

**SUSSEX COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
MEETING MINUTES
JANUARY 12,2023**

There were 22 members/guests in attendance.

Chip Stevenson	Chairman, Sussex County LEPC
Kelly Kruger	Sussex County EOC
Chris Evans	Penn Fiber
David Irwin	LEPC for NCC
Mark Dolan	DNREC-ARP
Dave Baldinger	SCEMS
Fred Haas	SCEMS
Tony Susi	Red Cross
David Keith	Penn Fiber
Glenn Marshall	SCEMS
Brandon Olenik	Kent County LEPC
Chris Mitchell	NRG
Jim Atkins	Bayhealth
Wayne Lalicon	PHMSA
Kristin DENO	Trinity Logistics
Todd Wardwell	USCG
Anthony Paratore	Miller Environmental
Steve Phillips	DEMA
Bob Shinholt	ALOFT AeroArchitects
Bryan Walton	Delmarva Two Way
John Thieleman	Sharp Energy
Wayne Vogel	DPH

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

The minutes of the November 9, 2022, meeting was approved.

Chairman Stevenson compiled the meeting attendance list.

REPORTS-

-DNREC-EPCRA- Bill Davis-

EPCRA Reporting Program LEPC Report – January 2023

1. 2022 ANNUAL CHEMICAL INVENTORY (312/TIER II) REPORTS ARE DUE

The *2022 Tier II Report* and associated fees are due March 1st, 2022, and are submitted online via *TIER II MANAGER™*, accessed here: <https://tierii.dnrec.delaware.gov/TierII/Account/Login.aspx>.

- The following web site may also be helpful: <https://dnrec.alpha.delaware.gov/waste-hazardous/emergency-response/community-right-to-know/online-reporting/>
- Step-by-step instructions for using the online system are available on our web site: <https://documents.dnrec.delaware.gov/dwhs/Reporting/T2-On-Line-Reporting-Instructions.pdf>

There are no regulatory changes from last year.

2. TRAINING WORKSHOPS (VIRTUAL)

We have scheduled a series of free workshops that will be held online (via WebEx) to demonstrate the online system and review the chemical inventory reporting requirements in general. The workshops will be a little over 2 hours and will begin at 9:00 a.m.; Regulatory Background (Presentation #1) will be covered first; how to do On-Line Reporting (Presentation #2) will begin about 10:00. Both presentations are posted on our webpage: <https://dnrec.alpha.delaware.gov/waste-hazardous/emergency-response/community-right-to-know/online-reporting/>

Contact DNREC EPCRA Reporting Program to receive the registration links.

Date	Day
1/5	Thursday
1/11	Wednesday
1/17	Tuesday
1/26	Thursday

3. NEW EPCRA TOOLBOX

Online resources for all database users that are available within the reporting software have been copied to a new toolbox that is accessible to the public. The toolbox link is posted on our *Online Reporting* webpage (above), and is available here: <https://documents.dnrec.delaware.gov/dwhs/Reporting/EPCRA-Toolbox.pdf>

RY2021 Reporting Status

Below are the Tier II Reports for 2021 (due last March 1) that have been submitted through the online *Tier II Manager™* System. The numbers presented below are approximate as facilities have determined their own LEPC designation, and these determinations have not been verified by each LEPC. LEPCs can access and view the reports through the T2M system.

Table-1. RY2021 Submitted EPCRA 312 (Tier II) Reports
(LEPC designation reported by Facility)

Current 1/06/2023 RY 2021	1 Year Ago 1/03/2022 RY2020	Note that status of facilities may change
2621	2563	State Total
934	922	Sussex
531	522	Kent
993	963	New Castle
163	156	Wilmington

Data via T2M *Advanced Reports*

Table-2. Active Facilities in the T2M Database

Current 1/4/2022 RY 2021	Facilities 302 EHS>TPQ	1 Year Ago 1/03/2022 RY2020	Note that new facilities may not have submitted a RY21 Tier II, or old facilities may be missing in RY21.
2664	291	2563	State Total
959	58	922	Sussex
537	51	522	Kent
1014	156	963	New Castle
154	26	156	Wilmington

Data via T2M *Facilities tab*

Table-3. Fee Payments

Current 12/29/2022 RY 2021 Only	2022 Calendar Year Total Receipts	Note that a facility may have more than one invoice due to <i>revisions</i> that affect fees.
1700	1738	Number of (non-zero) Invoices

\$468,160	\$477,700	Reporting Fees Paid
\$490.66	\$4,547.96	Late Fees Paid
673 government 76 non-profit		Fee Exempt Facilities

Data via T2M *List Invoices*,

“zero” invoices (fee exempt) are from government/non-profit facilities and motor fuel (only) retailers.

[Recent Reports & New Facilities](#)

Table-4. Changes Since Last LEPC Meeting (November & December)

New Facilities ¹	302 Submittals	311 Submittals	312 Updates	312 Revisions	312 Annuals Due 3/1/22	
9	0	14	190	4	9	State Total
3	0	4	69	0	1	Sussex
1	0	1	36	0	0	Kent
2	0	7	83	4	7	New Castle
3	0	2	2	0	1	Wilmington

¹ *New Facilities* are those that have been created within *TierIIManager™* and may not have submitted a 312-Annual report yet; therefore, the number of *New Facilities* will not match the number of reports.

-DEMA UPDATES- Steven Phillips

SERC Report

- The Statewide Hazardous Materials Flow Study was completed by Tetra Tech and sent out to LEPCs, Emergency Managers, and others. If your organization has a planning need for the Study, please reach out to Steve Phillips at DEMA. A GIS map was produced for this Study as well. Once that has been moved to the DEMA server the weblink will be sent out to all who received a copy of the Study.
- A reminder for Planning & Training Committee members, please submit comments on the SERT Plan for discussion at the upcoming P&T Committee meeting.
- At the December SERC meeting the bylaws were amended. Updated bylaws were sent to SERC Commissioners and Members.
 - The SERC is looking to fill three vacant industry commissioner slots; these are Governor appointed positions. If you have recommendations of interested individuals, please submit those to Steve Phillips for review at the SERC Quarterly meeting in March. Looking to fill Chemical Users, Shippers, and Highway Transportation.
- The next Planning & Training Committee meeting is on February 16.
- The next Quarterly SERC meeting is on March 08.

HMEP Report

- Final reports were submitted to PHMSA for previous three-year grant period.
- Currently in Year 1 of the new three-year grant period. \$199,941.00 Total Grant Amount for Year 1. \$6,950.00 spent to date.
- Quarterly Report requests were sent to subgrantees. Please return your reports by January 15 if not done so already.

DEMA Report

- A quarterly REP drill was held on December 8.
- A morning REP siren test occurred on January 3. All sirens sounded, no issues.
- Patrick O'Connell is the new Planning Supervisor for the Technological Hazards Planning

SCEMS-Fred Haas-

No report

DECON Trailer Updates-

No Updates

Kent County LEPC-Brandon Olenik-

No Report

New Castle County LEPC-Dave Irwin-

A meeting was held on Monday, January 9, 2023. The next meeting will be held on March 13, 2023, at the Fire school in New Castle County.

Wilmington LEPC- Willie Patrick-

No Report

Mark Dolan-DNREC

No report

Wayne Vogel-DPH-

DPH Briefing LEPC Meeting – January 2023

- Dr. Rick Hong continues as the Acting Director of the Division of Public Health

- State Health Operations Center (SHOC) is no longer activated for MPox.
- State Health Operations Center (SHOC) remains at Level 2 for COVID-19
- DPH will be holding a Hazardous Material Incident Response Annex (HMIRA) Workshop on February 8. The HMIRA is specific to DPH roles and responsibilities associated with a hazardous material incident.
- Working on a Radiological Medical Surge Annex

Red Cross-Tony Susi-

- The Red Cross issued an operational order on 12/22/22 regarding excessive cold risk indicating that we would provide sheltering and feeding support to Emergency Management and Social Services agencies.
- The Sound the Alarm program in affiliation with the Seaford fire department is planned for the end of April or beginning of May. The Red Cross sends out teams to install free of charge smoke alarms and provide education about fire safety.
- The Disaster Action Teams responded to 34 fires on Delmarva in December providing assistance to over 160 clients.

Todd Wardwell- USCG

A tabletop exercise will be held on March 15, 2023, at the Fire School in Dover.

Sussex County LEPC-Chip Stevenson-

- Attended the New Castle County LEPC meetings on November 13th and January 9th.
- Attended the SERC Planning & Training Committee meeting on November 17th.
- Attended the SERC meeting on December 14th.
- Attended the Kent County LEPC meeting on January 11th.
- Completed the HMEP Monitor review with DEMA on November 17th
- Posted the approved Sussex County LEPC September 2022 meeting minutes on the Sussex County website
- Posted the Sussex County LEPC January 2023 meeting agenda on Sussex County website
- Provided HMEP FY2023 Q1 activity report to DEMA

PRESENTATIONS-

None

NEXT MEETING- Thursday, March 9, 2023, 10 A.M.-Sussex County Emergency Operations Center, 21911 Rudder Lane, Georgetown, DE.