

INCREASE RESILIENCY, MAXIMIZE FEMA REIMBURSEMENT LESSONS LEARNED

&

Solutions for Disaster Readiness

“Increase Financial Survivability”

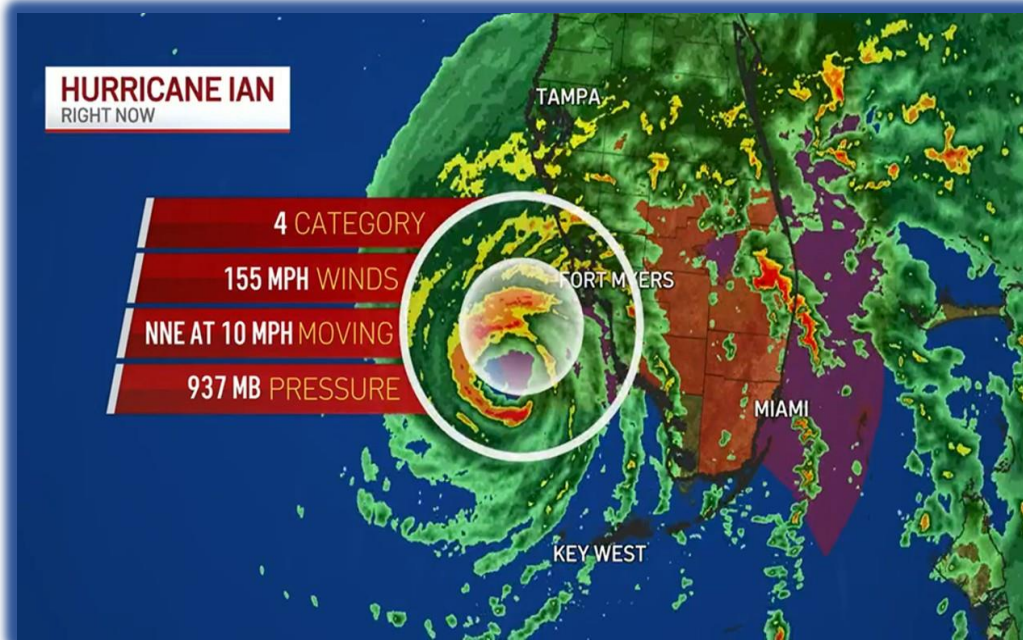
MAINTAIN FEMA COMPLIANCE

Presented by:
Disaster Program & Operations, Inc.

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INCREASE RESILIENCY, MAXIMIZE FEMA REIMBURSEMENT LESSONS LEARNED

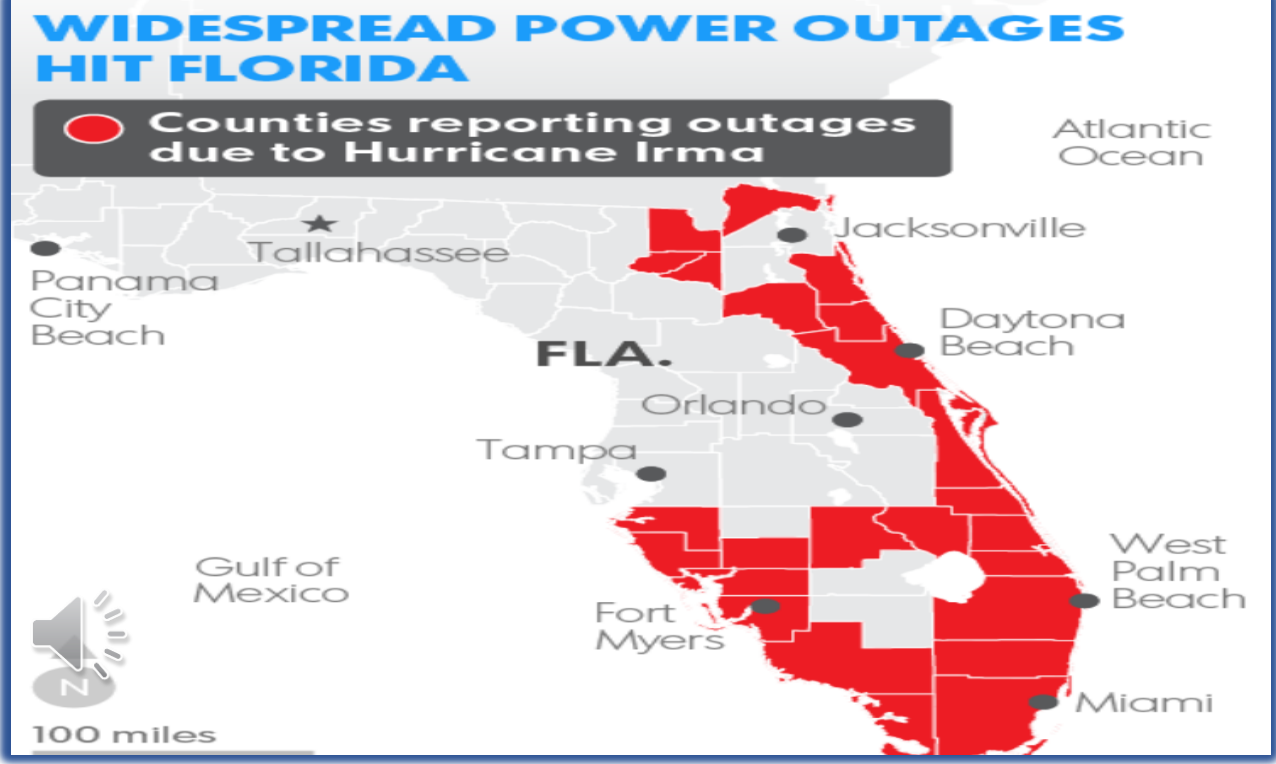
&

Solutions for Disaster Readiness

“Increase Financial Survivability”

MAINTAIN FEMA COMPLIANCE

Presented by: Gabrielle Benigni, President, Disaster Program & Operations, Inc.





**UNEXPECTED
FLASH FLOODS**

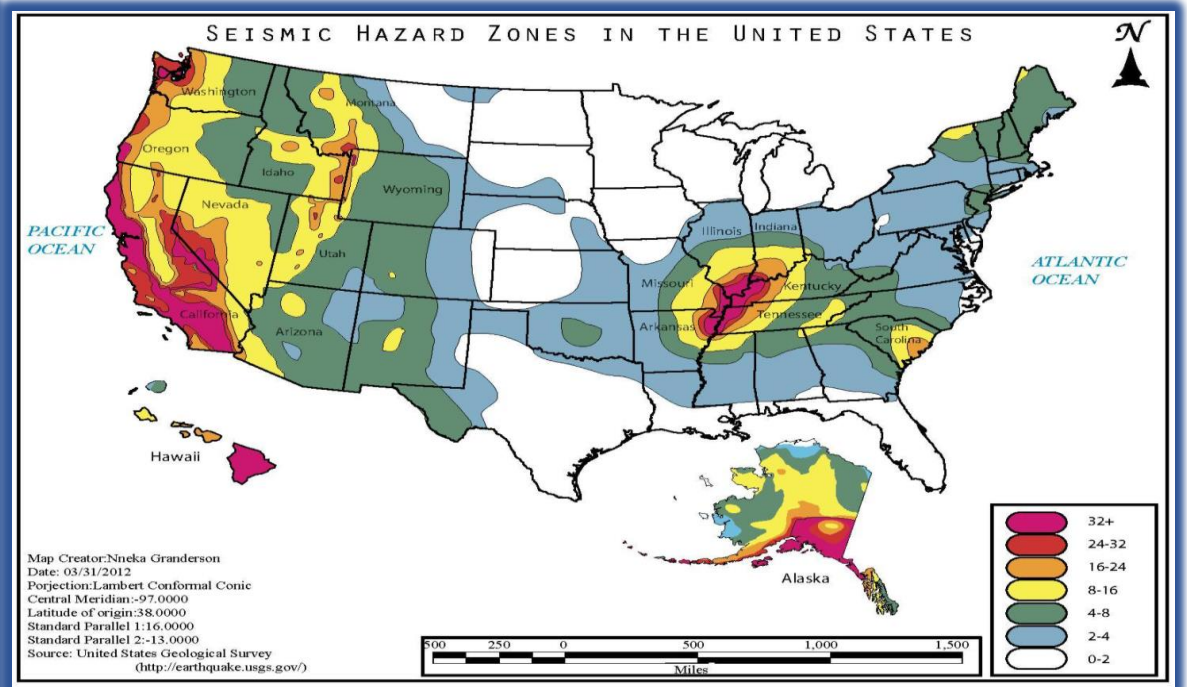


UNSTOPPABLE TORNADOS



**DESTRUCTIVE
MASSIVE FIRES**





UNPREDICTABLE EARTHQUAKES



STAKEHOLDERS EXPECT FEMA FEDERAL REIMBURSEMENT

EXPECT Utility will have everything it needs to obtain FEMA Reimbursement.

Change of “heart” after disaster

ISSUES:

No tracking the details of Emergency Repairs Labor , Equipment, Materials used.

MAA crews are mobilized relocated as needed, But no Tracking of Details of their work.

Damage Assessments and Emergency Repairs being performed simultaneously.

NO DOCUMENTATION OF Damages or Repair Details.

HAZARD MITIGATION IS OVERLOOKED

CRITICAL ISSUES FINANCIAL RECOVERY: (FEMA REIMBURSEMENT)



**MANY OF YOU HAVE BEEN INVOLVED IN DISASTERS
EITHER DIRECTLY AS A UTILITY or PROVIDED MUTUAL AID SUPPORT**

Challenges of Providing Disaster Recovery Costs Documentation

- **Paid MAA Contractors Invoices Without Having the Needed Backup**
 - **Many Times, the MAA Invoices are Overpaid !**
 - **NO Damages Documentation (maybe just a few photos)**

- **NO Repairs Documentation – No Photos, Incomplete Pole Inventory**

- **NO Pre-Disaster Power Pole /Asset Inventory w/ Construction Units & GPS**

**HOW MANY HAVE HAD the EXPERIENCE of Dealing with
FEMA or Preparing the Field and Costs Recovery
Documentation for FEMA Reimbursement?**

**FEMA has Strict Deadlines for Disaster Project Submittals
Preferably in Audit Ready Format**

The increase of severe weather and disaster events with access to technology are shaping the way we think, function & do business every day as well as the way we plan for disasters.

OUR GOAL:

- ✓ Build confidence to respond (not react) to obstacles;
- ✓ Decrease financial impact and recovery time;
- ✓ Be Disaster **READY** and
- ✓ **MAINTAIN FEMA COMPLIANCE!!**

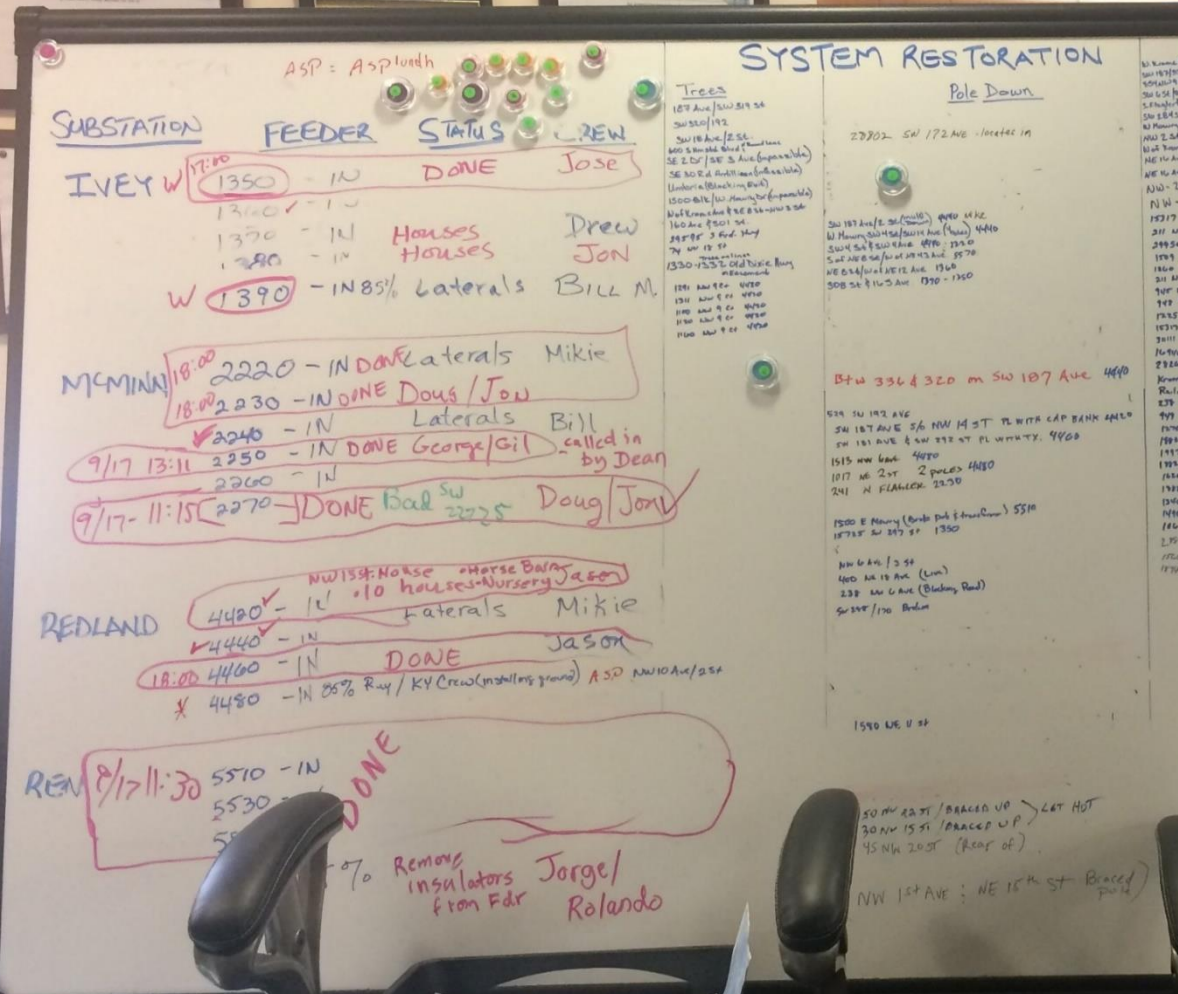
HURRICANE IAN WAS ANOTHER WAKE-UP CALL

POST DISASTER ISSUES: HARD TO INTERPRET WHITE BOARD NOTES 1.5 YEARS LATER

- CRITICAL DATA IS LOST / ERASED
- MANUAL DOCUMENTATION DAMAGED
- RECEIPTS LOST, SOGGY, RUINED, NOT LEGIBLE
- NO TASK NOTES

MAA & OTHER CONTRACTORS INVOICES INCORRECT

- Mutual Aid Crews don't Document Exact Locations Worked and Move Crews Where Needed Most
- Utilities Pay MAA Crews without Reconciling the Invoices with Daily Logs and Actual Work Locations



I. Pre-Disaster Reimbursement (FEMA) Requirements, Most Critical Elements for Utility Operations

- A) Pre-Disaster Assets Status/Condition **Documentation**
- B) Materials / Supplies
- C) Internal Policies
- D) Procurement; Emergency Contracting; Mutual Aid Agreements; Contract Compliance (2 CFR 200)

II. Damage Assessments, Emergency/Recovery Repairs, and Mutual Aid Contractors **Documentation**

- A) Asset Status pre-disaster; Facilities Mapping with GPS
- B) Damage Assessments – Structures Degree of Damage; Cause of Damage (Wind, Water, Debris etc.)
Facility use; Damage Impact on Use; **Documentation** backup
- C) Emergency Repairs/Tasks and Costs **Documentation**
- D) Identifying HMGP opportunities

III. Debris Management Plan (DMP): Utility Line Clearing, Debris Management Sites

Critical Items: OPEN DISCUSSION

- A) Emergency Road Clearing, Critical Facilities, Utility Line Clearing **Documentation**
- B) Debris Management Sites
- C) Final Cleanup Site Inspections **Documentation**

IV. Lessons Learned

V. Innovative Solutions for Field Operations Documentation (per FEMA Compliance)

I. Federal Disaster Reimbursement (FEMA) Requirements, most critical elements:



- A) Pre-Disaster Assets Status/Condition Documentation**
- B) Materials / Supplies**
- C) Internal Policies**
- D) Procurement; Emergency Contracting; Mutual Aid Agreements; Contract Compliance (2 CFR 200)**

(Notice-To-Proceed (NTP), Purchase Order (PO), Task Order (TO), Change Order (CO))

I. Federal Disaster Reimbursement Requirements:

A. PRE-DISASTER ASSET DOCUMENTATION

- **Pre-disaster asset inventories**, with location, **gps coordinates of ALL facilities** and \$ value.
- **Maintenance notes**, purchase receipts maintenance or repairs, **Engineering inspections.**
- **Items under construction – status of construction and % complete prior to disaster.**
- **Pre-disaster photos of all assets.**
- **Proof of ownership or maintenance and lease agreements.**
- **Pre-disaster “Warehouse’ and equipment inventories (make, model, serial numbers).**



**B. MATERIALS / SUPPLIES - Warehouse Inventory (pre-Disaster)
with costs proof.**

Existing Inventory: Maintain existing **inventory records filed per Vendor,
Invoice # and Proof of Payment Information**

MATERIALS INVOICES NOT JUST PO's

- Input all Materials & Supplies excel spreadsheet.



1. Force Equipment Inventories (make, model, serial #) with FEMA Costs Codes

- Equipment list- includes vehicles, all owned leased equipment

2. Rented Equipment – Rates and Rental Agreement

- Rationale for use

3. Force Labor- Staff List with Payrate (RT, OT, DISASTER PAY) Include Titles, Fringe Benefit Overhead

- Titles can change with disaster roles – require written document
- OT per payroll policy and federal requirements

C. INTERNAL POLICIES

Administrative Policies for Department procedures - following timesheet and overtime approvals.

Payroll Policies

- ✓ **Make Sure Provisions for OT per 40-hour Work Week and Disaster Pay**
- ✓ **Address Overtime for Holidays Worked**
- ✓ **Provides for Management and Comp/Extra Time Paid after a Stated Amount of Salary Hours Worked**
- ✓ **Provides for Displaced Key Staff Emergency Assistance (ex: housing, car...)**
- ✓ **Provides for Courtesy for Emergency Staff Work (ex: gas, food, clothes...)**

D. PROCUREMENT EMERGENCY CONTRACTING & MUTUAL AID

Must comply with **Federal Procurement Standards per Title 44 Code of Federal Regulations (CFR), Part 13.36, Procurement and 2CFR 200**; and all **Local or State Regulations including EPA.**

- **Contracts, Vendors** - For ALL Contractors, Material Suppliers
- Copy of the Contract, RFP, Award Selection criteria & Scoring Tabulation
- **Contract Awards – Council / Board Meeting Notes Letter of Award**
- **Maintain Task Work Orders AND Purchase Orders.**



D. PROCUREMENT EMERGENCY CONTRACTING & MAA

STATEWIDE MUTUAL AID – CAN BE USED FOR EMERGENCY CONTRACTOR SUPPORT

- **When to Activate: Emergency Situations** “A natural or human caused event or circumstance causing, or imminently threatening to cause, loss of life, injury to person or property,” but not limited to fire, flood, explosion, inclement weather etc.
- Due to the Emergency **the Entity has been affected beyond its capability** of services, of personnel, equipment, and facilities to fully manage and mitigate internally and will require assistance Mutual Aid and Assistance Program Member to.
- **Authorization, Contacts, Crew Supervision Clauses**
- **Labor & Equipment Rates**
- **Provisions to be Provided for (Hotel, Food, Gas, Laundry...)**
- **Payment Terms**
- **Dated with a Reasonable Current Date & Signed**



Time and Material (T&M) - "Time and Equipment" (T&E) contracts

Applicants may use ***T&M contracts only when it has been determined that no other contract is suitable, the contract includes NOT TO EXCEED price and the contractor exceeds at its own risk (44 CFR §13.36(b)(10), Procurement standards).***

T&M / T&E are Acceptable:

- Due to the critical nature of FACILITY post disaster,
- The **emergency situation which requires swift action to protect public safety ,Health and well being** does not allow the Utility to fully assess the damages before repair work begins.
- Scope is not Well Defined.

 **Sole Source for Materials** – in limited situations, **MATERIAL SUPPLY IS EXHAUSTED;**

May use noncompetitive RFQs to procure materials, provided they meet the requirements of 44 CFR §13.36(d)(4),

Document the Public Emergency for the Material is Urgent; Does NOT Permit Delay from Competitive Solicitation.

The Item is Available a from Single Source.

II. POST Disaster Documentation:



- A) **Damage Assessments**
Identify HMGP Opportunities
- B) **Emergency /Recovery Repairs**
- C) **Identify HMGP Opportunities**
- D) **Debris Removal Documentation**



**DAMAGE ASSESSMENTS & EMERGENCY REPAIRS OCCUR
SIMULTANEOUSLY:
WHO MOBILIZES WHERE & IS RESPONSIBLE FOR WHAT ?**



A. DAMAGE ASSESSMENTS

1. Several Levels of DAs that are Performed

- **Windshield Assessment** Preliminary/ Initial DA
(During first 24 hours of event)
- **Detailed Assessment**
- **DESIGNATED DA TEAMS:**

**Resist the Urge to Get all Staff and Equipment
Resources into the field Immediately**

IDENTIFY HMGP OPPORTUNITIES AT ALL TIMES !!



A. DAMAGE ASSESSMENTS DOCUMENTATION:

- **Windshield Survey** - Photos, Location, Maps & GPS
- **Before Emergency Repairs - Maintain Critical Documentation of Damages**

This includes but is not limited to:

- ✓ **Reason** for the Damage (Wind, Water, Hail, Ice, etc..)
- ✓ **Damage Percent** of items - destroyed asset needs replacement
- ✓ **Functionality** - Partial; No Function
- ✓ **Damages Defined** with Dimensions (Length, Width, Depth, and Capacity)
- ✓ **Photos** - BEFORE and AFTER Damages; or other Documents Drawings, Notes...)



IDENTIFY HMGP OPPORTUNITIES AT ALL TIMES !!

A. DAMAGE ASSESSMENTS DOCUMENTATION: **TRANSFORMERS**

IDENTIFY ALL TRANSFORMERS DAMAGED!

Transformer Map Locations and Excel Inventory with GPS and:

- ✓ **POWER POLE INVENTORY: INCLUDES Transformer Serial #, Model; GPS Locations; Pole ID or Substation ID**
- ✓ **Bag and Tag Chain of Custody**
- ✓ **Disposal: Chain of Custody, Analytical to Prove no PCB's**



Transformers with PCB:

- Require **Verify NO LEAKAGE**, Ground Contamination at Location of Damage
- Photo of Proof there is NO Ground Contamination
- Soil Analysis Where Transformer was Found (IF Contained PCB); Coordinate with State Environmental Agency and Reporting Requirements.

A. DAMAGE ASSESSMENTS DOCUMENTATION: CONDUCTOR REPLACEMENT

Conductor is Beyond Point where it can be “EFFECTIVELY” BE Repaired as Follows:

- 1. Conductor Span is 25% or more of span is damaged.**
- 2. Span -30% or more are visibly out of sag and do NOT Meet Clearances.**
- 3. 40% of Poles Replaced or need Replacement or Straightened.**
- 4. 40% of Support Structures (X Arms, Braces, Pins, Ties, Insulators, Guys, Anchors, Poles).**
- 5. The SUM OF ABOVE IS > 65%.**
- 6. Other COMPELLING Damage Information Supplied by Professional Engineer.**



B. EMERGENCY TASKS/RECOVERY COSTS DOCUMENTATION: Force Accounts:

- 1. Facility Location – GPS; Pre-Disaster Status and Post Disaster Damages**
- 2. Force Equipment Inventory: Make, Model, Serial # (Operator sign in /out sheets)**
- 3. Assign FEMA Cost Codes**
- 4. Force Labor/ Time Sheets (Regular and Overtime); Disaster “Work Orders”, Tasks Worked and Supervisor Signature**
- 5. Daily Logs: Field Equipment and Labor Logs, including for ALL Contractors (date, location, hours, City staff supervisor)**
- 6. Rented Equipment - Lease Agreement and Rental Terms**
- 7. Maps of Areas Worked and Photos**
- 8. Emergency Repairs – Locations, Materials Installed, Disaster Status of Each Damaged Asset (Photos)**
- 9. Materials – List, Quantities per Vendor Invoice, PO, Copy of Canceled Check and Date Paid**
- 10. Donations: Food, Supplies etc. Receipt or Invoices**
- 11. Hotel: Names per Room; Invoice Paid; Proof of Payment**



B. EMERGENCY TASK COSTS DOCUMENTATION: **MAA & EMERGENCY CONTRACTORS**

Daily Logs (Labor, Equipment Hours (time in/out); Location; Task Performed; Materials Supplied or Used).

- ✓ **DAILY LOGS** – Locations, Materials Installed, Disaster Status of each Damaged Asset (Photos)
- ✓ **Maps of Areas Worked WITH Photos**
- ✓ **Equipment: does NOT Need to be per FEMA Cost Codes; MAA Equipment Billing Rate: Make Model, Serial # (Operator sign in /out sheets)**
- ✓ **Labor /Time Sheets (Regular and Overtime); per MAA Contract Billing Rates**
- ✓ **Tasks Worked and Supervisor Signature**
- ✓ **Food and Supplies Receipts with Details: Who food was provided to – Supplies - Reason Needed**

C. **IDENTIFY HAZARD MITIGATION OPPORTUNITIES**

FEMA 406 Hazard Mitigation: ONLY DAMAGED ASSETS DUE TO THE DISASTER

Note: State Provides **404 Hazard Mitigation: (on Non-Damaged Assets)**

PRE-DISASTER - Identify Assets that Continually get Damaged Due to Severe Weather Events

FEMA 406 HMP CRITERIA for DISASTER DAMAGED ASSETS

- 1. Be Appropriate to the Disaster & Prevent Future Damage of Similar Event**
- 2. Be Applied to Damage Components of the Facility.**
This is Important when Conducting Repairs to Portion of the Facility
- 3. Cannot Increase Risk or Cause Adverse Effect to Facility**
- 4. MUST CONSIST OF WORK BEYOND ELIGIBLE WORK Required to Return Facility to Pre-Disaster Condition.**



PAPPG: APPENDIX J LIST COST EFFECTIVE HAZARD MITIGATION if measures do not exceed 100% of Eligible Repairs Costs.

EXAMPLE #1

B. Power Poles

- **Replace Pole with Higher Rated Poles** (Classes Stronger)
- **Remove Large Diameter Lines**
- **Add Cross Bracing to H Frame Poles to Provide Additional Strength**
- **Power Lines add Guy-Wires or Add'l Support**

EXAMPLE #2

C. Buildings

- **Elevate / Flood Proof**
- **Siding: Replace Siding with Stronger Siding to Structure**
- **Vents: Replace with Water Resistant Vents**

EXAMPLE #3

D. Roofs

- **Install Hurricane Clips, Fasteners or Straps**
- **Strengthen High Wind Pressure Areas** (Corners, Roof Soffits, Overhangs)
- **Strengthen Roof Openings** (Hatches or Skylights)
- **Low Slope Roofs - Replace with Fully Adhered Roof Bitumen Covering**

D. DEBRIS REMOVAL – UTILITY LINE CLEARING; FEMA REIMBURSEMENT REQUIREMENTS

- **Utility Line Clearing:** Locations of Utility Line Clearing; Photos
- **Maps and or Streets:** of Utility lines or Areas Emergency Roads Requiring Clearing
- **Photos with GPS Locations**
- **Force Labor and Equipment:**
 - Payroll Data:** Time Sheets, Payroll Ledgers
 - Work Orders or Daily Logs (214's)** with Date, Location(s) Worked, Task Performed; Labor Hour, Equipment Used Hours
 - Hauling Truck / Equipment Certifications**
- **Contractors:**
 - Hourly Work Documentation:** Daily Logs with Date, Location(S) Worked; Task, Labor & Equipment Hours, Photos if available
 - Contracts Information:** Request For Proposal (RFP), Selection Criteria; Emergency Contract(s)

D. DEBRIS MANAGEMENT SITES:

- **For Debris Staging & Reduction: Veg, Mixed with Metals**
- **Obtain State Permit as soon as Possible Before or After Disaster**

DMS Site Location & State Permit Criteria:

Sites with Good Entry and Exit's; Can be Public or Private

Leased DMS sties can be FEMA reimbursed

- **Not in Flood Prone Area or Adjacent to Tributary, Estuarine, Wetlands, Archaeological, Historical** where surface runoff could contaminate surface water or soil.
- **Stay Away From Using: Residential Areas** (distance to residence varies by State), **Schools and Hospitals** - Consider site location and impacts from noise, dust, and traffic.
- **Photos Before, During Use and After Closure**
- **Designated Area for: Transformers or Contaminated items** – on concrete or Visqueen w berm
- **DMS Closure Report:** Documenting Site Restoration.

FEMA REQUIREMENTS FOR DISASTER REIMBURSEMENT HAVE BECOME MUCH MORE STRINGENT

FEMA REQUIRED DOCUMENTATION

- LOCATIONS WORKED WITH MAPS / GPS OF EACH ASSET
- TIME IN & OUT, DAILY LOGS, WORK ORDER TASK NEEDS TO MATCH MAPPING
- CONTRACTOR LABOR TIME, INVOICES, DAILY LOGS
- MATERIALS USED, PURCHASED / INSTALLED
- DAMAGES PHOTOS
- POST REPAIR PHOTOS
- **PRE- DISASTER ASSETS STATUS (of damaged repaired assets) WITH PHOTOS AND INVENTORY DETAILS**



DOES NOT MEET FEMA'S REQUIREMENTS

- **DENIALS**
- **"INELIGIBLE PROJECT COSTS"**
- **DELAY OF REIMBURSEMENT**
- **APPEALS = MORE \$\$ COSTS & TIME UP TO 3-4 YEARS REVIEW & APPROVAL**

**Lessons Learned
will HIT YOU HARD
FINANCIALLY !!**



AUDIT PROOF FORMAT !!!

PRECISE RECONCILIATION OF ALL COSTS SUBMITTED

Hurricane IAN Could Have Been DEVASTATING to YOUR AREA



The Disaster after the Disaster: The Loss of Documentation; Field Notes Inclement Weather



The Disaster after the Disaster: Additional Obstacles



YOU ARE ACCOUNTABLE FOR ALL COSTS & DOCUMENTATION

YES, YOU !!!



LESSONS LEARNED TYPICAL POST DISASTER DOCUMENTATION: MANUAL DOCUMENTATION

ASP = ASP lunch

SUBSTATION **FEEDER** **STATUS** **CREW**

IVEY W 17:00
 1350 - IN **DONE** Jose
 1360 - IN
 1370 - IN Houses Drew
 1380 - IN Houses Jon
 W 1390 - IN 85% Laterals Bill M.

MCMINN 18:00
 2220 - IN DONE Laterals Mikie
 18:00 2230 - IN DONE Doug/Jon
 2240 - IN Laterals Bill
 9/17 13:11 2250 - IN DONE George/Gil - called in by Dean
 2260 - IN
 9/17- 11:15 2270 - DONE Bad SW 2275 Doug/Jon

REDLAND
 NW 159th Horse + Horse Barn + 10 houses - Nursery Jason
 4420 - IN Laterals Mikie
 4440 - IN Jason
 18:00 4460 - IN DONE
 X 4480 - IN 85% Bay / KY Crew (installing ground) ASD NW 10 Ave / 254

REM 8/17 11:30
 5510 - IN **DONE**
 5530 - IN
 5540 - IN
 70% Remove insulators from Fdr Jorge/Rolando

SYSTEM RESTORATION

Trees
 187 Ave / SW 1819 St
 SW 550 / 192
 SW 18 Ave / 254
 400 S. 100th Street
 SE 2 Dr / SE 3 Ave (openable)
 SE 30 Dr / SE 3 Ave (openable)
 (Under a Blacking Road)
 1500 6th / W. Main St (openable)
 NW 100th / SE 254 - SW 254
 160 Ave / 2501 St
 285 St / 3rd Hwy
 74 NW 12 St
 1330 - 1535 Old Dixie Hwy
 1100 NW 11 St

Pole Down
 27202 SW 172 Ave - located in
 SW 187 Ave / E. SW 254 (SW 254) 4440
 W. Main / SW 150 / SW 111 Ave (SW 111) 4440
 SW 14 Ave / SW 111 Ave 4440 - 2540
 SW 100 Ave / SW 111 Ave 4440 - 2540
 NE 634 / NW 111 Ave 1360
 SW 254 / SW 111 Ave 1360 - 1350

BTW 336 & 320 on SW 187 Ave 4440

524 SW 192 Ave
 SW 187 Ave / SW 14 St NW 14 St FL WITH CAP BANK 4440
 SW 181 Ave / SW 111 St FL WHITEY 4440
 1515 NW 6th 4470
 1817 W 2nd 2 poles 4480
 241 N FLORIDA 2250

1500 E Main (Bank Pub Education) 5510
 15725 SW 217 St 1350

NW 644 / 354
 400 NW 19 Ave (Lin)
 232 NW 6 Ave (Blacking Road)
 SW 254 / 110 Blvd

1590 Ave 11 St

50 NW 20 St / BRACED UP LAT HOT
 30 NW 15 St / BRACED UP
 45 NW 20 St (Rear of)

NW 15th Ave : NE 15th St Braced

ESI
 30100 S Dixie (Leaking transformer)
 LA2 waiting for 1370 to clear to restore
 A up street light in the clear
 17:00 Down / 50

- ## WHITEBOARD ISSUES: GETS MESSY
- DAMAGE ASSESSMENTS (DA) & EMERGENCY REPAIRS MADE SIMULTANEOUSLY
 - PLANNING / TRACKING MAA CREW REPAIRS
 - NOT TRACKING DEBRIS CLEARING CREWS
 - SHIFTING PRIORITIES
 - **CRITICAL DATA IS LOST**
 - NO PHOTOS of EACH DAMAGE LOCATION BEFORE REPAIR



Lessons Learned

| Date | Time | Address | Information | Employees | Equipment | Other Equip | Comments |
|---------|------|---|----------------|--|-----------|-------------|--|
| 9/13/17 | | NW 14 Ave Between 9th & 10th & 304 NW 16 Ave 292 NW 14 Ave / 29218 N 292 St | of Homestead | SV 14717 Kevin B15601 Jason/Billy B15602 John B07633 Angel/Samuel CS13102 Jorge B17603 Daniel B13615 | | | Set and transfer 45' pole 3 phase primary on all Pole # 03342 Removed cap bank Pole # 03643 Pole # 03738 Replaced and transfer 45' phase primary Pole # 03549 Removed TX Pleasure (have TX put back) |
| | | 1340 NW 15 St | Ohio Tipp City | Anthony Freels D 509 Mike Pector B 507 Jason D... Pete Montgomery Ryan McCarroll SV 528 | | | Pole # 3652 Burnt stringer Reurof. Cleared shade cloth off of Feeder 4420 |
| | | 284 St & 187 Ave | St Marys | Jason Durlec John Vogel D 600 | | | Cleared hanging street light on Neutral & open secondary |
| | | | Piqua Power | Kevin Srinsted Don Nash BE-5 Justin Foutz Dan Cline BE-0-40 | | | |

Legend Equipment Bucket=B Pickup=P Digger=D Other=O Employees Foreman=F Apprentice=A Other=O Lineman=L Safety=S

2 set of Grand on Red Land Road 3 phase
1 set of Grand on NW 2nd 3+ / 3 phase
1 set of Grand on NW 10th Ave and mowing / 3 phase
1 set of Grand on mowing and 4th st / 3 phase

- ✓ Use ONE Daily Log Form
- ✓ Assign 1 Staff or Temp to Log Notes
- ✓ Material Sign Out/In Sheet

one crew from 187 to 192, one crew from 192-187
2 crew on 320, All crews are doing 3 phase
Pole
Set 45' pole and string for phase 3 in front of
~~459 SW 18 Ave~~
Cut trees around lateral, put up duplex and
primary neutral lateral.
put up street light circuit
Reattached T/L at 6th and 1st
18th Ave and 4th put up new transformer, lighting meter
and insulator
mowing and 6th Ave then in 3 phase switched
Hung Three Services on NW 14th st and Krone

Not Acceptable

Hurricane Irma Supplies

Hurricane Irma
Food for emergency workers

PUBLIX
Promenade at Silver Palm
23300 SW 112th Avenue
Homestead, FL 33032
Store Manager: Chris Gilbert
954-257-4100

| | | |
|------------------|-------|---|
| 18.1 PCK HNY BUN | 3.99 | T |
| S.3. CHEF KNIFE | 7.49 | T |
| SS UTILITY KNIFE | 6.79 | T |
| SS UTILITY KNIFE | 6.79 | T |
| T MIXING BOWL | 7.99 | T |
| T MIXING BOWL | 7.99 | T |
| T MIXING BOWL | 7.99 | T |
| S.3. CHEF KNIFE | 7.49 | T |
| S.3. CHEF KNIFE | 7.49 | T |
| S.3. CHEF KNIFE | 7.49 | T |
| S.3. CHEF KNIFE | 7.49 | T |
| S.3. CHEF KNIFE | 9.49 | T |
| SS CHEF KNIFE | 6.79 | T |
| SS UTILITY KNIFE | 8.99 | T |
| SS UTILITY KNIFE | 6.79 | T |
| 5.0T MIXING BOWL | 11.98 | T |
| 2 4 | 5.99 | |
| 1T MIXING BOWL | 10.19 | T |

CREDIT CARD
PURCHASE

#: XXXXXXXXXXXX818
#103721
Card: Visa Credit
Card AID: A00000003101
002
BB474321E6C2C75
TRACE: 10372
Approval Code: C
Entry Method: Chip Read
Mode: Issuer

SALE AMOUNT \$1,777.00
APPROVED BY ISSUER

CUSTOMER COPY

Your cashier was Jovanny
09/07/2017 18:19 S1247 R110 6728 C02
Free \$10 Publix Gift Card when you get your flu shot at any Publix Pharmacy. Please see Pharmacy for details.
Publix Super Markets, Inc.

19

**No Task,
Specific
Use**

**Not
Legible**

**No
Location of
Use**

Order Total 921.08
Sales Tax 0.00
Grand Total 921.08
Credit Payment 921.08
Change 0.00

Savings Summary
Retail Price Savings 123.81

Your Savings at Publix
123.81

Trace #: 033872
Reference #: 0688405647
Acct #: XXXXXXXXXXXX7952
Purchase VISA
Amount: \$921.08
Auth #: 007735

20:16:16

CREDIT CARD
PURCHASE

CARD #: XXXXXXXXXXXX7952
Trace #: 033872
Chip Card: Visa Credit
Chip Card AID: A000000031010
ATC: 000F
TC: D4DE79F561A90F56
INVOICE: 033872
Approval Code: 00
Entry Method: Chip Read
Mode: Issuer

SALE AMOUNT \$921.08
APPROVED BY ISSUER

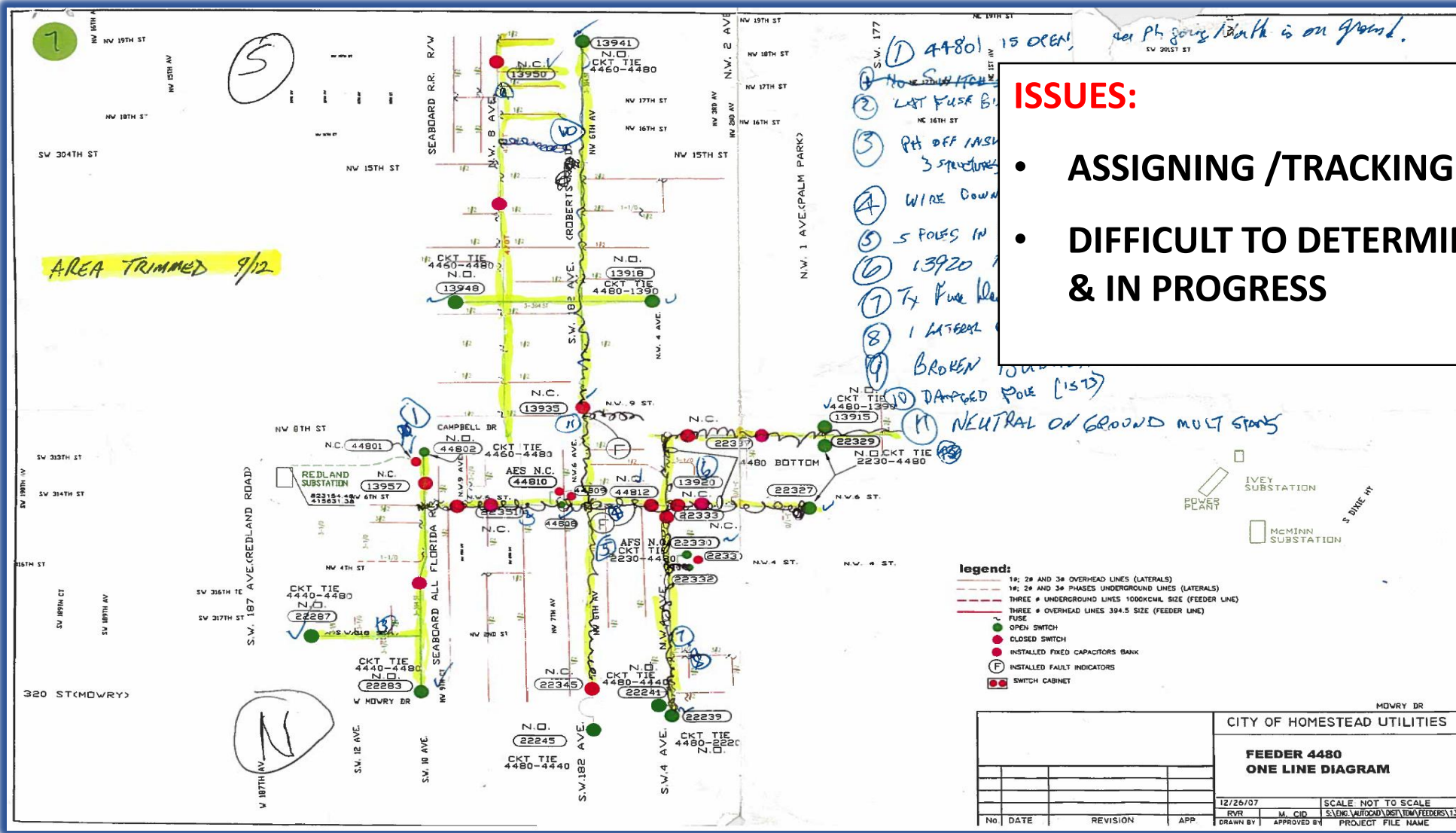
CUSTOMER COPY

Your cashier was Mayra R
09/07/2017 20:16 S0510 R103 7141 C0258
Free \$10 Publix Gift Card when you get your flu shot at any Publix Pharmacy. Please see Pharmacy for details.
Publix Super Markets, Inc.

NO AFTER REPAIR PHOTOS



LESSON LEARNED: MANUAL MAPS DOCUMENTATION: INEFFECTIVE MOBILIZATION AND TRACKING MAA / LABOR CREWS



ISSUES:

- ASSIGNING /TRACKING 50+ MAA CREWS
- DIFFICULT TO DETERMINE TASK COMPLETED & IN PROGRESS



LESSONS LEARNED: MANUAL DOCUMENTATION:

EMERGENCY REPAIRS TRACKING:

| CITY OF HOMESTEAD | | | | | | | | | |
|-----------------------|------|---|-----------|----------|-------------------|---|-----------|-------------|--|
| Daily Job Information | | | | | | | | | |
| Date | Time | Address | Lateral # | Feeder # | Organization | Employees | Equipment | Other Equip | Comments |
| 9/13/17 | | NW 14 Ave Between 9st & 15st & 304 NW 16 Ave 292 NW 14 Ave / 29218 N 292 St | 4420 | | City of Homestead | Jeff SV 14717 Kevin B 15601 Jason/Billy B 15602 John B 07633 Angel/Samuel CS 13102 Jorge B 17603 Daniel B 13615 | | | Set and transfer 45' pole 3 phase primary on all Pole # 03342 Removed cap bank Pole # 03643 Pole # 03738 |
| | | 1340 NW 15 st | | | Ohio Tipp City | Anthony Freels D 505 Mike Pector B 507 Jason D 507 Pete Montgomery SV 528 Ryan McCarroll SV 528 | | | Replaced phase M Pole # 0 Pole # 0 Pole # 0 |
| | | 284 st & 187 Ave | | | St Marys | Jason Durler John Vogel D 600 | | | Cle lig se |
| | | | | | Piqua Power | Kevin Srinsted BE-5 Don Nash Justin Foutz Dan Cline BE-0-40 | | | Foreman=F Apprentice=A Lineman=L Safety=S |

Legend Equipment Bucket=B Pickup-P
 Digger=D Other=O

2 set of ground on Red Land Road 3 phase
1 set of ground on NW 2nd 3+ / 3 phase
1 set of ground on NW 10th Ave and morning / 3 phase
1 set of ground on morning and 4th st / 3 phase
1 set on 6th and morning ground unit / 3 phase
1 set ground unit 8th st and 4th / 3 phase
1 set ground unit 4th and 5 Ave / 3 phase

192.
192-197
3 in front of
up draft and

18th Ave and 4th put up new transformer, lighting
and insulator
morning and 6th Ave there is 3 phase
Hunt Three Services on NW 14th st and

ISSUES:

- MATCHING MAA CREWS WITH FORCE LABOR & EQUIPMENT**
- MATERIALS INSTALLED - USED IN STOCK AND PURCHASED | RECONCILIATION**



LESSONS LEARNED: MANUAL NOTES DOCUMENTATION POST DISASTER

Logged 9-21-12
 (PS)

| CITY OF | | | | | | | | | |
|-----------------------|---------|---|-----------|----------|--------------|-----------------------------|------------------------------|-------------|----------------|
| Daily Job Information | | | | | | | | | |
| Date | Time | Address | Lateral # | Feeder # | Organization | Employees | Equipment | Other Equip | Comments |
| 9-12 | 10AM | 167 AVE BTW 299-298 | 01599 | | | Billy Miner Brett West | BUCKET TRUCK BUCKET TRUCK | | |
| 9/12 | 10:30 | 767 AVE. WEST NORTH ST. 297 AT INSUR | | | | Jesse Morin Lizard Fraga | B. TRUCK | | |
| 9/12 | 11:10 | 164 CT #296 | #6 DPX | | | Cassandra Lee | B. TRUCK | | |
| 9/12 | 12:15pm | 15497 SW 288 ST | | | | | | | (OPEN 3' LEAK) |
| 9/12 | 1:05pm | 158 284 ST | | | | | | | |
| 9/12 | | (167 OLD DIXIE) 3m #1370 | | | | | | | |

ISSUES: INCONSISTENT NOTES

- NO DETAILS >>> NO PHOTOS
- NO DAILY LOGS - TASKS
- LOOSE PAPERS - GET LOST OR DAMAGED
- WORK ORDERS and NOTES NOT LOGGED UNTIL MONTHS LATER

Start time 08:25

- 1) Cleared lines on NW 9th St - 182 Ave
- 2) Cleared lines on NW 12th St - 182 Ave
- 3) Cleared lines on NW 13th St - 182 Ave
- 4) Cleared line(s) on NW 2nd St - 182 Ave

Cleared All of 182 Ave.
 From midway to NW 19th St

Time 10:47

lines on NW 1st - NW 4th Ave
 ES on NW 4th St - NW 4th Ave
 AS on NW 6th St - NW 4th Ave
 on NW 7th St - NW 4th Ave
 on NW 9th St - NW 4th Ave



LESSONS LEARNED: MANUAL DOCUMENTATION:

City of Homestead Mutual Aid Crew Information

ISSUES:

- **NO CREW TRACKING ASSIGNED TO HOTELS**

| Name | Email | Organization | Phone | | | | | | |
|--------------------|--|--------------|--------------|------------|-----------|-----|---------|-----------|--------|
| Alan Kwasnik | | Holyoke MA | 413-207-5618 | Supervisor | Hampton | 307 | 9/12/17 | 9/17/17 | Pickup |
| Bob Clancy | | Belmont Ma | | Lineman | Hampton | 211 | 9/12/17 | 9/21/17 | |
| Brent Getchell | | Concord MA | 617-999-5225 | Lineman | Hampton | 213 | 9/12/17 | 9/22/17 | Digger |
| Brian Alan | | | | | Hampton | 208 | 9/12/17 | 9/22/17 | Bucket |
| Brian Booth | | Princeton Ma | | Lineman | Hampton | 208 | 9/12/17 | 9/22/17 | |
| Brian Wall | | Holyoke MA | 413-250-2550 | Lineman | Hampton | 511 | 9/12/17 | 9/17/17 | |
| Bruce Dubey | | Groton MA | 978-490-6160 | Lineman | Hampton | | 9/12/17 | 9/22/17 | |
| Chad Allen | | Sterling MA | 508-667-7329 | Lineman | Hampton | 209 | 9/12/17 | 9/21/17 | Bucket |
| Gil Finch | | Groton MA | 978-727-2010 | Lineman | Hampton | 408 | 9/12/17 | 9/21/17 | Bucket |
| Jasson Jacoby | | Concord MA | 215-783-0960 | Lineman | Hampton | 420 | 9/12/17 | 9/22/17 | |
| Jeffery Stasiowski | | Chicopee | | Lineman | Hampton | 513 | 9/12/17 | 9/22/17 | |
| Joe Deshane | | Chicopee | | Foreman | Courtyard | 513 | 9/12/17 | 9/22/2017 | |
| Larry Fisher | | South Hadley | | Lineman | Hampton | 212 | 9/12/17 | 9/22/17 | |
| Mike Hoogendoorn | | Concord MA | 978-505-3554 | Lineman | Hampton | 420 | 9/12/17 | 9/22/17 | Bucket |
| Nick Lawler | nlawler@lelwd.com | Littleton MA | 978-265-4570 | Supervisor | Hampton | 225 | 9/12/17 | 9/21/17 | Pickup |
| Pat St. Lawrence | | Holyoke MA | 413-2102786 | Lineman | Hampton | 511 | 9/12/17 | 9/17/17 | Bucket |
| Rob Clancy | | Belmont MA | 508-245-0443 | Lineman | Hampton | | 9/12/17 | 9/22/17 | |
| Todd Burnham | | Littleton MA | 978-479-5697 | Lineman | Hampton | 508 | 9/12/17 | 9/22/17 | Bucket |
| Tom Costello | | Belmont MA | 781-760-9880 | Lineman | Hampton | 211 | 9/12/17 | 9/21/17 | Bucket |
| Trever Snyder | | Littleton MA | 978-265-4571 | Lineman | Hampton | 508 | 9/12/17 | 9/22/17 | |
| Tyler Crawford | | Concord MA | 603-915-3164 | Lineman | Hampton | 213 | 9/12/17 | 9/22/17 | |



Lessons Learned

| Date | Time | Address | Information | Employees | Equipment | Other Equip | Comments |
|---------|------|---|----------------|---|-----------|-------------|--|
| 9/13/17 | | NW 14 Ave Between 9th & 11th & 304 NW 16 Ave 292 NW 14 Ave / 29218 N 292 St | of Homestead | SV 14717 Kevin B15601 Jason/Billy B15602 John B07633 Angel/Samuel CS 13102 Jorge B17603 Daniel B13615 | | | Set and transfer 45' pole 3 phase primary on all Pole # 03342 Removed cap bank Pole # 03643 Pole # 03738 Replaced and transfer 45' phase primary Pole # 03549 Removed TX Pleasure (have TX put back) |
| | | 1340 NW 15 St | Ohio Tipp City | Anthony Freels D 509 Mike Pector B 507 Jason D 507 Pete Montgomery Ryan McCarroll SV 528 | | | Pole # 3652 Burnt stringer Reurof. Cleared shade cloth off of Feeder 4420 |
| | | 284 St & 187 Ave | St Marys | Jason Durlec John Vogel D 600 | | | Cleared hanging street light on Neutral & open secondary |
| | | | Piqua Power | Kevin Srinsted Don Nash BE-5 Justin Foutz Dan Cline BE-0-40 | | | |

Legend Equipment Bucket=B Pickup=P Digger=D Other=O Employees Foreman=F Apprentice=A Other=O Lineman=L Safety=S

2 set of Grand on Red Land Road 3 phase
1 set of Grand on NW 2nd 3+ / 3 phase
1 set of Grand on NW 10th Ave and mowing / 3 phase
1 set of Grand on mowing and 4th st / 3 phase

- ✓ Use ONE Daily Log Form
- ✓ Assign 1 Staff or Temp to Log Notes
- ✓ Material Sign Out/In Sheet

one crew from 187 to 192, one crew from 192-187
2 crew on 320, All crews are doing 3 phase
Pole
Set up 45 feet pole and string set phase 3 in front of
~~459 SW 18 Ave~~
Cut trees around lateral, put up duplex and
primary main lateral.
put up street light circuit
Reattached T/L at 6th and 1st
18th Ave and 4th put up new transformer, lighting meter
and insulator
mowing and 6th Ave then in 3 phase switched
Hung Three Services on NW 14th st and Krone

LESSONS LEARNED: Not Acceptable

Hurricane Irma Supplies

Hurricane Irma
Food for emergency waters

PUBLIX
Promenade at Silver Palm
23300 SW 112th Avenue
Homestead, FL 33032
Store Manager: Chris Gilbert
954-257-4100

| | | |
|-------------------|-------|---|
| 8" PCK HNY BUN | 3.99 | T |
| S.S. CHEF KNIFE | 7.49 | T |
| SS UTILITY KNIFE | 6.79 | T |
| SS UTILITY KNIFE | 6.79 | T |
| T MIXING BOWL | 7.99 | T |
| T MIXING BOWL | 7.99 | T |
| T MIXING BOWL | 7.99 | T |
| S.S. CHEF KNIFE | 7.49 | T |
| S.S. CHEF KNIFE | 7.49 | T |
| S.S. CHEF KNIFE | 7.49 | T |
| S.S. CHEF KNIFE | 7.49 | T |
| SS CHEF KNIFE | 9.49 | T |
| SS UTILITY KNIFE | 6.79 | T |
| 3" SS BREAD KNIFE | 8.99 | T |
| SS UTILITY KNIFE | 6.79 | T |
| .50T MIXING BOWL | | |
| 2 of 5.99 | 11.98 | T |
| 1T MIXING BOWL | | |

CREDIT CARD
PURCHASE

#: XXXXXXXXXXXX818
#: 103721
Card: Visa Credit
Card AID: A00000003101
: 002
: BB474321E6C2C75
: 10372
: 10372
: C
: Chip Res
: Issue

NET AMOUNT \$1,777.00
APPROVED BY ISSUER

CUSTOMER COPY

Your cashier was Jovanny R
09/07/2017 18:19 S1247 R110 6728 C02
Free \$10 Publix Gift Card when you get your flu shot at any Publix Pharmacy. Please see Pharmacy for details.
Publix Super Markets, Inc.

No Task,
Specific
Use

Not
Legible

No Line
Items, Task,
Specific
Use

Order Total 921.08
Sales Tax 0.00
Grand Total 921.08
Credit Change Payment 921.08
Change 0.00

Summary
Social Price Savings 123.81

Your Savings at Publix *
123.81 *

PRESTO!
Trace #: 033872
Reference #: 0698405647
Acct #: XXXXXXXXXXXX7952
Purchase VISA
Amount: \$921.08
Auth #: 007735

09/07/2017 20:16:16
033872

CREDIT CARD
PURCHASE

CARD #: XXXXXXXXXXXX7952
Trace #: 033872
Chip Card: Visa Credit
Chip Card AID: A000000031010
ATC: 000F
TC: D4DE79F561A90F56
INVOICE: 033872
Approval Code: 00
Entry Method: Chip Read
Mode: Issuer

SALE AMOUNT \$921.08
APPROVED BY ISSUER

CUSTOMER COPY

Your cashier was Mayra R
09/07/2017 20:16 S0510 R103 7141 C0258
Free \$10 Publix Gift Card when you get your flu shot at any Publix Pharmacy. Please see Pharmacy for details.
Publix Super Markets, Inc.

19

CHAOS REIGNS



**IT'S ON MY DESK;
SOMEONE MOVED IT**



IT'S IN 1 OF THE STACKS



LESSON LEARNED:

Pre-Disaster Asset

- No Pre- Disaster Asset Inventory Inspections documented with inspection dates.
- No Photos of pre disaster status/ Condition.
- NO GPS with Addresses.
- No Facility USE or Not in Use documented.

SOLUTION

- ✓ Asset Inventory spreadsheet PER Dept:
- ✓ Include: Address, GPS, Photos of Asset Status; Inspection Date; Inspector.
- ✓ Photos
- ✓ Database for easy access post Disaster to verify damages.

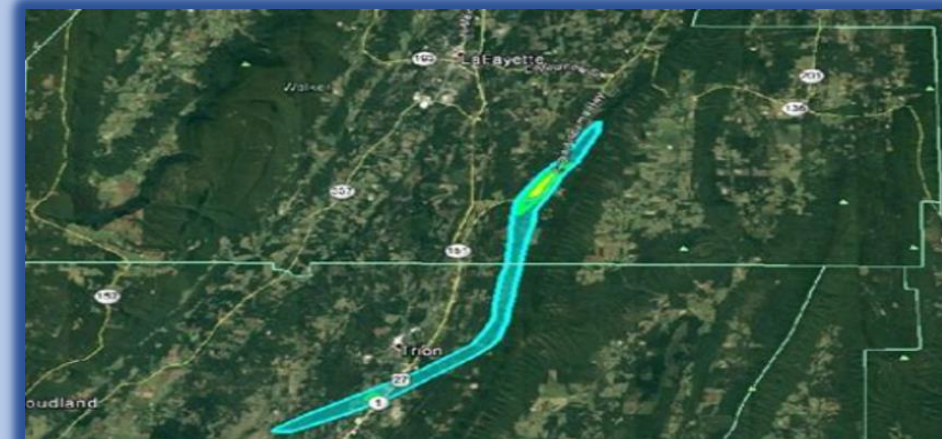
Need Checklist/Spreadsheet



LESSONS LEARNED

Damage Assessment Issues

1. NOAA Tornado Path off by miles.
2. Inefficient Mobilization of Repairs Crews, Materials and other Resources.
3. No GPS Utility locations.
4. No Asset Inventory with RUS construction Units or Value per Type Pole .



SOLUTION: Assign DA Team

- ✓ Map exact Damage perimeter.
- ✓ Don't Mobilize Mutual Aid or Force Labor crews until Damage Perimeter is defined.
- ✓ Don't Mobilize Materials until know exact damages.
- ✓ Assign Pole Configuration RUS units with value.



CONTRACT Issues

CONTRACTS, PROCUREMENT, AWARD:

- Contract pgs missing; Not complete
- Files not labeled correctly for content
- No Signatures
- No Bid tabulation

INVOICE ISSUES:

Example 1: 2013 Council approved NTE
\$156,200.00

- Contractor Invoices Larger amount then approved.\$581,597.00
- No Documentation of Hourly work.
- RATES DON'T MATCH CONTRACT;
NO CHANGE ORDER.

Example 2: Contract requires Task Orders

- ITB Contracts - used as "the Contract"
- No Task Orders

SOLUTION

- ✓ File Contract with: Contract, RFP/ITB, Selection Criteria, Rates, Council approval; with dates of Award.
- ✓ Notice to Proceed, Task Orders, Change Orders with Contractor name, dates of TO, CO.
- ✓ Check Contractor Invoices with actual Contract line items;
- ✓ Issue Contract Change Orders for additional line items.
- ✓ Issue Task Orders with: limited NTE \$ amount, Scope, Duration.
- ✓ Add Disaster Clauses and Addendums to Contracts.

Need Checklist 

CONTRACT Issues

Example 4: QUOTES Lump sum- NOT per CONTRACT.

- CONTRACTOR provided Quotes Per Area- Debris NOT INCLUDED IN Contract.
- **Different Rates from Contract.**

Example 5: MAA Contractors

- **Invoiced Split Cities - % of work split**
- **Invoiced for Meals + Per Diem & hotel** when the City supplied them
- **Invoiced Hours not documented** with date, Daily Log or areas worked.
- **Invoiced MAA Equipment with FEMA Cost Codes & also included Fringe Benefit with Labor:**
 - MAA Contractors do not apply Fringe benefit; ONLY Provide Hrly Rate PER Contract.
 - MAA Contractors Bill for Hourly Equipment rates.

SOLUTION

- ✓ **Verify Contractor Invoices Rates with Actual MAA Contract line items;**
- ✓ For additional line items **add to contract** via Change Order.
- ✓ **Maintain Daily Logs** (Labor, & Equipment) for Each MAA :Date, Location worked, Names, Hours worked; Equipment Used.
- ✓ **Reconcile MAA Invoice with Daily logs** of work, and MAA rates.

Need Checklist 

ITEM: Materials

- NO Pre-Disaster Inventory with Vendor, tied to Stock #, Quantity and Cost \$
- Vendor PO's \$ amount different from Vendor Invoices
- USED In Stock Inventory:

No Tracking of Materials to each Crew or Location Used

SOLUTION

- ✓ **TIE STOCK # TO VENDOR W/ INVOICES OR PO'S!!**
- ✓ Maintain Pre-disaster Materials Warehouse Inventory with Vendor, Invoice, Quantity, COST \$ & Check/Credit Card Paid.
- ✓ Reconcile PO's with Actual Delivery and Costs !!!
- ✓ **DISCUSS RESPONSIBILITY – AT DEPT. WHO IS RESPONSIBLE**
- ✓ **During Disaster Assign 2 people on inventory - 1 TRACK SUPPLIES, ORDERING & RESTOCK; 1 for CHECKOUT ITEMS.**
- ✓ **Material Check Out Sheet:** Document Crew who received it and Location(s) to be installed.
- ✓ Reconcile USED IN STOCK Materials with Damaged Repaired Items.

Need Checklist 

DON'T GET PUNCHED FOR NOT BEING DISASTER READY



DON'T PUNCH YOURSELF FOR NOT BEING PREPARED



LEVERAGE INNOVATIVE SOLUTIONS, AND SYSTEMS IN PLACE

LESSON LEARNED: EXISTING SYSTEMS

CURRENT PRACTICE in many Utility Departments - USE MULTIPLE SYSTEMS/PROGRAMS OPERATING SEPARATELY

- **ACCOUNTING & SEPARATE PAYROLL (MANUAL TIME ENTRY)**
- **ARC GIS MAPPING**
- **ASSET MANAGEMENT**
- **WORK ORDER**
- **MATERIALS INVENTORY (BY STOCK NUMBER – NOT PER VENDOR)**
- **UTILITIES SCADA & OMS**

DOCUMENTATION EXISTS IN SEPARATE DEPARTMENTS & LOCATIONS

WORKS for NORMAL EVERYDAY OPERATIONS: Work Orders, Materials Ordering, Materials Tracking, PRODUCING Stake-Holders Financial Reports

ISSUE:

- **INEFFICIENT DISASTER RESPONSE & RECOVERY TASK COST TRACKING**
- **DOES NOT PRODUCE THE DETAIL DATA & BACK UP FEMA REQUIRED DOCUMENTATION TO OBTAIN REIMBURSEMENT**

SEPARATE SYSTEMS:

Require a **LOT OF MANUAL INTENSIVE LABOR, DATA MINING, REVIEW & RECONCILIATION** of Records & Costs for Proper FEMA Required Documentation of Damaged Repaired Assets, Structures and other Utility Assets.

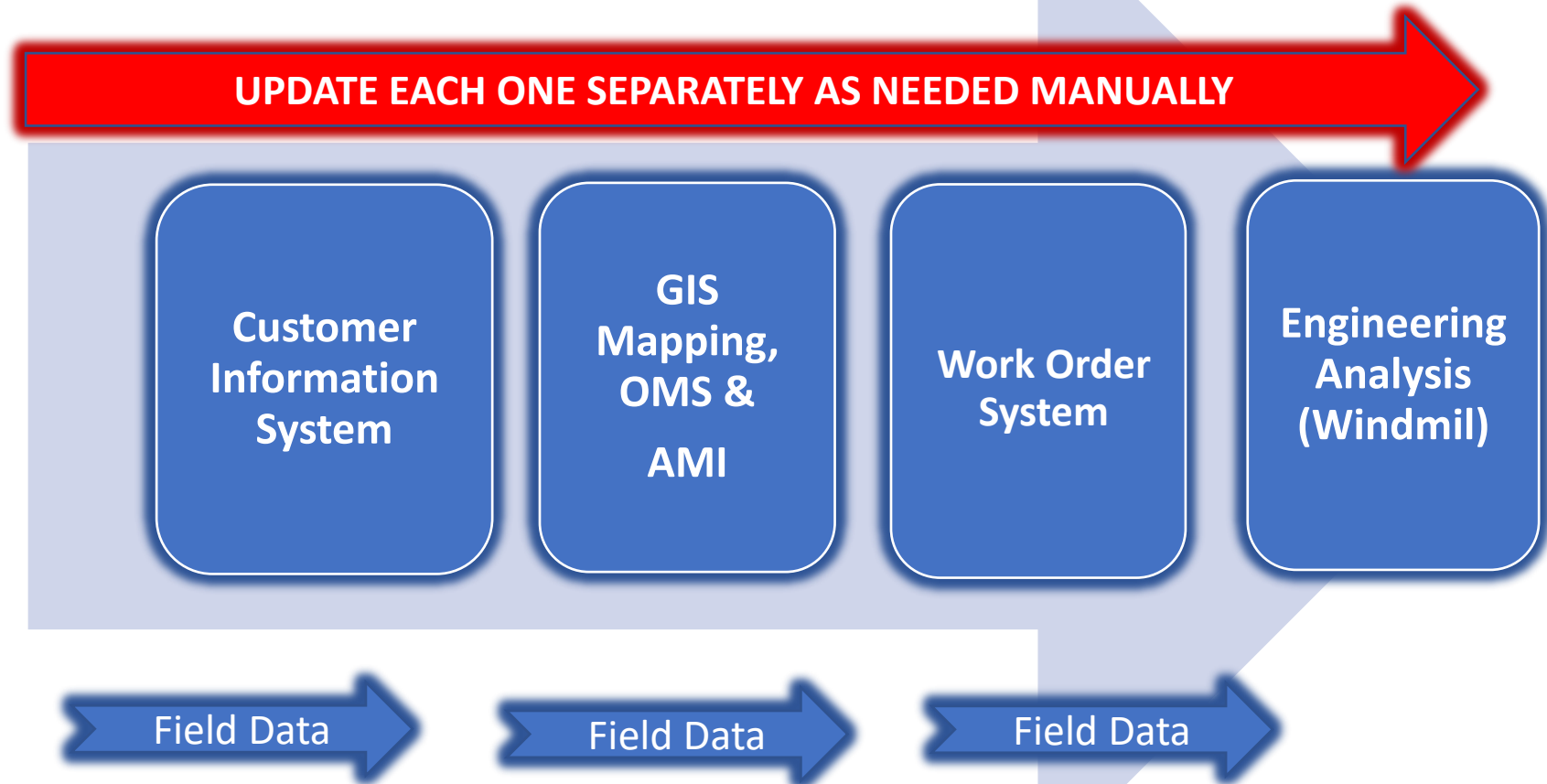


EXISTING SYSTEMS (SEPARATE OPERATING SYSTEMS)
ISSUES;



ISSUES

- No Process for maintaining “Field Data”
- Data Did Not Talk to Each Other
- Update Data in One System; Need to Update the Other System
- Time Consuming
- Labor Intensive
- Manual Mistakes

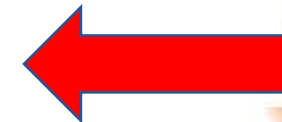
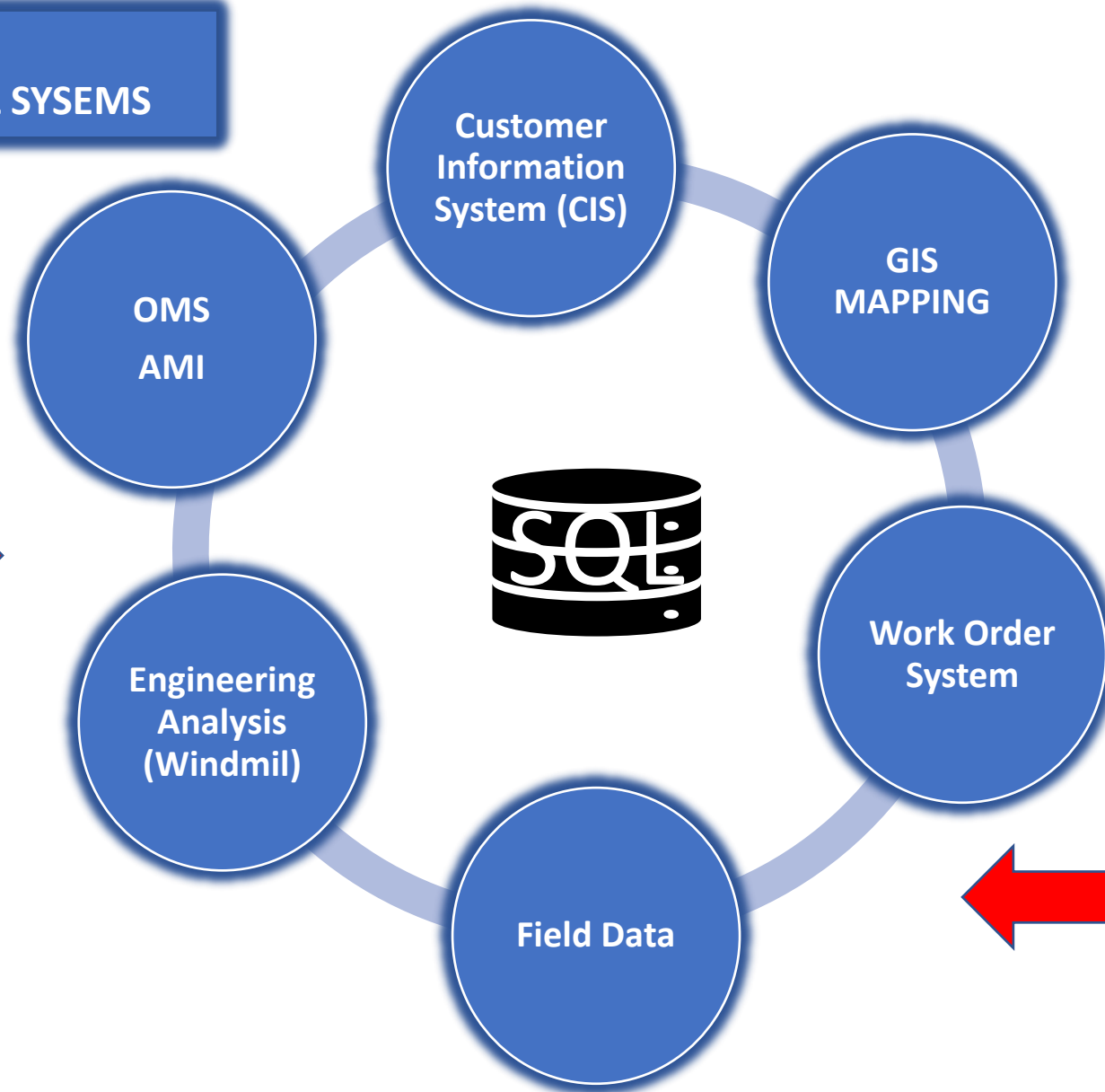


TECHNOLOGY:

HAVING A “HARD” TIME LETTING GO of HOW DOCUMENTATION USED TO BE HANDLED??



**BE INNOVATIVE:
STREAMLINE OPERATIONAL SYSTEMS**



STREAMLINE OPERATIONAL SYSTEMS BENEFITS

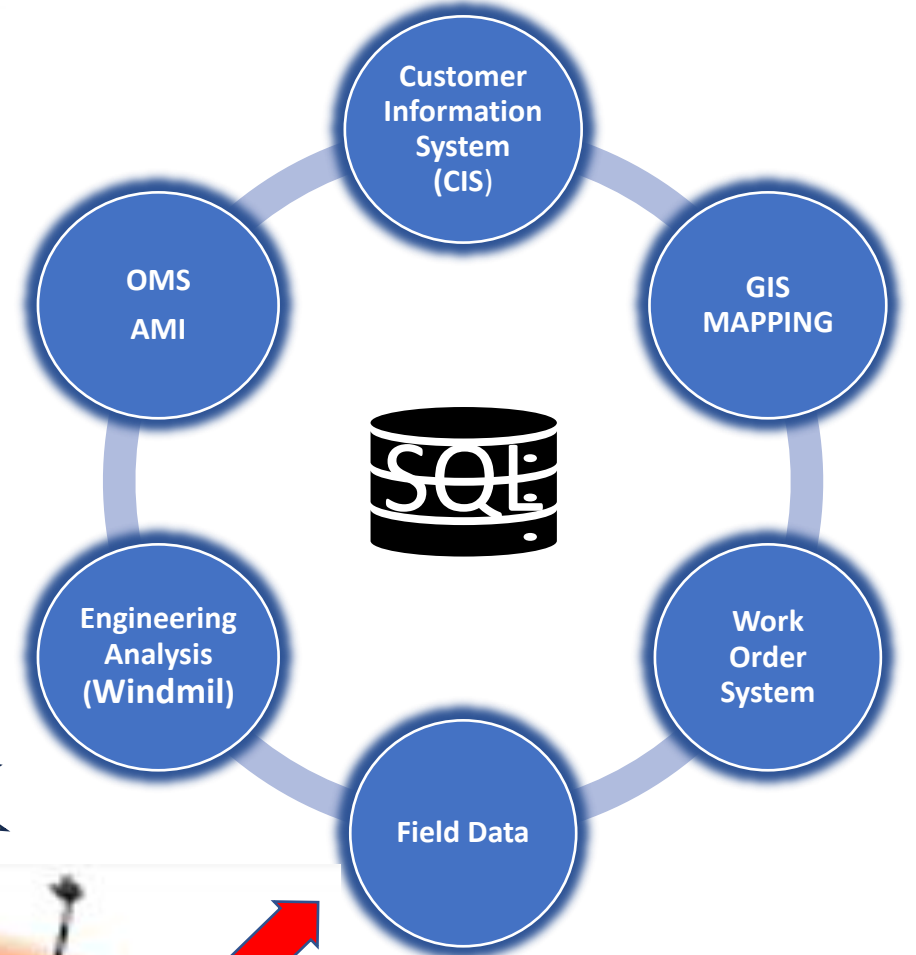
ONE DATABASE

- Add Multiple Operating Systems

DATA UPDATES In SQL

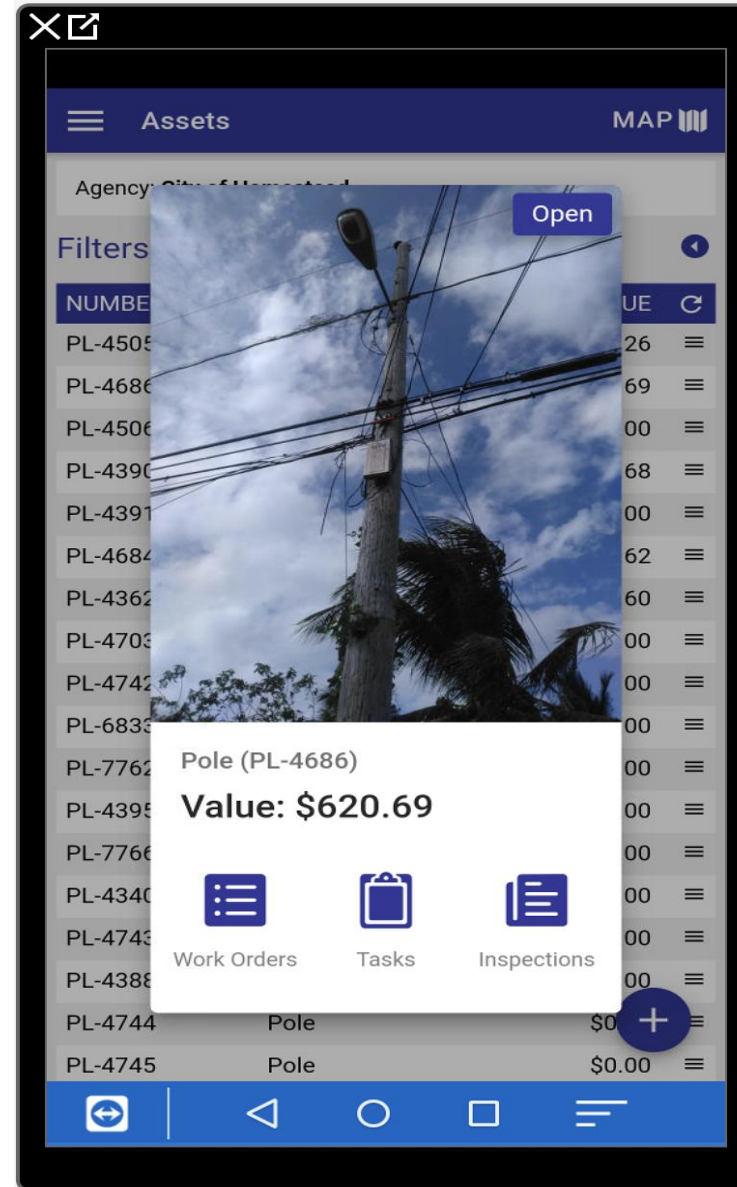
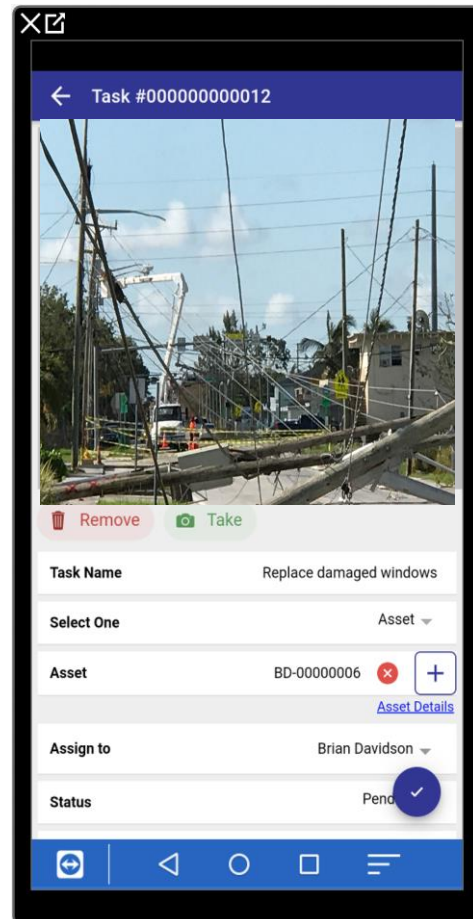
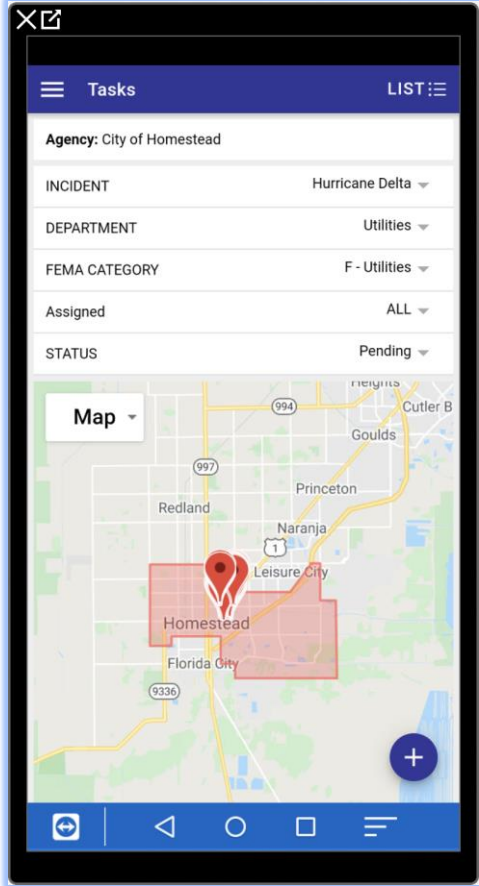
- UPDATES Data IN ANY System and Updates in SQL
- Only 1 Data Entry
- Tracks Changes by User

EXPORT DATA EASILY: EXEL, PDF, MAPS



LEVERAGE MOBILE APPS

- Damage Assessments with Mapping, & Photos
- Track Repairs with Photos & Task Details
- Saves Data without Internet Connection
- During Field Collection Interfaced with ARC GIS and Updated Existing DATA



LEVERAGE WEB & MOBILE SOLUTIONS FOR:

PRE DISASTER :MAINTAINING ASSET INVENTORY –ACCESS 24/7

POST DISASTER :TRACK DISASTER RESPONSE COST & DOCUMENTATION PER FEMA REQUIREMENTS



Make Order
Out of Disorder



- **ENSURE FEMA COMPLIANCE / MAXIMIZE FEMA \$\$\$ REIMBURSEMENT**

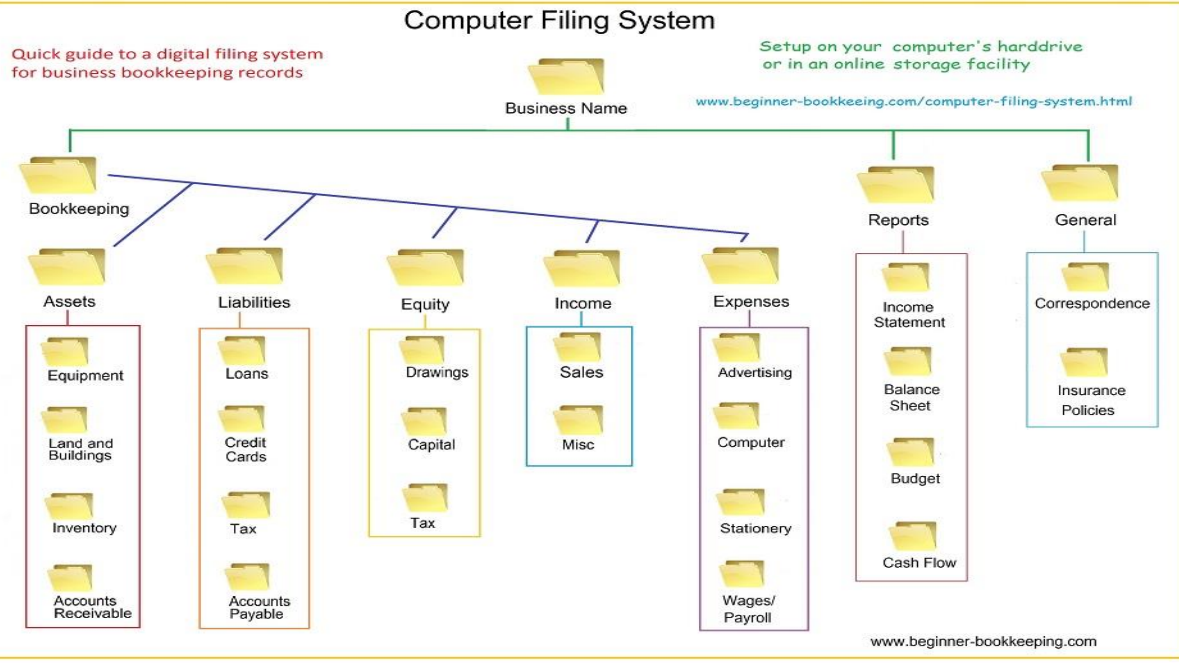
USING MOBILE SOLUTIONS CAN BE READY FOR INEVITABLE:

- IMPROVE RESPONSE / RECOVERY TIME
- SIGNIFICANTLY DECREASE RECOVERY ADMIN COST
- PREVENT DELAYS , DENIALS OF FEMA \$ REIMBURSEMENT

Types of Computer Software



don't get penalized!





SUMMARY DISASTER READINESS: MAINTAINING FEMA COMPLIANCE

PRE DISASTER:

Asset Inventory: Track Maintenance & Inspections; Know Status & Condition.

List Power Poles with all Equipment, GPS & Photos.

Track Transformers with Power Poles;

Contracts: MAA Contracts Updated with Labor, Equipment Rates; & Signed.

Adhere to 2CRF 200 For solicitations: Emergency , Recovery work.

FEMA PA Program Management: Solicit per 2CFR 200 before Disaster

Solicit for Utility Line Clearing/ Debris Removal & Debris Monitoring

Equipment: Inventory w Make Model , Serial..

Labor- Staff Titles , Rates RT, OT, Disaster Pay : Update Pay Policies.

MATERIALS INVENTORY; Include Vendor Name , with Stock ID numbers, POs..

Implement a Document Management system.

Centralize documents

Streamline Operating systems to update inventory during maintenance.

Use Mobile Software for Field Documentation.

SUMMARY POST DISASTER RECOVERY COSTS TRACKING & SUBMITTALS:

DAMAGE ASSESSMENTS: Assign DA Teams. Take Photos.

EMERGENCY REPAIRS /RESTORATION:

Track MAA Crews Locations,

Use DAILY LOGS: Detail Date, Location, Names, Equipment, Hours worked: **TASK PERFORMED.**

Photos Damages, Before Repairs and After.

Force Labor: Payroll, T Sheets, Work Orders/ Daily Logs; Equipment Used & who.

Material Sign Out Sheets.

Reconcile MAA Invoices with back up daily logs and MAA Rates.

MAA HOTELS: Names Per Room.

UTILITY LINE CELARING: USE DAILY LOGS : LOCATIONS CLEARED: Date, Labor, Equipment, Hours.

Debris Removal: Permit Debris Management Site –if at Utility Storage Yard .

Debris Monitoring company – mobilized with Debris Removal Company; Certify all debris removal trucks, equipment; before Debris Removal Operations begin.

USE Document Management system.

Centralize documents.

Review / Reconcile Data.

MAA Invoices- Verify with Daily Logs.

Use Mobile Software for Field Documentation.

Make Order Out of Disorder



Don't Get Blamed for Lack of Financial Documentation



CHAOS

IT'S IN 1 OF THE STACKS



**IT'S ON MY DESK -
SOMEONE MOVED IT**

