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**9th Annual State of Delaware Hazardous Materials Training Workshop**

**Planning Committee Meeting #1**

**Mill Creek Fire Station 21**

**Thursday, August 13th, 2015**

**2:30 PM – 4:30 PM**

**Meeting Minutes**

**Attendees:**

1. Dave Anderson 7. Rebecca Keyser
2. Jerry Brennan 8. Ellen Malenfant
3. Ken Cenci 9. Jake Morente
4. Avery Dalton 10. Lisa Morris
5. Mark Dolan 11. Beth Neumane
6. David Irwin 12. Charles Stevenson

**A quorum was present**

**Meeting was called to order by Co-chair Irwin at 2:42 PM.**

1. Approval of the Agenda:

Co-chair Irwin requested a motion to approve the agenda. Motion to approve the agenda as published made by Jake Morente, seconded by Ken Cenci. No discussion on the matter. Motion was unanimously adopted.

1. Meeting Minutes Approval:

Co-chair Irwin requested a motion to approve the April 28, 2015 meeting minutes. Motion to approve the agenda as published made by Jerry Brennan, seconded by Beth Neumane. No discussion on the matter. Motion was unanimously adopted.

1. 2015 Finance Report;
2. Mark Dolan reported for the Mill Creek Fire Company -

FY 2014 Carryover = $ 6,762.49

2015 Donations = $12,295.00

**TOTAL = $19057.49**

2015 Expenses = $13,423.03

**FY 2015 Carryover = $ 5,634.46**

1. Avery Dalton reported for DEMA –
2. Greg Noll – Paid 4/16/15 - $1,030.32
3. Safety Systems – Paid 5/20/15 - $7,500.00
4. Docimo & Associates – Inv. Rec’d 5/27/15 – Not paid as of 8/14/15.

1. Co-chair Irwin reminded the group that the 9th Annual Workshop dates will be Friday, April 1st & Saturday, April 2nd, 2016 at the DSFS Dover location.
2. Mark Dolan explained to the group that Mill Creek plans to send an email to the 54 potential Sponsors/Exhibitors to request their participation in the 9th Annual Training Workshop and inquire what we could do to make it better for them. Mark Dolan committed to having the emails sent out by September 12, 2015.

1. The group discussed requesting donations from TRANSCAER and PSEG for the 2016 Workshop. Due to timing issues we missed the opportunity for the 2015 workshop. The request for these two groups will be sent out during the 4th quarter.

1. Mark Dolan discussed simplifying the Exhibitor/Sponsor designation process to a single one page document. The new system would do away with the exhibitor designation and switch to an all sponsor tiered approach. The new sponsor levels would be;
2. Bronze ($250)
3. Silver ($500)
4. Gold ($750)
5. Platinum ($1,000)
6. Titanium (>$1,000)

The Bronze and Silver level sponsors would have one exhibitor table free; Gold and above would receive two exhibitor tables free. Additional tables would be $250 per table. Co-chair Irwin requested a motion to approve Mr. Dolans proposal. Motion to approve the proposal was made by Jerry Brennan, seconded by Rebecca Keyser. After discussion on the matter the motion was unanimously adopted.

1. Avery Dalton reported for DEMA FY 2016 HMEP Grant commitment for the Workshop is amount is $4,000.00.
2. The group reviewed recommendations and action items from 04/28/2015 critique meeting:
3. The group agreed to leave the Friday session end time at 4:00 PM and the Team Building Dinner start time at 6:00 PM, it was also agreed to have a presentation from 4:30 - 5:30 PM (suggested Rob Armstrong – Miller Environmental Group).
4. The group agreed to provide different colored ribbons for Speakers and Sponsors.
5. DCI has replaced damaged sponsor plaques. Jerry Brennan agreed to provide sponsor mailing addresses to Rebecca Keyser.
6. The group agreed to ensure that presenters are informed of the instructor’s lunch first thing in the morning.
7. The group agreed to provide a copy of the full day’s schedule with room assignments and lunch hours on every session evaluation envelope.
8. The group agreed to use only one survey, taken in the afternoon, for the six-hour sessions.
9. Jerry Brennan agreed to provide Friday’s attendees with a map showing local restaurants on Rt. 8
10. The group agreed to have each facilitator start each session with a prepared statement and housekeeping information.
11. The group agreed that in addition to having the classroom assignments on the hallway TV monitors list the exhibits, sponsors and have statements from DPSHS & DNREC Secretaries, DSFS & DEMA Directors.
12. The group agreed to pursue opportunities to get the registration packets on the DSFS, DEMA, DNREC DWHS and the DVFA websites.

Co-chair Irwin requested a motion to approve items “a” through “j”. Motion to approve all items was made by Mark Dolan, seconded by Jerry Brennan. After discussion on all items the motion was unanimously adopted.

1. The group developed a draft 2016 program for the entire committee to review and discuss at the next meeting. Copies attached.
2. Workshop promotional items – Due to time constraints the group decided to table the promotional items discussion until the next meeting.
3. Registration launch date projection - Due to time constraints the group decided to table any discussion until the next meeting.
4. Any other business - Due to time constraints the group decided to table any discussion until the next meeting.
5. Next meeting date: Wednesday, September 9, 2015, 2:30 – 4:30 PM

Mill Creek Fire Station 21 Training Room

1. Adjournment: The meeting adjourned at 4:44 PM

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| ***State of Delaware – 9th Annual Hazardous Materials Training Workshop******SCHEDULE OF SPECIALIZED PRE-WORKSHOP TRAINING SESSIONS*** ***Friday, April 1, 2016***  ***See Separate Training Class Schedule for Saturday, April 2, 2015******Teambuilding Dinner to be held: Friday Evening, April 1, 2016, 6 – 8:30 pm - KEYNOTE SPEAKER -******Location of Dinner and Training Sessions: Delaware State Fire School - 1461 Chestnut Grove, Dover, DE 19904*** ***“Educating Responders for Today and Tomorrow”*** |
| **8:00 to 8:30 am** | ***REGISTRATION and Continental Breakfast*** |
|  |  | ***Training Sessions – Class Title and Instructor – 15 minute Breaks @ 10 am and 2:15 pm*** |
| **8:30-11:45 am****3 hours** | **Session A** | **Session B** | **Session C** | **Session D** |
| **Hospital DECON & Ebola****Part 1****\*\*\****Joe Leonetti and staff ,**Saint Francis Healthcare**Emergency Management**Safety & Security,**Saint Francis Hospital***Facilitator: J. Leonetti**  | **“If You Cannot Measure It – You Cannot Manage It!”** ***Advanced Air Monitoring*** **Part 1 – Classroom Theory (Limited to 30 people)** *Frank Docimo* **Facilitator:**  | **“AnhydrousAmmonia –** **Emergency Response Training”** ***Part 1 – Classroom Theory*** **(Limited to 30 people)***David Binder, Director EHS* *Tanner Industries***Facilitator:**  | **“PHMSA Presentation #1”** *Tony Murray,* *U.S. DOT PHMSA* **Facilitator:**   |
| **11:45 am to 1:15 pm** | ***LUNCH IS ON YOUR OWN*** |
| **1:15-4:30 pm****3 hours** | **Session E** | **Session F** | **Session G** | **Session H** |
| **Hospital DECON & Ebola****Part 2****\*\*\****Joe Leonetti and staff,* *Saint Francis Healthcare* *Emergency Management* *Safety & Security,* *Saint Francis Hospital***Facilitator: J. Leonetti**  | **“If You Cannot Measure It –** **You Cannot Manage It!”** ***Advanced Air Monitoring*** ***Part 2 – Hands-on Training*** **(Limited to 30 people)***Frank Docimo* **Facilitator:**  | **“Anhydrous Ammonia –** **Emergency Response Training”** ***Part 2 – Hands-On Training*** **(Limited to 30 people)***David Binder, Director EHS* *Tanner Industries* **Facilitator:**  | **“PHMSA Presentation #2”** *Tony Murray* *U.S. DOT PHMSA* **Facilitator:**   |

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| ***State of Delaware – 8th Annual Hazardous Materials Training Workshop******SCHEDULE OF TRAINING SESSIONS******Saturday, April 2, 2016*** ***See next page for Specialized Pre-Workshop Class Schedule for Friday, April 1, 2016******Teambuilding Dinner to be held: Friday Evening, April 1, 2016, 6:00 – 8:30 pm - KEYNOTE SPEAKER –*** ***Location of Dinner and Training Sessions: Delaware State Fire School - 1461 Chestnut Grove, Dover, DE 19904*** ***“Educating Responders for Today and Tomorrow”*** |
| **7:00 to 8:30 am** | ***REGISTRATION and Continental Breakfast–******Please Visit the Exhibitors*** |
|  |  | ***Training Sessions – Class Title and Instructor(s) – 15 minute Breaks @ 10 am and 2:15 pm*** |
| **8:30-11:45 am****3 hours** | **#1** | **#2** | **#3** | **#4** | **#5** | **#6** | **#7** |
| **Bombs, Fireworks and Things That Go Boom according to your local Terrorists!** Classroom Theory*\*\*\***Instructors:* *Sergeant Chris Ennis and Detective Tim Kerstetter***Facilitator:**  | **TRANSCAER Chlorine Emergency Response Hands-On****(Part 1)***\*\*\***Instructor:* *Chlorine Institute* **Facilitator:**   | TBD???Part 1 – Classroom Theory **\*\*\****Instructor:**Dr. Carrie Poore***Facilitator: M. Evans** | **HazMat Branch Officer Training and Certification****(Part 1)****\*\*\****Instructors:* *John Clawson, Bruce Galloway & Bill Kelly***Facilitator: J. Brennan** | **HazMat Medicine: Mechanisms of Injury TBD***Instructor:**Fred Haas***Facilitator: D. Mick** | **Rapid Risk Assessment Techniques****\*\*\****Instructor:**Frank Docimo***Facilitator:**  | **Capitol Police CERT****\*\*\****Instructor:**Inspector H. C.***Facilitator:** |
| **12 Noon to 1 pm** | ***LUNCH PROVIDED ON SITE- Please Visit the Exhibitors*** |
| **1:00-4:15 pm****3 hours** | **#8** | **#9** | **#10** | **#11** | **#12** | **#13** | **#14** |
| **Bombs, Fireworks and Things That Go Boom according to your local Terrorists!** Demonstrations and Opportunity for Hands-on Training*Instructors:**Sergeant Chris Ennis and Detective Tim Kerstetter***Facilitator:**  | **TRANSCAER Chlorine Emergency Response Hands-On****(Part 2)*****\*\*\*****Instructor:* *Chlorine Institute* **Facilitator:**  | TBD???Part 2 – Practical Training**\*\*\****Instructor:**Dr. Carrie Poore***Facilitator: M. Evans** | **HazMat Branch Officer Training and Certification****(Part 2)****\*\*\****Instructors:* *John Clawson, Bruce Galloway & Bill Kelly***Facilitator: J. Brennan** | **Advanced Hazmat Life Support (AHLS) for Chemical Burns** **TBD** \*\*\**Instructors:* *Fred Haas and* *Lt. David Mick***Facilitator: D. Mick** | **If You Cannot Measure It You Cannot Manage It****\*\*\****Instructor:**Frank Docimo***Facilitator:**  | **Meth Labs & Marijuana Grow Labs****\*\*\****Instructor:**Matt Higgins***Facilitator:** |
| **4:15 pm to 5pm** | ***Conference Wrap-up and Closing***  |

***---When Registering, Please indicate if you will be attending the Teambuilding Dinner Friday, April 1, 2016 @ 6 pm at the DSFS ---***