

**SUSSEX COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
MEETING MINUTES
MARCH 14, 2024**

There were twenty-seven members/guests in attendance.

Charles Stevenson, IV	Sussex County LEPC
Kelly Kruger	Sussex County, EOC
Steven Phillips	DEMA
Wayne Vogel	DPH
Mark Dolan	DNREC-ARP
Nicholas Butler	DNREC-EPCRA
Bill Davis	DNREC-EPCRA
Bob Shinholt	ALOFT AeroArchitects
John Thielemann	Sharp Energy
Danielle Breitreitz	Dentsply Sirona
Mindy Anthony	DNREC
Anui Kumar	DNREC
Michael Kaupa	Mountaire Farms
Paul Becker	Perdue
Tony Susi	Red Cross
Bryan Walton	Delmarva Two Way
Milt Warren	Mountaire
Jim Atkins	Bay Health
Jim Baker	Sussex Co ARES
Howard Chezton	Sharp Energy
Glenn Marshall	SCEMS
Ed Hudson	Sharp Energy
John Greenwood	Miller Env
Trevor Cantwell	DHS
Martin Mclsaac	Beebe Hospital
Chris Mitchell	NRG
Ed Strouse	VA

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

The minutes of the January 11, 2024, meeting was approved.

Chairman Stevenson compiled the meeting attendance list.

REPORTS-

DNREC-EPCRA-Bill Davis

EPCRA Reporting Program LEPC Report – March 2024

EPCRA Reporting Virtual Workshops

DNREC hosted four training workshops between December 2023 and February 2024 for reporting facilities. The workshops covered both the regulatory background and the online reporting software, with specific emphasis on Tier II Reports due March 1st. 184 people attended throughout the workshop series, and post-event surveys indicate that they were well received. Videos of the workshops and their related presentation slides are posted on DNREC's EPCRA webpage.

RY2023 Reporting Status

Below are the Tier II Reports for 2023 (that were due March 1, 2024) that have been submitted through the online *Tier II Manager*[™] (T2M) 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. LEPC's can access and view the reports through the T2M system.

Table 1. RY2023 Submitted EPCRA 312 (Tier II) Reports

Current 3/04/2024 RY2023	1 Year Ago 3/06/2023 RY2022	Note that status of facilities may change
2633	2566	State Total
989	919	Sussex LEPC
523	521	Kent LEPC
977	983	New Castle LEPC
144	143	Wilmington LEPC

Data via T2M *Advanced Report*
LEPC designation reported by Facility.

Table 2. Active Facilities in the T2M Database

Current 3/04/2024	Facilities 302 EHS > TPQ	
2710	292	State Total
1016	61	Sussex LEPC

532	52	Kent LEPC
1003	152	New Castle LEPC
159	27	Wilmington LEPC

Data via T2M *Facilities tab*

Note that new facilities added since 1/1/24 may not have been subject to RY23 Tier II Reporting, while some facilities that reported for 2023 may have been deactivated, and there remains other facilities whose status is unknown (see Table 4). Therefore, caution is advised when comparing Table 1 vs. Table 2.

Table 3. Fee Payments

2024 Calendar Year Total Receipts	Note that a facility may have more than one invoice due to <i>revisions</i> that affect fees.
1854	Fee-Paying facilities
702 government 77 non-profits	Fee-Exempt facilities
\$473,164	Current Fees Paid

Data via T2M *Advanced Report*

Table 4. Missing Facility Status

- On March 4th, 2024, there were 108 facilities in the TierIIManager™ database that had not reported for RY 2023 (due 3/1/2024). DNREC is in contact with facilities to resolve missing/late reports, and an updated missing facility list will be provided in May's LEPC Meeting.
- On March 2nd, 2023, there were 127 facilities in the TierIIManager™ database that had not reported for RY 2022 (due 3/1/2023). DNREC was able to contact and resolve most of these missing reports. The list of 25 facilities below was forwarded to LEPC's on May 18th, 2023, so LEPC's could determine if the facilities were still operating, and if so, find new contact information. The current status of missing Tier II report is shown in the last column.

FID	Company/Facility	Locatio	LEPC	Status as of 12/13/23 for RY 2022	Status as of 03/01/24 for RY2023
505	dba Uncle Willies	Blades	Sussex	Confirmed in operation, contact info needed	No Report

561	Mills Bros	Milford	Sussex	Deactivated 5/24/23; superseded by FID3010	NA/Deactivated
101	Highs Dairy	Store #	Sussex		No Report
404	Shore Star 2238	Millsboro	Sussex		No Report
269	DEC/Bruce Henry	Georgetown	Sussex	Reported 6/13/23	Reported
135	Mil-Del Corp	Milford	Sussex		No Report
362	Royal Pigments	Seaford	Sussex	Not yet in operation; below reporting threshold	Reported
298	Save-A-Lot	Milford	Kent	Deactivated 5/19/23	NA/Deactivated
345	Fordham&Domin Brewing	Dover	Kent	suspected closed pending confirmation	NA/Deactivated
560	Mills Bros	Milford	Kent		No Report
984	South Little Cree Fuel	Dover	Kent		No Report
274	Shops of Mt. Plea	Middletown	New Cas	Deactivated 9/21/23	NA/Deactivated
218	Save-A-Lot	Claymont	New Cas	Deactivated 12/13/23	NA/Deactivated
235	Save-A-Lot	New Ca	New Cas	New Contact provided; pending response	No Report
217	Tesla	New Ca	New Cas	New Contact established; report pending	No Report
969	MeadowWood He	New Ca	New Cas	Confirmed in operation, contact info needed	No Report
219	Goodman Distrib	Newark	New Cas	Confirmed in operation, contact info needed	No Report
639	Campbells Flight	New Ca	New Cas	Deactivated 12/13/23	NA/Deactivated
197	Newark County C	Newark	New Cas	Confirmed in operation, contact info needed	No Report
240	Barclay Bank / Dryrock	Wilmington	Wilmington	Confirmed in operation, contact info needed	No Report
240	Barclay Bank / Juniper	Wilmington	Wilmington	Confirmed in operation, contact info needed	No Report
236	Save-A-Lot	Wilmington	Wilmington	Deactivated 9/12/23	NA/Deactivated
218	Save-A-Lot	Wilmington	Wilmington	Deactivated 9/12/23	NA/Deactivated
654	Chiquita	Wilmington	Wilmington	Confirmed in operation, contact info needed	No Report
949	Edgemoor Mater	Wilmington	Wilmington	Confirmed in operation, contact info needed	No Report

This list does not include government facilities or those facilities with known contacts, which DNREC continues to pursue.
A blank status indicates it is unresolved and remains missing.

-DEMA UPDATES- Steven Phillips

DEMA Report for LEPC Meeting-March 2024

SERC Report

- At the February 15 Planning and Training Committee meeting there was a discussion regarding the Pipeline Emergency Responders Initiative (PERI). PHMSA's mission for PERI is to advance the abilities of emergency responders to manage pipeline emergencies through improved training, cooperation, and communication. There are likely to be ongoing discussions related to pipeline preparedness going forward.
- The Finance and Budget Committee is scheduled to meet on March 11 to review FY25 SERC budget applications and review a funding request for hazmat equipment storage fees.
- The next Planning and Training Committee meeting is on May 16.
- The next SERC meeting is on March 13. The following SERC meeting is June 12.

HMEP Report

- Currently in Year 2 of the HMEP three-year grant period. \$179,752.00 Total Grant Amount for Year 2. For Year 2 we have spent \$5,550.
- For Year 1, there was \$36,315.55 left unspent. \$10,100 of that was transferred to NCC LEPC for Year 2 projects. \$2,100 has been transferred to DEMA for Year 2 management costs. \$16,050 has been transferred to DSFS for a Year 2 project.
- The Year 3 HMEP Grant allocations were approved by the Planning and Training Committee. These allocations will be reviewed at the March 13 SERC meeting for approval. Continuing application due to PHMSA by April 1.
- Second Quarter reports will be requested from HMEP Subgrantees on April 1 with a return date of April 15.

DEMA Report

- Tony Lee has retired from DEMA. Christine Beste is the new Principal Planner overseeing the Terrorism Preparedness and REP Planning Sections.
- DEMA hosted the FEMA RIII State Directors Meeting on March 6 and 7.
- Supported the Kent County EOC Exercise on March 7.
- Attended the State Operations and Logistics Symposium at FEMA RIII on February 21 and 22

SCEMS-Glen Marshall-

Two incidents with the Tech Rescue Team.

DECON Trailer Updates-

No Updates

Kent County LEPC-Brandon Olenik-

LEPC Meeting will be held on March 19, 2024, for Kent County.

New Castle County LEPC-Dave Irwin-

LEPC Meeting was held on March 11, 2024.

Wilmington LEPC- Willie Patrick-

No Report

Mark Dolan-DNREC

No report

Wayne Vogel-DPH-

DPH Briefing LEPC Meeting – March 2024

Recent Projects

- Updates to the DPH and DHSS Mass Care Plan. Update of Mass Care plan to include reception center, Functional Assessment Service Team (FAST), diversion kits, and triage nurse.
- Shelter Hazardous Materials/Radiological Policy Prevent anyone who is contaminated from coming into the community shelter.

Upcoming Plans and Projects

- Medical Response and Surge (MRSE) Functional Exercise – April 4, 2024
- Community Organizations Preparedness Engagement (COPE) – May 8/9, and 16, 2024
- Family Assistance Center Full Scale Exercise Frankford Volunteer Fire Department – April 18, 2024
- Support FEMA graded Hostile Action Base Radiological Emergency Plan (REP) drill – May 21, 2024
- FBI/CDC Criminal-Epidemiologic Investigations Workshop – August 13-14, 2024, New Castle.

Red Cross-Tony Susi-

The local Red Cross chapter has been busy with a lot of responses.

Delmarva Power-Jim Smith –

No report

Sussex County LEPC-Chip Stevenson-

- Attended the New Castle County LEPC meeting on March 11th.
- Attended the SERC quarterly meeting on March 13th.
- Attended virtually the Sector Delaware Bay Area Committee meeting on January 17th.
- Attended the Delaware EPCRA Workshop on January 10th.
- Participated in the DEMA/Sussex County April Tornado After Action Report on January 19th
- Participated in the DEMA training on the upgraded WebEOC program on January 24th.
- Provided the Sussex County LEPC FY2025 Budget request packet to the SERC Budget committee.
- Provided the yearly Tier II sign in access link to all Sussex County Fire Chiefs.

-PRESENTATIONS-

Delmarva Two-Way President Milt Warren, host of the March 14, 2024, Sussex County LEPC meeting, provided a short presentation about the history and development of the company, as well as referring to future technological equipment updates.

NEXT MEETING- Thursday May 9, 2024, 10 A.M.-Sussex County Emergency Operations Center, 21911 Rudder Lane, Georgetown, DE.