



11th Annual State of Delaware Hazardous Materials Training Workshop

Planning Committee Meeting #3

Delaware State Fire School, New Castle Division

Monday, October 16th, 2017

2:00 PM -4:00

Meeting Minutes

Voting Members Present: (12)

- | | |
|--------------------------------|---------------------------------------|
| 1. Jerry Brennan - DSFS | 7. Dave Irwin –Chairman/LEPCNCC |
| 2. Ken Cenci - DNREC | 8. Bill Kelly – Sunoco Logistics |
| 3. Tara Chambers – DNREC Proxy | 9. Rebecca Keyser - DNREC |
| 4. Ron Dietrick – PBF | 10. Joe Leonetti –St Francis Hospital |
| 5. Mark Dolan – DNREC | 11. Jake Morente - LEPC NCC |
| 6. Heather Hudson – DHHS | 12. Beth Neumane – Rogers Inc. |

A quorum (12) was present (*attendance sheet attached*)

Non-voting Members Present: (0)

1. **Meeting Called to Order** at 2:05 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 Ken Cenci Beth, 2nd by Beth Neumane. Unanimous approval, motion passed.*
3. **Minutes Approval from September 18th, 2017 Meeting.** The Chairman noted that the previous meeting minutes were sent to committee members electronically. Dave asked for any corrections, none were offered. *Motion to Accept the Agenda by Jerry Brennan, 2nd by Beth Neumane. Unanimous approval, motion passed.* Jake thanked Beth Neumane for recording the meeting minutes in his absence. Chairman Irwin also thanked Beth for a great job!
4. **Review action items from 9/18 meeting**
 - Program schedule was discussed for Friday and Saturday classes. Training topics and instructors were discussed then adjustments were made to fit better with course offerings and participant interest level.
 - Marine Hazmat Firefighting was discussed, committee believes Jamie Bethard has contact information reach out to Doug Dillin and Al Huelsenbeck.
 - Jerry Brennan reached out to Philadelphia Fire Commissioner Adam Thiel and is waiting for a reply.

- Hot lunch for both days.

5. Continue developing draft 2018 program (*File Attached*).

6. Review pricing of suggested Workshop promotional items: Discussion was held on the number of and value of promotional items and if they impact workshop attendance. Questions raised; what's enough? what's a reasonable, per person, amount – then work towards promotional items within that framework. Past years total promotional items have ranged from \$20-25 per person.

- Challenge Coin – Jerry Brennan sent coin proof and price quotes to committee members. Proof #3 \$1668.38 for quantity of 400 (\$4.17 ea.). Discussion held. *Motion to accept proof #3 and to purchase coins and to be delivered to Fire School in Dover, by Joe Leonetti, 2nd by Beth Neumane. Unanimous approval, motion passed.*
- Portfolio – Beth Neumane discussed several samples with prices. One quote was lower than two years ago at \$17.65 after discussion, *item tabled.*
- Charge Stick – Beth Neumane presented items with price ranges from \$7.50 to \$12.00 – after discussion, *item tabled.*
- Multi-tool - Mark Dolan presented choices on overhead screen of Leatherman Multi-tool (made in the USA) and Victorinox Swiss Army pocketknives, both with prices and options. Lengthy discussion took place on each item and price. *Motion by Joe Leonetti to pursue Leatherman – Micra at approx. \$ 26.50 for 400 qty, stainless steel with engraving, 2nd by Becky Keyser. Unanimous approval, motion passed.*
- T-shirt – Joe Leonetti reported on discussion with a vender for Workshop shirts, hopefully at no cost to the Workshop in return they can be sold at the Workshop by the vendor. Joe will have more information at next meeting.
- Spiral Flip-Notebook with Workshop Logo – Cardboard or Nylon style, maybe zippered, Flip-Notebook with Workshop Logo – Beth Neumane will follow-up with ideas and prices.

7. Review and approve “Save the Date” flyer:

- Save the Date flyer already sent out to multiple distribution lists
- 2nd week of January for registration launch date

8. Another other business:

- Discussed Workshop brochures
- Email registration will be broadcast past Workshop attendees, all fire school student contacts.

9. Next meeting date. Tuesday, November 28th, 2017 2:00 PM - 4:00 PM at the Delaware State Fire School, New Castle Division.

10. Adjournment at 3:28 PM. *Motion to adjourn by Jerry Brennan, 2nd by Beth Neumane. Unanimous approval. Motion Passed.*

Respectfully submitted by Jacob Morente



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Planning Committee Meeting # 3
DSFS – New Castle Branch
Monday, October 16, 2017
2:00 PM – 4:00 PM

No.	NAME	SIGNATURE
Voting Members (minimum of 9 required):		
1.	Dave Anderson	
2.	Jamie Bethard (proxy Tara Chambers)	<i>Tara Chambers</i>
3.	Jerry Brennan	<i>Jerry Brennan</i>
4.	Ken Cenci	<i>Ken Cenci</i>
5.	Sarah Davis (proxy Avery Dalton)	
6.	Ron Dietrick	<i>Ron Dietrick</i>
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	<i>Bill Kelly</i>
12.	Rebecca Keyser	<i>Rebecca Keyser</i>
13.	Joe Leonetti	<i>Joe Leonetti</i>
14.	Jake Morente	<i>Jake Morente</i>
15.	Beth Neumane	<i>Beth Neumane</i>
16.	Charles Stevenson	<i>Charles Stevenson</i>
Non-voting Members:		
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	