



MINUTES OF MEETING
Dover Air Force Base
Communications Committee Meeting
November 16, 2007



Meeting Date: November 16, 2007
Location: Kent County 911 Center (Dover, DE)
Purpose: Dover Air Force Base (DAFB) Communications Committee Meeting

List of Meeting Attendees:

Last Name	First Name	Agency	Email
Caglar	Kivanc	Orth-Rodgers & Assoc., Inc. (ORA)	kcaglar@orth-rodgers.com
Donaldson	Gene	DelDOT	gene.donaldson@state.de.us
Fantini	Maria	DelDOT / Central District	maria.fantini@state.de.us
Gillespie	Glenn	DEMA	glenn.gillespie@state.de.us
Holt	David	Dover AFB Security Forces	david.holt-02@dover.af.mil
Kober	Christina	Dover PD	christina.kober@cj.state.de.us
Lankford	Tom	DelDOT /Central District	tom.lankford@state.de.us
Littleton	Bruce	Orth-Rodgers & Assoc., Inc. (ORA)	blittleton@orth-rodgers.com
Melvin	John	Dover AFB Fire Department	john.melvin@dover.af.mil
Metheny	Allen	Kent County EMA	allenmetheny@yahoo.com
Toscano	Mario	Orth-Rodgers & Assoc., Inc. (ORA)	mtoscano@orth-rodgers.com
Velott	Harvey	Dover AFB Emergency Management	harvey.velott@dover.af.mil

Handouts provided during the meeting:

1. Agenda
2. DAFB Minutes of March 30, 2007 Meeting
3. Statewide Action Items List

I. Opening Remarks

Gene Donaldson (DelDOT) thanked everyone for attending the Dover Air Force Base (DAFB) Communications Committee Meeting and began the meeting with brief introductions. Gene also indicated that Orth-Rodgers & Associates, Inc. (ORA) replaced Edwards and Kelcey as the DelDOT consultant. There was some delay during the transition period and he would like to start having the DAFB meeting on a regular schedule. The current schedule for the Committee meetings is every six months or on as needed basis. There were no additional comments to the previous meeting's minutes. The meeting was conducted in an open discussion format.

II. Statewide Action Item List

Gene proceeded to review the Statewide Action Item List as follows:

DelDOT's After-Hours Response

EK performed some analysis and a memo was prepared. This analysis needs to be expanded and ORA will be given that assignment.



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DAFB Communications Working Group

At the last meeting the participants were given the DelDOT's DAFB Incident Response Plan. DelDOT's interactive mapping was also presented at the last Committee meeting.

TMT Communications Working Group

A table top exercise was conducted and recommendations were noted during the exercise.

Transportation Management Training

This action item will be finalized in the near future. DelDOT is working with the Fire School and others to establish the first training session that will be held at the Fire Academy. It is anticipated that the "train the trainers" session will be held by the end of the year. Edwards and Kelcey will continue to lead this program through the first training session.

Roadway Projects

DelDOT is working on adjusting the budget and building the bridge for the TMT process. The TMT process remains as a top priority and is fully supported by the DelDOT's Secretary.

Safe Quick Clearance Policy

A Safe Quick Clearance Committee meeting was conducted on 11/13/07. The meeting was very productive and produced draft language for potential legislative changes. The members present were asked to take the draft language and review it with their legal staff and other interested parties for any suggested changes. Comments are due back by 11/30/07. Once the language has been finalized, the proposed language will be presented to the local TMT committees for their input as well.

Statewide Transportation Management Detour Plans

The previous consultant started working on the north-south detours and ORA will continue working on them. ORA will also work on the east-west detours. Meetings to start using the detours will also be conducted in the near future. Due to funding issues within DelDOT for consultant support, this work has temporarily suspended. It is anticipated that the issues will be resolved shortly and the work effort continued.

All Hazards Non-Typical Evacuations Committee

The County evacuation plans are complete and have been uploaded on the web. Also, the Salem Nuclear Plant evacuation plan has been updated and Jamie Turner (DEMA director) authorized the plan to be uploaded on the web. The Dover Speedway plan is currently on hold because of the All-Hazards Transportation Evacuation and Debris Management Plans. However, ORA will be charged to have the plan ready before the next race (June 2008).

The All-Hazards Non-Typical Transportation Evacuation Plan deals with transporting individuals who fall under certain categories that have been defined as Non-Typical from the transportation evacuations standpoint. The categories include medical reasons, individuals without transportation, individuals with pets, and any other individuals who require assistance because they are not able to evacuate to emergency shelters during emergencies.



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Debris Management Committee

This Committee deals with the response efforts that will be needed to be deployed because of an event/incident that produces large quantities of debris both within the right-of-way on state roads as well as elsewhere within the Counties. The Secretary has been advised that Delaware does not have a good handle of what would happen during these events nor the full resources to handle that anticipated quantities of debris.

III. Open Discussion

Allan Metheny asked the DAFB if they would evacuate Non-Typical Individuals who live within military housing that is located outside the base (under State Police jurisdiction) or if they intend to leave this responsibility to 911. The DAFB indicated that the Fire House has a list of such individuals. This list is compiled when new people arrive at the base during the base introduction meeting. Susan Domm can provide additional details about this list. DAFB advises everybody to have a personal evacuation plan. DAFB would announce the evacuations, if needed. During an incident, DAFB provides first response, especially if military personnel are involved. Gene mentioned that we will include DAFB in the Non-Typical Transportation Evacuation Planning effort.

Gene asked if having the meetings at six months intervals is adequate. DAFB personnel pointed that there is new personnel arriving and departing continuously. The group felt that that having the meetings every quarter at least for now due to the number of issues that may need to be addressed seems reasonable. Other meetings will need to be conducted on as-needed basis. Gene will ask the State Police to be present at the next meeting.

Gene indicated that the DAFB plan is complete and can be provided, if requested. The plan was not uploaded onto the DelDOT website because of security reasons. It will only be distributed within the emergency response community on a need-to-know basis. As part of the brief discussion of the plan, DAFB recommended that the gate on Route 9 (Museum Gate) be added to the plan. There are nine total gates but the majority of them are locked.

Gene mentioned that DELDOT operates 24 hours. Kent County notifies the TMC when their intervention is required and the TMC coordinates with the DelDOT representatives in Kent County (Maria Fantini and Tom Lankford).

Gene indicated that freight movement is an issue that needs to be addressed by FHWA, DelDOT, State Police, and DAFB. We need to understand DAFB freight movement within the State. We need to improve communications and will be getting together to discuss this issue.

DAFB staff commented that the Port is finished and will operate 24hrs. DAFB traffic will probably triple. Gene Donaldson added that DelDOT is adding monitoring devices as part of the new Route 9 interchange that is currently under design. These devices will help DelDOT in handling the additional traffic that will be generated by the new Port. A separate meeting will need to be conducted to better understand the implications of the new Port as well as the impacts of the other two Port locations being temporarily funneled through DAFB while they are being rebuilt.



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Alan mentioned that for trucks entering the commercial entrance of the Airbase from the North, the current official turnaround to access the base is not practical because it is too far south. It was also commented that it is difficult for the fire trucks to make U-turns at the turnaround. Tom indicated that the turnaround is located there because that is the first location that has sufficient pavement for truck movements and it is a signalized movement. Tom also commented that the proper testing was done to ensure that trucks can make the U-turns. The turn is tight and trailers sweep two lanes.

Gene indicated that DelDOT will need to meet with the DAFB and its traffic person to discuss their issues. DAFB mentioned that John Sulesky is probably the person that Gene will want to talk with.

DAFB indicated that the commercial gate will operate 24/7 once the port becomes fully operational and starts operating on a 24/7 basis. There is also a runway reconstruction project that will probably start within a month or two, which will generate considerable traffic during the construction phase.

DAFB indicated that hazardous cargo goes through the back of the base on Route 9. Gene mentioned that these are the kind of topics for this committee to discuss.

IV. Next Meeting

The date of the next meeting was not set at this meeting. However, Gene mentioned that it would probably take place sometime in February 2008.

Action Items

- A meeting to discuss the implications of the increased truck traffic because of the new port and other projects that generate considerable traffic will be coordinated and conducted.
- A meeting to discuss the list of Non-Typical individuals who reside within the DAFB housing will be coordinated and conducted.

Minutes were prepared by Orth-Rodgers & Associates, Inc (ORA). 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.

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