

**SUSSEX COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
MEETING MINUTES
May 14, 2026**

There were 23 members/guests in attendance.

Charles Stevenson	Sussex County LEPC-Chairman
Kelly Kruger	Sussex County Public Safety
Bob Shinholt	Aloft AeroArchitects
David Seip	Beebe Health Care
Nicholas Butler	DNREC-EPCRA
Danielle Breitzkreitz	Dentsply Sirona
Mark Dolan	DNREC-ARP
Anuj Kumar	DNREC
Alex Flores	Invista
David Keith	Ensinger
Shelly Masone Davis	EcoTech
Nicole Schrader	DHSS
Marc Evans	31st CST
Jaeron Speaks	31st CST
Jim Woznicki	Delmarva Power
Wayne Vogel	DPH
Tim Cooper	Sussex County Public Safety-EM
Mike Kaupa	Mountaire
Joshua Norris	Bayhealth
Bill Davis	DNREC-EPCRA
Tony Susi	Red Cross
Bryan Walton	Delmarva Two Way
Glenn Marshall	SCEMS

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

The minutes of March 12, 2026, meeting were approved.

Chairman Stevenson compiled the meeting attendance list.

REPORTS-DNREC-EPCRA-Bill Davis

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 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 by the March 1st, 2026, reporting deadline, accounting for over 97% of active facilities. Currently the program has received 2857 Tier II reports, representing over 99% of expected reporting facilities. Including late fees, the program has received \$487,071.36 this year 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. A list of facilities missing their annual report is summarized in Table 4. 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 5/1/2025 RY 2024	Last LEPC Meeting 3/1/2026 RY 2025	Current 5/4/2026 RY 2025	Annual Change in Submitted Reports
Wilmington LEPC	154	157	170	+16
New Castle LEPC	983	1021	1052	+69
Kent LEPC	530	547	549	+19
Sussex LEPC	1016	1071	1086	+70
State Total	2683	2796	2857	+174

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 5/4/2026	EPCRA 312 Facilities 5/4/2026
Wilmington LEPC	27	158
New Castle LEPC	180	1073
Kent LEPC	54	554
Sussex LEPC	66	1088
State Total	327	2873

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.

Table 3 - Other EPCRA Facility Updates Since Last LEPC Meeting (3/1/26 - 5/4/26)

LEPC	New EPCRA Facilities	EPCRA 302 Reports	EPCRA 311 Reports	EPCRA 312 Report Updates	EPCRA 312 Report Revisions
Wilmington LEPC	0	1	2	0	5
New Castle LEPC	0	0	3	2	85
Kent LEPC	0	0	2	0	9
Sussex LEPC	1	0	0	0	37
State Total	1	1	7	2	136

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

- A general overview of EPCRA and public outreach efforts was presented at the EPA Region 3 & State Directors' Caucus in Bethany Beach, DE on April 29th, 2026.
- The EPCRA Program attended the National Association of SARA Title III Program Officials (NASTTPO) Annual Conference in Billings, MT from April 27th – May 1st.

3. Status of Missing Facility Reports

On May 1st, 2026, 17 facilities listed in the Tier II ManagerTM database have been identified as delinquent.

- 2 government / nonprofit facilities have been identified. DNREC will continue reaching out to them to resolve their reporting status.
- Verification is still required by the LEPCs for the 15 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	Last Report Submitted	Status
New Castle LEPC						
1	YRC Inc. d/b/a YRC Freight	121	YRC Inc. d/b/a YRC Freight (184)	New Castle	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	Chiquita Brands International	654	Chiquita Fresh, N.A.	Wilmington	2017	
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 Inc	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

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.
- The last LEPC Oversight Committee meeting was held on February 9. The next LEPC Oversight Committee meeting is scheduled for May 11.
- The last SERC meeting was held on March 11. The following meeting will be on June 10.
- The Statewide HazMat Emergency Response Capability Assessment is underway. Currently scheduling stakeholder meetings.

HMEP Report

- Currently in Year 1 of the HMEP three-year grant period. Delaware's Year 1 allotment is \$209,752. As of 5/6/26 we have spent or obligated \$28,531.95.
- 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 5/6/26 we have spent \$3,000.
- HMEP Year 2 Continuing Application was submitted to PHMSA ahead of the May 1 deadline. Award is expected sometime in late September or early October.

DEMA Report

- Attended the NASTTPO Annual Conference April 27-30 in Billings, Montana. Lots of great discussions and presentations on best practices, incident responses, regulation updates, and other topics related to HazMat and EPCRA. The Mid-Year Conference will be held October 26-29, 2026, in Rogers, Arkansas. The next Annual Conference will be held April 26-30, 2027, in Des Moines, Iowa.

SCEMS-Glenn Marshall/Keith Bennett-

Glenn Marshall spoke briefly about the grain bin rescue in Bridgeville.

Kent County LEPC-Brandon Olenik-

No Report

New Castle County LEPC-Mike Edwards-

No Report

Wilmington LEPC- Willie Patrick-

No Report

Mark Dolan-DNREC

No report

Wayne Vogel-DPH-

DPH LEPC Report – May 2026

State Health Operation Center (SHOC) Activations

The State Health Operations Center is activated at Level 1 (heightened awareness) for the upcoming FIFA event to ensure public health preparedness and effective response.

Receipt, Stage, and Store (RSS) Site Validation

The Emergency Medical Services & Preparedness Section (EMSPS) logistics team participated in a Receipt, Stage, and Store (RSS) site validation by the Centers for Disease Control and Prevention (CDC) for the Strategic National Stockpile (SNS) at the Preparedness Warehouse on March 31 and the alternate site on April 1. The team received high marks for emergency preparedness.

KI Distribution Event

DPH Office of Radiation Control and Delaware Emergency Management Agency distributed free potassium iodide (KI) tablets on April 2 to residents living within ten miles (Emergency Planning Zone, EPZ) of the Salem/Hope Creek Nuclear Generating Stations.

National Radiological Emergency Preparedness Conference

DPH joined DEMA staff at the 2026 National Radiological Emergency Preparedness (NREP) Conference in Kansas City, Kansas. The event brought together professionals from federal, state, local, tribal, and industry organizations to strengthen radiological emergency preparedness and response. Participants

shared lessons learned, developed new strategies, refined exercise methods, and addressed emerging nuclear and radiological challenges.

Quarterly Radiological Emergency Preparedness Drill

On May 13, Division of Public Health (DPH) staff will participate in the quarterly Delaware Emergency Management Agency (DEMA) Radiological Emergency Preparedness (REP) drill. DPH staff will support 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.

Public Health Radiological Emergency Tabletop Exercise

To enhance collaboration and readiness, EMSPS will host a Public Health Radiological Tabletop Exercise on Tuesday, May 20, from 8:30 AM to 3:30 PM at the Clayton Fire House. This discussion-based exercise will explore coordination and response among public health, emergency management, and healthcare in the event of a radiological exposure device incident. Participants will address detection, on-scene operations, medical surge, public messaging, and early recovery, including disaster registry planning and long-term health monitoring. The exercise provides partner agencies an opportunity to collaborate, make decisions, and assess readiness for response and recovery.

Red Cross-Sara Kershaw-

- The American Red Cross has been supporting disaster relief operations in Guam and Saipan following Typhoon Sinalu that impacted the islands on April 15th. Delmarva chapter volunteers responded to this effort and National response operations remain ongoing to support affected communities with sheltering, feeding, and recovery services.
- To strengthen local sheltering readiness and emergency response capacity, two 100 person shelter trailers and one Emergency Response Vehicle are staged within Sussex County to support future shelter operations and disaster response needs.
- The Red Cross will be hosting a Sound the Alarm event in partnership with the Hurlock Fire department on May 16th and with the Wilmington Fire Department on May 30th. Volunteers will provide free smoke alarm installation and home fire education to residents as part of our ongoing community risk reduction efforts.
- The Red Cross seasonal briefings will be held on May 1st at the chapter office in Wilmington and on May 19th at the Salisbury Red Cross office. The briefing will focus on seasonal hazards, response capabilities, and partner collaboration across Delmarva.

- Delmarva Executive Director Theresa Young will be stepping down from her role on May 22nd to accept a new position as CEO of the Girl Scouts of America of the Chesapeake Bay. Theresa's dedication and leadership have had a significant impact across Delmarva, and she will continue supporting the Red Cross mission as a volunteer.

Emergency Management- Tim Cooper-

EOP

EOP has been updated and formally approved by 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 updating 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 to Tim Cooper not 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 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 the DETF Meeting in Ocean City, MD on April 22nd**
- Attended the DE CERT Sponsors meeting virtually on May 6th**
- Attended the New Castle County LEPC meeting virtually on May 11th**
- Attended the Kent County LEPC meeting at the Kent County Public Safety Complex on May 12th**
- Coordinated and participated in a facility visit at the Pictsweet Company in Bridgeville on April 21st**
- Participated in Post Plume Workshop sponsored by DEMA at the Citizens Hose Fire Company in Smyrna on April 18th**
- Participated in the DRBA TTX in Lewes on April 20th**
- Completed the CERT Basic Training class from April 24th-April 26th**

PRESENTATIONS- There was no presentation for this meeting.

NEXT MEETING- Thursday, July 9, 2026, 10 A.M.-Sussex County Public Safety Complex in Georgetown.