



**MINUTES OF MEETING**  
Debris Management Committee Meeting  
**June 19, 2008**



**Meeting Date:** June 19, 2008  
**Location:** DelDOT Administration Building, Dover, DE  
**Purpose:** Debris Management Planning Committee Meeting

**List of Meeting Attendees:**

<b>Last Name</b>	<b>First Name</b>	<b>Agency</b>	<b>Email</b>
Chaffins	Chuck	FEMA	<a href="mailto:Charles.chaffins@dhs.gov">Charles.chaffins@dhs.gov</a>
Dalton	Avery	DNREC – Solid and Hazardous Waste	<a href="mailto:Avery.Dalton@state.de.us">Avery.Dalton@state.de.us</a>
Day	Dwayne	DelDOT	<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>
Farrow	Katherine	Orth-Rodgers & Associates, Inc. (ORA)	<a href="mailto:kfarrow@orth-rodgers.com">kfarrow@orth-rodgers.com</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>
Knox	Don	DEMA	<a href="mailto:Don.knox@state.de.us">Don.knox@state.de.us</a>
Mahon	Emily	FEMA	<a href="mailto:Emily.mahon@dhs.gov">Emily.mahon@dhs.gov</a>
Metheny	Allen	Kent County Emergency Management	<a href="mailto:allenmetheny@yahoo.com">allenmetheny@yahoo.com</a>
Payton	Valerie	DAFB	<a href="mailto:Valerie.payton@us.af.mil">Valerie.payton@us.af.mil</a>
Pleasanton	Waylon	DSWA	

**Handouts provided during the meeting:**

1. Meeting Minutes – May 28, 2008
2. Revised Debris Management/ICS Organizational Chart
3. Revised Decision Making Table

**I. Introduction and Background**

Gene Donaldson began the meeting with brief introductions followed by review of the agenda. The minutes were reviewed, and comments provided regarding the attendees list. The attendees list was corrected and minutes redistributed in an email following the meeting.

**II. ICS Organizational Chart and General Discussion**

Gene commented that if the debris is in the DelDOT Right-of-way (ROW), DelDOT will clear the road immediately. They don't wait for a phone call. Other debris pushed to the right-of-way will need to be addressed as a part of this plan.

Allen Metheny (Kent County Emergency Management) commented that Kent County does not have their own public works department. Delaware is a unique state in that much of what is done in the state is on a statewide level. For example, Delaware also has State Police and State Public Health.

Dwayne Day (DeIDOT) reiterated that DeIDOT would clear the roads immediately. Gene pointed out that in an emergency situation, local EOCs can go directly to the Transportation Management Center (TMC) and ask for assistance.

DSWA needs further clarification on who will be responsible for the debris management sites. This will be decided upon and identified within the plan.

Dwayne mentioned that in terms of ICS, debris would have its own incident commander. In a big event, debris would fall under the EOC. Alan Metheny added that the debris manager would likely be the Branch Director.

Jon Schladen (DEMA) mentioned that in a category 3 event, each county jurisdiction would likely have a different incident commander? Jon also mentioned that if an event occurs, Delaware will use pre-scripted private contracts. Gene indicated that in the recent storm surge that hit Kitts Hummock, private contractors were not used.

Valerie Payton (DAFB) stated that the DAFB can be treated like it's own small city. She mentioned that in the case of the base, perhaps the wing commander or the group commander would become the incident commander. DAFB has a horizontal shop which handles equipment, as well as a solid waste section. DAFB would be on site in the event of an incident. Susan Domm is a contact for DAFB in the readiness department.

Gene stated the group needs to first understand what specific tasks or steps are involved for each stage. These steps should be put into a flowchart. Once this is completed, the group can assign the responsible agency for each task.

Jon mentioned that under NIMS/ICS, the initial response to events must come at the local level. Once it is determined that additional help is required, the County, State, and finally the Federal government can be requested to assist with the recovery effort.

Valerie Payton asked if the committee understood the capability of the small towns. Gene asked what the Public Works capability was statewide. Don Knox indicated that some of the larger municipalities such as Newark, Wilmington, and Dover can do work themselves. Gene mentioned that the county should step up, then the state, then the feds. Alan Metheny mentioned that the only public works at the county level that Kent or Sussex County have is sewer.

Matthew Higgins mentioned that in terms of emergency response, there are a lot of experts that understand solid waste. Gene commented, that DSWA has experience with the landfills and collection centers and managing certain types of debris. Waylon Pleasanton commented that DSWA has experience with subtitle D landfills which handle municipal solid waste. This is non-hazardous waste.

Avery Dalton indicated that DNREC would be involved with the compliance phase for temporary debris sites.

Matthew Higgins mentioned that we can use the 2003 SERT plan as a guide. Don Know (DEMA) will look into getting a copy to Gene and the consultants.

Gene mentioned that there will be annexes and appendices to the plan. Jon Schladen also mentioned the Army Corps of Engineers may have a possible functional organization chart.

### **General Comments**

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