

The 8th Annual HazMat Workshop Planning Committee Meeting

 February 12, 2015

Meeting Minutes

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

Welcome: Co-Chairman Irwin called the meeting order at 2:33 PM and thanked everyone for participating and their continued support. The Bridge-line was made available for those unable to travel to the above location.

Participants:

Dave Anderson Community Rep. /NCCIHMRA

Jamie Bethard DNREC

Jerry Brennan Delaware State Fire School

Ken Cenci DNREC

Joe Cochran Jr NCC OEM (bridge line)

Avery Dalton DEMA

Mark Dolan DNREC/NCCIHMRA

Dave Irwin LEPC for NCC/Workshop Committee Co-Chairman

Becky Keyser DNREC

Joe Leonetti Hospital/NCCIHMRA

Krissy Kreutzer Industry/NCCIHMRA (bridge line)

Jake Morente LEPC for NCC

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

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

Previous Meeting Minutes Approval**:** Minutes from the January 15, 2015, were discussed. Jake Morente noted that Beth Neumane was not present at the meeting but participated via the bridge line. Motion to approve as amended by Mark Dolan, seconded by Jamie Bethard. Motion was unanimously approved.

Review Status of Action Items from 1/15/15 Meeting:

1. Jerry Brennan will confirm the instructors and course materials for the Hazmat Safety Officer course - COMPLETED
2. Jerry will contact Ron Dietrick about displaying some of DCR’s firefighting equipment during the conference – COMPLETED, DCR has agreed to display equipment.
3. Becky will email the registration and instructor bios 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 - COMPLETED, registration launched Wednesday February 4th. Jamie Bethard thanked Becky for a great job. Co-chairman Irwin also thanked her for an outstanding job.
4. Avery will contact Kevin Wilson regarding contact with Norfolk Southern for course descriptions and verify instructors - COMPLETED
5. Co-Chairman Irwin asked Avery to look into last year’s DEMA (grants) from PSE&G of $1000 and TRANSCAER’s $1,000 grant- IN PROGRESS
6. The canvas tote bags were discussed and Jamie Bethard will look into pricing for the bag and embroidering at DCI (Delaware Correctional Industries) with our Hazmat Workshop logo ‘8th annual’ embroidered on them – IN PROGRESS
7. Co-Chairman Irwin to reach out to Deputy Attorney General (DAG) 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 - COMPLETED, Secretary Schiliro as the SERC Chair can continue to sign and present the plaques.

Sponsor/Exhibitor Fund Raising Update**:**

Mark Dolan reported that Mill Creek Fire Company has sent 35 sponsor/exhibitor request letters and registration forms. Additional requests are scheduled to be sent to companies, vendors and hospitals. Mill Creek is requesting a response by no later than March 21st.

 Action:

1. Mill Creek to send out additional requests.
2. Mark Dolan to send copy of Mill Creek letter to committee members

Exhibitor Registration/Requirements:

Co-chairman discussed the need to identify a responsible party to track and assign exhibitor participation and space requirements. Jamie Bethard volunteered Donna Donovan to perform this task. Mark Dolan stated that Mill Creek will forward the information to Donna once they receive it. .

Presenters’ Contract Update:

Avery Dalton reported that signed contracts have been received from G. Noll and R. Gore. DEMA is requesting that we get F. Docimo’s as soon as possible. He also informed the group that we will be required to have all presenters that are not under a Fire School contract to sign a contract even though there are no speaking fees or travel expenses associated with their participation. After discussion by the group as to the difference between a free presenter and a Workshop attendee and a concern about the presenter being intimidated by the requirement to sign a lengthy document Co-chairman Irwin asked if the contract could be reduced in length and detail from the one used for Noll and Gore to perhaps a one page document.

Actions:

1. Co-chairman Irwin to contact Frank Docimo
2. Avery agreed to discuss the possibility of shortening the contract for totally free presenters with appropriate individuals.

Identification of Session Facilitators**:**

Facilitators are identified in the attached program.

Workshop Promotional Items Update: All orders to be received by March 15th.

1. Challenge Coins – 300 2” coins have been approved at the January meeting. Mark Dolan showed a challenge coin with epoxy coating on painted side, coating would cost an additional $0.30/coin which would add $90 to the cost for a total $1,284. After discussion a motion was made by Joe Leonetti to epoxy coat the coins, seconded by Jerry Brennan. Motion was unanimously approved. Jerry Brennan reminded the group that we ordered 350 coins for the 2014 event and that we have approximately 10 remaining. After discussion Joe Leonetti made a motion to increase the order by 50 epoxy coated coins, motion seconded by Dave Anderson. Motion was unanimously approved. Total cost for 350 epoxy coated coins will be $1,498.
2. Sponsor Plaques – Jamie Bethard working with DCI to identify style, size and pricing. Co-chairman Irwin to provide example of 2014 plaque to Jamie.
3. Lanyards and Note Pads – Year-on-year type and style does not change. Jerry Brennan will check inventory from previous years to determine if we have sufficient amount or will need to order more.
4. Pens – Donna Donovan will work with the Division for the Blind to get the cost of 350 camouflage pens by next meeting.

Registration Status:

Jerry Brennan reported that the registration process is working well. Approximately 15 have already been received.

Any Other Business:

1. Banner - Jamie Bethard stated that Donna Donovan will once again manage getting the banner.
2. Cake - Jamie Bethard stated that Donna Donovan will once again manage getting the cake.
3. Event Photographer – Meghan Brennan has once again offered to be the photographer.
4. Speaker Gifts - The group agreed to give all presenters, in addition to the items attendees are given, a DSFS coffee mug and T-shirt.

Meeting adjourned at 4:10 PM, by motion from Jamie Bethard, seconded by Jerry Brennan Unanimously approved.

Next Scheduled Meeting: is Wednesday, March 4, 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.

Respectfully submitted: D. Irwin