**Training and Exercise Subcommittee Meeting Minutes**

**Wednesday, July 6, 2016**

**Delaware Fire School**

On July 6, 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

Tom Nesbella, DEMA

Jack Anderson, DVFA

Anita Broadnax, DEMA

Dwayne Day, DelDOT

Paige Fitzgerald, DEMA

Matthew Higgins, DNREC

Arnold Maas, DEMA

Claudette Martin-Wus, DTI

Marny McLee, DEMA, Citizen Corps

Allen Metheny, DVFA

Suzanne Raab-Long, DE HC Assoc

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 June 1, 2016 meeting to be approved. APPROVED (Motion by Matthew Higgins, Second by Jack Anderson)

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

* Kent, Base camp, DR, 8 July 2016
* DEMA, Sheltering WS, 28 July 2016
* DEMA, Sheltering FE, 6 Aug 2016
* DEMA Civil Unrest, TTX, 18 Aug 2016
* DelDOT, Hurricane Evac, TTX 17Aug 2016
* Sussex Ferry Active shooter/IED, FE, TBD
* NCC, Active shooter, FE, TBD
* Wilmington, HazMAT FSE, 15 Oct 16
* DTI, Cyber Workshop, 7 Sept 2016
* DTI, Cyber, FE Oct 2016
* Other DE exercises;
* State-wide TTX’s for school shooting/shelter-in-place, ongoing this year
* Ebola Tabletop Exercise – Sept 13, 2016
* PH, Beebe Evacuation FSE, 14 Oct 2016
* PH Symposium, 2 Nov 2016
* Nanticoke: Evacuation Exercise – Planning stages, TBD time
* HealthSouth: Currently working on Active Shooter Policy, plan to do TTX first, then will decide on exercise. (Doors locked 24/7 and an individual must be buzzed in from outside.)
* A.I. duPont: IT failure with focus on ransom ware – follow-up to Data Center Exercise done last quarter, last year, evacuation exercise for outpatient therapy area, tornado/severe weather exercise, 3 sessions focused on evacuation - therapy and nursing units –June, Participating in South East PA exercise – focus on Family reunification – June 30, MCI – tentative July
* Bayhealth: Conducted 3 no notice Ebola exercise in last couple of months, MMH Active Shooter drill – June
* Beebe: Exercise tentative for Fall to Follow-up to real Network outage that occurred, Code Pink/Adam – next few months; changing of assignments-exercising those changes, HazMat Exercise – September
* CCHS: Task force created with Hospital CC & IT CC – Cyber TTX next week (June 6th),     Active Shooter TTX on new policy and video last week in June (6/27), MCI – Fall
* St. Francis: HazMAT MCI Drill – Decon procedures – August, ID Transport Team drill with patient – September, Ebola Drill - November

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:

* MGT-335 Event Security Planning for Public Safety Professionals, 7-8 June 2016, cancelled
* AWR 148 Crisis Management for School-Based Incidents, 22 June 2016, 33 attended
* MGT 417 Crisis Management for School-Based Incidents, 28-29 June 2016, cancelled
* MGT-331 COOP, 19-20 July 2016, 25 enrolled
* MGT-318 PIO, 13-14 Sept 2016, awaiting announcement
* PER-320 Personal Protective Measures for Biological Events, TBD
  + In-residence courses;
* Center for Domestic Preparedness (CDP), 3
* New Mexico Tech (NMT), 1
* Counter Terrorism Operations Support (CTOS), 0

**After Action Report Improvement Plan**

* AAR
  + The committee reviewed the Delaware Civil Unrest Workshop report.

**Financial Statements**

* Financial Statements, FY14 reviewed. Tom Nesbella reports the remaining FY14 SHSP funds will be spent on Exercise’s and LE training courses if needed. Committee members all agreed.

**Old Business**

* None

**New Business**

* None

**Request for training**

Allen Metheny is requesting $15,000.00, FY14 to have a swift water training course. The training will provide members of the Individual County teams the ability to work together during a rescue dive or recovery mission. APPROVED (Motion by Harvey Velott, Second by Claudette Martin-Wus)

Allen Metheny is requesting $10,850.00, FY15 to have Trench rescue training for the state technical rescue teams to certify and recertify team members. The training course will be conducted through the Fire School by Murray and Associates LLC. (Motion by Harvey Velott, Second by Claudette Martin-Wus)

Allen Metheny is requesting $7,500.00, FY14 to have a Blue Card Incident Command System training. This training will help team member to better understand ICS in its entirety. APPROVED (Motion by Harvey Velott, Second by Claudette Martin-Wus)

Claudette Martin-Wus is requesting $1,850.00, FY15 sub-grant for one DTI staff member to take a training to increase the employees knowledge and understanding of how to improve information security for State Government IT systems thus improving the ability to protect the State’s and citizen’s sensitive information. APPROVED (Harvey Velott, Second by Wiley Blevins)

Dwayne Day is requesting $7,300.00, FY14 to allow an instructor to come in and teach 8 people on the UASA 555; to gain knowledge of the policies and procedures that need to be in place for UAV’s/Drones. This training is geared towards disciplines that are creating their own training programs for UAV’s/Drones. APPROVED (Allen Metheny, Second Harvey Velott)

**NIMS- Eric Morgan reports:**

– With the release of the new max.gov website the new NIMS report. The worksheet was not provided with the new release NIMS report. Once worksheet is received from FEMA, site visits will be scheduled and worksheets will be completed. When site visits are scheduled Mission Ready Packages will be taken care of at the same time.

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

* Citizen Corps will be holding a CERT training class on July 27-28 at Herman Holloway for the employees in the Dept of Substance Abuse.
* The 3rd Annual Family Preparedness Day event will be September 24 at the Ag museum in Dover, DE.

**Committee Member Comments**

* None.

Next meeting is September 1, 2016

Meeting adjourned at 9:24 a.m.

Respectfully Submitted,

Anita Broadnax