



MINUTES OF MEETING
Debris Management Planning Meeting
October 3, 2007



<http://www.deldot.gov/information/projects/tmt>

Meeting Date: October 3, 2007
Location: DEMA Training Room Smyrna, DE
Purpose: Debris Management Planning Committee Meeting

List of Meeting Attendees:

Last Name	First Name	Agency	Email
Carpenter	Dave	NCC- Emergency Management	dcarpenter@nccde.org
Davis	Gwenyth	Div. of Historical & Cultural Affairs - SHPO	Gwen.davis@state.de.us
Donaldson	Gene	DeIDOT - TMC	gene.donaldson@state.de.us
Dowd	James	Delaware Forest Service	james.dowd@state.de.us
Durst	Edward	DEMA	Edward.Durst@state.de.us
Duckett	Kisha	Orth-Rodgers & Assoc., Inc. (ORA)	kduckett@orth-rodgers.com
Fain	Rich	Canal District Maintenance Engineer	richard.fain@state.de.us
Fantini	Maria	DeIDOT/Central Dist	maria.fantini@state.de.us
Higgins	Matthew	DNREC - DAWM	matthew.higgins@state.de.us
Knox	Don	DEMA	don.knox@state.de.us
Littleton	Bruce	Orth-Rodgers & Assoc., Inc. (ORA)	blittleton@orth-rodgers.com
Larrivee	Joan	Div. of Historical & Cultural Affairs - SHPO	Joan.larrivee@state.de.us
Metheny	Allen	Kent County EOC	Allen.Metheny@co.kent.de.us
Reynolds	Ken	DNREC – Fish & Wildlife	Kenneth.Reynolds@state.de.us
Roddy	Robin	DSWA	rmr@dswa.com
Toscano	Mario	Orth-Rodgers & Associates, Inc. (ORA)	mtoscano@orth-rodgers.com
Valenti	Michael	Delaware Forest Service	michael.valenti@state.de.us
Wingate	Dallas	DE National Guard	Dallas.wingate@de.ngb.army.mil

Handouts provided during the meeting:

1. Agenda
2. Meeting Minutes – August 20, 2007
3. Contact List
4. DRAFT Report Outline
5. DE Statewide & County Estimated Debris Quantities
6. Site Selection Checklist
7. Site Selection – Questions to Consider

I. Introductions and Background

Gene Donaldson (DeIDOT) began the meeting with introductions followed by review of the agenda. There were no comments to the minutes of the last meeting. Gene mentioned that if there were additional persons to be invited to join the committee, to have those contacts passed along to ORA so that they can be invited to the next meeting.



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II. Roles and Responsibilities

Gene mentioned that identifying roles and responsibilities will be a charge to the committee in preparation of the plan.

Robin Roddy (DSWA) mentioned that the Cherry Island Landfill can handle approximately 1 million/yr³ of airspace consumption per year (waste plus cover). Cherry Island landfill handles approximately 600,000 tons of waste per year. DSWA follows the DNREC definitions in terms of classifying debris. The one exception would be the definition of 'solid waste' which can vary. The DE landfills today do not handle the following types of debris:

- Radioactive
- Hazardous
- Liquids
- Tires are accepted but not landfilled
- Special wastes which require special approval
- Asbestos
- Some white goods

Gene asked DSWA and DNREC to get together with ORA to prepare a matrix of the debris definitions, and to help determine which definitions would need to possibly be relaxed in the event of a disaster (i.e. burning). Bruce mentioned setting up a meeting with the groups to assist in this effort. Another topic of discussion for that meeting would be to clearly understand the information being presented in the estimated debris quantities developed by DEMA in conjunction with the US Army Corps of Engineers and where that debris is anticipated.

Gene made mention that particularly from DelDOT's perspective, it's important that this plan discuss vehicle requirements. There needs to be a clear understanding of what the requirements are, as well as who has what equipment.

III. Organizational Chart

Bruce asked if the group had some ideas on names/contacts for an organization chart, and what other agencies need to be involved in the development of the debris management plan. Bruce mentioned that in some instances it may make sense to haul the debris twice. Sometimes it may also be better to concentrate resources in specific areas. Areas where there will be a concentration of development will have problems.

It was mentioned that representatives from municipal government should be included. Meetings would not need to have all 60 municipalities attend, but you could have a representative sample of some larger municipalities; the examples given were Scott Koenig (City of Dover Public Works) and Wayne Merritt (already on the debris management committee mailing list).

Gene mentioned that debris is tied to ESF3 for which DelDOT has the primary responsibility. He is concerned that DelDOT's role be clearly defined as well as the other parties that need to be part of the debris management team. The debris management plan needs to define the players, their roles and responsibilities so that it is clear who needs to be contacted to deploy the debris management



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team in response to an event. Under the National Incident Management System (NIMS), as the event unfolds, the appropriate level of response will involve more agencies/response effort as the magnitude of the event grows; and less agencies/response effort as the event winds down. The plan needs to provide the contact list as well as the roles and capabilities of the agencies to be contacted.

Representatives from SHPO mentioned that they already have an agreement in place which they could share with the group. They also mentioned that DNREC parks and recreation division has two historic experts on staff. These are resources that could be utilized to evaluate potential debris management sites.

Michael Valenti (Delaware Forest Service) mentioned that the state fire marshals and the volunteer fireman would be a good resource for the committee.

When the discussion came up regarding contracting some services out, Dallas Wingate (Delaware National Guard) mentioned that the National Guard is not permitted to be deployed for the same work that would be contracted. The Guard is not allowed to compete against contractors. There would also need to be some sort of executive order (i.e. declared state of emergency) for the Guard to be activated and priorities set. It is anticipated that the National Guard would be utilized as immediate responders, and not necessarily as part of the long term reentry and recovery efforts.

IV. Site Selection

Gene asked that ORA prepare a 'strawman' organization chart (roles and responsibilities), and also obtain aerial photographs for each of the three counties with the road system (including rail). Gene also raised the question of whether or not the counties had tax parcel maps. It would be helpful to overlay the tax parcels on the aerial photography. Maria and Rich confirmed that DelDOT's Inform database has this information at least for Kent and New Castle Counties. They were not sure about Sussex County.

DNREC mentioned that some sections of park land have been previously identified as temporary sites for waste. In some instances it may be better to clean debris first and take it to a temporary site, and then sort and send it to a final site.

Gene mentioned that DelDOT knows where the populated areas are and can relate them to the group. It is important to look at where the development is located when selecting sites to minimize hauling distances.

The group will need to review the most likely destruction area in determining where sites need to be located.

Action Items

- Invite Scott Koenig from the City of Dover Public Works to participate
- Committee members to email Gene and ORA contact information for any additional invitees they recommend



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- Committee members and ORA to investigate Katrina documentation
- ORA to meet with Matt Higgins (DNREC) and Robin Roddy (DSWA) to revise working debris definitions
- ORA to meet with Ed Durst (DEMA) and the Army Corp. to further discuss debris quantities
- ORA to prepare 'strawman' debris management matrix
- ORA to prepare 'strawman' organization chart
- ORA to schedule the next debris committee meeting within a 6 week time frame

We believe the foregoing minutes to be an accurate summary of the meeting and related decisions. Failing written notification to the contrary, after ten (10) days of receipt, these minutes will be recorded as a statement of facts.

Minutes prepared by:
Orth-Rodgers & Associates, Inc.

cc: All Meeting Attendees