

Meeting Minutes January 15, 2015

The 8th Annual Hazmat Workshop Planning Committee meeting #5

Host:Mill Creek Fire Company – 3808 Kirkwood Highway Marshallton, DE 19808 in the meeting room.

Welcome: Co-Chairman Irwin called the meeting order at 2:36pm and thanked everyone for participating and their continued support. A quorum was present. The Bridge-line was made available for those unable to travel to the above location.

Attendees:

Dave Anderson LEPC for NCC/NCCIHMRA

Jamie Bethard DNREC

Jerry Brennan Delaware State Fire School (bridge-line)

Ken Cenci DNREC

Avery Dalton DEMA

Mark Dolan DNREC/NCCIHMRA

Becky Keyser DNREC

Dave Irwin LEPC for NCC/Co-Chairman

Dave Mick Kent LEPC (bridge-line)

Jake Morente LEPC for NCC

Beth Neuman Arlon

Dave Scott NCC OEM (bridge-line)

Chip Stevenson Sussex LEPC (bridge-line)

Introductions:At Co-Chairman Irwin’s request,introductions were conducted.

Agenda Approval: Motion to approve agenda as submitted by Jamie Bethard, seconded by Mark Dolan. Motion was unanimously approved.

Previous Meeting Minutes Approval**:** Minutes from the December 9, 2014 were approved without changes. Motion to approve by Mark Dolan, seconded by Jerry Brennan. Motion was unanimously approved

Funding Opportunities Update**:** Previously, the Mill Creek Fire Company, a 501c3 non-profit corporation, agreed to partner with the State Hazmat Training Workshop

Mark Dolan reported that Mill Creek Fire Company has discussed the partnership with their CPA and attorney. Both have endorsed the partnership. The CPA required for auditing purposes a dedicated checking account to be established for the Workshop. He reported that the checking account set up for the workshop. Approximately 40 letters/emails will be going out to industry and businesses requesting participation/sponsorship sometime over the next few days.

Co-Chairman Irwin again thanked the Mill Creek Fire Company and its Board of Directors for an outstanding job assisting with the workshop.

HMEP Grant Fund Status Update: Avery Dalton reported that HMEP grant funds have been awarded for the Hazmat Training Workshop; $4,000 towards contractual services (instructors, travel and hotel fees) and $1,800 for administrative expenses. Co-Chairman Irwin also noted, knowing that it will be a different type of year with new guidelines, that the LEPC for NCC had approved in its HMEP grant request $7,500 plus $3,500 for Ron Gore’s Friday, April 10th course and Friday, evenings keynote presentation and Saturday, April 11th course delivery. Mr. Gore agreed to provide all training and the keynote session for a total of $7,500.

Status of DEMA Review of Presenters Contract:Avery reported that DEMA staff has reviewed Ron Gore’s and Greg Noll’s contracts, but their waiting on Deputy Attorney General Morris to complete the review process. Co-Chairman Irwin stated he has once again asked Mr. Docimo to submit his proposal for review.

Program Status Review and Update**:** Copy of latest view of program is attached.



Friday sessions were reviewed at length.

Kevin Wilson is the contact with Norfolk Southern and DNREC hasn’t received a course description and/or instructor confirmation as of today. Avery will touch base with Kevin as soon as possible, noting that Kevin’s off tomorrow and Monday, January 19th, 2015 is a state holiday.

|  |
| --- |
|  |

A review of Saturday’s programs were discussed at length. Jerry Brennan will contact John Clausen, Bruce Galloway and Bill Kelly to verify their availability and will provide them a fire school contract. Jerry also said that the fire school has the necessary course materials and can provide the ProBoard certification testing for an additional charge of $15.00 per student. Jerry noted, that anyone can take the course, but only individuals with prior ProBoard Hazmat Awareness and Operations certifications can sit for the exam. A motion to accept changes to the Hazmat Safety Officer course into a full-day program including certification testing was made by Dave Anderson, seconded by Jamie Bethard. Motion was unanimously approved

Jerry has been in contact with Ron Detrick and he is looking forward to bring some of the refinery’s firefighting equipment to be on display. The group thought this was an exce;;ent idea and actioned Jerry to move forward with it.

A motion to accept the final 2015 Friday, April 10th and Saturday, April 11th, 2015 course program was made by Jamie Bethard, seconded by Dave Anderson. Motion was unanimously approved

Review of Action Items**:** from the December 9, 2014 meeting.

1. Friday evening’s dinner. Jerry reported that the ladies auxiliary is unable to due dumplings due to the limited kitchen space at the fire school. They recommended roast beef and shrimp along with the usual sides and salad. All agreed.
2. Jamie Bethard is working on ‘thank you’ and sponsor plaques with the Department of Corrections. Co-Chairman Irwin has reached out to Deputy Attorney General Morris to get a determination on whether we can use Secretary Schiliro’s signature on the plaques as in previous years and also have him participate in the presentation.

Status of presenter bios and training session descriptions: Becky Keyser, DNREC, has started to update the registration form and course and instructor bio’s. The committee took time to review the current course descriptions and instructor bio’s and provided comments. Becky needs a bio for John Clausen, a course description for the Hazmat Safety Officer, Norfolk Southern’s railroad incident and Bakken Oil course, and one of two other items. Becky will email Jerry the registration form so that he can review it for the fire school.

Registration launch date: Jamie and Becky believe that, with cooperation, they can have the registration and course descriptions ready to be sent out on Thursday, January 22nd – remembering that Monday, January 19th is a state holiday.

New Action Items:

1. Jerry Brennan will confirm the instructors and course materials for the Hazmat Safety Officer course.
2. Jerry will contact Ron Detrick about displaying some of DCR’s firefighting equipment during the conference.
3. Becky will email the registration and instructor bio’s to the committee for review possibly on Friday, January 16th or early next week. With help, Becky hopes their ready for distribution on/by Thursday, January 22, 2015.
4. Avery will contact Kevin Wilson regarding contact with Norfolk Southern for course descriptions and verify instructors.
5. Co-Chairman Irwin asked Avery to look into last year’s DEMA (grants) from PS&G of $1000 and TransCaer’s grant?

Any Other Business:

1. Jamie Bethard has forwarded the ‘save the date’ email flyer to counterparts on the Eastern Shore and surrounding areas.
2. The challenge coins were discussed and have been ordered – approx. $1,200 leaving an account balance of approx. $5,500. Co-Chairman Irwin said that the balance will go towards the food expense. Jerry Brennan said that we budgeted approx. $6,000 for food.
3. The canvas tote bags were discussed and Jamie Bethard will look into for pricing at DOC with our Hazmat Workshop logo ‘8th annual’ embroidered on them.
4. Co-Chairman Irwin updated Beth Neumane on the meeting when she returned.

At 4:07pm, Co-Chairman Irwin entertained a motion to adjourn: Jamie Bethard, seconded: Mark Dolan. Vote: motion passed.

Next Scheduled Meeting: is Thursday, February 12th, 2015 2:30-4pm, Mill Creek Fire Company, 3808 Kirkwood Highway Marshallton, DE 19808. The bridge line will also be available for members to call in if they are unable to travel to the facility, the number is 302-326-6060.