

**SUSSEX COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE  
MEETING MINUTES  
JULY 14, 2022**

There were twenty-six members/guests in attendance.

Steve Phillips	DEMA
Chip Stevenson	Sussex County, LEPC
Kelly Kruger	Sussex County, Secretary
Bill Davis	DNREC-EPCRA
Paul Becker	Perdue
Mike Kaupa	Mountaire
Dave Irwin	New Castle,LEPC
Omar Jackson	Gardner Gibson
Mark Dolan	DNREC-ARP
Andrew Jones	DENTSPLY
Dave Baldinger	Chesapeake
Heather Hudson	DNREC-ERB
Fred Haas	SCEMS
Tony Milbut	Dogfish Head
Frank Cruice	Perdue
Ryan Sarge	Perdue
Albert Samah	DEMA
Steve Farkas	Sharp Energy
Christie Snyder	Allen Harim
Bob Shinholt	ALOFT
Anthony Zarrello	Sun Delaware
Scott Bossert	DRBC
Kristin Deno	Trinity Logistics
Amuj Kumar	DNREC
Wayne Vogel	DHSS
James Woznicki	PEPCO

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

The minutes of the May 12, 2022, meeting was approved.

The meeting attendance list was compiled by Chairman Stevenson.

## REPORTS-

-DNREC-EPCRA- Bill Davis-

### EPCRA Reporting Program LEPC Report – July 2022

#### 1. Major Software Update – ARP/TierII Reporting System

Enhancements to allow Accidental Release Prevention (Risk Management Plan) report submission and fee payment have finished the testing phase, and are expected to be applied online soon. Users will notice new, additional options when registering for an account. Users who access only the EPCRA portions of the software should notice minimal changes after logging on.

#### 2. ARP Workshops

Virtual workshops for the upcoming software enhancement for Accidental Release Prevention (Risk Management Plan) reporting will be held later this summer. These enhancements will allow annual ARP fees to be paid and inspections reports to be submitted through the database system. DNREC will be contacting ARP facilities regarding workshop registration.

#### 3. RY2021 Reporting Status

Tier II Reports for 2021 (due March 1, 2022) are submitted through the online *Tier II Manager™* System. Note, the numbers presented below are approximate as facilities have determined their own LEPC designation, and these determinations have not been verified by each LEPC. The LEPCs can access and view the reports through the system.

**Table-1. EPCRA 312 (Tier II) Reports**

Current 7/05/2022 RY 2021	2 months ago 5/02/2022 RY2021	1 Year Ago 7/6/2021 RY2020	
2610	2608	2535	State Total
933	933	920	Sussex
530	530	517	Kent
986	986	942	New Castle
161	159	156	Wilmington

#### 4. Missing Facilities

These are facilities who have previously reported but have not submitted a 2021 Tier II. A spreadsheet of these facilities will be provided to the LEPCs for follow up. If a LEPC determines that a facility is closed or is not subject to reporting, it

will be deactivated in the database by DNREC. If, however, a LEPC confirms that a delinquent facility remains in operation, current contact information should be provided to DNREC.

**Table-2. Missing Tier II Reports / Unknown Facility Status**

Remaining 7/05/2022	Initial List 5/2/22	Change Since Last Meeting	End of 2021	
46	48	2	49	State Total
21	21	NA	12	Sussex
5	5	NA	5	Kent
14	14	NA	26	New Castle
6	8	2	6	Wilmington

**5. Recent Reports & New Facilities**

**Table-3. Changes Since Last LEPC Meeting**

302 Submittals	311 Submittals	312 Revisions	312 Updates (optional)	New Facilities <sup>1</sup>	
0	14	4	4	7	State Total
0	4	0	1	3	Sussex
0	3	3	1	2	Kent
0	6	1	2	1	New Castle
0	1	0	0	1	Wilmington

<sup>1</sup> *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

- Coordination of the Statewide HazMat Flow Study continues. Individual stakeholder interviews are in-progress. Tetra Tech has met with several stakeholders already and will be completing remaining interviews the week of July 11.
- Currently gathering reports for SERC Annual Report, please have reports in by COB July 29.
- Planning & Training Committee meets on August 18.
- Next Quarterly SERC meeting is on September 14.

### HMEP Report

- Requests for Subgrantee HMEP Quarterly Reports were sent out, thank you for being prompt in returning reports.
- On Year 3 of the HMEP Grant. Subgrantees, please work to complete Year 3 projects, if projects cannot be completed, please reach out so we can work with you on developing new projects or moving the funds to other subgrantees.
- HMEP Application for the upcoming FY 23-25 grant years was submitted, waiting to hear back from PHMSA.

### DEMA Report

- Evening REP Siren test completed on July 5, no issues occurred.
- Distribution Management Plan Tabletop Exercise held on 06/28/2022, Tetra Tech is working on the AAR. Great turnout, thank you to participants.
- Delaware State Hazard Mitigation Plan kickoff meetings scheduled for July 21 and August 11, if you received invitation emails from Phil Cane (DEMA) or Brad Bartholomew (IEM) please participate if your schedules permit.
- Sharon Bryson has been hired as DEMA's new Senior Administrator, taking over Paige Fitzgerald's previous position.
- Michael Rinehart has been hired as DEMA's new Trainer, replacing Karen Townsend. • Patty Smenkowski has retired from state service, still seeking a new hire for her Admin position.

### SCEMS-Fred Haas-

No Incidents

### DECON Trailer Updates-

No Updates

**Kent County LEPC-Brandon Olenik-**  
No Report

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

- The LEPC Meeting for New Castle County was held on July 11, 2022
- The next meeting will be on September 9, 2022.
- The 16th annual workshop will be held May 12-13, 2023.
- Plaques were given to the sponsors for the 15<sup>th</sup> Annual HazMat Workshop in 2022.

**Wilmington LEPC- Willie Patrick-**  
No Report

**Sussex County LEPC-Chip Stevenson-**

- Participated in the LEPC Handbook Committee meeting on May 16<sup>th</sup>
- Attended the SERC Planning & Training Committee meeting on May 19<sup>th</sup>
- Attended the SERC meeting on June 8<sup>th</sup>
- Attended the New Castle County LEPC meeting on July 11<sup>th</sup>
- Attended the Kent County LEPC meeting on July 12<sup>th</sup>
- Attended a meeting at Trinity Logistics in Seaford on July 12<sup>th</sup>
- Participated in the Sussex County COOP TTX on June 23<sup>rd</sup>

**PRESENTATIONS-**

None

**NEXT MEETING- Thursday, September 8, 2022, 10 A.M.-DSFS, Sussex Division, Georgetown**