



MINUTES OF MEETING
Debris Management Committee Meeting
May 18, 2009



Meeting Date: May 18, 2009
Location: DelDOT Administration Building, Dover, 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
Dalton	Avery	DNREC- Solid and Hazardous Waste	Avery.Dalton@state.de.us
Day	Dwayne	DelDOT/TMC	Dwayne.Day@state.de.us
Durst	Edward	DEMA	Edward.Durst@state.de.us
Fain	Rich	DelDOT/Canal District	Richard.Fain@state.de.us
Fantini	Maria	DelDOT/Central District	Maria.fantini@state.de.us
Faust	Trisha	FHWA	
Gontkovsky	Kristoffer	DNREC – Air Quality Management	Kristoffer.gontkovsky@state.de.us
Gray	Valerie	DNREC – Air Quality Management	Valerie.gray@state.de.us
Kennedy	Patrick	FHWA	Patrick.kennedy@fhwa.dot.gov
Knox	Don	DEMA	Don.knox@state.de.us
Lankford	Thomas	DelDOT/Central District	Tom.lankford@state.de.us
Littleton	Bruce	Orth-Rodgers & Associates, Inc.	blittleton@orth-rodgers.com
Metheny	Allen	Kent Co. Emergency Management	allenmetheny@yahoo.com
Payton	Valerie	DAFB	Valerie.payton@us.af.mil
Reed	Jeff	DelDOT/South District	Jeff.reed@state.de.us
Roddy	Robin	DSWA	rnr@dswa.com

Handouts provided during the meeting:

1. Meeting Minutes – July 10, 2008
2. Draft Delaware Debris Management Plan and Appendix

I. Introduction and Background

Dwayne Day (DelDOT) began the meeting with brief introductions followed by review of the agenda. The minutes were reviewed, and no comments were provided. Bruce Littleton (Orth-Rodgers) then reviewed the DRAFT Delaware Debris Management Plan and Appendices.

II. DRAFT Delaware Debris Management Plan and Appendices

Several general comments were made prior to review of the plan.

- Jeff Reed (DelDOT) asked about the pending changes to the Emergency Support Functions (ESF's) and how that would affect the plan. Pat Bohannon (DEMA) indicated that the ESFs

will soon be referred to as Functional Groups, but essentially remain the same. The Debris Management Plan is a working document, and will be converted to the functional groups at such time as the state makes the change. Pat indicated that the actual roles and responsibilities of the agencies won't change, just the order in which they are presented and the overall ICS structure layout. Page 6 of the document contains a sample of the ICS functional organizational chart.

- Trish Faust (FHWA) - How is this going to line up with the Federal structure? Don Knox (DEMA) and Pat Bohannon (DEMA) said the Feds typically modify their structure to match the structure of the individual state that they are assisting.

Bruce then reviewed the document with the group page by page and the comments are captured below.

Page 7

Ed Durst (DEMA) requested the following language changes.

- Change language – Replace “Coordinate with DEMA Operations” to “Communicate and Coordinate with the Debris Manager”.

Ed initiated a discussion on respiratory protection. Tom Lankford (DeIDOT) mentioned that someone requesting a respirator has to be tested and fitted for the respirator. Allen Metheny (Kent County 911) commented that the Department of Public Health could make a determination on what is needed for breathing. The conclusion of the discussion was to add “respiratory protection as needed and/or required” to the required clothing list

Page 9

Ed Durst (DEMA) requested the following language changes.

- Change the language regarding Emergency Operations Center (EOC) assistance to “Requesting the appropriate state or county EOC as determined by the Debris Manager”
- Remove completely the bullet referencing cost data.
- Robin Roddy (DSWA) asked for clarification on the use of the transfer stations as collection sites. ORA to send recommended language to DSWA for approval.

Page 12

- Change Department of Public Health to Division of Public Health

Page 17

- Pat Kennedy (FHWA) indicated that there should be language added to the plan to emphasize where the debris was removed from in order to receive reimbursement. ORA to provide draft language for Pat's review. Pat also asked that clarification be provided on the following:
 - Federal Highways can pay for normal straight time.
 - FHWA does not require a presidential declaration (it can be a Governor declaration)
 DeIDOT will capture this information and provide a draft to Pat.
- Jeff Reed (DeIDOT) expressed concern about the amount of detail that the drier needs to record. Jeff was asked to look at the sample load ticket (on page 39 of the Appendix) as this is what the driver needs to fill out. That answered the question raised but led to another question about having load tickets preprinted and in stock prior to an event. It was agreed that preprinted load tickets need to be made available.

Page 18

- The question was raised as to whether or not there has been official approval of the JIC plan. The understanding was that it has not been approved. Ed Durst and Don Knox (DEMA) indicated that there may need to be some language added to the plan regarding the role of the PIO. It was suggested that a meeting be arranged between DelDOT and DEMA PIO's to coordinate the language.

Page 32

- Trish Faust (FHWA) requested that language be added to indicate that once the road is cleared, we will not continue to pickup. Don Knox said there is a predetermined number of sweeps will be allowed (sometimes it's been three). ORA to provide modification and review with DelDOT for final approval.

Page 44

- Robin Roddy (DSWA) indicated that incineration is still illegal in DE and asked whether further clarification is needed. The opening language for incineration indicates this is a last resort and will require the Office of the Governor to issue a waiver.

Page 45

- The text discussed dates for the open ban on burning. These dates should be May 1st to September 30th.

Page 49

- Clarification needs to be added that Emergency Management Assistance Compact (EMAC) requests need to be submitted through the state EOC (DEMA).

Page 90

- Trish Faust (FHWA) Are sites still going to be predeclared? Significant time was put into locating sites. A few sites were explored including one suggested by the Forestry service. None have been able to be selected. It was decided that the plan will move forward without sites, with sites being added at a future date when possible.

This will be the final meeting of the full debris management committee. Attendees are encouraged to contact DelDOT or Orth-Rodgers with additional comments prior to the distribution of the final draft.

The final draft will need to go through the TMTs prior to receiving signature from the secretaries.

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