**Training and Exercise Subcommittee Meeting Minutes**

**September 2, 2015**

**Delaware Fire School**

On September 2, 2015, the Training and Exercise Subcommittee meeting was held at the Delaware State Fire School in Dover with representatives from the Training and Exercise Subcommittee and the Delaware Emergency Management Agency (DEMA).

Attendees:

Robert Newnam, DE State Fire School, Chairman

A.J Schall, Director, DEMA

Tom Nesbella, DEMA

Anita Broadnax, DEMA

Dwayne Day, DE Department of Transportation

Betty Decker, PHPS

Mike Fields, DE National Guard

Matthew Higgins, DNREC

Claudette Martin-Wus, Department of Technology and Information

Arnold Maas, DEMA

Marny McLee, Citizens Corp, DEMA

Allen Metheny, DE Volunteer Firefighters Association

Lisa Tanielian, Dept of Ag

Harvey Velott, DE State Police, DE Information and Analysis Center

The meeting was called to order at 8:31 a.m. by Chairman Robert Newnam who welcomed everyone and introductions were made.

Chairmen Newnam introduced and welcomed DEMA’s new Director A. J. Schall. Chairman Newnam explained that the Training and Exercise Subcommittee meets once a month at the Delaware Fire School to discuss funding and allocations to multiple municipalities in the state for trainings and exercises. The training and exercise subcommittee reports directly to the working group to keep track of funding and allocations.

A quorum of members is present and we will go on with the business session.

A motion was carried for the minutes of the August 5, 2015 meeting to be approved. (Motion by Harvey Velott, Second by Allen Metheny)

**Exercise Programs** – Tom Nesbella reports:

* DDA, WS, 6 Aug 2015
* Wilmington, TTX, 11 Aug 2015
* NCC, TTX, 25 Aug 2015
* DDA, TTX, 27 Aug 2015
* DEMA, FE, 15-17 Sept 2015
* Kent, TTX 29 Sept 2015
* DTI, WS, 29 Sept 2015
* DEMA, FSE, 27 Oct 2015
* DTI, FE, 27 Oct 2015

Other Delaware exercises – Tom Nesbella reports:

* AI DuPont Hospital for Children, community Decon exercise
* Christiana Care 4 small scale pediatric drill and system wide IT outage in Sept 15
* Bayhealth, Ebola exercise
* State-wide TTX’s for school shooting/shelter-in-place, ongoing this year
* Beebe: HazMAT Sept 15 & TTX with the prison late 2015
* VA, TTX active shooter Sept and FE in Nov 15
* St. Francis, rail accident Oct 15, Ebola Nov 15 and exercise pediatric MCI plan
* Public Health Symposium is Oct 21, 2015

If you know of any other drills or exercises, please send them to Tom Nesbella.

**Training Programs** – Tom Nesbella reports:

* MGT 417 Crisis Management for School-Based Incidents, Key Decision Makers, 9-10 June awaiting announcement, 25 attended
* MGT-318 PIO, 24-25 June, 21 attended
* AWR-151 Understanding the Dangers of Agro-terrorism, 4 Aug, 35 attended
* AWR-152 Principles for Agro-Terrorism & Food System Disasters, 5 Aug, 35 attended
* AWR 148 Crisis Management for School-Based Incidents, 20 Aug, 27 attended
* AWR-155 Principles of Frontline Response to Agro- Terrorism & Food System Disasters, 13 Oct, 5 enrolled
* AWR-156 Principles of Planning and Implementing Recovery, 14 Oct, 5 enrolled
* AWR-209 Dealing with the Media, 22 Sept, awaiting announcement

In-residence courses;

* Center for Domestic Preparedness (CDP), 2
* New Mexico Tech (NMT), 0
* Counter Terrorism Operations Support (CTOS), 0

**After Action Report Improvement Plan**

* None

**Financial Statements**

* FY14 statement reviewed

**Old Business**

The T&EPW is scheduled for October 8 at the Delaware State Fire School starting at 9:00 a.m. The T&E subcommittee has been moved from October 7, 2015 to October 8, 2015 starting at 8:30 a.m.

**New Business**

Any expenses over $25,000 GSS will need to approve the amount before the T&E subcommittee approves the funding, reviewed

State-Wide School exercise series project for the OSEC was discussed and tabled. Chairman Newnam is requesting that Wendy Hudson or a representative from the OSEC office attend the November meeting, to present their ideas on the State-wide exercise template series. Arnold Mass will be getting in touch via e-mail to coordinate her attendance with the November meeting.

**Request for training**

Claudette Martin-Wus is requesting cyber security training for state and local personnel for five days. There will be a 6 hour exam after the course. The money spent will go towards course material and registration. This will be $35,916. APPROVED (Motioned by Allen Metheny, Second by Harvey Velott)

Harvey Velott is requesting for six members of the DSP Scuba unit to go to New York for swift water dive training. The training is from September 20 to September 25.This will be $2,808 training. APPROVED (Motioned by Dwayne Day, Second by Allen Metheny)

Harvey Velott is requesting for three DIAC analysts to attend the National Fusion Center Association Training in Alexandria, VA. This will be $3,426 training. APPROVED (Motion by Dwayne Day, Second by Allen Metheny)

NIMS – Nothing to report

**CERT/Citizen Corps – Marny McLee reports**:

The month of September is the busiest month for Citizen Corps due to it being National Preparedness Month. There are four upcoming emergency preparedness activities starting tomorrow, September 3, 2015 with the Modern Maturity Center in Dover. The activities at the Modern Maturity Center are geared toward helping the elderly and disabled be able to “Make a Plan & a Kit.” Then Citizen Corps will have a table at the Air Force Base that will help people become prepared for any natural disasters. On September 19, 2015 Citizen Corps is having their 11th annual Family Emergency Preparedness Day at the Delaware Agriculture Museum and Village in Dover, DE. There will be numerous exhibits, interactive demonstrations, and a scavenger hunt for the children. The festivities will be from 10 a.m.-2 p.m. Last, on September 30, 2015 C.E.R.T will be holding a course for the city of New Castle. This will be the C.E.R.T’s 6th time teaching a course for the city of New Castle. They have enjoyed the learning experience with C.E.R.T, so we are pleased to be returning.

**Committee Member Comments**

Chairman Newnam would like to reiterate that our next training and exercise subcommittee meeting will be moved to the morning of October 8, 2015 from 8:30 a.m. - 9:00 p.m. Promptly after the training and exercise subcommittee meeting there will be the annual T&EPW at the Fire School. The T&EPW will be from 9:00 a.m. – 3:00 p.m. The Chairman also emphasized that all disciplines need to develop a plan to spend their FY14 allocated funds.

Next meeting is October 8, 2015.

Meeting adjourned at 9:35 a.m.

Respectfully Submitted,

Anita Broadnax