



11th Annual State of Delaware Hazardous Materials Training Workshop

Planning Committee Meeting #1

Mill Creek Fire Company, Station 21

Tuesday, August 29th, 2017

2:30 PM -4:30

Meeting Minutes

Voting Members Present: (12)

- | | |
|---------------------------------|---|
| 1. Jamie Bethard – DNREC | 7. Bill Kelly – Sunoco Logistics |
| 2. Ken Cenci - DNREC | 8. Rebecca Keyser - DNREC |
| 3. Ron Dietrick – PBF | 9. Joe Leonetti –St Francis Hospital |
| 4. Mark Dolan – DNREC | 10. Jake Morente - LEPC NCC |
| 5. Heather Hudson – DHHS | 11. Beth Neumane – Rogers Inc. |
| 6. Dave Irwin –Chairman/LEPCNCC | 12. Chip Stevenson –Sussex Co
OEM/LEPC |

A quorum (12) was present

Non-voting Members Present: (1)

1. Tara Chambers - DNREC

1. **Meeting Called to Order** at 2:37 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 by Beth Neumane, 2nd by Joe Leonetti. Unanimous approval, motion passed.*
3. **11th Annual Training Workshop Planning Committee.** Discussion on interested members for the 2018 workshop.

1. Dave Anderson	9. Bill Kelly
2. Jamie Bethard (Tara Chambers proxy)	10. Rebecca Keyser
3. Ken Cenci	11. Joe Leonetti
4. Sara Davis (Avery Dalton proxy)	12. Jake Morente
5. Ron Dietrick	13. Dave Mick
6. Mark Dolan	14. Beth Neumane
7. George Giles	15. Chip Stevenson
8. Dave Irwin	

Motion to Accept members for 2018 Workshop by Jamie Bethard, 2nd by Joe Leonetti. Unanimous approval, motion passed.

4. **Minutes Approval from Hotwash Meeting** – May 9th, 2017. A quorum was not met. Meeting not held. At the request of Mill Creek Fire Company an informal gathering discussed the workshop. Notes taken and distributed to committee members.

5. **Financial Report** – Mark Dolan of the Mill Creek Fire Company reported the following.
 - Income: \$23,210.30 (minus PayPal credit card fees)
 - General Expenses: \$17,820.96
\$5,389.34 Account balance from 2017 Workshop
 - Speaker Expense Status: Travel and hotel expenses have been paid. Discussion on two instructors who had product expense, discussed under HMEP grant funding.
 - Mark noted that the MCFC provides the State annually with financial records. This year MCFC participated in an audit of the workshop account. Everything was found to be in order.

6. **2018 Workshop Dates:** Fire School proposed Friday, May 4th and Saturday, May 5th, 2018. Discussion held surrounding these dates, primarily centering on Dover’s NASCAR Race the same weekend. The majority of DNREC Emergency Response division will be working the race. The committee felt holding the workshop on the same weekend of the race may impact attendance by as much as 35%. The committee felt the Fire School is the ideal location for the Hazmat Training Workshop. *Motion by Beth Neumane, 2nd by Joe Leonetti asking Chairman Irwin to discuss dates with Fire School Director Newman. Majority voted in favor, motion passed.*

*** UPDATE: Announced on Wednesday, 9/6/17 by Chairman Irwin, the workshop committee agreed to the new dates provided by the Delaware State Fire School, Friday and Saturday, May 11th and 12th, 2018 ***

7. **Sponsor / Exhibitor fund raising coordinated by Mill Creek Fire Company.** Mark Dolan reported 36 sponsors contributed the 2017 workshop. Discussion on returning and non-returning sponsors / exhibitors and what the committee can do to increase interest, noting Delaware’s changing corporate landscape and company mergers. Several members suggested additional areas to possibly tap into for workshop interest.
 - The committee, again, wanted to thank the Mill Creek Fire Company for their financial and sponsor management and for the hazmat training workshop.

8. **Future of Friday Evening Dinner.** Friday evening’s dinner and presentation’s attendance has been declining. The success of Friday training classes have increased significantly over the past several years and this year, Friday’s attendance surpassed Saturday. Attending Friday classes along with the presentation and dinner makes for a very long day (11 hours). Lengthy discussion on advantages of an opening ceremony (presentations and keynote speaker) following lunch. *Motion by Jamie Bethard, 2nd by Joe Leonetti to drop Friday evening dinner and replacing it with Friday lunch followed by with presentations and the key note speaker. Unanimous approval, motion passed.*

9. **Discuss serving breakfast and lunch to attendees on Friday.** Talk centered providing a hot meal for breakfast and lunch on both days. Jerry Brennan has been the Workshop’s contact with Smyrna Fire Company’s Ladies

Auxiliary. The committee will ask Jerry to discuss breakfast and lunch options with the ladies auxiliary. Also timing of Friday classes, lunch and adequate time for presentations and key note speaker.

Proposed Scheduling for Friday:

07:45-08:30	Registration	1:15-2:00	Presentations / Key Note Speaker
08:45-11:45	Morning Session	2:00-5:00	Afternoon Session
11:45-1:15	Lunch / Visit Vendors		

10. **FY 2018 HMEP Grant commitment amount.** Chairman Irwin reported on historical HMEP grant workshop assistance. Dave also noted DEMA's Avery Dalton helped secure HMEP grant funding to provide assistance to BIO Fuels (ethanol) and Tanner Industries (anhydrous ammonia) for their product shortfall incurred this year. Dave also want to thank Avery Dalton for reaching out to PHEMSA (Department of Transportation Pipeline and Hazardous Materials Safety Administration) for successful reimbursement of damaged Level A suites during ammonia transportation training. PHEMSA stated funding can only be used on training suites, DEMA provided pictures of the anhydrous ammonia training where training suites cannot be used.

11. **Review items from May 9th, 2017 Hotwash discussion.**

- a) Instructor/exhibitor signs needed to direct them to Instructors Lounge
- b) Name tags – larger font size with alligator clip (pin style didn't work well), possibly insert workshop logo was a water mark. Merge the two days to reduce unnecessary duplicate name tags. Ribbons worked out very well for instructors, committee members, vendors, etc.
- c) Increase foot traffic for exhibitors. Fish bowl idea, consider narrowing exhibitor times, and a few other ideas were presented.
- d) Friday schedule was previously discussed
- e) Hot Breakfast and lunch was previously discussed

12. **Review of 10th Annual session survey and 2017 program.**

- a) Hospital Infectious Disease & Chemical Decon (Joe Leonetti) - Yes
- b) Meters / Risk Assessment (Frank Docimo) - Yes
- c) Anhydrous Ammonia Emergency Response (Tanner Industries) - Yes
- d) CBRNE or similar courses (Dr. Carrie Poore) - Yes
- e) CBRNE for beginners – not enough info for seasoned responders - No
- f) DOD – consider skipping a year, every other year would suit instructors - No
- g) Ethanol Safety Response (BIO Fuels) consider skipping a year - No
- h) Plug N Play Training for Hazmat Technicians – DNREC & Industry favorite (Galloway & Meade) - Yes
- i) Meth Labs & Marijuana Grow Labs & Fentanyl Response (Matt Higgins) - Yes
- j) Fire Inspector facilities inspection course 3 / 6 hrs - Yes

Motion by Jamie Bethard, 2nd by Rebecca Keyser to pursue the above course interest for the core of the 2018 Hazmat Training Workshop. Unanimous approval, motion passed.

13. **Develop draft 2018 Program.**



State of Delaware – 11th Annual Hazardous Materials Training Workshop

SCHEDULE OF TRAINING SESSIONS

Friday, May 4, 2018

See Separate Training Class Schedule for Saturday, May 5, 2018

Location: Delaware State Fire School - 1461 Chestnut Grove Road, Dover, DE 19904

“Educating Responders for Today and Tomorrow”

7:00 to 8:30 am

REGISTRATION and Continental Breakfast – Please Visit the Exhibitors!

Training Sessions Class Title and Instructor – 15 minute Breaks @ 10 am and 2:15 pm

		Session A	Session B	Session C	Session D	Session E
8:30-11:45 am 3 hours		<u>Hospital Infectious Disease and Chemical Decontamination – Part 1, Classroom Theory</u> Joe Leonetti (and Co)	<u>If You Cannot Measure It, You Cannot Manage It! – Part 1, Classroom Theory</u> Frank Docimo	<u>TRANSCAER® Presents – “Taming The Tiger In The Tank” – Tactics and Response For Anhydrous Ammonia” – Part 1, Classroom Theory</u> David Binder	<i>Topic to be Determined</i> Carrie A. Poore, Ph. D	<u>Meth Labs & Marijuana Grow Labs</u> Matt Higgins
11:45 am to 1:15 pm		LUNCH PROVIDED ON SITE – Please Visit the Exhibitors!				
1:15 pm to 2:00 pm		Special Presentation - Keynote Speaker				
2:00-5:00 pm 3 hours		<u>Hospital Infectious Disease and Chemical Decontamination – Part 2, Practical Training</u> Joe Leonetti (and Co)	<u>If You Cannot Measure It, You Cannot Manage It! – Part 2, Hands-on Training</u> Frank Docimo	<u>TRANSCAER® Presents – “Taming The Tiger In The Tank” – Tactics and Response For Anhydrous Ammonia - Part 2, Hands-on Training</u> David Binder	<i>Topic to be Determined</i> Carrie A. Poore, Ph. D	<u>Fentanyl</u>

DELAWARE STATE FIRE SCHOOL WILL AWARD 8 HOURS OF HAZMAT AND EMS CEUs



State of Delaware – 11th Annual Hazardous Materials Training Workshop

SCHEDULE OF TRAINING SESSIONS

Saturday, May 5th, 2018

See next page for Friday May 4, 2018 Class Schedule

Location: Delaware State Fire School - 1461 Chestnut Grove Road, Dover, DE 19904

“Educating Responders for Today and Tomorrow”

7:00 am to 8:30 am

REGISTRATION and Continental Breakfast – Please Visit the Exhibitors!

Training Sessions – Class Title and Instructor(s) – 15 minute Breaks @ 10 am and 2:15 pm

	#1	#2	#3	#4	#5	#6
8:30-11:45 am 3 hours	<u>Topic to be Determined</u> Carrie A. Poore, Ph. D	<u>“Rapid Risk Assessment Techniques”</u> Frank Docimo	<u>Plug and Play” Training for the Hazmat Technician Part 1</u> Bruce Galloway and Darryl Meade	<u>Meth Labs & Marijuana Grow Labs</u> Matt Higgins	<u>Fire Inspector Session</u>	
12 Noon to 1 pm LUNCH PROVIDED ON SITE – Please Visit the Exhibitors!						
	#8	#9	#10	#11	#12	#13
1:00-4:15 pm 3 hours	<u>Topic to be Determined</u> Carrie A. Poore, Ph. D	<u>If You Cannot Measure It, You Cannot Manage It!”</u> Frank Docimo	<u>Plug and Play” Training for the Hazmat Technician Part 2</u> Bruce Galloway and Darryl Meade	<u>Fentanyl</u>		
4:15 pm to 5pm Conference Wrap-up and Closing						

- **Workshop promotional items discussion.** *Not discussed*
- **Registration launch date projection.** *Not discussed*
- **Any other business.**
- Discussion was held surrounding an earlier meeting time, noting downstate travel after meetings at rush hour. Members agreed on an earlier start time of 10:00 AM
- Meeting location was also discussed. Agreement to keep meeting place the same.
- It was discussed that there was not enough promotional items (current count 350) to provide Thank You’s to SERC members, venders/exhibitors, etc. It was agreed by members to increase count to 400.
- **Next meeting date.** Monday, September 18th, 2017 10:00 AM -12:00 AM at the Mill Creek Fire Company, Station 21
- **Adjournment** at 4:34 P.M. Motion to adjourn by Beth Neumane, 2nd by Ken Cenci. Unanimous approval. Motion Passed.

Respectfully submitted by Jacob Morente



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Mill Creek Fire Station 21 Training Room
Tuesday, August 29th, 2017
2:30 PM – 4:30 PM

No.	NAME	SIGNATURE
Voting Members (minimum of 9 required):		
1.	Dave Anderson	
2.	Jamie Bethard	
3.	Jerry Brennan	
4.	Ken Cenci	
5.	Sarah Davis	
6.	Ron Dietrick	
7.	Mark Dolan	
8.	George Giles	
9.	Heather Hudson	
10.	David Irwin (Chair)	
11.	Bill Kelly	
12.	Rebecca Keyser	
13.	Joe Leonetti	
14.	Jake Morente	
15.	Beth Neumane	
16.	Charles Stevenson	
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	



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**Planning Committee Meeting # 1
 Mill Creek Fire Station 21 Training Room
 Tuesday, August 29, 2017
 2:30 PM – 4:30 PM**

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