



Local Emergency Planning Committee
of New Castle County
c/o Office of Emergency Management
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David Irwin, Chairman
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**Meeting Minutes
July 9, 2007**

Host: DNREC

Location: 391 Lukens Drive, New Castle, DE

The regular meeting of the NCCLEPC was held on the above noted date and place. Chairman Irwin thanked DNREC for hosting the meeting and their support of the LEPC. At Chairman Irwin's request, a round of introductions was held.

Welcome Presentation:

Chairman Irwin introduced Ellen Malenfant, DNREC's Environmental Program Manager II, who welcomed everyone to the site. She explained to the members that the Site Investigation & Restoration Branch, which handles the Superfund Program, and Tank Management Branch are housed at this location.

Committee Reports:

Finance: Bill McCracken reported that the LEPC received funding from SERC in the amount of \$111,249 for FY08 Hazardous Materials Response Planning under the grant which funds the LEPC of New Castle County. The current carryover amount is \$3,724. The final year-end process will be completed on July 20, at which time the exact carryover figure will be added to the FY08 funds.

Training: Mark Dolan reported that NCCIHMR is taking a training hiatus until Fall. The subcommittee is working on the SOP's for the team. He also expressed his appreciation to Bruce Galloway and Sam Palermo for their assistance with the SOP project.

Transportation: Al Stein was not in attendance; therefore, no report was submitted.

Staff Report: Jim Kenney presented the attached staff report.

Old Business:

Haz-Mat Conference: Bill McCracken reported the conference will be held on April 4 & 5, 2008, dates have been changed due to a conflict with the FDIC conference. The committee conducted several conference calls to continue to finalize logistics. LEPC staff met with the DuPont Edgemoor Hay Road facility representative, and confirmed use of a portion of a warehouse, grassy area, and a parking area for the training. The confirmed location for the conference is the Brandywine Hundred Fire Company. A conference committee meeting will be held on August 22, at 1 p.m., at the Kent County Public Safety Building. Conference participants will include DEMA, DNREC, NCCIHMR, DECON, Paramedics, Fire, Industry, HazMat Teams, and National Guard Civil Support Team. The objective is to help create cohesive units that work together in response to a Haz-Mat incident. Chief Buzz Melton and his team are the Emergency Management Consultants that will conduct the training

and exercises. A banquet will be held on Friday evening, and the training will be conducted on Saturday.

SERC Meeting: Bill McCracken reported that the LEPC budget was approved by the SERC. He also reported that DNREC provided its first quarter response handout to the attendees. At this meeting, Mr. McCracken stated that Joe Leonetti gave an excellent presentation on the NCCIHMRRA. Chairman Irwin explained that Mr. Leonetti was one of the founding fathers of the NCCIHMRRA, and he asked him to modify his presentation for this meeting. Mr. Leonetti also gave an excellent presentation at the June Haz-Mat Conference in Maryland. In addition, Ellen Malenfant of DNREC sent Mr. Leonetti a thank you letter for his attendance at the Regional Response Team Region III meeting on May 24, 2007.

New Business:

Jim Kenney advised that he received a notification and final financial summary concerning the EPA 2006 Conference from Katrina Harris. As a result, the remaining funds will be distributed to the LEPC's who participated on the Host Committee. New Castle County LEPC will receive a check in the amount of \$3,200, which will be used by the LEPC as necessary.

DNREC Overview: Chairman Irwin introduced James Werner, Director of DNREC's Air and Waste Management Division. Mr. Werner is an Engineer with many years of experience who, prior to working in Delaware, served in Missouri and Washington, DC. He presented a slide presentation which provided a summary of the operating units within DNREC including the Office of the Secretary, Division of Air and Waste Management, Division of Water Resources, Division of Soil and Water Conservation, Division of Fish and Wildlife, and Division of Parks and Recreation. Their newest program is the Scrap Tire Control and Cleanup, and future programs include Energy Efficiency and Regional Greenhouse Gas Initiative (RGGI). Chairman Irwin thanked Mr. Werner for his time and the very informative presentation.

DNREC Emergency Response: Chairman Irwin introduced Ellen Malenfant, DNREC's Environmental Program Manager II. Ms. Malenfant presented a slide presentation of the Emergency Prevention and Response Branch, which was formed January, 2005. Emergency Prevention and Response Branch is composed of three groups: Accidental Release Prevention, Emergency Planning & Community Right-to-Know, and Emergency Response. The responsibilities of this branch include: statewide hazardous materials response, and planning with partners from federal to local levels. The Enforcement Section assists the Emergency Prevention and Response Branch in responding to environmental emergencies. Officers are available 24 hours per day to investigate complaints, and the toll free number is 800-662-8802. In 2006, the majority of the branch's responses occurred in New Castle County. Future challenges are planning, updating, and coordinating emergency response plans; maintaining operational readiness; coordinating resources; and providing training to other agencies. Questions from the members followed the presentation. Chairman Irwin thanked Ms. Malenfant for this overview and information.

Community Input: None.

No further business, the meeting adjourned at 4:05 p.m.

NOTICE OF NEXT MEETING

*****NOTE CHANGE IN MEETING LOCATION FROM ORIGINAL SCHEDULE*****

Host: DuPont Stine-Haskell Research Center, Newark, DE

Date and time: September 10, 2007, at 2:30 p.m.

Directions will be sent with agenda.

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LEPCminutes07/09/07meeting

**NCCLEPC
Staff Report
July 9, 2007**

- 1. Participated in the SERC Planning and Training meeting on May 23, 2007.**
- 2. Participated in the NCCIHMRA Training Committee meeting which was held to revise the Standard Operating Procedures for the team.**
- 3. Attended the Community Advisory Panel at the DuPont Edgemoor Plant on June 20, 2007.**
- 4. Attended the SERC meeting which was held on June 13, 2007.**
- 5. Completed a site survey of the facility where the 2008 Haz-Mat Conference will be held. The conference will be held at the DuPont Edgemoor site. Held a planning meeting with the Edgemoor representative.**
- 6. Presented a Shelter-In-Place training session to a Citizens Emergency Response Team (CERT) class in Newark on June 15, 2007.**
- 7. The LEPC Chair and a staff member attended an all-day meeting sponsored by the Department of Homeland Security. This meeting's focus was the Chemical Comprehensive Review Process. The LEPC submitted requested information concerning the Haz-Mat Plan.**
- 8. Completed five on-site assessments of site Emergency Response Plans. The companies audited were:**
 - ✓ Cermet**
 - ✓ F P International**
 - ✓ EAR Specialty Chemicals**
 - ✓ DuPont Experimental Station**
 - ✓ Burris Refrigeration**

It is noted that management of personnel change is a major challenge.