**Training and Exercise Subcommittee Meeting Minutes**

**November 4, 2015**

**Delaware Fire School**

On November 4, 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

Anita Broadnax, DEMA

Dwayne Day, DE Department of Transportation

Betty Decker, PHPS

Paige Fitzgerald, DEMA

Matthew Higgins, DNREC

Claudette Martin-Wus, Department of Technology and Information

Marny McLee, DEMA

Allen Metheny, DE Volunteer Firefighters Association

David Mick, Kent County

John Morris, DEMA

Bob Pflaumer, DEMA

Suzanne Raab-Long, DE HC Assoc.

A.J. Schall, DEMA

Lisa Tanielian, Dept of Ag

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

The meeting was called to order at 8:30 a.m. by Chairman Robert Newnam who welcomed everyone and introductions were made.

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

A motion was carried for the minutes of the October 8, 2015 meeting to be approved. (Motion by Harvey Velott, Second by Allen Metheny)

**Exercise Programs** – Paige Fitzgerald reported on the following exercises:

* DEMA, FSE, 27 Oct 2015
* DTI, FE, 27 Oct 2015
* Kent, TTX, 2 Nov 2015
* DE, WS, 9 Nov 2015
* NCC, WS, TBD

Other Delaware exercises – Paige Fitzgerald reports:

* AI DuPont Hospital for Children, community Decon exercise
* Dover PD, FSE 28 Oct
* Public Health, No Notice Ebola Drill, 3 Nov 15
	+ The drill was thoroughly ran with Bayhealth and well attended. The crisis situation was a doctor came back from overseas with Ebola and needed to be detained.
* DDA, FE, 19 Nov 15
* Bayhealth, Ebola exercise
* State-wide TTX’s for school shooting/shelter-in-place, ongoing this year
* 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
* DTCC, Stanton, TTX 10 Nov 2015

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

**Training Programs** – John Morris reported on the following training sessions:

* AWR-160 WMD Awareness Level Training, 15 Oct, 12 attended
* PER-320 Personal Protective Measures for Biological Events, 20 Oct, 38 attended
* PER-230 IRTB & PER-231 PRSBI, 22 Oct, 25 attended

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 & FY15 statements reviewed

**Old Business**

* Any expenses over $25,000 GSS will need to approve the amount before the T&E subcommittee approves the funding, reviewed.
* Chairman Newnam thanked everyone who came and participated in the T&EPW that was held October 8 directly after the T&E Subcommittee Meeting that morning. He would like to suggest that we all look at how we can get more agencies and jurisdictions throughout the state to come and participate at the T&EPW next year.

**New Business**

* Chairman Newnam suggested that the Capital Police representative for school safety programs be removed from upcoming agendas due to three no-shows.
* Paige Fitzgerald briefed that the Olson Group is working on the Training & Exercise Planning Workshop, After Action Report. Once completed, it will be distributed to the municipalities.
* Harvey Velott reported that Law Enforcement will be requesting to move FY14 exercise funds to FY14 training funds at the next meeting and wants to ensure it will be on the agenda.

**Request for training**

Harvey Velott is requesting for two DIAC analysts to attend initial analyst training at FLETC training facility in Glynco, GA. This training will be $14,804.80. APPROVED (Motioned by Allen Metheny, Second by Matthew Higgins)

Harvey Velott is requesting for the Delaware State Police host the Northeast Region Intelligence Group Meeting. This training will be $14,710.65. APPROVED (Motioned by Allen Metheny, Second by Matthew Higgins)

Harvey Velott is requesting for officers to have lodging during the Northeast Region Intelligence group Meeting. This training will be $1,104.00. DSP is required to receive approval from OMB that this is an authorized expense. APPROVED (Motioned by Allen Metheny, Second by Matthew Higgins)

David Mick is requesting for 3 Emergency Medical Services workers to attend the Counter Narcotic and Terrorism operational Medical Support training for one week in West Palm Beach, FL. This training will be $2,950.25. APPROVED (Motioned by Harvey Velott, Second by Claudette Martin-Wus)

Matthew Higgins is requesting for two individuals to attend the combined meth lab response training course in Slidell, LA.This training will be $5,293.00. APPROVED (Motioned by Allen Metheny, Second by David Mick)

Claudette Martin-Wus is requesting for one Continuity Coordinator to attend an online COOP course Masters Business Continuity Professional to increase their knowledge of International Standards for Disaster Recovery and Business Continuity. This will lead towards development of more detailed COOP and better promote COOP in Delaware. This training will be $1,695.00. APPROVED (Motioned by Harvey Velott, Second by Dwayne Day)

Claudette Martin-Wus is requesting and was approved to move some of her exercise funds to her training funds. The amount approved is $6,090.42. APPROVED (Motioned by Harvey Velott, Second by Dwayne Day)

**NIMS** – John Morris has completed the NIMS meetings statewide with all NIMS reporting jurisdictions and state agencies. The NIMS survey portion of the State Preparedness Report has been completed. There are no IMT reports at this time.

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

* September and October has been a very busy time for the Citizen Corps/CERT programs. The Family Emergency Preparedness Day Event in September went very well, approximately 1,200 people attended. Citizens has partnered twice in October with the Governors Faith-Based Counsel, the DSP/DIAC, and ATAC in giving preparedness presentations. On December 11-12 the state CERT team will teach the last class of the year at the Del-Tech Terry Campus in Dover, DE. If anyone is interested in a slot please contact Marny at (302) 659-2243.

**Committee Member Comments**

* Dwayne Day mentions that Secretary Schiliro has retired as of Monday November 2.
* Dwayne Day is going to start research and development in a statewide Drone program.

Next meeting is December 2, 2015.

Meeting adjourned at 9:15 a.m.

Respectfully Submitted,

Anita Broadnax