



**MINUTES OF MEETING**  
**Equipment and Materials Working Group**  
**August 28, 2006**  
 Rehoboth Conference Room, Smyrna, DE



**Meeting Date:** August 28, 2006  
**Location:** Rehoboth Conference Room, Smyrna, DE  
**Purpose:** Equipment and Materials Working Group

**List of Committee Members and Meeting Attendees:**

First Name	Last Name	Agency	Email
Jim	Clacher	DeIDOT TMC	Jim.Clacher@state.de.us
Gene	Donaldson	DeIDOT TMC	Gene.Donaldson@state.de.us
Rich	Fain	DeIDOT Canal District	Richard.Fain@state.de.us
Maria	Fantini	DeIDOT Central District	Maria.Fantini@state.de.us
Tricia	Faust	DeIDOT	Patricia.Faust@state.de.us
Bob	Hutson	DeIDOT Signing	Bob.Hutson@state.de.us
Tom	Lankford	DeIDOT Central District	Tom.Lankford@state.de.us
Mamie	Lynch	Edwards and Kelcey	mglynch@ekmail.com
Jim	Sullivan	DeIDOT North District	Jim.Sullivan@state.de.us
Rich	Toulson	DeIDOT South District	Richard.Toulson@state.de.us
Regis	Wagner	Edwards and Kelcey	rwagner@ekmail.com
James	Wormley	DeIDOT Canal District	Jim.Wormley@state.de.us

**Handouts provided during the meeting:**

1. Incident Management Equipment
2. Summary of Equipment and Personnel
3. Inventory of Incident Management Equipment for South District

**I. Opening Remarks**

Gene Donaldson (DeIDOT TMC) opened the meeting with introductions from the attendees. He explained that he recently gave a briefing about DeIDOT’s evacuation plans to Secretary Wicks. This briefing was held just after the flooding incident in Seaford, so they also discussed the management of the Seaford incident. Gene explained that, as a result of the incident and the Sussex County All-Hazards Evacuation Plan, DeIDOT realized that they do not have enough equipment and materials to handle a large incident and that our agency needs a better understanding of what equipment and materials they need to have in stock. Also, through the incident, DeIDOT experienced difficulties with their traffic control device sub-contractor, who did not respond when requested. Gene agreed to set up this working group to understand DeIDOT’s existing equipment resources, potential equipment needs, potential solutions to the problems with the contractor, and a maintenance understanding for equipment such as generators.

**II. Existing Equipment and Materials Resources**

The group reviewed the “Incident Management Equipment” handout which summarizes the available equipment at the North, Canal, Central, and South District area yards. Bob Hutson (DeIDOT



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Signing) said that his shop also supplies many of these materials. He also noted that the summary sheet includes a count of light plants for the Canal District, but not for the other districts. The group agreed that a summary of the Sign Shop's materials should be developed, and light plants should be inventoried for all districts. Tom Lankford (DeIDOT Central District) said that some of the numbers for the Central District seem inaccurate. Gene suggested collecting information on how many generators, large equipment, and fuel trucks are available. Jim Clacher (DeIDOT TMC) explained that the state owns several diesel trucks, but that some devices must be filled using handheld gas cans.

In order to address these various comments, Mamie Lynch (EK) offered to e-mail the equipment summary to the district engineers and the Sign Shop for a more thorough review. Each district should review the inventory list for accuracy and offer suggestions for any additional items that should be added to the inventory list. The group decided to finish this review by September 11, 2006.

**III. Determine Equipment Necessary for an Incident**

Gene explained that an equipment summary is included in the All-Hazards Evacuation reports being developed by the TMTs. The Sussex County report is complete, and the necessary equipment is summarized in the "Summary of Equipment and Personnel" handout. Similar information will be available for Kent and New Castle Counties when their reports are completed. Also, as the TMT groups begin to plan for the recovery and re-entry emergency phase, additional equipment and materials estimates will be developed. These estimates most likely will be higher than those developed for the evacuations because re-entry after a damaging event may require numerous roads to be closed. Gene will keep the group updated on the progress of this planning effort.

Gene asked the maintenance engineers to explain how they determine their required inventory supply levels. He suggested that if this group can develop a summary of the amount of stock that is necessary and a plan to manage the stock, the Department will be able to fund the expanded inventory more effectively. Tom explained that, to determine their necessary stock levels, they could investigate a previous large incident and prepare for another incident of that level or they could prepare for a more reasonable "middle-ground". For Central District, Tom said that he tries to add to the existing stock whenever possible, particularly as items are damaged or lost. He added that it is important to determine a centerline of response for what materials each district *must* have. For example, for the recent chemical emergency, he had just enough equipment to manage the necessary response. Tricia Faust (DeIDOT) asked if he would have had enough equipment if the incident had escalated. Jim Clacher said that the incident could have escalated if a large plume had developed with low winds so that the chemical drifted slowly across the area. The group agreed that under such circumstances, the district most likely would not have had enough equipment to manage the incident.

Bob explained that he bases his inventory on the equipment and materials necessary to manage the NASCAR race at Dover Downs. He said that if he has enough materials to manage the large race event, then he will have enough materials to manage an unexpected incident as well.

Rich said that in general, money is not budgeted for supply of MOT devices. Instead, when these devices are needed, funds must be taken from other areas of the Department, such as roadway and



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drainage. Gene responded that this group can recommend providing MOT device funding to help alleviate this problem.

**IV. Emergency MOT Contract**

The group discussed the Emergency MOT Contract. This one year contract was awarded recently to Enterprise Flasher. The purpose of the contract is to provide emergency MOT support to DeIDOT. For the most part, the contract is used for fairly small events or jobs, such as a road closure for pipe installation. Under the contract, the contractor will supply and set up MOT materials. Gene asked if anyone in the meeting worked on developing the contract or has reviewed the contract. No one in attendance has seen the contract. Tom said that he received a letter stating that Enterprise Flasher won the contract, but he received no further details. Jim Clacher asked who the contract administrator is, and Tom responded that it probably is Susan Ettinger. Tricia agreed to obtain a copy of the contract and provide Mamie with the name of the contract administrator for inclusion in the next working group meeting. Tricia asked Tom to send her the letter than he received regarding the letting of the contract.

The group discussed some of the problems that they experienced with the contractor during the recent flooding incident in Seaford. Jim Clacher said that the contractor does run short on equipment, and Rich Toulson (DeIDOT South District) added that the contractor states up-front that they have other priorities besides Delaware. He said that larger companies, such as PSI, may be able to provide services more reliably. However, Gene stated that it makes sense that companies do not have large amounts of materials available because maintaining unused inventory is not cost effective for any company, regardless of their size. Another problem is that during a major emergency, such as a hurricane, these contractors will need to divide their resources among all affected states.

Rich suggested contacting the contractor as early as possible to request supplies. Gene suggested filling two open-end contracts in order to increase the chances of at least one contractor being able to fill DeIDOT's needs during an emergency.

**V. Resource Sharing**

The group discussed possibilities for sharing resources among the four districts. Bob said that it will be helpful to have the inventory lists for each district because it will allow all the districts to understand what equipment is available statewide. With this information, the districts can request help from each other before relying on the contractor for assistance. Gene suggested that it may be a good thing that Bob is a central supply for materials because with a central supply, everyone can be encouraged to think of emergency response as a statewide issue, best addressed through resource sharing.

Gene added that in the Delaware Emergency Operations Plan, emergency MOT devices are part of Emergency Support Functions 1 (Transportation) and 3 (Public Works and Engineering). Because of this designation, he said that this group needs to understand what equipment and materials the municipal public works departments have. He asked that EK contact the various public works departments throughout the state to obtain information on their equipment and materials inventories.



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**VI. Additional Items**

Gene said that Maryland has developed a trailer equipped with portable signs and other equipment necessary for first response to an incident. Alvin Marquess (MDSHA) also is working on developing a similar trailer designed for response to an evacuation.

Gene said that the group needs to document the MUTCD MOT sign inventory as well. Bob said that he will develop a list of incident response signs such as road closed, evacuation, and detour signs.

**VII. Action Items**

- Mamie Lynch will e-mail the inventory lists to the maintenance engineers and to the Sign Shop for review.
- All maintenance engineers and the Sign Shop will return the edited inventory lists by **September 11, 2006**.
- Bob Huston will develop a list of incident management signs.
- Tom Lankford will send Tricia Faust a copy of the letter he received regarding the letting of the contract.
- Tricia Faust will obtain a copy of the Emergency MOT contract and provide the name of the contract administrator to Mamie Lynch for inclusion in the next meeting.
- EK will contact Delaware's public works departments to develop a list of their equipment and materials inventory.
- EK will schedule the next meeting for approximately 3 weeks from August 28. *The next meeting will be held on Tuesday, September 26 at 1:30PM in the Rehoboth Conference Room at the TMC in Smyrna, DE.*

**VIII. Next Meeting**

Since the inventory lists are due to EK on September 11, the group will meet again approximately one week after September 11. EK will coordinate with Carolyn Mailey (DelDOT TMC) to schedule the next meeting. *The next meeting will be held on Tuesday, September 26 at 1:30PM in the Rehoboth Conference Room at the TMC in Smyrna, DE.*

Any questions or concerns can be directed to Gene at [gene.donaldson@state.de.us](mailto:gene.donaldson@state.de.us) or (302) 659-2404. 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](mailto:rwagner@ekmail.com) / (610) 701-7000.