



**MINUTES OF MEETING**  
Debris Management Committee Meeting  
May 28, 2008



**Meeting Date:** May 28, 2008  
**Location:** DelDOT Administration Building, Dover, DE  
**Purpose:** Debris Management Planning Committee Meeting

**List of Meeting Attendees:**

Last Name	First Name	Agency	Email
Carpenter, Jr.	Dave	NCC – Emergency Preparedness	<a href="mailto:dcarpenter@nccde.org">dcarpenter@nccde.org</a>
Dalton	Avery	DNREC – Solid and Hazardous Waste	<a href="mailto:Avery.Dalton@state.de.us">Avery.Dalton@state.de.us</a>
Davis	Gwen	Div. of Historical & Cultural Affairs - SHPO	<a href="mailto:Gwen.davis@state.de.us">Gwen.davis@state.de.us</a>
Day	Dwayne	DelDOT - TMC	<a href="mailto:dwayne.day@state.de.us">dwayne.day@state.de.us</a>
Donaldson	Gene	DelDOT/TMC	<a href="mailto:Gene.donaldson@state.de.us">Gene.donaldson@state.de.us</a>
Duckett	Kisha	Orth-Rodgers & Associates, Inc. (ORA)	<a href="mailto:kduckett@orth-rodgers.com">kduckett@orth-rodgers.com</a>
Fain	Rich	Canal District Maintenance Engineer	<a href="mailto:Richard.Fain@state.de.us">Richard.Fain@state.de.us</a>
Fantini	Maria	DelDOT/Central District	<a href="mailto:Maria.fantini@state.de.us">Maria.fantini@state.de.us</a>
Farrow	Katherine	Orth-Rodgers & Associates, Inc. (ORA)	<a href="mailto:kfarrow@orth-rodgers.com">kfarrow@orth-rodgers.com</a>
Gillespie	Glenn	DEMA	<a href="mailto:Glenn.gillespie@state.de.us">Glenn.gillespie@state.de.us</a>
Gontkovsky	Kristoffer	DNREC – Air Quality Management Section	<a href="mailto:Kristoffer.gontkovsk@state.de.us">Kristoffer.gontkovsk@state.de.us</a>
Higgins	Matthew	DNREC - DAWM	<a href="mailto:matthew.higgins@state.de.us">matthew.higgins@state.de.us</a>
Lankford	Thomas	DelDOT/Central District	<a href="mailto:tom.lankford@state.de.us">tom.lankford@state.de.us</a>
Littleton	Bruce	Orth-Rodgers & Associates, Inc. (ORA)	<a href="mailto:blittleton@orth-rodgers.com">blittleton@orth-rodgers.com</a>
Metheny	Allen	Kent County Emergency Management	<a href="mailto:allenmetheny@yahoo.com">allenmetheny@yahoo.com</a>
Reed	Jeff	DelDOT/South District	<a href="mailto:Jeff.reed@state.de.us">Jeff.reed@state.de.us</a>
Roddy	Robin	DSWA	<a href="mailto:rnr@dswa.com">rnr@dswa.com</a>
Thatcher	Bill	DelDOT North District	<a href="mailto:Bill.thatcher@state.de.us">Bill.thatcher@state.de.us</a>
Valenti	Michael	Delaware Forestry Service	<a href="mailto:Michael.valenti@state.de.us">Michael.valenti@state.de.us</a>

**Handouts provided during the meeting:**

1. Meeting Minutes – May 6, 2008
2. Revised Draft Debris Management Plan and Appendix

**I. Introduction and Background**

Gene Donaldson began the meeting with brief introductions followed by review of the agenda. Bruce Littleton reviewed the May 6, 2008 meeting minutes, and Robin Roddy and Avery Dalton will provide comments following the meeting. Matthew Higgins (DNREC) provided comments to the older February 7, 2008 minutes.

A general comment was made to adjust the debris management matrix to indicate ‘must be recycled or reused’.

## **II. Draft Debris Management Plan and Appendix**

### **Page 2 Comments - Assumptions**

- On page 2 of the plan, Dwayne Day (DelDOT) said change Federal Response Plan to Federal Response Framework.
- On page 2, Robin Roddy (DSWA) made a comment to change the DSWA bullet. DSWA does charge at their facilities. Gene mentioned that the cost is referring to once the sites are setup. Robin mentioned that DSWA may not have the authority to run and operate the sites. Bruce recommended removing the full bullet on page 2. It was meant to refer to the TDSRS. We will create a new bullet to reflect how the temporary debris storage and reductions sites (TDSRS) will be run.
- Avery Dalton (DNREC) made the general comment that ‘transfer station and collection sites’ should be changed to TDSRS throughout the document.

### **Page 3**

- Third bullet, top of page – delete “in Section 10 of”
- Under section 3.3, Remove reference in Section 3.3 of DNREC, 2004 and it should be DSWA not DWSA

### **Page 15**

- On page 15, the next version of the draft will include an updated Table 2. The appendix will be updated as well.
- Within Table 2, it should be noted that DEMA can help to put together unfunded contracts.
- Allen Metheny asked, Who will handle the statewide funding for a Category 3 hurricane? This is still to be discussed amongst the committee. The Coast Guard assisted in the last major event as well as DNREC.
  - Gene asked, How does Kent County operate now? Allen indicated in the past they have had some level of funds that are taken out of operating funds but in a catastrophic event they will not have sufficient funds
  - New Castle County operates out of their operating budget today. They have to request emergency appropriations or state assistance if they don’t have enough funds.
  - Glenn Gillespie (DEMA) commented that there is nothing that has been decided today about funding. Under emergency management, there are two sources of funding. It is the recommendation of the Chief Fiscal Officer to work with OMB to define those funds and how those funds are utilized in an event. The state strategy will identify the financial component. A reference section could be added to the plan regarding funding. In a catastrophic event, DelDOT will have to spend some of it’s own money and get reimbursed. The EMAs in the state should be coming to DEMA once they have exhausted their own local resources. DEMA will turn to the federal government once they have exhausted Delaware state resources.
- Bill Thatcher (DelDOT) asked what debris the plan is suggesting DelDOT will move off the roads? This may be different in each county. Subdivisions, for example, are not handled the same in each county for snow removal. New Castle County has far more subdivisions than any other county Will debris be handled the same way? This will need to answered as part of the plan. Dave Carpenter (NCC Emergency Preparedness) mentioned that there may need to be an

annex to the plan which will identify what the county, DeIDOT, and others will be responsible for in terms of clearing the road.

- Jeff Reed (DeIDOT) commented that a major item of the plan will be the identification of each agencies roles and responsibilities.

### **Page 19**

- Avery Dalton (DNREC) made a modification to bullet 6 indicating that DNREC will need to work with other agencies for monitoring transfer stations/collection sites. DNREC may not have an EPO at every location. Change the bullet to indicate DNREC or a representative will monitor the TDSRS.
- Move the last bullet from DNREC to DeIDOT
- DSWA will provide changes to the bullets
- DSWA will not be responsible to setup, monitor, and operate the TDSRS
- SHPO will provide changes once they review with their superiors
- Dept. of Agriculture will provide revisions
- Move the county and local governments from support to key agencies
- Delete the last three bullets from the Volunteer Fire Service
- Need to check to see if the Fire School is on the DMTF (If not, invite them)

### **Page 20**

- Add the bullet regarding protective gear to each appropriate agency. Each agency should be responsible for their own staff members.

### **General Comments**

- The plan must include an operations plan that says what daily operation is, what can be accomplished by those forces, and what needs to be done under contracts.
- Gene mentioned locating MOUs in the back of the Appendix.

*The next meeting has been scheduled for June 19, 2008 from 1:00-3:00 PM in the Farmington/Felton room of the DeIDOT Administration Building.*

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