

**SUSSEX COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
MEETING MINUTES
March 12, 2026**

There were 33 members/guests in attendance.

Chip Stevenson	Sussex County LEPC
Kelly Kruger	Sussex County Public Safety
Andrew Jones	Dentsply Sirona
Mark Dolan	DNREC-ARP
Nicholas Butler	DNREC-EPCRA
Glenn Marshall	SCEMS
Bill Davis	DNREC-EPCRA
Danielle Breitreitz	Dentsply Sirona
Ken Cenci	DNREC-ARP
Jeff Willis	Mountaire
Tony Susi	Red Cross
Tim Cooper	Sussex County Public Safety-EM
Mike Kaupa	Mountaire
Sand Hoffman	Simmons
Craig Harbeck	Beebe Health Care
Marc Evans	31st CST
Jaeron Speaks	31st CST
Shelly Masone Davis	EcoTech
David Seip	Beebe Health Care
Steven Phillips	DEMA
Jim Woznicki	Delmarva Power
Madison Jones	Sussex County Public Safety
Matt Munday	Wicomico County
David Irwin	New Castle County LEPC
Brittany Mazzetti	Beebe Health Care
Kristin Deno	Trinity Logistics
Jim Smith	Delmarva Power
Holly Mitchell-Donovan	Tidal Health
Bob Shinholt	ALOFT AeroArchitects
David Baldinger	Chesapeake Utilities
Wayne Vogel	DPH
Alberto Martinez	Mountaire
Anuj Kumar	DNREC

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

The minutes of the January 8, 2026, meeting were 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 – March 2026**

1. Reporting Year (RY) 2025 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) 2025, facilities submitted 2796 Tier II reports on time by the March 1st, 2026, deadline, accounting for over 97% of active facilities. The program added 165 new facilities, bringing active facilities to a program record high of 2883. The program has received ~ \$475,700.00 in annual fees from fee-paying facilities.

Tables 1-3 summarize key reporting metrics such as submitted annual Tier II reports, active facilities in the database, and other notable EPCRA facility updates since the last LEPC meeting. The tables below contain reporting data based on a facility's LEPC designation. Facilities self-identify their LEPC, County, Fire Department, and 911 address; these determinations should be verified by each LEPC periodically. LEPC's can access and view the reports through the T2M system.

Table 1 - RY 2025 Submitted EPCRA 312 (Tier II) Reports

LEPC	1 Year Ago 3/3/2025 RY 2024	Current 3/1/2026 RY 2025	Annual Change in Submitted Reports
Sussex LEPC	1005	1071	+66
Kent LEPC	522	547	+25
New Castle LEPC	958	1021	+63
Wilmington LEPC	144	157	+13
State Total	2629	2796	+167

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 3/1/2026	EPCRA 312 Facilities 3/1/2026
Sussex LEPC	67	1089
Kent LEPC	54	554
New Castle LEPC	182	1069
Wilmington LEPC	27	171
State Total	330	2883

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 1/1/26 are not subject to reporting requirements for RY 25, while some facilities that reported for 2025 may have since been deactivated.
- Active 302 Facilities increased 12% YoY; Active 312 Facilities increased 6% YoY.

Table 3 - Other EPCRA Facility Updates Since Last LEPC Meeting (12/31/25 - 3/1/26)

LEPC	New EPCRA Facilities	EPCRA 302 Reports	EPCRA 311 Reports	EPCRA 312 Report Updates	EPCRA 312 Report Revisions
Sussex LEPC	48	2	0	16	115
Kent LEPC	25	0	1	9	81
New Castle LEPC	75	5	1	1	91
Wilmington LEPC	17	0	0	1	23
State Total	165	7	2	27	310

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 1st, while 312 Revisions are corrections to old data.

2. Community Engagement & Other Program Updates

- The program hosted its annual training workshops online. The Regulatory Background workshop was held on December 17th. Online Reporting workshops were held on January 7th and February 4th. Lastly, a live Q & A workshop was held on February 11th. Combining all four workshops, a record 230 participants attended this year. Presentation slides and video recording are posted on [EPCRA's Online Reporting webpage](#).

DEMA UPDATES-Steven Phillips-

SERC Report

- The last Planning and Training Committee meeting was held on February 19. The next P&T Committee meeting will be on May 21.
 - Reviewed HMEP Y2-Y3 proposed budgets and proposed HazMat Training Workshop Planning Subcommittee,
- The last LEPC Oversight Committee meeting was held on February 9. The next LEPC Oversight Committee meeting is scheduled for May 11.
 - Reviewed draft edits to LEPC Handbook, LEPC Performance Measures, and Site Assessment Checklist.
- The last Finance and Budget Committee meeting was held on February 25.
 - Reviewed draft edits to budget submission documents, reviewed submitted budget requests, and approved FY27 SERC budget recommendations.
- The next SERC meeting is March 11. The following meeting will be on June 10.
 - On the Agenda: FY27 SERC Budget, Year 2-3 HMEP Grant Allocations, IT Committee Chair Appointment, and HazMat Training Workshop Planning Subcommittee. Facets Consulting to provide Stakeholder Briefing for the Statewide HazMat Emergency Response Capability Assessment
- The Statewide HazMat Emergency Response Capability Assessment is underway. Currently gathering relevant documents and stakeholder contact information.

HMEP Report

- Currently in Year 1 of the HMEP three-year grant period. Delaware's Year 1 allotment is \$209,752. As of 3/4/26 we have spent or obligated \$24,489.15.
- Year 3-Extension of the last HMEP Grant period continues for select projects. \$103,621.02 was made available during the extension period. As of 3/4/26 we have spent \$3,000.

- HMEP Grant Year 2-3 budget planning is nearly complete. Subgrantee projects have been reviewed by the Planning and Training Committee, and allocation approval is on the agenda for the SERC meeting. Once the Continuing Application is complete it will be submitted to PHMSA.
- Delaware's HMEP Grant allocation for Year 2 was reduced and is projected to also be reduced for Year 3. Year 2 and 3 were each reduced by \$21,643, the federal share for Year 2 is now \$158,109, rather than the projected amount of \$176,971.

DEMA Report

- DEMA activated the State EOC for winter weather in January and February. Both storms resulted in SOE declarations, significant power outages, shelter activations, and roadway impacts. Pre-coordination ahead of both storms ensured continuity of care for vulnerable populations and effective resource staging. The dedication and tireless efforts of utility crews, first responders, shelter staff, emergency management personnel, snow removal crews, state, county, and municipal workers, and other essential partners cannot be overstated.

SCEMS-Glen Marshall

No Incidents

Kent County LEPC-Brandon Olenik-

No Report

New Castle County LEPC-David Irwin-

The Annual Haz Mat Workshop is scheduled for May 7 & May 8, 2026, at DSFS-Dover.

Mark Dolan-DNREC

No report

Red Cross-Tony Susi

Tony spoke on the continuing Red Cross project to identify and set up shelters.

Jim Smith-Delmarva Power

Jim spoke on Delmarva Power's efforts to restore power following February snowstorm.

Wayne Vogel-DPH-
DPH LEPC Report – March 2026

State Health Operation Center (SHOC) Activations

The State Health Operation Center (SHOC) remains at Level 1 activation for highly pathogenic avian influenza (HPAI). HPAI has not been detected in poultry flocks since mid-January.

SHOC was activated to Level 2 in response to winter storms Fern and Hernando. The Emergency Medical Services and Preparedness Section (EMSPS) deployed emergency shelter assets and provided ongoing support to the State Emergency Operation Center (SEOC) and local emergency management agencies, activating shelter operations as needed.

2026 Biological Tabletop Exercise

On March 3, EMSPS conducted the 2026 Biological Incident Tabletop Exercise to evaluate the public health response to a biological incident. The exercise aimed to identify appropriate procedures for the State of Delaware in responding to a mass biological exposure.

Quarterly Radiological Emergency Preparedness Drill

Division of Public Health (DPH) staff participated in the quarterly Delaware Emergency Management Agency (DEMA) Radiological Emergency Preparedness (REP) drill on March 4. DPH staff supported the Technical Assessment Center, Emergency Support Function 6 (Mass Care, Emergency Assistance, Temporary Housing, and Human Services), and Emergency Support Function 8 (Public Health and Medical Services) in the Emergency Operations Center during the drill.

Emergency Management- Tim Cooper-

EOP

EOP has been updated and formally approved by the council. The current copy is on the website.

Working on developing online training for partners on the plan.

Resource Plan project underway which includes a volunteer and a donation management plan.

The Municipal EOP project:

To assist municipalities in writing their updates or writing an EOP.

41 people attending the training representing 21 jurisdictions. The next step will be to complete the workshop which is in April.

Weather Alerts

A new way we are sending out weather notices. They will not come from someone's email; they will come from the public safety alert mailbox. When sending replies, send Tim Cooper not to the public safety address.

DRI Conference

Chip and I attended the DRI Business Continuity Conference in Jacksonville, Florida.

EM Advisory Group

Looking for someone to represent healthcare and large business on the group. The group will weigh in on the progress of building an Accredited Emergency Management Program. We are looking at 3 meetings a year. Please let me know if you are interested.

Exercises

EOP Tabletop

Cape May Lewes Ferry Active Assailment Exercise

HazMat Response Plan Update

Plans need to be updated. If anyone from this group is interested in a separate planning meeting to update this plan, let Chip know.

Sussex County LEPC-Chip Stevenson-

- Attended New Castle County LEPC meetings on January 12 & March 9.**
- Attended Kent County LEPC meetings on January 13 & March 10.**
- Attended the DETF meeting at DEMA on January 14**
- Attended the Wicomico County LEPC meeting on January 21**
- Attended the SERC Planning & Training Committee meeting on February 19**
- Participated in the Sussex County EOC activation from January 22-24.**
- Participated in the Sussex County LEPC HMEP Grant Monitoring visit on March 3**
- Attended the DRI Conference in Jacksonville, FL from February 22-25**

PRESENTATIONS- Mark Dolan & Ken Cenci of DNREC-ARP provided a presentation on DNREC's Accidental Release Prevention Program.

NEXT MEETING- Thursday, May 14, 2026, 10 A.M.-Sussex County Public Complex in Georgetown.