Agenda

- Introduction
- Importance of Documentation
- Phases of Operations
  - Preparedness
  - Immediate Response
  - Recovery
  - Closeout
- Best Practices
Your Presenters

Anne Cabrera, Deputy Director Post Disaster Programs

Anne has worked for 14 years with clients across the country planning for and recovering from disasters. Involved in every major disaster declaration since 2005, Anne’s primary focus has been on reimbursement of costs and planning for long-term recovery. In addition Anne is a highly regarded subject matter expert in planning for disaster debris removal operations and helped develop plans for some of the largest cities and counties in the Country.

Karl Dix, Director of Client Services

15 years experience ensuring maximum client FEMA reimbursement, conducting client training; Quality control during projects; State-wide coordinator for Hurricane Irma in Georgia and Florida; Operations Manager/Planner for USACE California wildfire recovery in Lake, Mendocino and Napa counties; M.S. in Threat and Response Management, University of Chicago
Why Document?

Provide oversight to activities in the field

*Create an “audit trail” of removal and disposal of debris*

Mitigate risk of non-reimbursement by FEMA
Importance of Documentation

The Appropriations Clause of the Constitution, Art. I, sec. 9, cl. 7, provides that: "No money shall be drawn from the Treasury, but in consequence of appropriations made by Law."

– This means that no money can be paid out of the Treasury unless that payment is authorized by statute.

– The onus is on the applicant to know eligible and ineligible work and to understand the grant program funding the project.

– The Federal government is forbidden by the Constitution from paying for any action that is not authorized by statute regardless of a verbal affirmation from a federal employee.
In other Words...
Importance of Documenting

- Necessary if applying for federal grants
- Record generated for activity in the field
- During large events, records may be in the hundreds of thousands
- Invoicing, project worksheets and reconciliation tied to records
Phases of Operation
Response and Recovery Operations
Debris Operations Disaster Management Timeline

**Preparedness**
- Debris planning
- Contracting
- Training

**Immediate Response**
- Damage assessment
- Emergency roadway clearing

**Recovery**
- Right-of-way
- Leaner, hanger, stump
- Private property
- Special program

**Closeout**
- FEMA reimbursement
- Audit
Preparedness

RESPONSE AND RECOVERY OPERATIONS
Planning for Debris

**Step 1:** Form a Collaborative Team
- Identify Core Planning Team
- Form a Common Framework
- Define and Assign Roles and Responsibilities
- Determine a Regular Schedule of Meetings

**Step 2:** Understand the Situation
- Identify Themes and Hazards
- Assess Risks
- Prioritize Threats

**Step 3:** Determine Goals and Objectives
- Develop Goals
- Develop Objectives

**Step 4:** Plan Development
- Develop Courses of Action

**Step 5:** Plan Preparation, Review, and Approval
- Format the Plan
- Update the Plan
- Review the Plan
- Approve and Share the Plan

**Step 6:** Final Plan Implementation and Maintenance
- Train Stakeholders
- Exercise the Plan
- Review, Revise, and Maintain the Plan
Step 1: Form a Collaborative Team

- Public Works/Solid Waste
- Local Emergency Planning Committee
- Environmental Protection And Historical Preservation
- Parks
- Procurement/Finance And Administration
- Legal Services
- Code Enforcement
- Voluntary Organizations Active in Disasters (VOAD)
- Disabilities Coordinator
Step 2: Understand the Situation

- Establish plan structure.
- Review local plans.
- Determine likely debris scenarios.
- Estimate potential debris volume.
- Determine capabilities and gaps based on available assets and pre-qualified vendors.
- Identify vulnerable populations.
Step 3: Determine Goals and Objectives

- Determine the plan mission.
- Identify operational priorities.
- Determine goals based on operational priorities.
- Use FEMA’s Critical Plan Components to identify operational priorities.
Step 4: Plan Development

• Establish operational timeline.
• Describe the scenario.
• Identify and describe decision points.
• Identify and describe operational tasks.
• Determine course of action.
• Develop the concept of operations.
Step 5: Plan Preparation, Review, and Approval

- Route for approval:
  - Legal services
  - Human resources
  - Environmental
  - Disabilities coordinator
  - Executive official
Step 6: Final Plan Implementation and Maintenance

- Provide training to key personnel on the plan.
- Exercise the plan and make updates.
- Implement when necessary.
- Regularly maintain the plan.
Immediate Response

RESPONSE AND RECOVERY OPERATIONS
Immediate Response

- Emergency Push
- Contracting - Time and materials
- Windshield assessments
- Aerial assessments
- Estimate quantity of debris
- Estimate duration of pick-up
- Estimate volume of trucks
Time and Materials Activities
Emergency Roadway Clearance
Time and Materials
Activities
Documentation
Requirements

Activities conducted immediately after disaster

Complete time and materials documentation with applicable information

Produce maps detailing areas worked

Provide equipment log and activity log for each day’s activity

Assign a detail-oriented person to this task!
Time and Materials Activities
What will Draw Scrutiny

Work that goes weeks following the incident
Not documenting broken down equipment
Incomplete activity logs or maps, locations
If scope of work is better suited for unit rate
Truck Certification Process
What is truck certification?

Truck certification monitors measure, calculate, and document the hauling capacity of trucks used for debris clean up.

Their results are then used by collection and disposal monitors to write load tickets.
Measurements

Box type trucks need three initial measurements to calculate an overall volume of the truck:

LENGTH
Measurements

WIDTH
Measurements

HEIGHT
Measurements

Deductions are taken when any permanent object in the truck bed reduces the capacity of the debris truck’s overall volume.
Truck Certification Key Points

Most critical component of debris removal operations

Measuring internal capacity of truck

Each truck must receive:
• Truck certification form
• Placard displayed on driver’s side
• Photograph of vehicle and driver

Ensure that truck is completely empty
### Truck Certification Documentation

**RecoveryTrac Truck Certification Audit Report**

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<tr>
<th>Contractor: ASHBritt</th>
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<td>Tot Certified Capacity</td>
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**Borough of Sayreville - Sandy - Row Collection - Project Truck Certification Details**

**Contractor: ASHBritt**

**Sub-Contractor 1: D&J**

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Primary Box (L x W x H): 203x100x108 = 2192400 Cu Inches (+)
Type: Other (L x W x H): 60x100x78 = 468000 Cu Inches (+)
Type: Other (L x W x H): 62x100x38 = 235600 Cu Inches (+)
Total Volume: 2896000 Cu Inches (/46,856) = 62.07 CuYds

**Driver-Placard View**  **Side View**  **Back-Interior View**  **Front View**
Recovery

RESPONSE AND RECOVERY OPERATIONS
Debris that is a result of a disaster incident can be placed along the ROW or curbside for collection.

- Vegetative debris: Tree limbs, branches, and other leafy material
- Construction and demolition (C&D) debris: Damaged components of buildings (excluding reconstruction debris)
- Household hazardous waste (HHW): Paints, stains, solvents, etc.
- White goods: Refrigerators, air conditioners, etc.
Debris should be staged separately by debris type along the ROW.

Do not bag debris; only loose debris will be collected.

Do not mix HHW with any of the other staged debris types.

Do not mix household garbage with any of the other staged debris types.

Do not place debris near water vaults, fire hydrants, or any other above-ground utility.

Do not place debris on driveways.
Separating Your Debris

Debris should be placed curbside, without blocking the roadway or storm drains.

DEBRIS SEPARATION
Separate debris into the six categories shown below.

DO NOT STACK OR LEAN
Placing debris near or on trees, poles, or other structures makes removal difficult. This includes fire hydrants and meters.

UNSURE WHERE TO PLACE DEBRIS?
If you don’t have a sidewalk, ditch or utility line in front of your house, place debris at the edge of your property before the curb.

NO PICKUP ZONE
Any debris placed from the sidewalk toward your property will not be picked up.

No Pickup

Normal Household Trash
Normal household trash and bagged debris of any kind will not be picked up with debris as part of this program. You should continue to follow your normal rubbish removal schedule.

- Leaves (do not put in bags)
- Logs
- Plants
- Tree branches

- Building materials
- Carpet
- Drywall
- Furniture
- Lumber
- Mattresses
- Plumbing

APPLIANCES & WHITE GOODS
- Air conditioners
- Dishwashers
- Freezers
- Refrigerators
- Stoves
- Washers, dryers
- Water heaters

ELECTRONICS
- Computers
- Radios
- Stereos
- Televisions
- Other devices with a cord

HOUSEHOLD HAZARDOUS WASTE
- Cleaning supplies
- Batteries
- Lawn chemicals
- Oils
- Oil-based paints and stains
- Pesticides

For more information contact your local government.
Final Disposal

- It is critical that plans and contingencies for final disposal of vegetative and mixed debris are established.
- Final disposal sites must be properly permitted.
- Debris must be properly disposed/applied at final disposal site.
- Audits are inevitable.
Specialized Debris Removal Operations
Special Debris Removal
Common Activities

- Hanging limb and leaning tree removal (leaners and hangers)
- Private property debris removal (PPDR)
- Public parks
- Stump removal
- Vessel and vehicle recovery
- Animal carcass collection
- White goods
- Hazardous waste
Leaners, Hangers, Stumps (LHS) Requirements

**Hazardous Tree Removal (Leaners)**
it has a diameter breast height of six inches or greater; and **one or more of the following criteria are met:**

- Has more than 50 percent of the crown damaged or destroyed
- Has a split trunk or broken branches that expose the heartwood
- Has fallen or been uprooted within a public-use area; and/or
- Is leaning at an angle greater than 30 degrees.

**Hazardous Limbs (Hangers) must be:**

- Located on improved public property
- Greater than two inches in diameter at the point of breakage and
- Still hanging in a tree and threatening a public-use area, e.g. trails, sidewalks, golf cart paths
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<th>Date</th>
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<th>GPS-Lng</th>
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Data Management / Invoice Reconciliation

Data Management

- Field data reviewed on daily basis for accuracy/fraud/etc.
- Client provided with real time data via RecoveryTrac Geoportal
- Daily or weekly progress reports also provided

Invoice Reconciliation/Payment Recommendations

- Invoicing kickoff meeting held with finance/accounting staff ADMS data reconciled with debris hauler
- ADMS data reconciled with debris hauler
- Hauler provides invoice with back-up support
- Tetra Tech issues payment recommendation to Client
Closeout
RESPONSE AND RECOVERY OPERATIONS
Closeout

Critical that ALL documentation is maintained until certainty that all audits are complete (may be 10+ years)

May be multiple rounds of audits

Assign the RIGHT staff to this task...detail oriented

Save emails, meeting notes, etc.
Common Mistakes and Reasons for Non-Reimbursement

- Contracts not competitively bid
- Contract pricing not reasonable (line items)
- Time and materials work performed after first 70 hours
- Double hauling with no reduction of volume
- Insufficient documentation (loading address, photos, GPS, etc.)
- Unable to substantiate work in post-work field validation
- Stump extraction without FEMA approval
- Work performed outside area of legal responsibility (private roads, FHWA roads, etc.)
- Work the responsibility of another federal agency (NRCS, FHWA, etc.)
- Final disposal in non-permitted site
Best Practices
Debris Operations

- Be careful with your contracts...do it right
- Be active/involved in operations
- Educate yourself/be informed
- Don’t undervalue the importance of assigning quality staff to debris mission
- Don’t rush and make critical mistakes
- Communication is critical – daily meetings with contractors, state, FEMA
Best Practices
Debris Operations

Empower your debris management team

Put the “A” team on ensuring a strong audit trail results from field operations

Manage expectations (every disaster is unique and may not be cleaned up in 30 days)

Prepare for the long haul – 10+ years potentially to close out
Questions