



**MINUTES OF MEETING**  
Debris Management Committee Meeting  
July 10, 2008



**Meeting Date:** July 10, 2008  
**Location:** DelDOT Administration Building, Dover, DE  
**Purpose:** Debris Management Planning Committee Meeting

**List of Meeting Attendees:**

Last Name	First Name	Agency	Email
Bohannon	Pat	DEMA	pat.bohannon@state.de.us
Briggs	Robert	Department of Safety & Homeland Security	robert.briggs@state.de.us
Dalton	Avery	DNREC - Solid and Hazardous Waste	Avery.Dalton@state.de.us
Day	Dwayne	DelDOT/TMC	Dwayne.Day@state.de.us
Donaldson	Gene	DelDOT/TMC	gene.donaldson@state.de.us
Duckett	Kisha	Orth-Rodgers & Associates, Inc.	kduckett@orth-rodgers.com
Fain	Rich	Canal District Maintenance Engineer	Richard.Fain@state.de.us
Fantini	Maria	DelDOT/Central District	maria.fantini@state.de.us
Farrow	Katherine	Orth-Rodgers & Associates	kfarrow@orth-rodgers.com
Gontkovsky	Kristoffer	DNREC - Air Quality Management Section	kristoffer.gontkovsk@state.de.us
Higgins	Matthew	DNREC - DAWM	matthew.higgins@state.de.us
Knox	Don	DEMA	don.knox@state.de.us
Lankford	Thomas	DelDOT/Central District	tom.lankford@state.de.us
Littleton	Bruce	Orth-Rodgers & Associates, Inc.	blittleton@orth-rodgers.com
Mahon	Emily	FEMA	emily.mahon@dhs.gov
Metheny, Jr.	Allen	Kent Co. Emergency Management	allenmetheny@yahoo.com
Payton	Valerie	DAFB - Assessment Management Flight, Natural Resources Section	valerie.payton@us.af.mil
Reed	Jeff	DelDOT/South District	jeff.reed@state.de.us
Roddy	Robin	DSWA	rnr@dswa.com
Schladen	Jon	DEMA	jon.schladen@state.de.us

**Handouts provided during the meeting:**

1. Meeting Minutes – June 19, 2008
2. Planning Task Chart
3. Response Task Chart
4. Recovery Task Chart

**I. Introduction and Background**

Gene Donaldson (DelDOT) began the meeting with brief introductions followed by review of the agenda. The minutes were reviewed, and no comments were provided. Kate Farrow (Orth-Rodgers) then reviewed the debris task flow charts.

## **II. Planning Stage Task Flow Chart**

The following general comments were provided regarding the planning stage task flow chart.

- Color code the boxes to the agency responsible and create a legend to the side
- Add boxes for document and cost tracking system setup.
- Include a list of the prequalified contractors in an annex.
- Separate the critical facilities from the critical roads.
- Include all modes of transportation in the planning stage.

Additional planning stage comments:

- Include explanation in the text of the report indicating that the Forecasted Estimated Debris quantities were developed by DEMA in conjunction with the US Army Core of Engineers model.
- Debris zones referenced in the chart will be coordinated with the four snow removal zones – New Castle, Kent, Sussex, and Wilmington.

## **III. Initial Response Task Flow Chart**

The following general comments were provided regarding the initial response task flow chart.

- Add additional boxes indicating that prior to the unplanned incident or event, request for assistance may take place if the incident is predicted to be very severe.
- The box labeled “Eliminate Life & Safety Threats” (trees, limbs, stumps, and buildings) should be moved before the box labeled “Damage Assessment Team Reconnaissance”.
- A separate field office is probably not likely but instead there will be coordination with the Joint Field Office (JFO) or the Emergency Operations Center (EOC).
- Reference to pre-event contracts should be changed to pre-event agreements.
- All modes of transportation will be included in the clearing of debris.
- Separate clearing critical facilities and clearing critical roads into two tasks.
- Revise “develop priorities” to “review/adjust priorities”.
- Include implement Public Information Plan into the beginning of the process.

## **IV. Recovery Task Flow Chart**

The following general comments were provided regarding the recovery task flow chart.

- All modes of transportation will be included in the clearing of debris.
- Revise “haul debris to landfill as per SOP” to read Haul Debris as per SOP
- Add a “yes” at the second decision point.
- Revise “develop priorities” to read “adjust priorities” based upon available resources.

The next meeting for the full debris management committee will take place in approximately 1 month. Preference will be given for the week of August 11<sup>th</sup>.

We believe the foregoing minutes to be an accurate summary of the meeting and related decisions. Changes to the minutes can be emailed to Kisha Duckett at [kduckett@orth-rodgers.com](mailto:kduckett@orth-rodgers.com). Any questions or concerns can be directed to Gene Donaldson at [gene.donaldson@state.de.us](mailto:gene.donaldson@state.de.us) or Bruce Littleton at [blittleton@orthrodgers.com](mailto:blittleton@orthrodgers.com) or (215) 735-1932.

cc: All Meeting Attendees