**Training and Exercise Subcommittee Meeting Minutes**

**Wednesday, October 5, 2016**

**Delaware Fire School**

On October 5, 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

Thomas Nesbella, DEMA

Paige Fitzgerald, DEMA

Marny McLee, DEMA, Citizen Corps

Eric Morgan, DEMA

Anita Broadnax, DEMA

Cindy Carney, DEMA

Wiley Blevins, DNG

Dwayne Day, DelDOT

Betty Decker, PHPS

Matthew Higgins, DNREC

Joseph Hughes, League of Govt.

Claudette Martin-Wus, DTI

Allen Metheny, DVFA

David Mick, Kent EMS

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.

The minutes from August 24, 2016 meeting will be edited to reflect that David Mick is with Kent EMS and Citizen Corps had their 12th annual Family Preparedness day. A motion was carried for the minutes of the August 24, 2016 meeting to be approved after revision. APPROVED (Motion by Allen Metheny, Second by Matthew Higgins)

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

* 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
* NCC, Active shooter, FE, Nov 2016
* Other DE exercises;
* State-wide TTX’s for school shooting/shelter-in-place, ongoing this year
* Ebola Tabletop Exercise – 13 Sept, 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:

* MGT-300 Field Force Command and Planning, 29-31 Aug, 20 attended
* PER-200 Field Force Operations, 1-3 Sept, 24 attended
* MGT-318 PIO, 13-14 Sept 2016, 18 attended
* PER-230 & 231, 19 Oct 2016, 19 enrolled
* PER-320 Personal Protective Measures for Biological Events, TBD
  + In-residence courses;
  + Center for Domestic Preparedness (CDP), 2
  + New Mexico Tech (NMT), 4
  + Counter Terrorism Operations Support (CTOS), 0

**After Action Report Improvement Plan**

* Wilmington Communications’ Drill AAR was reviewed by the committee.

**Financial Statements**

* Financial Statements, FY15 budget was reviewed.

**Old Business**

The T&E Subcommittee meeting will be very brief next month as everyone was advised the Training and Exercise Planning Workshop will be held directly following the meeting held on November 9, 2016. All requests will be looked over and voted on, so please have all proper paperwork completed for a vast meeting.

**New Business**

* None

**Request for training**

Dwayne Day is requesting $7, 200.00 to allow 8 slots for UASA: Tactical Operations UAV training. Training will be November 21-22, 2016. APPROVED (Motion by Harvey Velott, Second Wiley Blevins)

Dwayne Day is requesting $10, 400.00 to allow 8 slots for UASA 512: Pilot Qualification Training. Training will be November 17-18, 2016. APPROVED (Harvey Velott, Second Wiley Blevins)

Dwayne Day is requesting $10, 400.00 to allow 8 slots for UASA 512: Pilot Qualification Training. Training will be December 1-2, 2016. APPROVED (Harvey Velott, Second Wiley Blevins)

Eric Morgan is requesting $6, 710.00 to allow five member of the IMT Executive Committee to attend the ALL Hazards IMT Association training and Education Symposium. The conference is to provide five days of training, sharing lessons learned and networking opportunities for IMT and Emergency Professionals. The training will be December 3, 2016 to December 8, 2016 in Oklahoma City, Oklahoma. APPROVED (Motion by Dwayne Day, Second Claudette Martin-Wus)

David Mick - Room rate approval from previous T&E request for ALERRT training of $15,000. The GSA rate of $91.00, the actual rate is $109.00.  Per DEMA fiscal, it is allowable according to our travel rules since it is under the 150% of the GSA rate so if the T & E committee wants to approve the difference it is okay.  This is approved on a case-by-case basis. APPROVED (Claudette Martin-Wus, Second Allen Metheny)

Harvey Velott is requesting $3, 590.00 to allow two Law Enforcement Officers to attend the ALERRT conference held in San Marcos, TX; the training will be November 5-10. APPROVED (Motion by Allen Metheny, Second Claudette Martin-Wus)

Harvey Velott is requesting $1, 761.00 to allow two technicians to travel to Quantico, VA to research and certify new IED Render-Safe Procedures with the FBI; (This request if for lodging and per diem costs only). APPROVED (Motion by Allen Metheny, Second Claudette Martin-Wus)

Harvey Velott is requesting $3, 279.00 to allow two newly assigned DIAC analysts to attend initial Foundation of Intelligence Analysis Training; the training will be in Richmond, VA on October 23-28. APPROVED (Motion by Allen Metheny, Second Claudette Martin-Wus)

Harvey Velott is requesting $5, 800.00 to provide Drug Lab re-certification training for 50 officers throughout the state of Delaware. The training will be December 7. APROVED (Allen Metheny, Second Claudette Martin-Wus)

Harvey Velott is requesting $2, 837.50 to allow the DSHS Secretary and adding the the Deputy Director of the DIAC to attend the 2016 MS-ISAC annual meeting on Cyber Security. The training will be in San Antonio, TX on October 30-November 2. APROVED (Allen Metheny, Second Claudette Martin-Wus)

Harvey Velott is requesting $2, 790.66 to allow two DIAC analysts to attend the 2016 Fusion Center Lead Analyst Summit and Fusion Center Association Training Event; The training will be held in Alexandria, AV on October 23-27. APROVED (Allen Metheny, Second Claudette Martin-Wus)

Harvey Velott A request was presented, voted on and approved last month for the original amount of $2, 531.00. Revision for additional personnel was made accruing an extra $306.50. APPROVED (Motion by Allen Metheny, Second Claudette Martin-Wus)

Harvey Velott A request was presented, voted on and approved last month for the original amount of $1, 679.00. Revision for additional personnel was made accruing an extra $1,111.66. APPROVED (Motion by Allen Metheny, Second Claudette Martin-Wus)

Fire Service Training request of $6,400 will be tabled until the next T&E meeting on November 9, 2016.

**NIMS- Eric Morgan reports:**

– Started conducting visits with the state’s NIMS reporting partners. The NIMS report will be due by the end of December along with THIRA.

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

* Delaware Citizen Corps was honored at the White House for the Best State Citizen Corps Council in the Nation on September 13-14, 2016. Along with the awards came a round table discussion at the FEMA Headquarters to network and share learning experiences with other state citizen corps councils.
* On September 21, 2016 CERT partner with PH to launch their preparedDE.org website at DEMA. The secretary of DSHS and the Governor both attended and applauded all the hard work that Citizen Corp/CERT has been doing.
* On October 19, 2016 there will be the quarterly State Citizen Corps Council meeting held at DEMA.
* There will be an end of year CERT class for anyone who would like to sign up and attend. The class will be in December however dates have not been decided as of yet.

**Committee Member Comments**

* None.

Next meeting is November 9, 2016

Meeting adjourned at 9:37 a.m.

Respectfully Submitted,

Anita Broadnax