

**STATE EMERGENCY RESPONSE COMMISSION  
INFORMATION & TECHNOLOGY COMMITTEE**

**DRAFT Meeting Minutes**

October 26, 2016  
Delaware State Fire School

Attendees

David Irwin – Chair	Chip Stevenson – Sussex LEPC
Bob Pritchett – DNREC/EPCRA	Brandon Olenik – Kent LEPC
Bill Davis – DNREC/EPCRA	George Giles – Wilmington LEPC
Vinnie Miller – DSFS	Jake Morente – NewCastle LEPC
Rick Perkins – DHSS	Bill McCracken – NewCastle LEPC
Avery Dalton – DEMA	Tara Chambers – DNREC

1. **Call to order** - The meeting was called to order at 1:03 p.m. by Chair David Irwin, who confirmed that a quorum was present and that a notice had been posted on the State’s Public Meeting Calendar one week prior.
2. **Approval of Agenda** – the proposed agenda for the day’s meeting was motioned for approval by Giles, Olenik seconded, and was unanimously approved.
3. **Approval of minutes from previous meeting (3/26/15)** - The minutes of the previous meeting were motioned for approval by Giles, Olenik seconded, and was unanimously approved.
4. **Old Business**
  - a) A motion was made by Pritchett and unanimously passed to create a living SERC-IT document to describe and designate all tasks associated with *TierIIManager*<sup>TM</sup>, as well as other EPCRA related information management issues (like public info policy, procedures and documentation for 304 notifications to LEPC mailboxes, etc.) so that (1) all roles are understood and executed, and (2) to aid succession planning.
  - b) *TierIIManager*<sup>TM</sup> license counts were reviewed and discussed. It was determined that LEPCs had ample allocations, while 911-centers and candidates for the “911 Admin” accounts needed further discussion. It is anticipated that the Master Document proposed by Pritchett will address this.
  - c) There was continued discussion regarding the format and presentation of information in the *TierIIManager*<sup>TM</sup> Planner/Responder module. Since its adoption, there has been on-going dialogue about *TierIIManager*<sup>TM</sup>’s use as a planning versus a response tool. The consensus is that the system should be viewed mostly as a tool for pre-planning and not for quick access during a response. It is anticipated that the Master Document proposed by Pritchett will address this.
  - d) A letter to fire district chiefs requesting candidates (to be approved by the applicable LEPC) for each station’s two allocated *TierIIManager*<sup>TM</sup> accounts is to be crafted by Morente. Each LEPC will determine the appropriate time and method to canvas fire stations within their district with the expectation that candidates are nominated by February 1, 2017.
  - e) Miller will create a preliminary outline to be supplemented by Davis, Morente, and McCracken to establish the proposed scope of *TierIIManager*<sup>TM</sup> training modules to be offered by the Delaware State Fire School.
  - f) A first quarter 2017 target was agreed upon for a *TierIIManager*<sup>TM</sup> training & emphasis rollout to fire departments.

- g) Because *TierIIManager*<sup>TM</sup> has been designated by DTI as a “*high priority application*” and successfully underwent a “Disaster Recovery Test” in October of 2015, it was agreed that it was no longer necessary to provide backup CD’s to key planning/response users.

**5. *New Business***

- a) Miller will collect links to develop a website containing a list of links and hazardous materials resources for emergency response personnel to use for primarily planning but also response.
- b) Perkins will confirm that he is the DHSS representative, succeeding Dr. Lau.

6. ***Next meeting date and time*** – The next meeting will be scheduled pending the progress of DSFS training modules.

7. ***Adjournment*** – The meeting was adjourned at about 3:15 PM.

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