills Bros Mkts Inc	560	Mills Bros Mkts #1	Milford	2016
3	Gill & Deol LLC	984	South Little Creek Fuel	Dover	2008

Note: This list does not include government & non-profit facilities or those facilities with known contacts, which DNREC

continues to pursue.

DEMA UPDATES- Steven Phillips

SERC Report

- The last Planning and Training Committee meeting was on February 20. The next P&T Committee meeting will be on May 15, the following meeting will be on August 21.

- LEPC Plans will be requested for submission following the May 15 meeting. Those Plans will be proposed for approval at the August P&T meeting and September SERC meeting.

- The IT Committee met on April 16 and discussed the status of the EPCRA Public Portal, Translating EPCRA Flyers into Haitian Creole, and the SERC Website Refresh that was part of the DEMA website update.

- The last SERC meeting was on March 12. The next meeting will be on June 11.

- Secretary Bushweller was welcomed as the new SERC Chair, The FY26 SERC Budget was approved, allocations for the FY26-28 HMEP Grant were approved, discussion related to the storage of HazMat Decon/Response equipment in NCC, and DSFS provided a demonstration of their refurbished industrial firefighting equipment and props.

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 \$23,485.57.

- The application period for the FY26-28 HMEP Grant has not yet opened. The funding opportunity is going through additional reviews on the federal side before it is released.

- Projects and allocations have already been approved; submission window will be short.

DEMA Report

- The Logistics Section at DEMA worked with FEMA Region III to hold Logistics Capability Assistance Tool (LCAT) Workshops with internal and external partners. The purpose of an LCAT is to evaluate current disaster logistics readiness, identify areas for targeted improvement, help develop a roadmap to mitigate shortfalls and limiting factors, and further enhance strengths within our levels of disaster response capability.

- The first meeting to prepare for the September SERT Plan Seminar/TTX was held on April 30. That Concepts and Objectives Meeting reviewed the basics of the event with formal planning taking place at the June 4 Initial Planning Meeting. Planning team members include DEMA, NCC LEPC & OEM, DeIDOT, DPH, DNREC, and DSFS.

- DEMA recently completed a total redesign of the State EOC. This replaces the command center style tiered seating arrangement with a leveled floor and pod

style seating setup. This will allow for greater flexibility by grouping ESCs together under similar mission sets and enhancing communication. An Open House for ESCs was held on May 5 and 6 to allow familiarization before the upcoming hurricane season and future exercises.

SCEMS-Glenn Marshall-

Glenn Marshall presented Chairman Stevenson with a certificate of appreciation for a job well done at the HazMat incident at the Perdue Plant.

DECON Trailer Updates-

No Report

Kent County LEPC-Brandon Olenick-

No Report

New Castle County LEPC-Dave Irwin-

The Hazmat workshop was successful this year.

Wayne Vogel-DPH

DPH LEPC Report – May 2025

- The State Health Operations Center (SHOC) remains activated to support Delaware's response to bird flu and measles.
- Staff from DPH participated in the City of Wilmington HazMat Response Tabletop Exercise (TTX) on April 25.
- DPH conducted a five-hour Mass Care Drill at William Penn High School in New Castle on May 9 to test the medical components of an emergency shelter operations plan.

Upcoming Plans and Projects

Radiological Emergency Preparedness Drill

- DPH will participate in the upcoming DEMA Radiological Emergency Plan (REP) exercise, scheduled for June 3. DPH will staff the Technical Assessment Center (TAC) to conduct dose assessment and provide protective action recommendations to the Incident Command Staff.

Red Cross-

The local Red Cross Chapters are preparing for the hurricane season.

Sussex County LEPC: Chip Stevenson

- Attended the SCEMS HazMat Team training on April 10th.
- Attended the SERC Information & Technology Committee meeting on April 16th.
- Attended the Delmarva Emergency Task Force meeting on April 30th.
- Attended the New Castle County LEPC meeting on May 12th.
- Attended the Kent County LEPC meeting on May 13th.
- Coordinated a facility visit at Dogfish Head Brewery in Milton on March 21st.
- Participated in the Freeman Arts Pavilion TTX on May 2nd.
- Provided the HMEP FY 2025 Q2 Workplan to DEMA.
- Attended the NASTTPO Conference in Milwaukee, Wisconsin from April 21st-April 25th.

PRESENTATIONS:

Bryan Walton of Delmarva Two-Way Radio provided a presentation on cloud-based communication console solutions for small departments.

NEXT MEETING- Thursday, July 10, 2025, 10 A.M. at the Delaware State Fire School-Sussex Division in Georgetown.