

TRAINING AND EXERCISE SUBCOMMITTEE MEETING MINUTES

WEDNESDAY, SEPTEMBER 5TH 2018

DELAWARE FIRE SCHOOL

On September 5th 2018 the Training and Exercise Subcommittee meeting was held at the Delaware State Fire School in Dover with representatives from the Training and Exercise Subcommittee and the Delaware Emergency Management Agency (DEMA).

Attendees	Agency
Robert Newnam, Chairman	DSFS
Jerry Brennan, Alt. Chairman	DSFS
AJ Schall	DEMA
Thomas Nesbella	DEMA
Eric Morgan	
Paige Fitzgerald	DEMA
Christine Beste	DEMA
Justin Puchalsky	DEMA
Nikki Testa	DEMA/CERT
Lisa Tanielian	DDA
Glenn Marshall	Sussex EMS
Tucker Dempsey	Fire Service
Joe Hughes	League of Local Government
Megan Williams	DE HC Assoc.
Matthew Higgins	DNREC
Claudette Martin-Wus	DTI
Harvey Velott	DSP
Devon Stover	DeIDOT
Willie Patrick	Wilmington, EMA
David Mick	Kent County

- Chairman Robert Newnam welcomed everyone called the meeting to order at 8:30 AM.
- A quorum of members were present and introductions were made.
- A motion was carried for an approval of the August 1st, 2018 meeting minutes.
APPROVED (Motion by Claudette Martin-Wus, Second by Harvey Velott)

EXERCISE PROGRAMS

Tom Nesbella Reports:

- NCC FE, COOP; 28 Aug, 2018
 - o *Tom Nesbella reports:* The focus of this exercise was to test the COOP plans of the Long Term Care facilities in New Castle. After Action Report pending 2 October, 2018 meeting.
- DTI COOP; 5 Sept, 2018
 - o *Claudette Matin-Wus reports:* Exercise occurring today at the Dover Fire School.
- HazMAT TTX; 26 Sept, 2018
 - o *Tom Nesbella reports:* Final Planning Meeting occurring 6 September.
- Sussex, FSE; active shooter, 14 Oct 2018
 - o *Tom Nesbella reports:* The mid-term planning meeting was conducted on this exercise. Final Planning Meeting scheduled for 25 September.
- Port of Wilmington, active shooter TTX; 23 Oct, 2018
 - o Successful C&O planning meeting last week at the Port of Wilmington. Initial Planning Meeting to be conducted 19 September.
- DTI cyber, Workshop; 31 Oct, 2018
 - o *Claudette Matin-Wus reports:* Workshop focused towards assisting with cyber security. Workshop is currently full at this point.
- DTI cyber FE; Oct, 2018
 - o *Claudette Matin-Wus reports:* FE moving to Spring 2019. Anticipate exercise will be larger than initially anticipated. Will reach out to Tom Nesbella closer to the rescheduled date to assist with planning in addition to coordination if additional states become interested.
- PH Symposium, 14 Nov 2018
- AG, TTX; Jan, 2019
 - o *Lisa Tanielian reports:* Currently drafting planning team participants and exercise objectives. Next planning meeting occurring 10 September.

- *Matt Higgins reports:* There is a Tabletop Exercise (TTX) taking place at the Fire School tomorrow, 6 September, with the discussion surrounding an off-coast crude oil spill event.

Other DE exercises

- LE
 - o DSP, critical incident FE taking place in Milford during September
 - o Dover PD exercise with Bayhealth; October 3rd.
 - o State-wide TTX's for school shooting/shelter-in-place, ongoing this year
 - o TTX, DSCYF active shooter TBD
 - o TTX, OMB active shooter TBD

- HC
 - o AI/Nemours
 - July- Surge Table Top Exercise with Emergency Department
 - August- Blackout Testing
 - October- Hazardous Release and Decontamination Testing
 - o Bayhealth
 - July- Decontamination Exercises

- August - No Notice Ebola Drill
- September- Mass Casualty Incident
- February 2019- Mass Evacuation (move to new facility)
- Beebe
 - October - Active Shooter
 - November- Decontamination Training, IT Downtime Exercise
- Christiana Care
 - July- System Wide Downtime May
 - 19 Sept, 2018- Patient Influx Exercise, Table Top Active Shooter Exercise (outpatient)
 - September (month to complete) – Satellite Facility Active Shooter Scenario Discussions
 - October (date TBD) – Rehabilitation Unit at Wilmington Hospital - Natural Hazard and Evacuation Exercise
 - October 11th - Mass Influenza Surge Vaccination
- Nanticoke
 - September- Decontamination Training at Delaware State Fire School
 - Winter 2018-19- Active Shooter Drill
- St. Francis
 - September – Full-scale Mass Casualty Exercise
 - October – Hazmat/Decontamination Exercise (inclement weather procedures)
 - November- Active Shooter Drill
 - December- Infant Abduction Drill

Willie Patrick adds: JPMorgan Chase & Co. conducting a TTX through private contracting agency. Initial meeting will occur today, TTX with the potential to turn into a Functional Exercise (FE).

Dave reports: There is an Urban Search and Rescue (USR) training coming up 13-14 Oct in NCC. Training funded through T&E sub-committee.

TRAINING PROGRAMS

Christine Beste Reports:

- 2018 schedule
 - HSEEP course, 7-8 Aug 2018, 20 completed
 - AWR-160 WMD Awareness Level Training 28 August, 8 completed
 - DOT PHMSA Rail Car Hazmat, 29 August, 22 completed
 - MGT-341 Disaster Preparedness For Hospitals & Healthcare Organizations 12-13 September, 31 enrolled
 - MGT-318 PIO, 26-27 September, 15 enrolled
 - AWR-147 Rail Car Incident Response 17 October, 6 enrolled
 - MGT-335 Event Security Planning for Public Safety Professionals 24-25 October, 29 enrolled
 - PER-230 IRTB / PER-231PRSBI 15 November, 15 enrolled
- In-residence courses
 - Center for Domestic Preparedness (CDP), 0

- Now accepting resident training class applications
- New Mexico Tech (NMT), 1
 - *Tom Nesbella reports:* Difficulties with current online course application process. Advises if there are issues with the process to contact him directly.
- Counter Terrorism Operations Support (CTOS), 0

AFTER ACTION REPORT IMPROVEMENT PLAN

- None

FINANCIAL STATEMENTS

Tom Nesbella Reports:

- Financial Statements; FY15 T&E closed out, FY16 T&E discussed (Details withheld- Official Use Only)

OLD BUSINESS

Disciplines brief on written summaries from previously approved classes or conferences:

- LE: approvals submitted/presented on:
 - Institute of Self Defense Combat Course, TBD
 - 8 people attended weapons course, held by personnel that teach special force. Recommended with the caveat of being an expensive training.
 - Outlaw Motorcycle Gang Conference, 9-15 Sept 2018
 - Completed
 - Basic sniper course, 11-29 June 2018
 - 1 person attended, graduated top in class. Recommended.
 - National technical Investigators course, 14-20 July 2018
- *Harvey Velott will submit official documentation concerning attending courses and events to Tom Nesbella.*
- LE: approvals pending written reports:
 - CMT Hostage Negotiation Seminar, 5-7 Feb 2018
 - FIAT Instructor Course, 25 Feb-2 Mar 2018
 - MARGIN Annual Gang Conference, 4-7 Mar 2018
 - DHS Narcotics Analytic seminar, 20-22 Mar 18
 - MS-ISAC conference, 8-11 Apr 18
 - North American Mounted Unit training, 20-22 Apr 18
 - DHS cyber security seminar, 13-19 May 18
 - Decoding gangs, 15-May-18
 - Mid Atlantic INLETS conference, 18-22 June 18
 - DHS Narcotics Analytic organized crime seminar, 26-28 Jun 18
 - Dark Web investigation course, 17-18 July 23, 2018

- Internet Evidence Finder Ops course, 8-12 Oct 18
- 18. Essentials of cyber security, 12-14 Oct 2018
- 19. IAEM training conference, 19-24 Oct 2018
- 14. Cell-brite cert training, TBD
- FS: approval
 - Drone Pilot Online Certification Prep Course, TBD
 - Drone Pilot Cert training, TBD
 - *Tucker Dempsey requests:* there to be a discussion concerning moving drone course(s) funding from Fire Service specifically to core trainings. Reasoning being that Fire Service will put on the training however, attendees are from multiple agencies/disciplines.
 - USR Medical Team specialist training, 30 Apr- 6 May 2018
 - Swift water Rescue awareness, 9-13 June
 - Swift water Rescue, 26-29 June
 - Blue card training, 27-29 Aug
 - NCC Structural collapse, Oct 2018
- CT: approval
 - Drone Conference 4-8 Sept 2018

AJ Schall emphasizes: significance of submitting written reports and presenting course/conference recommendations and outcomes to the T&E sub-committee. These reports validate funding requests towards discipline training.

Robert Newnam endorses: Director Schalls' emphasis for written reports

NEW BUSINESS

Requests for Training

Any requests over \$25,000 must go through the GSS approval process prior to approval of the T&E subcommittee per our fiscal year.

- DTI:
 - *Claudette Martin-Wus requests:* of the remaining \$25,968 FY16 exercises funds, that amount needs to be transferred to training. This makes the balance \$42,016. From that, DTI is requesting –
 - Transfer FY17 \$10,000 exercise funds to the DTI's Sub-grant under Threat Working Group to pay for the Statewide Phish Training Licenses as previously requested.
 - *Motion to approve by Harvey Velott, seconded by Willie Patrick. Motion carried.*
 - Request \$2,027.11 from the T&E Core funds to meet the training request total for CISSP Security for \$34,043.11
 - *Claudette Martin-Wus reports;* requested training funding amount would increase by \$800.00, to total \$2,827.11 due to in an increase in registration costs. Funding would be allocated from T&E core training funds. If request approved will move to Threat Working group agenda to be reviewed again.
 - *Motion by Matt Higgins, seconded by Harvey Velott, funds increase by \$800.00 approved and will come from core training. Motion carried.*

- *Motion to approve revised cost request totaling \$34,043.11 by Willie Patrick, seconded by Glenn Marshall. Motion carried.*
- CT \$22,000.00
 - *Devon Stover reports:* requesting amount for 20 people to attend UAS Level I Thermography Public Safety Certification course, Jan. 29-Feb. 1, 2019.
 - *Motion by Glenn Marshall, seconded by Harvey. Motion carried.*
- FS \$16,155.00, \$15,000.00
 - *Tucker Dempsey reports:* \$16,155.00 request for 6 personnel to attend a structural collapse USR training, October 12-21, 2018.
 - *Tucker Dempsey reports:* \$15000 request to complete rope and vehicle/machinery rescue training and certification of 50 firefighters.
 - *Motion by Glenn Marshall, seconded by Claudette Martin-Wus. Motion carried.*
- EMS \$6,885.84 and \$2,581.96
 - *Glenn Marshall reports:* \$6,885.84 requested to send 4 personnel to National ALERRT conference located in Grapevine, TX.
 - *Glenn Marshall reports:* \$2,581.96 requested to send 2 personnel to attend the Virginia HazMat conference located in Norfolk, VA.
 - *Motion by Tucker Dempsey, seconded by Dave. Motion carried.*
- LE \$1,020.00, \$999.00, \$2,475.50, \$7,872.00 and \$543.00
 - *Harvey Velott reports:*
 - Funding request for \$1020.00: to allow 3 DIAC personnel to attend the East Coast Gang Investigators Association (ECGIA) Conference this month in Rehoboth Beach, DE
 - Funding request for \$999.00: allow 3 detectives to attend the National technical Investigators Training and Mid-Atlantic Fall Training and Exhibition conference in VA Beach, Nov. 5-8, 2018
 - Funding request for \$2475.50: send 1 personnel to the Foundations of Intelligence Analysis Training Program- Instructor, in Portland, Oregon from Sept. 30- Oct. 6, 2018.
 - Funding request for \$7,872.00: to allow 12 DSP officers to attend deep water training with the NY State Police. Members are exposed to depths of 80' and greater with a recertification to 135'. Dive team members will participate in simulated body recoveries and vehicle recoveries from deep water environments. Training located in Alexander Bay, NY
 - Funding request for \$543.00: to send 1 personnel to CLEIG Conference (Combined Law Enforcement Intelligence Group) in Ocean City, MD from Oct. 17-19, 2018.
 - Previously approved request from March 7, 2018 for \$4,039.76 to allow 1 High Tech Crimes Unit detective to attend the Internet Evidence Finder Software certification course. Request to alter requested funding total to reflect an increase from \$4,039.76 to \$11,819.00. Additional cost is due to personnel changes (i.e. retirement). Requesting to send an additional 2 personnel, 3 in total, instead of just the 1 initial person.
 - *Motion by Claudette Martin-Wus, seconded by Tucker Dempsey. Motion carried.*

Requests for Exercises

- None

Other new business

- T&EPW
 - *Tom Nesbella reports:* currently scheduled for Wednesday, 14 Nov 2018 @ 9:00. The monthly T&E meeting will take place at 8:30 am prior to T&EPW.
 - Invites pending. Structure to remain the same as previous years.
- Great Southeast Shakeout
 - *Paige Fitzgerald reports:* As part of National Preparedness Month, the earthquake drill scheduled for 10/18/2018/ @ 10:18am creates an awareness surrounding an increase in threat of hazard occurring in Delaware. Follow-up and additional information will be disseminated via email.

NIMS COORDINATOR UPDATE

Eric Morgan reports:

- Agency NIMS compliance reports: need additional reports from agencies by 1 Dec. Currently, no requests for in-person visits.

CERT/CITIZEN CORPS

Nikki Testa Reports:

- Family Preparedness day is September 22nd from 100-1400, at the Ag Museum in Dover. It is a free event. The first 1,000 people to attend will be eligible for free lunch.
- CERT has the following classes:
 - The next CERT class is October 19th – 20th at the Georgetown Del Tech. Please register through Del Tech. Open to the public.
 - November 7th – 8th class is at the Division of Substance Abuse and Mental Health in New Castle. State employee's only, register through DLC.
 - December 7th – 8th class will be held at DEMA. Opened to the Public.
- DVFA: Nikki Testa and AJ Schall will be assisting with Stop the Bleed.

OTHER SUBCOMMITTEE BUSINESS

- None

COMMITTEE MEMBERS COMMENTS

- None

CONCLUSION

- Per Chairman Robert Newman supervisors need to be emphasizing submitting a written report to those attending courses/conferences.
- Per Chairman Robert Newman **the next meeting will be October 3rd at 8:30 AM**
- Per Chairman Robert Newnam the meeting is adjourned.
- Meeting adjourned at 9:21 AM

Respectfully Submitted,
-Christine Beste