



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

**Planning Committee Meeting #6**

**Delaware State Fire School, New Castle Division**

**Thursday, February 15<sup>th</sup>, 2018**

**2:00 PM - 4:00 PM**

**Meeting Minutes**

**Voting Members Present: ( 11 )**

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

**A quorum (11) was present** (attendance sheet attached)

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

1. Mark Evan

1. **Meeting Called to Order** at 2:01 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 Jerry Brennan, seconded by Ron Dietrick. Unanimous approval, motion passed.*
3. **Minutes Approval from January 3<sup>rd</sup>, 2018 Meeting.** The Chairman asked for any changes or additions to the minutes. None were offered. *Motion to Accept the Minutes by Jerry Brennan, seconded by Ron Dietrick. Unanimous approval, motion passed.*

#### 4. Review action items from 1/3 meeting

- Purchase of Level A Hazmat Suits. Mark is still working to have a workshop sponsor purchase several suits. He is waiting on the Model / Size / Vendor information for the suits. Rebecca sent models and sizes information to Mark. Rob sent vendor information to Mark.
- Workshop Meal Expenses. Joe Shaw (Wilmington LEPC) will be donating \$1000 to cover meal expenses. New Castle Emergency Management will cover the lunch costs.
- Presenter Contracts. Dave sent instructor addresses to Avery. Mark still needs to get FBI contract.
- Workshop Polo Shirts. Mark Dolan discusses that the committee approved the purchase of 45 polo shirts at the January 3<sup>rd</sup> meeting, but that the actual number needed may vary depending on committee members and presenters. *Motion by Mark Dolan to allow for number of polo shirts ordered to meet our needs, seconded by Ken Cenci. Unanimous approval, motion passed.*

#### 5. Sponsor request status:

- Mill Creek Fire Company sent out the requests for workshop sponsors. Mark asked the let him know if there is anyone that was missed. The sponsors are coming in. More detailed information will be shared at the next meetings.
- Mark will work with Tara on the Banners. Mark needs the method of hanging the banners before they are ordered.

#### 6. Speaker / Exhibitor Registration process:

- Chairman Irwin sent the Workshop Program, Session Descriptions (Both Friday and Saturday), and Registration Form out prior to the meeting for the team to review.
- Several typographical errors were found by Mark and Ken prior to the meeting.
- Chairman Irwin put the workshop program, Sessions Descriptions, and Registration Form on the overhead projection screen. Lengthy discussion took place on additional typographical errors. Errors were corrected during discussion.

#### 7. Approval of 2018 Workshop Program, Speaker/Session Information and Registration Form:

*Motion to Accept the 2018 Workshop Program, Speaker/Session Information and Registration Form, pending discussed changes and font corrections by Ken Cenci, seconded by Joe Leonetti. Unanimous approval, motion passed.*

#### 8. Launch date status:

- Friday, February 16, 2018

#### 9. Workshop promotional items discussion:

- a. Challenge Coin (Jerry Brennan)
  - 400 on hand.
- b. Multi-tool (Mark Dolan)
  - 400 ordered on 2/7/18
- c. T-Shirt (Joe Leonetti)
  - Joe will send out T-Shirt information to committee by email before the next meeting.

10. **Task list review.** Chairman Irwin put the workshop task list on the overhead projection screen. Tasks were reviewed and assigned as needed.
  
11. **Any other business:** No other business for the good of the order.
  
12. **Next meet date:** Tuesday, March 20, 2018 2:00 PM – 4:00 PM at the Delaware State Fire School, New Castle Division.
  
13. **Adjournment** at 3:15 PM. *Motion to adjourn by Jerry Brennan, seconded by Rebecca Keyser. Unanimous approval. Motion Passed.*