**8th Annual State of Delaware Hazardous Materials Training Workshop – Hot Wash Meeting**

**Tuesday, April 28th, 3:30 pm – 5:00 pm, Mill Creek Fire Station 21**

**Meeting Minutes**

**Participants:**

Jerry Brennan David Irwin

Ken Cenci Rebecca Keyser

Mark Dolan Joe Leonetti

Marc Evans (bridge line) Jake Morente

**Meeting Called to Order at 3:32 PM:**

**Discussion:**

1. Things that went well
	1. “Save the Dates” flyer professional appearance
	2. Mass emailing of flyer, workshop program schedule and registration packets
	3. Registration packets available on the SERC website
	4. DSFS registration process
	5. Mill Creek’s fund raising process and level of success.
	6. Conducting the giveaways assembly line at DSFS
	7. Registration location was good compared to last year
	8. Banner was amazing. Special kudos to Donna Donovan and DCI on the design of the banner!
	9. Exhibitor area was right size.
	10. Room assignments and class size were good
	11. 31st CST display.
	12. Having lunch on Friday for the speakers and the workshop staff
	13. Jerry scheduling an Instructor’s Aide for both days was fantastic!
	14. Financial support from the Sponsors and Exhibitors
2. Things that could be improved
	1. Shorten the time gap between Friday afternoon session conclusions and the start of the team building dinner meeting program or bridge it with a singular special event
	2. Emphasizing to attendees to utilize their lanyards to secure their ID Badges
	3. Classroom #4 seating arrangement in U shape with the Instructor’s back to students
	4. Getting attendees into the Exhibitors Area and the Static Display Area outdoors
	5. No printed name badges with ribbons for instructors.
	6. Majority of plaques were chipped and touched up.
	7. Some Friday speakers were not informed of the lunch provided in the Instructors Lounge and went out to eat
	8. On every session evaluation envelope, the full day’s schedule with room assignments and lunch hours should be attached!
	9. Suggest one survey taken in the afternoon for the six-hour sessions
3. Any new items that could improve the overall process
	1. Combine Friday, dinner and Saturday’s registration all into one form
	2. Develop a manual containing checklists for each job function that identify’s items that need to be completed.
	3. Provide map to local restaurants for Friday attendees.
	4. Formal document emailed to speakers inquiring needed equipment, fuels and props requests along with if SFPC and/or SCBA’s and/or CPC is needed for attendees
	5. A document providing the (altered) helmet policy for the drill grounds during the workshop plus DSFS providing SCBA if needed for specific sessions
	6. In the registration packet include a formal invitation to the Team Building Dinner Program and why the dinner program should be attended
	7. Friday morning and Saturday morning ten-minute kickoff sessions
	8. Flipchart easels (four) with Exhibitors Posters and Sponsors Posters – 3’H x 2’W
	9. Preliminary slide in every classroom of (a) exhibitors (b) sponsors (c) DPSHS & DNREC Secretaries’ statements (d) DSFS & DEMA Directors’ statements
	10. Suggest registration packets available also on the DSFS, DEMA and DNREC DWHS websites plus the DVFA website
	11. Delaware State Fire Marshal’s Office session on fireworks and incendiary devices
	12. US DOT PHMSA session
	13. Flammable Gas (Natural Gas, LNG, and LPG) session with trade associations and the utilities and bulk suppliers involved?
	14. Anhydrous Ammonia session with trade association and bulk suppliers involved
	15. Hazmat incident commander certification class
	16. At the plaque presentation ceremony don’t mention dollar amounts, just the sponsorship levels
4. Review & discuss survey results
	1. Vast majority of survey results very positive – **special thanks to Ellen Malenfant for compiling the data.**
5. Discuss attendance – **special thanks to Libby Carey for compiling the data**
	1. Friday -148, Dinner – 103, Saturday – 156, establishes a new record.
6. Discuss developing a  recommendation to present to the SERC at their June 10th meeting to sponsor a Ninth Annual Delaware Hazmat Training Workshop
	1. Group voted unanimously to request SERC to sponsor a 9th workshop at the June SERC meeting.
	2. If the SERC endorses, DSFS to establish Delaware Hazmat Training Workshop 2016 dates as Friday, April 1st and Saturday, April 2nd, 2016.
7. Any other business
	1. MCFC Hazmat Training Workshop Balance Sheet was discussed by Mark Dolan
	2. MCFC will poll exhibitors and vendors for feedback and potential improvements regarding them
	3. MCFC will seek TRANSCAER and PSEG Nuclear LLC special funding applications for 2016
	4. Change Sponsorship Levels to Bronze ($250), Silver ($500), Gold ($750), Platinum ($1000), and Titanium (>$1000). Bronze and Silver may have one exhibitor table free; and Gold and above receive two exhibitor tables free. Additional tables are $250 per table
	5. MCFC will revise sponsorship request document to include sponsor contact person name and telephone number, request for high resolution company logo, exhibit table dimensions, give set-up dates/times, announce that their logo is incorporated into the Workshop Banner and sized according to sponsorship level, and that they are invited to attend the Team Building Dinner
	6. Group agreed unanimously that if the SERC endorses a 9th Annual Workshop that the committee should begin to meet in July.

 **The Meeting Adjourned at 5:04 PM.**

Respectfully submitted by M. Dolan & D. Irwin