



10th Annual State of Delaware Hazardous Materials Training Workshop

Planning Committee Meeting #4

Mill Creek Fire Company, Station 21

Tuesday, November 29th, 2016

2:30 PM -4:30

Meeting Minutes

Voting Members Present: (13)

- | | |
|-------------------------------|---------------------------------------|
| 1. Dave Anderson – Aetna HH&L | 8. Dave Irwin – LEPC NCC |
| 2. Jamie Bethard - DNREC | 9. Bill Kelly – Sunoco Logistics |
| 3. Jerry Brennan - DSFS | 10. Rebecca Keyser - DNREC |
| 4. Ken Cenci - DNREC | 11. Joe Leonetti –St Francis Hospital |
| 5. Sarah Davis – DEMA Proxy | 12. Jake Morente - LEPC NCC |
| 6. Mark Dolan – DNREC | 13. Beth Neumane – Rogers Corp. |
| 7. George Giles – Wilm LEPC | |

A quorum (13) was present

Non-voting Members Present: (2)

1. Tara Chambers – DNREC
2. Sam Palmero – Aetna HH&L

Bridge-line Members: (1)

1. Chip Stevenson - Sussex County LEPC

1. **Meeting Called to Order** at 2:40 PM by Chairman Irwin.
2. **Agenda Approval.** The Chairman asked for any changes or additions to the agenda. None were offered. Motion to Accept the Agenda, George Giles, 2nd by Beth Neumane . Unanimous approval, motion passed.
3. **Minutes Approval.** from Meeting #2 – September 27th 2016. Minutes were distributed electronically to committee members. Chairman Irwin asked if everyone received them and for any changes or corrections.

None were offered. Motion by George Giles, 2nd by Beth Neumane. Approved as submitted. Unanimous approval, motion passed.

Note: No meeting on October 28th, 2016, no minutes to be approved. Email sent to committee members.

4. **Continue Workshop promotional item discussions.** Much discussion took place regarding participant workshop promotional give-a-ways. Several per participant amounts were discussed ranging from \$25 to \$35. In 2016, \$31 was spent per workshop participant. It was agreed on by the committee that the 10th Anniversary 2017 Workshop should be special. It was also agreed to wait and see how corporate and agency sponsorship is going before settling on a final per participant amount.
 - a. Stainless steel insulated tumbler with workshop logo. \$15. At 350 quantity \$5,250. After discussion, motion to approve purchase by Joe Leonetti, 2nd by Beth Neumane. Unanimous approval, motion passed.
 - b. High quality pen and USB power bank. Both items and prices discussed. No interest at this time.
 - c. Backpack with workshop logo. Miranda Mal not present, item tabled to next meeting.

5. **Vote to approve challenge coin design and purchase of 350 coins.** The design, sizes and prices were discussed. Mark Dolan was able to secure a 10% discount as a returning customer. Motion for approve and purchase the 2" coin \$4.17 each (350 at \$1,458) was made by Joe Leonetti, 2nd by Beth Neumane. Unanimous approval, motion passed. Mill Creek Fire Company will place the order for the coins.

6. **Update potential sponsors for dinner (4/7), Breakfast and lunch for Saturday (4/8).**
 - a. Miller Environmental agreed to sponsor Friday's dinner 4/7.
 - b. At this time Saturdays breakfast and lunch remain available
 - c. Mark Dolan reported that Mill Creek Fire Co has made progress with sending out sponsor requests.

7. **Draft 2017 Program Status and Instructor Update.** After brief discussion, Motion by Jake Morente, 2nd by Bill Kelly to move Ethanol Safety Seminar to Saturday's course schedule and move Anhydrous Ammonia training to Friday's course schedule. Unanimous approval, motion passed.

Friday 4/7/17 – Course schedule updated by interest and instructor availability.

Session A	Session B	Session C	Session D	Session E
Hospital DECON & Ebola Joe Leonetti	Hazmat by Dr. Carrie Poore	Advanced Air Monitoring Frank Docimo	Introduction to CBRNE Miranda Mal	Anhydrous Ammonia Dave Binder
Session F	Session G	Session H	Session I	Session J
Hospital DECON & Ebola Joe Leonetti	Hazmat by Dr. Carrie Poore	Advanced Air Monitoring Frank Docimo	Introduction to CBRNE Miranda Mal	Anhydrous Ammonia Dave Binder

Saturday 4/8/17 – Course schedule updated by interest and instructor availability.

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6
DSP and FBI Chris Ennis Tim Kerstetter	Ethanol Safety Seminar BioFuels/ TransCAER	Hazmat by Dr. Carrie Poore	Meters by Frank Docimo	Introduction to CBRNE Miranda Mal	In Suit Emergencies D.S.F.S.
Session 7	Session 8	Session 9	Session 10	Session 11	Session 12
DSP and FBI Chris Ennis Tim Kerstetter	Ethanol Safety Seminar BioFuels/ TransCAER	Hazmat by Dr. Carrie Poore	Meters by Frank Docimo	Introduction to CBRNE Miranda Mal	How to make your own Training Props. D.S.F.S

8. **Contract modifications.** Jerry Brennan reported that he (and the Fire School) has worked with DEMA for instructor contract approval.
9. **Any other business.**
 - a. Committee reviewed and updated Task List spreadsheet. Sarah Davis offered to work on any assignments. It was suggested that Sarah contact Libby at Fire School to assist with administration and registration.
 - b. Discussion took place regarding ‘do we need a presentation?’ and ‘can the time of Friday night dinner be moved earlier?’ After much discussion, motion by George Giles, 2nd by Beth Neumane to move Presentations to 4:45 pm and Dinner to 6:00 pm. Unanimous approval, motion passed.
10. **Next meeting date.** Tuesday, January 10th, 2017 2:30-4:30 at the Mill Creek Fire Company, Station 21
11. **Adjournment** at 4:01 PM. Motion to adjourn by Joe Leonetti, 2nd by Dave Irwin. Unanimous approval. Motion Passed.



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No.	NAME	SIGNATURE
Voting Members (minimum of 9 required):		
1.	Dave Anderson	<i>David J. Anderson</i>
2.	Jamie Bethard	<i>Jamie Bethard</i>
3.	Jerry Brennan	<i>Jerry Brennan</i>
4.	Ken Cenci	<i>Ken Cenci</i>
5.	Avery Dalton SARAH DAVLS	<i>Sarah Davls</i>
6.	Ron Dietrick	
7.	Mark Dolan	<i>Mark Dolan</i>
8.	George Giles	<i>George Giles</i>
9.	Glenn Gillespie (Vice-chair)	
10.	David Irwin (Chair)	<i>David Irwin</i>
11.	Bill Kelly	<i>Bill Kelly</i>
12.	Rebecca Keyser	<i>Rebecca D. Keyser</i>
13.	Joe Leonetti	<i>Joe Leonetti</i>
14.	Jake Morente	<i>J. E. M.</i>
15.	Beth Neumane	<i>Beth Neumane</i>
16.	Charles Stevenson	<i>Charles Stevenson</i>
Non-voting Members:		
1.	Dale Annis	
2.	Dave Carpenter	
3.	Joe Cochran Jr.	
4.	Marc Evans	
5.	Krissy Kreutzer	
6.	Miranda Mal	
7.	David Mick	
8.	Ellen Malenfant	
9.	Sam Palermo	<i>Sam Palermo</i>



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No.	NAME	SIGNATURE
Other Attendees		
1.	<i>Tara Chambers</i>	
2.		
3.		
4.		
5.		