



**MINUTES OF MEETING**  
**Equipment and Materials Working Group**  
**September 26, 2006**  
 Rehoboth Conference Room, Smyrna, DE



**Meeting Date:** September 26, 2006  
**Location:** Rehoboth Conference Room, Smyrna, DE  
**Purpose:** Equipment and Materials Working Group

**List of Committee Members and Meeting Attendees:**

First Name	Last Name	Agency	Email
Jim	Clacher	DeIDOT TMC	Jim.Clacher@state.de.us
Gene	Donaldson	DeIDOT TMC	Gene.Donaldson@state.de.us
Maria	Fantini	DeIDOT Central District	Maria.Fantini@state.de.us
Tricia	Faust	DeIDOT	Patricia.Faust@state.de.us
Bob	Hutson	DeIDOT Signing	Bob.Hutson@state.de.us
Tom	Lankford	DeIDOT Central District	Tom.Lankford@state.de.us
Mamie	Lynch	Edwards and Kelcey	mglynch@ekmail.com
Bill	Thatcher	DeIDOT North District	Bill.Thatcher@state.de.us
Rich	Toulson	DeIDOT South District	Richard.Toulson@state.de.us
Regis	Wagner	Edwards and Kelcey	rwagner@ekmail.com
James	Wormley	DeIDOT Canal District	Jim.Wormley@state.de.us

**Handouts provided during the meeting:**

1. August 28 Meeting Minutes
2. Equipment and Materials Inventory Lists
3. Equipment Tracking Form
4. Signs Needed for Each District Incident Response Trailer

**I. Review Equipment and Materials Inventory Lists**

Mamie Lynch (EK) began the meeting by reviewing the Equipment and Materials Inventory List, which contained the equipment quantities sent to Mamie from all the District Engineers. An open discussion regarding the list ensued, and the following items were added to the list:

- Passenger vehicles
- Bucket trucks (various sizes)
- Bulldozer
- Shovels
- Flaggers
- Various sizes of generators
- Various capacities of fuel trucks
- Various sizes of chainsaws
- Type B lights

Tricia Faust (DeIDOT) suggested gathering information on how many DeIDOT employees are Level 3 certified. The group decided that this information does not need to be collected because DeIDOT will not send employees into hazardous zones because hazardous work is not part of their jobs.



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Bob Hutson (DeIDOT Signing) noted that all signs on Type 3 barricades should be roll-up signs in order to meet safety standards. Bill Thatcher (DeIDOT North) said that they are still using the aluminum signs though, and Tom Lankford (DeIDOT Central) agreed, saying that no safety standard is used currently. Bill added that it is difficult to keep the plastic signs in stock. Bob noted that the roll-up signs are the best solution because the plastic signs can break. Gene suggested adding roll-up signs to the list and noted that this group can work on dealing with the issue of compliance with safety standards.

Tricia asked about the process for checking the generators. Bob explained that there are 19 portable generators, but five were sent back to Honda for repairs, but their warranty has expired. Tricia suggested sending the unused generators back, but Gene said that they all have been used so they cannot be returned.

Gene explained that Bob handles a stockpile of signs and asked if DeIDOT should stockpile other items as well. Bob said that each district needs some of each type of equipment, but some could be stockpiled for emergency use. Bill agreed that during district emergencies, each district can use its own materials, but during a big event, everyone can use the stockpiled materials. The group drafted the following list of materials that should be stockpiled:

- Cones
- Barrels
- Type 3 Barricades
- Type B Lights
- Wind Master Signs
- Detour Signs

Bill also brought up the point that theft of materials is a serious problem and decreases their inventories regularly. Gene asked each district to estimate the number of materials they lose each year. Mamie will contact each district to gather this information by requesting the following information about each item on the Equipment and Materials Inventory List:

- How many are needed each year,
- How many are lost each year, and
- How many are currently in the inventory.

Bob said that all the cones throughout the state are different models and sizes, and it would help if they were standardized. Gene said that standardization can become a part of this Equipment and Materials Working Group. Also, Rich Toulson (DeIDOT South) said that the funds for replacing equipment and materials come from the operating budget, thus making it difficult to fund replacement activities. Gene said that this comment also will be added in the report.

Gene suggested that Jim Minner be included in future Equipment and Materials Working Group meetings.



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**II. Incident Response Trailer**

Gene explained the idea of an incident response trailer. He said that DelDOT wants to build trailers (at least one for each district) to serve as an efficient method of first response. He would like this group to work on determining what materials should be included in each trailer. Mamie explained that Bob had estimated signing quantities to be used in such a trailer, and she directed the group's attention to the appropriate handout. Bob noted that these estimates are based on the closure of one road only. Rich commented that when Seaford flooded, 44 roads were closed.

**III. Tracking Form**

Mamie asked the group if and how they mark their equipment and materials. Bill explained that they mark each item with a four-digit code. Mamie asked if an inventory tracking form would be helpful, and the group decided that this form is not necessary.

**IV. Emergency MOT Contract**

The group discussed the Emergency MOT Contract. Tricia reviewed Enterprise Flasher's contract with the group. She explained that they could put another contract out for bid so the Department would have two contractors. However, she said that Enterprise Flasher probably would win again because they would have the lowest bid. She suggested that they could advertise a multi-vendor contract. Gene said that this group can help to write the contract, and he added that he will need to have a special meeting with Kurt Cole to discuss the contract options. Bill said that, ideally, DelDOT should keep enough materials to not have to rely on a contract.

**V. Action Items**

- Mamie Lynch will e-mail the updated inventory lists for review and comment.
- All maintenance engineers and the Sign Shop will return the edited inventory lists by **Monday, October 30th.**
- EK will schedule the next meeting. *The next meeting will be held on Wednesday, November 1 at 2:00PM in the Rehoboth Conference Room at the TMC in Smyrna, DE.*

Any questions or concerns can be directed to Gene at [gene.donaldson@state.de.us](mailto:gene.donaldson@state.de.us) or (302) 659-2404. Additionally, Edwards and Kelcey is providing consulting support and helping assist DelDOT in coordinating the efforts. Regis Wagner can be reached at [rwagner@ekmail.com](mailto:rwagner@ekmail.com) / (610) 701-7000.