



MINUTES OF MEETING
Debris Management Committee Meeting
May 6, 2008



Meeting Date: May 6, 2008
Location: DEMA Training Room Smyrna, 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 and Homeland Security	Robert.briggs@state.de.us
Chaffins	Chuck	FEMA	Charles.chaffins@dhs.gov
Dalton	Avery	DNREC – Solid and Hazardous Waste	Avery.Dalton@state.de.us
Day	Dwayne	DelDOT - TMC	dwayne.day@state.de.us
Duckett	Kisha	Orth-Rodgers & Associates, Inc. (ORA)	kduckett@orth-rodgers.com
Durst	Edward	DEMA	Edward.Durst@state.de.us
Fain	Richard	DelDOT	Richard.fain@state.de.us
Fantini	Maria	DelDOT/Central District	Maria.fantini@state.de.us
Farrow	Katherine	Orth-Rodgers & Associates, Inc. (ORA)	kfarrow@orth-rodgers.com
Gillespie	Glenn	DEMA	Glenn.gillespie@state.de.us
Hake	David	DEMA	Dave.hake@state.de.us
Knox	Don	DEMA	don.knox@state.de.us
Gontkovsky	Kristoffer	DNREC – Air Quality Management	Valerie.gray@state.de.us
Lankford	Tom	DelDOT/Central District	Tom.lankford@state.de.us
Littleton	Bruce	Orth-Rodgers & Associates, Inc. (ORA)	blittleton@orth-rodgers.com
Metheny	Allen	Kent County Emergency Management	allenmetheny@yahoo.com
Nicholson	Paul	DNREC – Division of Parks and Recreation	Paul.nicholson@state.de.us
Thatcher	Bill	DelDOT North District	Bill.thatcher@state.de.us
Valenti	Michael	Delaware Forestry Service	Michael.valenti@state.de.us

Handouts provided during the meeting:

1. Agenda
2. Meeting Minutes – February 7, 2008
3. Revised Debris Data Matrix
4. County Debris Distribution Maps
5. Decision Making Matrix & Org. Chart
6. Revised Draft Debris Management Plan and Appendix

I. Introduction and Background

Dwayne Day (DeIDOT) began the meeting with introductions followed by a review of the agenda. No comments were provided for the minutes of the February 2, 2008 meeting.

II. Debris Data Matrix Review

Bruce Littleton (ORA) reviewed the revised debris data matrix. There were no additional comments.

III. Review of County Distribution Maps & Estimated Debris Quantities

Bruce reviewed the DEMA revised estimated debris quantities for a category 3 hurricane, as well as GIS mapping which illustrated how the debris could be distributed throughout the state. The quantities also show estimates of the number of truck trips per day for clean woody debris and mixed construction and demolition (c&d) debris. Chuck Chaffins (FEMA) asked what size truck was assumed. Bruce indicated that the analysis assumes a 10 cubic yard truck. Chuck indicated that FEMA has seen a lot of 20 cubic yard trucks, as well as 24-hour operation. Bruce mentioned that this is something the plan would consider. Dwayne Day added that the majority of DeIDOT trucks are 6 cubic yard trucks, and Chuck mentioned that the majority of contractor trucks will be 20 cubic yards.

Chuck also added that brushy debris will be different than c&d debris as an example, and that they will all have a different conversion factor to tons.

IV. Review of Debris Decision Making Points: Responsibility Matrix

Kate Farrow (ORA) reviewed the debris decision making points – responsibility matrix.

Below are the results of that discussion.

General Comments: Contracts

- Bruce commented that DEMA is not a funded agency that has capability of funding the contracts up front. Ed Durst (DEMA) mentioned that DEMA is working with the Office of Management and Budget (OMB) today concerning funding, and would be willing to assist with contract development. It was mentioned that both DeIDOT and DEMA have preexisting contracts. DEMA contracts are written to suit FEMA, but DeIDOT's are not. DeIDOT's contracts are set up for Emergencies (like snow removal) and are based on time and materials. Chuck indicated that the DeIDOT contracts should not be neglected. He also reiterated that FEMA is extremely against time and materials contracts. Don Knox (DEMA) mentioned that DEMA is working on pre-scripted, prevent contracts.
- Chuck Chaffins mentioned that FEMA federal share of reimbursement is 75%. They are currently operating under a pilot program that will increase this amount to 80% if there is an approved Debris Management Plan. In addition, the pilot program addresses reimbursement for recycling. Under the pilot, FEMA will not deduct the revenue generated from recycling from the reimbursement. Finally, the pilot program addresses reimbursement not only OT pay but normal working hours for force account labor.

- Dwayne Day raised a question regarding contract language. Chuck mentioned that the language should indicate that “the preexisting contracts are ready to be called up in an event”. The committee should also note that other states may/will be using some of the same contractors, and that depending on the magnitude of the event, some of the contractors may not all be available.
- Chuck Chaffins indicated he would like to see a list of potential contractors in an appendix of the plan.

General Comments: Sites

- The DNREC regulations state that you do not have to have transfer station allowance for every Temporary Debris Storage and Reduction Site (TDSRS).
- Suitable TDSRS should be selected in advance. The question was asked as to what level of preapproval is needed for sites. Kate indicated that ideally the selected sites would be prescreened on a high level as part of this plan development and then the potential sites would be included in an appendix.
- Chuck mentioned that all permits do not have to be in place at the time the plan is written, but that all of the locations selected should be “permissible”. Avery Dalton (DNREC) indicated their regulations waive any permits in an emergency situation. It was mentioned that there may need to be some language added to the plan regarding permitting of sites. Chuck indicated DNREC would need to ensure the sites would meet federal permit requirements.
- DelDOT will have a say in the road network, truck maneuvers etc. There was a small group meeting previously held with DelDOT to help identify sites, and none were selected. Several borrow pits were identified; however none were large enough to handle the debris. To date, there has been one site identified as provided by the Division of Forestry Service.

Comments: Responsibilities Matrix

I. Pre-event Activities – Planning

- In the table, add DelDOT as a lead agency for pre-event contracts.

II. Phase I – Emergency Response

- Comment- Sites have to meet criteria within the plan (i.e. storm water and sediment). Chuck mentioned to DNREC that according to NEPA regulations, sites would have to be permitted. DNREC would be the permitting authority.
- In the table row labeled Initial Assessment of State and Local Roads, add the *EMA* with DelDOT as agencies with lead responsibility. Add the *Local EOCs* to the support role.
- In the table row labeled Identifying and Requesting Assistance for “push and shove”, Glenn Gillespie (DEMA) suggested to add that DEMA is the *lead coordinating agency*. In the incorporated communities someone (i.e. the mayor or police chief) would get in contact with DelDOT. The DEMA would not take charge.
- Approval request for clearing local roads will be *coordinated between DEMA and DelDOT*.

III. Phase II – Cleanup and Recovery

- Change the first decision point to Implement Protocol for Debris Management *Sites*.

- Change the lead responsibility for disseminating information on debris segregation to the *Joint Information Center (JIC)*. The lead will come from the Governor's Office. Glenn will check with Rosanne about the current JIC plan. Change the support roles to add the *Local EOC*. The Joint Field Office would be used in place of a Debris Management Center. Chuck mentioned that a week prior to landfall of a storm, the FEMA State Liaison Officer (SLO) would be on the ground. There would probably be an Initial Operating Facility (IOF). Chuck indicated that FEMA has a FAAT (Acronyms Abbreviations & Terms) list, and ORA will obtain a copy.
- ORA will talk to the DSWA and the DNREC further regarding the following line items: (1) Monitor removal work and TDSRS, and (2) performing compliance checks to ensure debris segregation. Compliance checks will be dependent on the number of sites and the number of personnel needed. There will be a need for a system of checks and balances.

IV. Post-Recovery Activities – Public Assistance, Close-out, and Quality Assurance

- Change the line item Evaluate Success of Cleanup Effort to *After Action Report*. FEMA refers to this process as Remedial Action Management (RAM). Change the lead responsibility to the Debris Management Task Force (DMTF). Final site approval will come from the DNREC and the DSWA.
- Chuck mentioned that FEMA will conduct training for debris monitors for the first few weeks of the opening of the JFO.

V. Open Discussion

- Bruce mentioned that ownership of the debris management site will need to be included in the plan.
- It was mentioned with regard to an organizational chart, that the plan may want to follow an ICS structure.
- There are four (4) recognized EMAs in Delaware: New Castle County, Kent County, Sussex County, and the City of Wilmington. The EMA's should be used as the Debris Control Zones.
- A list of priority roads may already exist. DelDOT has a list of priority roads for snow removal.
- Ed Durst at DEMA mentioned that there is a new list out from FEMA for the Demolition of Private Property Checklist and the Removal of Navigation Hazards checklist. Private property and condemnation criteria are sometimes linked. Navigation Hazards would include anything blocking the waterways. Dwayne asked about restoration of aviation navigation. This may need to be added.
- Allen Metheny commented with regard to condemnation criteria that local building inspectors would be involved. The group noted that having the condemnation criteria spelled out ahead of the event is helpful.
- In an event, public assistance will be up and running. Also, agencies/individuals may be able to be EMACed in.
- Pat Bohannon (DEMA) is rewriting the DEOP (Delaware Emergency Operations Plan).
- Chuck Chaffins indicated that he will get input on the plan from some FEMA reviewers prior to the next meeting.

Action Items:

- Glenn Gillespie (DEMA) and ORA to check with Rosanne XXXX about the current JIC plan. – completed!
- ORA to speak with Kurt Cole at DelDOT about emergency snow removal contracts.
- ORA to request that DSWA provide additional information on recycling.
- ORA to download the FEMA FAAT List

Next Meeting:

ORA to schedule next meeting for Wednesday, May 28, 2008.

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. Changes to the minutes can be emailed to Kisha Duckett at kduckett@orth-rodgers.com. Any questions or concerns can be directed to Gene Donaldson at gene.donaldson@state.de.us or Bruce Littleton at blittleton@orthrodgers.com or (215) 735-1932.

cc: All Meeting Attendees