



**11<sup>th</sup> Annual State of Delaware Hazardous Materials Training Workshop**

**Planning Committee Meeting #2**

**Mill Creek Fire Company, Station 21**

**Monday, September 18<sup>th</sup>, 2017**

**10:00 AM -12:00 PM**

**Meeting Minutes**

**Voting Members Present: ( 11 )**

- |                          |  |
|--------------------------|--|
| 1. Dave Anderson         | 7. Dave Irwin – Chairman/LEPCNCC           |
| 2. Jamie Bethard - DNREC | 8. Joe Leonetti – St. Francis Hospital     |
| 3. Jerry Brennan -DSFS   | 9. Beth Neumane – Rogers Corp.             |
| 4. Ken Cenci - DNREC     | 10. Chip Stevenson – Sussex Co<br>OEM/LEPC |
| 5. Sara Davis            | 11. Heather Hudson - DHHS                  |
| 6. Mark Dolan - DNREC    |  |

**A quorum (11) was present**

**Non-voting Members Present: ( 1 )**

1. Tara Chambers

1. **Meeting Called to Order** at 10:04 AM 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 Ken Cenci, 2<sup>nd</sup> by Joe Leonetti. Unanimous approval, motion passed.*
3. **Minutes Approval from August 29<sup>th</sup>, 2017 Meeting:** The Chairman asked for any changes or additions to the minutes. None were offered. *Motion to Accept the Minutes by Jamie Bethard, 2<sup>nd</sup> by Joe Leonetti. Unanimous approval, motion passed.*

4. **2018 Workshop Dates:** The Chairman confirmed the dates for the 2018 workshop will be Friday, May 11<sup>th</sup> and Saturday, May 12<sup>th</sup>. No discussion.
5. **FY 2018 HMEP Grant Commitment Amount:**
  - a. Amount not given yet, assumed to be approximately \$3000 as in past years.
  - b. 2017 Workshop took in \$23,210; expenses were \$17,821, leaving \$5389 roll over (seed).
  - c. Jerry Brennan suggested we don't roll over as much funds from year to year and to spend most of the income. The team discussed the importance of having some seed money to pay for items (like the challenge coin), which needs to be ordered and paid before sponsorship funds are received.
  - d. Suggested the HMEP grant to go to fund TRANSCAER expenses for workshop.
6. **Develop Draft 2018 Program:**
  - a. Friday, May 11, 2018:
    - i. Need topic for Dr. Poore class – assigned to Dave Irwin
    - ii. Need instructor for Fentanyl class – Hass or BW Tech Sponsorship
    - iii. Discussed adding additional topic to Friday schedule due to high attendance
      - HazMat Incident Command for Company Officers – Galloway / Meade? *Motion to add class by Joe Leonetti, 2<sup>nd</sup> by Mark Dolan. Unanimous approval. Motion passed.*
    - iv. Replace Meth Lab & Fentanyl with PHMSA (Tony Murray?)
  - b. Saturday, May 12, 2018:
    - i. Need topic for Dr. Poore Class – assigned to Dave Irwin
    - ii. Need Instructor for Fentanyl class – Haas or BW Tech Sponsorship
    - iii. Discussed changes to schedule:
      - Do we need Meth Lab & Fentanyl both days?
      - Could Dr. Poore's staff do a class?
      - Add CST – Dave Irwin and Mark Dolan will contract Mark Evans
      - Need more details on Fire Inspector Session – Jake Morente
      - Add Marine Fire Fighting & HazMat – Doug Dillon & Al Huelsenbeck
      - Add Coast Guard & DBRC
      - Add HazMat in DE
  - c. Final Program will need to be voted on. Draft attached.
  - d. Keynote Speaker Discussion:
    - i. Mark Dolan's recent presentation?
    - ii. Lt. Sean Christiansen, Portland, OR?
    - iii. John Temperilli, Center for Toxic & Environmental Health – Houston / Dallas incident discussion.
    - iv. Adam Thiel, Fire Commissioner for the Philadelphia Fire Department. He previously served as the Virginia State Deputy Secretary for Homeland Security. Previously, he was

the Fire Chief of Alexandria, Virginia and was involved in hazardous Materials initiatives at the national level – Jerry Brennan will contact

- v. Senator Bruce Ennis serves on the SERC as well as several legislative committees, including those for budget and finance, emergency management and environment. He is a retired state trooper, as a longtime advocate for the fire and emergency medical services.
  - vi. DEMA director?
- e. Food Discussion:
- i. Continental Breakfast both days. *Motion to accept continental breakfast both days by Jerry Brennan, 2<sup>nd</sup> by Jamie Bethard. Unanimous approval. Motion Passed.*
  - ii. Lunch could be sandwiches or hot lunch, possibly Roast Beef? Jerry Brennan will get suggestions and pricing.

**7. Workshop promotional items discussion:**

- a. Challenge Coin – discussed going with 2” version. *Motion to approve 2” challenge coin by Mark Dolan, 2<sup>nd</sup> by Joe Leonetti. Unanimous approval. Motion Passed.*
- b. We should set a maximum per participate and select items based on limit?
- c. Tumbler – gave out in 2017 – no for 2018
- d. Discussion between tote bag, briefcase or portfolio. Did a quick show of hands with the following results: Tote Bag – 2 / Briefcase – 0 / Portfolio – 6. Beth Neumane will get prices / styles for portfolio.
- e. Charge Stick – Beth Neumane will get prices
- f. Multitool – Mark Dolan will get prices
- g. T-Shirt without date to sell to participates at cost – Joe Leonetti will get prices

**8. Registration launch date projection:**

- a. Save the Date – during Fire Prevention Week, 1<sup>st</sup> week in October
- b. Registration will go out 2<sup>nd</sup> week of January 2018, corresponding to LEPC meeting.

**9. Any other business:**

- a. Workshop brochure discussion – Mark Dolan suggested with add brief statements from local officials. This would bring the program up to 6-8 pages. We would use the same paper. Jerry

stated a 3<sup>rd</sup> party would be needed to handle this. Tara will investigate possible vendors, maybe DCI?

- b. Meeting time and locations discussion – The NCC Fire School is a good location and most agreed. Afternoon timeslot works better for most. Decided on 2-4pm.

10. **Next meet date:** Monday, October 16<sup>th</sup>, 2017 2:00pm – 4:00pm at the NCC Fire School.

11. **Adjournment** at 12:05 P.M. Motion to adjourn by Jamie Bethard, 2nd by Joe Leonetti. Unanimous approval. Motion Passed.

Recorded by Beth Neumane



**11<sup>th</sup> Annual State of Delaware Hazardous Materials Training Workshop**  
**Planning Committee Meeting # 2**  
**DSFS – New Castle Branch**  
**Monday, September 18, 2017**  
**10:00 AM – 12:00 PM**

No.	NAME	SIGNATURE
<b>Voting Members (minimum of 9 required):</b>		
1.	Dave Anderson	<i>David C. Anderson</i>
2.	Jamie Bethard (proxy Tara Chambers)	<i>Jamie Bethard</i>
3.	Jerry Brennan	<i>Jerry Brennan</i>
4.	Ken Cenci	<i>Ken Cenci</i>
5.	Sarah Davis (proxy Avery Dalton)	<i>S.D.</i>
6.	Ron Dietrick	
7.	Mark Dolan	<i>Mark Dolan</i>
8.	George Giles	
9.	Heather Hudson	<i>Heather Hudson</i>
10.	David Irwin (Chair)	<i>David Irwin</i>
11.	Bill Kelly	
12.	Rebecca Keyser	
13.	Joe Leonetti	<i>Joe Leonetti</i>
14.	Jake Morente	
15.	Beth Neumane	<i>Beth Neumane</i>
16.	Charles Stevenson	<i>Charles Stevenson</i>
<b>Non-voting Members:</b>		
1.	Dale Annis	
2.	Dave Carpenter	
4.	Marc Evans	
5.	Tara Chambers	<i>Tara Chambers</i>
7.	David Mick	
8.	Ellen Malenfant	
9.	Sam Palermo	

