



12th Annual State of Delaware Hazardous Materials Training Workshop

**Planning Committee Meeting #1
Delaware State Fire School – New Castle Branch
Monday, August 13, 2018
2:00 PM – 4:00 PM**

Agenda

1. Call to Order
2. Meeting agenda approval
3. 12th Annual Planning Committee Membership
4. Hotwash discussion review
5. 11th Annual Workshop Finance Report:
6. 2019 Workshop dates – May 10th (Friday) & May 11th (Saturday)
7. Sponsor/Exhibitor fund raising coordinated by MCFC
8. FY 2018 HMEP Grant commitment amount
9. Review 11th Annual session survey and 2018 program
10. Develop draft 2019 Program
11. Workshop promotional items discussion
12. Registration launch date projection
13. Monthly meeting dates
14. Any other business
15. Next meeting date
16. Adjournment

In accordance with 29 Del. C. §10004(e) (2), this Agenda was posted at least seven (7) days in advance of the meeting. This Agenda is subject to change to include the addition or deletion of items, including Executive Sessions, which arise at the time of the Meeting. Agenda items listed may be considered out of sequence.