



MINUTES OF MEETING
Joint Kent and Sussex Counties TMT Meeting
December 7, 2006
 Ellendale Fire Hall



Meeting Date: December 7, 2006
Location: Ellendale Fire Hall
Purpose: Join Kent and Sussex Counties Transportation Management Team (TMT) Meeting

List of Committee Members and Meeting Attendees:

First Name	Last Name	Agency	Email
John	Bare	Frankford Fire Company	
Buzzy	Bayles	Ocean City EMA	bbayles@ococean.com
Ruth	Campbell	Division of Social Services	Ruth.Campbell@state.de.us
Jack	Cannon	Bridgeville Fire Company	
Alan	Carey	DE Fire Police Assoc. (Pres.)	abctow8757722@yahoo.com
Russell	Carter	Oceanview Police	russell.carter@cj.state.de.us
Brian	Chelton	Edwards and Kelcey	bchelton@ekmail.com
Scott	Collins	Selbyville Police	ward.collins@cj.state.de.us
Frank	DeFord	Sussex Co. Fire Police Assoc. (Pres.)	
Gary	Emeigh	Civil Air Patrol	garyemeigh@yahoo.com
Maria	Fantini	DeIDOT/Central District	maria.fantini@state.de.us
Patricia	Faust	DeIDOT/TMC	patricia.faust@state.de.us
Paul	Ford	DeIDOT/DTC	paul.ford@state.de.us
John	Hall	Sussex Co. Fire Police Assoc. (1st Vice Pres.) & Millsboro Fire Co.	johnhallde@aol.com
Joseph	Huttie	DSP – Troop 3 (Traffic)	joseph.huttie@state.de.us
Gerald	Johnston	Frederica Fire Company	
Lawrence	Kibler	Civil Air Patrol	lkibler20@comcast.net
Thomas	Lankford	DeIDOT/Central District	tom.lankford@state.de.us
Mamie	Lynch	Edwards and Kelcey	mglynch@ekmail.com
Alvin	Marquess	MDSHA	AMarquess@sha.state.md.us
Ken	McLaughlin	Ocean View Police	Kenneth.mclaughlin@cj.state.de.us
Allen	Metheny, Jr.	Kent Co. Emergency Management	allenmetheny@yahoo.com
Rowland	Moore, Jr.	Ellendale Fire Company	rmoore75@comcast.net
Rosanne	Pack	DEMA	rosanne.pack@state.de.us
Allen	Parsons	Bridgeville Police	allen.parsons@cj.state.de.us
Brian	Parsons	Greenwood Police Department	brian.parsons@cj.state.de.us
Christian	Plack	Milford Police Department	christianplack@cj.state.de.us
Kurt	Reuther	DNREC	kurt.reuther@state.de.us
Garland	Saville	Millville Fire Company	GarSaville@aol.com
Richard	Toulson	DeIDOT/South District	richard.toulson@state.de.us
James	Turner, III	DEMA	jamie.turner@state.de.us
Derek	Voight	Edwards and Kelcey	dvoight@ekmail.com



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First Name	Last Name	Agency	Email
Lauren	Wallace	Civil Air Patrol	lwal216904@aol.com
Charles	Walls	Kent Co. Fire Police Assoc. (Pres.)	
Roger	Willey	DSP – Troop 7 (Traffic)	roger.willey@state.de.us
Robert	Young	Civil Air Patrol	

Handouts provided for the meeting:

- Sussex County All Hazards Evacuation Annex – Reentry and Recovery Concept of Operations Section Only
- Sussex County Evacuation Route Map (Display Board)
- Kent County Evacuation Route Map (Display Board)

I. Opening Remarks

Gene Donaldson (DeIDOT TMC) opened the meeting with introductions from the attendees. Gene stated because the Statewide Action Items Handout had been forgotten, and the Edwards and Kelcey (EK) team would fill in the group on those items.

II. Statewide Action Item List

Improve DeIDOT’s After-Hour Response

Derek Voight (EK) reported that Edwards and Kelcey compiled data to see how often DeIDOT personnel are called out to incidents. In a recent meeting Gene had asked that EK review the data for accuracy and request additional data to ensure that cost estimates derived are the best estimates possible. Gene added that the After-Hours response is a nationwide priority and that DeIDOT will be considering expansion of the existing program and possibly adding shifts based on the outcome of this analysis.

TMT Communications Working Group

Derek reported that EK is in the process of drafting an After Actions/Corrective Measures Report based on the events and lessons learned during the Table Top Exercise on March 29, 2006. The report will then be circulated to the group of evaluators for comment. Primarily the report will be concerned with the field communications.

Statewide Training

Brian Chelton (EK) explained that EK is in the process of creating a Safety Training Program for Incident Scenes. Brian stated that the draft of the training program has been submitted to DeIDOT Safety for internal review and that the review process should be complete very soon. Brian also noted that a meeting has been scheduled in early January to perform a run-through of the program for DeIDOT. Gene mentioned that once the training is complete they will begin to discuss how to deliver it to the TMT groups.



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Quick Clearance Policy

Derek mentioned that EK has sent out letters seeking interest in participating in a Quick Clearance Committee. Derek explained that this group will begin the preliminary planning for Quick Clearance policies within Delaware. A Kick-off meeting will be scheduled once some planning materials are made available by the I-95 Corridor Coalition. Gene added that he anticipated the documents would more than likely be complete by the week of 12/13/06 for the upcoming I-95 Corridor Coalition Conference, which he would be attending.

Spanish Language Aid for Incident Response Booklet

Derek mentioned that the additional request for booklets has been filled and that more than 3,000 booklets are on order. Derek went on to explain that the first batch of booklets was delivered in November to DSP headquarters and the Delaware State Fire Chiefs Association. Mamie Lynch (EK) asked the group if the booklets have been passed out yet. No one in the group had received anything, and Gene asked that EK follow up with the people who originally received the books.

Dover Air Force Base (DAFB) Communication Working Group

Mamie stated that a meeting has been scheduled for January to keep contacts current. EK is in the process of assembling some DAFB Detours books for distribution at this meeting.

Kent County All-Hazards Evacuation Annex

Derek stated that all involved agencies have been given a chance and have submitted comments on the Annex. EK is in the process of incorporating comments, and the group will have a chance to comment before the report is finalized.

New Castle County All-Hazards Evacuation Annex

Mamie reported that the New Castle County All-Hazards Evacuation Annex has been commented on by a few but not all of the involved agencies. Some of the comments from the Kent County All-Hazards Evacuation Annex are applicable in New Castle County, and those changes will be made.

Equipment and Materials Working Group

Mamie explained that EK has been working with Gene and the Maintenance Yards to develop an inventory of traffic control devices to gain a handle on the surplus/shortages that exist in the event of a major evacuation or incident. EK has drafted a summary report, and it is in the process of being reviewed by Gene and will then be distributed amongst the Equipment and Materials Working Group for final comment.

Detours

Mamie directed the group to a website at the bottom of the meeting's agenda where all of the completed detours can be found. Mamie added that as more detours are completed the site will be updated accordingly.



III. Reentry and Recovery – Open Discussion

Recovery

Gene opened the discussion on the Reentry and Recovery by stressing to the group that the Reentry and Recovery are two separate events that need to be planned for. The recovery, as explained by Gene, is the planning effort that ensures the transportation network is safe previous to the return of the affected population. Gene stated the importance that discussions only surround recovering the transportation network since this is DeIDOT's primary responsibility. Gene also mentioned the importance of considering the transportation network as a multi-modal network since DeIDOT also is responsible for rail, air, transit and marine networks in addition to roadway.

Gene stated that communications will be critical, including the flow of information between agencies, agency to media and agency to public. Recovering the transportation network will take inspection of the network, repairs to the damaged areas, prioritization of the various repairs and the planning of resources required to complete the repairs; good communication is imperative to ensure that this process doesn't break down. Gene stated that one of the first steps will be clearing the debris from the roadway to ensure that the inspection teams can perform their duty.

Alvin Marquess (MDSHA) commented that in Maryland utilities have taken center stage in their recovery planning. MD has taken a team approach with utilities and has planned to have utility crews respond alongside Department of Transportation officials to ensure that problems relating to downed power lines can be dealt with immediately. Alvin also stated that some work is being done with inundation maps to pre-stage materials on high ground before an event; so that work can be begin quickly following a major storm event. In the realm of communications, Alvin added that MD is considering the use of satellite communications systems since cell and internet based communications are dependent on towers and the fiber network, respectively, which may be damaged. It was noted by John Hall (Sussex County Fire Police Assoc.) that all utilities, including electric, phone, gas, and sewer, need to be considered when response teams are formed since Sussex County has high pressure gas lines and other utility systems that shouldn't be overlooked in the planning process. John Hall also added that cell phone communications can be very spotty in some areas of Sussex County, so the communications plan should not be heavily reliant on the use of cell phones.

Tricia Faust (DeIDOT TMC) noted that the TMC should consider including some language in the concept of operations to have a DeIDOT representative present at the State EOC to help with agency to agency communications during the recovery efforts. Tricia also was concerned about the reference within the reentry and recovery concept of operations to the Debris Removal Plan, since the plan was still in development.

Reentry

Gene opened the discussion on reentry by explaining that this is not only planning for the return of the evacuated population, but also needs to consider the entry of the recovery workers who will aid in



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the rebuilding of the damaged areas. Gene also wanted to be clear to the group that, regardless of the municipal plans that exist surrounding reentry, DelDOT would still be responsible for the roads since the majority are state owned/maintained. This would include the setting up of reentry checkpoints, which would be set up by DelDOT and staffed by uniformed police or possibly Delaware National Guard. Gene stated that a standard checkpoint design could be included in the various Annexes for all three counties.

Ken McLaughlin (Ocean View Police Chief) raised some concern about the use of credentials to get through checkpoints. The Ocean View Police Department has trained and credentialed 8 citizens to assist with the reentry and recovery process. However, he is concerned that the checkpoints won't allow these volunteers through since their IDs may not be recognized as standardized IDs. Gene aired some concern as to how plain clothes responders would clear checkpoints if there wasn't a standardized ID allowing entry. Alvin added that in MD planning the credentialing of responders has been a major sticking point. Buzzy Bayles (Ocean City EMA) stated that MD is currently considering a credentialing program that uses window decals. The stickers would not be applied until the disaster, and residents, responders, etc would all have different decals. Details regarding the program, such as how to distribute the decals, have not been established at this point. Alvin added that perhaps the Delmarva Task Force could look into implementing a regional credential for the peninsula in the hopes of standardizing an ID card. Paul Ford (DTC) suggested getting in touch with Vince Jacono (Delmarva Power) because he may have credentialing ideas.

Regarding checkpoints, Buzzy Bayles explained that Ocean City, MD will be channeling all traffic through a single point to ensure that responders are the first in. Gene said that this process is more difficult for Delaware because there are many more access roads in Delaware than in Ocean City, MD. John Hall aired some concern with utility teams that will be responding from adjacent states may not have the required credentials to get through the checkpoints.

Some additional comments were noted regarding lodging for responders, information exchange and general regional information dissemination. Kurt Reuther (DNREC) asked if a map detailing GPS points for shelters/other important structures existed to be used in the event that streets signs where down. Mamie Lynch explained that this map does exist for Sussex County and can be developed for Kent and New Castle Counties as well. Jamie Turner (DEMA) added that there will be new evacuation requirements coming out soon that will also need to be considered. These new requirements will involve evacuation on a regional level. Jamie also added that all reentry and recovery plans will need to be approved by state leaders. Charles Walls (Kent County Fire/Police Association) suggested researching other states', particularly North Carolina's, reentry and recovery procedures. Gene said that EK has done some research, and he also is investigating other states' plans.

Alvin noted at the close of the meeting that DelDOT needs to schedule a meeting with MD counties that border DE as MD is very close to beginning the installation of evacuation route signs and wants to ensure that the routes match up.



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IV. Next Meeting

It was decided that the meetings for Sussex County would be joint meetings (including Eastern, Central and Western Sussex TMTs) to ensure a high turnout. It also was decided that the meeting would continue to be held in the evenings to ensure the participation of the fire services. Also, Gene will be forming smaller committees to focus on various reentry and recovery topics.

Any questions or concerns can be directed to Gene Donaldson at gene.donaldson@state.de.us. Additionally, Edwards and Kelcey is providing consulting support and helping assist DelDOT in coordinating the efforts. Regis Wagner can be reached at rwagner@ekmail.com or (610) 701-7000.

TMT Website: <http://www.deldot.net/static/projects/tmt/>