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

**Planning Committee Meeting #4**

**Mill Creek Fire Station 21**

**Tuesday, November 10, 2015**

**2:30 PM – 4:30 PM**

**Meeting Minutes**

**Voting Members Present (10):**

1. Ken Cenci 6. William Kelly
2. Avery Dalton 7. David Mick
3. Mark Dolan 8. Jake Morente
4. George Giles 9. Beth Neumane
5. David Irwin

**A quorum (8) was present**

**Non-voting Members Present:**

1. Dave Carpenter 2. Joe Leonetti

**Other Participants:**

None

**Meeting was called to order by Co-chair Irwin at 2:37 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 George Giles, seconded by Jake Morente. No discussion on the motion. Motion was unanimously adopted.

1. Meeting Minutes Approval:

Co-chair Irwin requested a motion to approve the October 6, 2015 meeting minutes. Motion to approve the minutes as published made by George, seconded by Ken Cenci. No discussion on the motion. Motion was unanimously adopted.

1. Status of Sponsor/Exhibitor survey launch:

Mark Dolan reported that due to time constraints the President of Mill Creek is using a tiered approach to sending out electronic requests for sponsors and exhibitors.

1. Review of action items from 11/10/2015 meeting:
2. Avery Dalton reported that DEMA will not participate as an exhibitor
3. Delivery of replacement plaques – DNREC delivered.
4. Jamie Bethard to obtain shirt sample and cost – No report.
5. The group actioned Co-chair Irwin to update and send out the Save the Date notice in October –sent out October 20th.
6. Jamie Bethard volunteered to facilitate a discussion with B & W Tech regarding the level of sponsorship for the Team Building dinner - No report.
7. Co-chair Irwin to send the Save the date notice to Delaware County LEPC and US Coast Guard Sector Delaware Bay – sent out 11/29/15.
8. 2016 Program Update:

Latest view of program is attached.

Bill Kelly proposed to the group that following Ed Hawthorne’s atmospheric storage tank fire session it would be a beneficial to supplement the presentation with an actual demonstration of the Industry tools that are available. It was suggested that Hawthorne’s session be expanded to a 6 hour session that would include a 2 hour demonstration by the Industrial Fire Group within the DBRC with members consisting of PES, Paulsboro, Delaware City, Monroe and Sunoco Logistics.  Motion to expand Hawthorne’s session to a 6 hour session to include Bill’s suggestion of a foam demonstration and static display was made by George Giles and seconded by Jake Morente. No discussion on the motion. Motion was unanimously adopted

**Action:** Bill Kelly to discuss with Ed Hawthorne.

1. Workshop promotional item(s) selection and approval:
   1. Beth Neumane obtained 3 samples of Logo imprinted leather ($17.24 ea.), simulated leather ($11.71 ea.) and vinyl ($13.08 ea.) zippered 8.5” X 11” notebook & appointment books and associated costs. Simulated leather and vinyl can only accommodate printed logos.
   2. Eyeglass Crush – Proof Case – Becky Keyser reported that the price would be $3.19 each was unable to obtain sample in time for meeting.
   3. Writing Instrument – Dave Mick showed the group a multi-purpose pen which included a pen, stylus and light for $3.08 each.
   4. USB Charger Stick – Beth Neumane showed the group a USB power bank that would cost $6.51 each.

After discussion regarding each item the group agreed that purchasing any promotional items was directly related to the amount of funds committed by sponsors. George Giles made a motion stating that items should be purchased according the following priorities as funds became available:

1. Zippered 8.5” X 11” notebook & appointment book
2. Pen
3. USB power bank
4. Glass case

Motion was seconded by Bill Kelly. No discussion on the motion. Motion was unanimously adopted

1. Any other business:

None

1. Next meeting date: Wednesday, December 9, 2015, 2:30 – 4:30 PM

Mill Creek Fire Station 21 Training Room

1. Adjournment: Motion to adjourn by George Giles, seconded by Jake Morente.

Meeting adjournment time was not recorded since no secretary was present.

Developed and submitted by D. Irwin

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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 – Ed*** **Hawthorne**  ***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** | **Session E** |
| **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:** | | **“Anhydrous Ammonia –**  **Emergency Response Training”**    ***Part 1 – Classroom Theory***  **(Limited to 30 people)**  *David Binder, Director EHS*  *Tanner Industries*    **Facilitator:** | **DOT Cylinder Recertification Inspections a*nd Cylinder Markings****,* **Hazardous Material Packaging Markings and Labeling**  *U.S. DOT PHMSA*  **Facilitator:**  T. Murray | **Meth Labs & Marijuana Grow Labs**  **\*\*\***  *Instructor:*  *Matt Higgins*  **Facilitator: M. Higgins** |
| **11:45 am to 1:15 pm** | | ***LUNCH IS ON YOUR OWN*** | | | | | |
| **1:15-4:30 pm**  **3 hours** | **Session F** | | **Session G** | | **Session H** | **Session I** | **Session J** |
| **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:** | **Road Trailer and Container Placarding*,* Shipping Papers and Emergency Response Information and the new 2016 edition of the Emergency Response Guidebook**    *U.S. DOT PHMSA*  **Facilitator:** T Murray | **Chemical Suicide**  **\*\*\***  *Instructor:*  *TBD*  **Facilitator: D. Mick** |
| **4:30-6:00 pm** | | ***Exhibit Area Open – Dinner Registration*** | | | | | |
| **4:45 pm – 5:45 pm** | | ***Special Presentation - HazMat Response Worldwide – Ed Hawthorne*** | | | | | |
| **5:45 pm** | | ***Teambuilding Dinner - Keynote Speaker – Ed Hawthorne*** | | | | | |

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| ***State of Delaware – 9th 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 – Ed Hawthorne***  ***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:** | **HazMat Officer Training and Certification**  **(Part 1)**  **\*\*\***  *Instructors:*  *John Clawson, Bruce Galloway & Bill Kelly*  Facilitator: J. Brennan | TBD???  Part 1 – Classroom Theory  **\*\*\***  *Instructor:*  *Dr. Carrie Poore*  **Facilitator: M. Evans** | **Chemical Suicide**  **\*\*\***  *Instructor:*  *TBD*  **Facilitator: D. Mick** | **Rapid Risk Assessment Techniques**  **\*\*\***  *Instructor:*  *Frank Docimo*  **Facilitator:** | **Storage Tank Fire Fighting**  **\*\*\***  *Instructor:*  *Ed Hawthorne*  **Facilitator: D. Anderson** |
| **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:** | **HazMat Officer Training and Certification**  **(Part 2)**  **\*\*\***  *Instructors:*  *John Clawson, Bruce Galloway & Bill Kelly*  Facilitator: J. Brennan | TBD???  Part 2 – Practical Training  **\*\*\***  *Instructor:*  *Dr. Carrie Poore*  **Facilitator: M. Evans** | **HazMat Medicine: Mechanisms of Injury**  \*\*\*  *Instructor:*  *Fred Haas*  **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: M. Higgins** |
| **4:15 pm to 5pm** | | | ***Conference Wrap-up and Closing*** | | | | | | |