**Training and Exercise Subcommittee Meeting Minutes**

**Wednesday, February 3, 2016**

**Delaware Fire School**

On February 3, 2016, 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

Jack Anderson, DVFA

Wiley Blevins, DENG

Gerald Brennan, DSFS

Anita Broadnax, DEMA

Dwayne Day, DelDOT

Paige Fitzgerald, DEMA

Diane Glenn, Dover Police (Victim Specialist)

Matthew Higgins, DNREC

Joseph Hughes, League of Govt.

Lisa Lehman, FBI

Arnie Maas- DEMA

Claudette Martin-Wus, DTI

Marny McLee, DEMA

Allen Metheny, DVFA

Tom Nesbella, DEMA

Lisa Tanielian, Dept of Ag

Harvey Velott, DSP, 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 December 3, 2015 meeting to be approved. APPROVED (Motion by Matthew Higgins, Second by Claudette Martin-Wus)

**Exercise Programs** – Tom Nesbella reported on the following exercises:

* NCC, MOU WS 10 Feb 2016
* NCC, NTSB and MOU WS, 11 Feb 2016
* Kent, Active shooter Drill TBD
* Wilmington, Communications drill, TBD
* Sussex Ferry IED, TTX, TBD
* Wilmington, HazMAT FSE, TBD
* DTI, Cyber, FE Oct 2016
* DEMA, Mass care & sheltering FSE, Oct 2016

Other Delaware exercises – Tom Nesbella reports:

- NCC Airport, MCI, FSC Apr 2016

- AI DuPont Hospital for Children, community Decon exercise

 - Bayhealth, Ebola exercise

- State-wide TTX’s for school shooting/shelter-in-place, ongoing this year

 - PH, Evacuation FSE, Apr 2016

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

**Training Programs** – Tom Nesbella reported on the following training sessions:

* AWR-209 Dealing with the Media, TBD
* AWR-160 WMD Awareness Level Training, TBD
* AWR 147 Rail Car Incident Response, TBD
* PER-320 Personal Protective Measures for Biological Events, TBD
* AWR-327 REP Exercise Controller Course (RECC), 11 Apr 2016
* PER-314 REP Exercise Evaluator Course (REEC), 12-15 Apr 2016
* 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**

* The Subcommittee reviewed 3 after action reports. The committee agreed that the findings in the AAR’s are becoming smaller over the years which are showing improvement with the drills, exercises, and workshops.

**Financial Statements**

* Financial Statements, FY14 reviewed. All disciplines still need to spend their funds.

**Old Business**

* 1. None

**New Business**

* DelDOT REP transportation plan drill to vote for will be tabled until March meeting. (APPROVED Allen Metheny, Second Harvey Velott)
* Harvey Velott is requesting his LE training requests be tabled until the March meeting to add personnel to the courses. (APPROVED Tom Nesbella, Second Paige Fitzgerald)

**Request for training**

Claudette Martin-Wus is requesting $18, 653.56 to enhance 12 technicians with the ability to better monitor, audit, secure, and analyze the State’s IT infrastructures and workloads and to provide insights into server event data, performance metrics, configurations, alerts and registry changes in Active Directory including users, groups, machines, and group policy objects. The training will also include means to quickly resolve problems and investigate security incidents against typical server/system behavior. Training is taken online. APPROVED (Motion by Matthew Higgins, Second by Dwayne Day)

Claudette Martin-Wus is requesting $1, 005.00 for a one week training space to. The training course is Cyber-terrorism Defense which will give technical personnel the hands-on expertise necessary to defend communication and data networks from cyber-terrorism events. APPROVED (Motion by Matthew Higgins, Second by Dwayne Day)

 This request was not on agenda, but due to time sensitivity the subcommittee allowed request to pass.

Claudette Martin-Wus is requesting $1, 620.00 to purchase an additional 2, 000 licenses from PhishMe to allow the additional recipients to receive phishing emails. PhishMe is a learning tool, to allow the creators to develop phishing emails to be sent to State Employees. (Motion by Matthew Higgins, Second by Dwayne Day)

Jack Anderson is requesting $18, 500.00 to have a Rope Rescue and Confined Space training. APPROVED (Motion by Harvey Velott, Second by Matthew Higgins)

Jack Anderson is requesting $24, 900.00 to have Structural Collapse Operations training. APPROVED (Motion by Harvey Velott, Second by Matthew Higgins)

Jack Anderson is requesting $15, 000.00 to have Advanced Stabilization and Rescue program. APPROVED (Motion by Harvey Velott, Second by Matthew Higgins)

Jack Anderson is requesting $2, 450.00 to have Truly Technical Rescue training. APPROVED (Motion by Harvey Velott, Second by Matthew Higgins)

**NIMS** – No Update

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

* First Citizen Corps Preparedness night at the Bob Carpenter Center with the 87ers (which is the D-League of the Philadelphia 76ers).The night turned out to be a successful night. Citizen Corps/CERT co-sponsored with George Giles-Wilmington EOC, Dave Carpenter-New Castle County and Citizen Corps Council.
* There was a wonderful turnout of 2, 100 people, which is double their attendance
* 10 display tables of the sponsors and partner groups were throughout the arena along with a kid’s zone area which included a bouncy house, a basketball bouncy and a bump-n-play game.
* There was a silent auction for the players jersey’s which raised $2, 288.00. The proceeds from the auction were donated to the Red Cross.

**Committee Member Comments**

* None

Next meeting is March 2, 2016

Meeting adjourned at 10:21 a.m.

Respectfully Submitted,

Anita Broadnax