**Training and Exercise Subcommittee Meeting Minutes**

**Wednesday, August 24, 2016**

**Delaware Fire School**

On August 24, 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

Anita Broadnax, DEMA

Dwayne Day, DelDOT

Betty Decker, DPH

Paige Fitzgerald, DEMA

Matthew Higgins, DNREC

Claudette Martin-Wus, DTI

Marny McLee, DEMA, Citizen Corps

Allen Metheny, DVFA

David Mick, NCC EMS

Eric Morgan, DEMA

Tom Nesbella, DEMA

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 July 6, 2016 meeting to be approved. APPROVED (Motion by Harvey Velott, Second by Allen Metheny)

**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
* DelDOT, Hurricane Evac, TTX 17Aug 2016
* DEMA Civil Unrest, TTX, 18 Aug 2016
* NCC, Active shooter, FE, TBD
* DTI, Cyber Workshop, 7 Sept 2016
* Wilmington, HazMAT FSE, 15 Oct 16
* DTI, Cyber, FE 27 Oct 2016
* Sussex Ferry Active shooter/IED, FE, 16 Nov 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, 22 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:

* AWR 148 Crisis Management for School-Based Incidents, 22 June 2016, 33 attended
* MGT-331 COOP, 19-20 July 2016, 30 attended
* MGT-300 Field Force Command and Planning, 29-31 Aug, LE working roster
* PER-200 Field Force Operations, 1-3 Sept, LE working roster
* MGT-318 PIO, 13-14 Sept 2016, 21 enrolled
* PER-320 Personal Protective Measures for Biological Events, TBD
	+ In-residence courses;
* Center for Domestic Preparedness (CDP), 1
* New Mexico Tech (NMT), 2
* Counter Terrorism Operations Support (CTOS), 0

**After Action Report Improvement Plan**

* None

**Financial Statements**

* Financial Statements, FY14 budget is being closed out as of August 30, 2016. FY15 budget is being reviewed.

**Old Business**

* None

**New Business**

* The Training and Exercise Planning Workshop will be held November 9, 2016 right after the Training and Exercise Subcommittee meeting.

**Request for training**

Claudette Martin-Wus is requesting $42,000.00, for Securing the Human training. This IT awareness training is directed to all State, K12, Courts and local municipalities employees’. The training is administered through the computers and is targeting the human element of protecting access to critical systems by education employees of common vulnerabilities targeting government employees. APPROVED (Motion by Matthew Higgins, Second by Harvey-Velott)

Claudette Martin-Wus is requesting $57,030.00, for PhishME training emails. PhishME is a learning tool to allow creators to develop phishing emails to be sent to State employees. The emails that are clocked on then become a training tool to those who clicked on the emails. It includes a phishing simulator, reporter, and training module. APPROVED (Motion by Matthew Higgins, Second by Harvey-Velott)

Claudette Martin-Wus is requesting $34,876.00, for CISSP training. This course will increase the employees’ knowledge and understanding of how to improve information security for the State and Local Governments thus improving the ability to protect their citizens and citizens’ sensitive information. The course and certification exam will accommodate 16 people that deal with agency IT systems. APPROVED (Motion by Matthew Higgins, Second by Harvey-Velott)

Dwayne Day is requesting $4,800.00, for UASA 510: UAV Ground School for FAA Part 107 Remote Pilot Testing on August 31-September 1. APPROVED (Motion by Harvey Velott, Second by Allen Metheny)

Dwayne Day is requesting $4,800.00, for UASA 510: UAV Ground School for FAA Part 107 Remote Pilot Testing on 5-6 October. APPROVED (Motion by Harvey Velott, Second by Allen Metheny)

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)

David Mick is requesting $15,000.00 to allow 12 slots for FS and EMS to attend the national ALERRT conference being held in San Marcos, TX. The original request was for $5,090.00, the committee agreed to up the amount to 15,000.00 for additional personnel. APPROVED (Motion by Dwayne Day, Second Allen Metheny

Harvey Velott is requesting $1,679.00 to allow one DIAC analyst to attend the 2016 Fusion Center Lead Analyst Summit and Fusion Center Association training event. Both training events will be taking place in Alexandria, VA. APPROVED (Motion by Dwayne Day, Second Claudette Martin-Wus)

Harvey Velott is requesting $5, 802.00 to allow 3 explosive breachers attend the 2016 International Explosive Breacher Symposium. This training discusses lessons learned from operations involving explosive breaching as well as live demonstrations of the newest, proven techniques and tools used to conduct explosive breaching operations. This training will be held in Dallas, TX. APPROVED (Motion by Dwayne Day, Second Claudette Martin-Wus)

Harvey Velott is requesting $1, 841.45 to allow one DIAC analyst to attend the Foundations for Intelligence Analysis Training Instructor Development program. This training will be held in Sacramento, CA. APPROVED (Motion by Dwayne Day, Second Claudette Martin-Wus)

Harvey Velott is requesting $1, 885.00 to allow two Intelligence detectives and one DIAC analyst to attend the 2016 East Coast Gang Investigators Association Training Conference. This conference will be held in Rehoboth, DE. APPROVED (Motion by Dwayne Day, Second Claudette Martin-Wus)

Harvey Velott is requesting $2, 531.00 to allow the Delaware Department of Safety and Homeland Security Secretary to attend the 2016 MS-ISAC annual meeting on Cyber Security. This training will be held in San Antonio, TX. APPROVED (Motion by Dwayne Day, Second Claudette Martin-Wus)

**NIMS- Eric Morgan reports:**

 – None

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

* 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 October 5, 2016

Meeting adjourned at 9:30 a.m.

Respectfully Submitted,

Anita Broadnax