The 8th Annual HazMat Workshop Planning Committee Meeting

 March 4, 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 2:32 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:

Jamie Bethard DNREC

Ken Cenci DNREC

Avery Dalton DEMA (bridge line)

Mark Dolan DNREC/NCCIHMRA

Donna Donovan DNREC

David Irwin LEPC for NCC/Workshop Committee Co-Chairman

Rebecca Keyser DNREC

Ellen Malenfant DNREC - Retired (bridge line)

David Mick Kent County (bridge line)

Jake Morente LEPC for NCC

Charles Stevenson Sussex County (bridge line)

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

Agenda Approval: Motion to approve agenda by Jake Morente, seconded by Mark Dolan. Motion was unanimously approved.

Previous Meeting Minutes Approval**:** Minutes from the February 12, 2015, were discussed. Motion to approve as submitted made by Jamie Bethard, seconded by Mark Dolan. Motion was unanimously approved.

Review Status of Action Items from 2/12/15 Meeting:

1. Co-Chairman Irwin asked Avery to look into last year’s DEMA (grants) from PSE&G of $1000 and TRANSCAER’s $1,000 grant- Avery Dalton forwarded PSE&G and David Irwin forwarded 2014 TRANSCAER information to Mill Creek contact Mark Dolan. Mark has turned information over to Mill Creek personnel.
2. Mill Creek to send out additional sponsor/exhibitor requests – Mark Dolan reported that a total of 57 requests for 46 companies and organizations have been sent out as of 3/4. Several of the companies have requests mailed to more than one representative.
3. Mark Dolan to send copy of Mill Creek letter to committee members – IN PROGRESS
4. Co-chairman Irwin to contact Frank Docimo - IN PROGRESS
5. Avery agreed to discuss the possibility of shortening the contract for totally free presenters with appropriate individuals Determination made that contracts cannot be shortened. Co-chairman Irwin sent contracts to all “free presenters” requesting they be signed by COB March 4th.

Sponsor/Exhibitor Participation Status**:**

Mark Dolan reported that Mill Creek Fire Company has received commitments from multiple companies. Checks have not been sent yet do the companies needing to obtain copies of Mill Creek’s W-9 form and getting them into their system as an approved vendor. Expectation is that Mill Creek will start to receive checks in the very near future.

Securing Sponsor camera ready logos;

Donna Donovan reported that all previous sponsor logos are on file. She will work with Mill Creek personnel to obtain logos of new sponsors in time for banner order deadline of March 25th.

 Exhibitor Requirements:

The group discussed once again having both areas available inside for exhibitors with access to the outside for static displays. Donna Donovan will work with Mill Creek personnel to obtain Exhibitor display requirements from their registration forms.

AV requirements:

Jerry Brennan has stated that each classroom at the Fire School is now Wi-Fi equipped and no presenter should experience any problems. No request for special equipment has been received from any of the presenters.

31st CST Participation:

At the SERC February 19th Planning & Training meeting Colonial Wingate offered to have the 31st CST do a static display of their equipment on Saturday, 4/11. After discussion Mark Dolan made a motion to have the 31st CST participate. The motion was 2nd by Rebecca Keyser. Motion was unanimously approved. Co-chairman Irwin will contact Col. Wingate

Presenters’ contract update**:**

Still need to receive contracts from several presenters. DEMA has determined that contracts are also needed from co-presenters. Co-chairman Irwin will continue to work with appropriate personnel to obtain contracts from all presenters not covered by Fire School contracts.

Agree Workshop Promotional Items:

1. Jamie Bethard brought a sample of the recommended bag and pricing information. The group agreed on the sample bag, black in color and embroidered with the 8th Annual Workshop logo for a price of $16.45/bag. Since DCI has the logo from the 2014 event there will be no set up charge, since they only need to change the 7 to an 8. After discussion the group agreed that if funds are available as of 3/21 we will order 350 bags from DCI for a total price of $5,757.50. DNREC will place the order with DCI and the invoice will be made out to “Hazardous Materials Training Workshop” c/o Mill Creek Fire Company. Motion to accept agreed recommendation, contingent ordering, payment process and authorizing Mill Creek to pay invoice once received was made by Jamie Bethard, seconded by Jake Morente. Motion was unanimously approved.
2. Pads – Jerry Brennan reported that we have 149 orange and 136 white pads from the 2013 and 2014 events. After discussion the group agreed to not purchase any additional pads but will distribute the current inventory during the Friday and Saturday registration process.
3. Lanyards – Group discussed the importance of having a good quality lanyard that advertises the event. Discussed the possibility of having a sponsor or exhibitor donate a committee approved lanyard. Donna Donovan agreed to identify a high quality colored lanyard with a break-away safety snap. Mark Dolan volunteered to work with Mill Creek personnel to reach out to several sponsors/vendors to determine if there’s any interest. Motion was made by Jamie Bethard and 2nd by Ken Cenci to authorize Mark to move forward with Mill Creek. Motion was unanimously approved. Group also discussed that in the event a donation for the lanyards does not materialize that Mill Creek be authorized to spend up to $1,200 on lanyards. Motion, that if needed, to authorize Mill Creek to spend up to $1,200 for lanyards made by Jake Morente and 2nd by Ken Cenci. Motion was unanimously approved.
4. Pens – The group agreed that the durability of the special item pens provided to attendees for note taking over the last two years needs to be improved. The group agreed for this year to try a plain reliable standard pen available through an office supply vendor. Avery Dalton agreed to obtain cost options for 350 pens from several pen manufacturers.

Agree Sponsor Plaque wording and design:

Rebecca Keyser has done an excellent job in revising the wording from last year’s Sponsor’s plaque. Redundancy has been eliminated and key points reworked to stand alone and be centered. She also inserted the NFPA diamond as a watermark. Jamie Bethard stated that DCI has quoted a price of $20/plaque. Jamie Bethard made a motion to accept the new design, accept the DCI price of $20/plaque and authorize Mill Creek to pay the invoice (based on the number of sponsors and one keynote speaker) once it is received, 2nd by Mark Dolan. Motion was unanimously approved. Donna Donovan will work with Mark Dolan and the Mill Creek Fire Company to compile information, submit plaque proofs to the committee for review & approval and order from DCI by COB 3/25.

Items to consider for 2016:

1. Plaque data program is not user friendly. It was suggested that we either identify someone within the state who is an expert on the existing program to make the changes or we identify a new program to use.
2. Current sponsorship level is a four plus tiered system with Platinum Plus being the highest. It was suggested that we consider eliminating the Platinum Plus level and introduce a Titanium level as the highest which would give us a five tiered system.
3. DCI has the ability to make the plaque background any color. It was suggested that we consider doing the background to correspond to the level of sponsorship.

Banner:

Donna Donovan will work with Mark Dolan and the Mill Creek Fire Company to compile sponsor information, submit logo size and placement based on level of sponsorship to committee for review & approval and order banner by COB 3/25.

Registration Status:

Jerry Brennan reported that as of March 4th, 60 individuals have registered for Friday’s training sessions, 34 have registered for Friday’s Team Building dinner and 69 have registered for Saturday’s training sessions.

Resources needed to stuff bags and handle registration process Friday and Saturday:

Jerry Brennan, Ellen Malenfant, David Irwin and Jamie Bethard will arrange volunteers for all tasks.

The group agreed to request permission from the Fire School to meet on Wednesday, April 8th, at 10:00 AM to assemble registration packets. Ellen Malenfant volunteered to coordinate with Fire School personnel and identify volunteers.

Any Other Business:

1. Name tag holders, name tag template and name tag card stock – Mark Dolan agreed to contact Libby at Fire School to get details about 2014 process. Mark will forward information to appropriate individuals regarding process and purchasing materials.
2. Dinner Program- Donna Donovan will update program as needed for this year’s event.
3. Committee recognition on Program - Space on program to list committee members is limited. Committee has grown from 14 to 22 members. Many members did not participate in any meetings. Co-chairman Irwin to send a note to Directors Crofts, Newnam and Turner requesting guidance as to list only those members who contributed to the planning of the Workshop, listing everyone or only saying thanks to the committee and list no names. .

Meeting adjourned at 4:19 PM, by motion from Mark Dolan, seconded by Jamie Bethard. Unanimously approved.

No more meetings will be scheduled. Review of proofs will be done electronically.

Respectfully submitted by Co-chairman David Irwin, March 5, 2015