

CT Interagency Debris Management Task Force/SAIC-BDR

November 8, 2011

Best Management Practices

Force Account Labor and Equipment for Debris Management Operations

Summary: On October 30, 2011 the State of Connecticut was severely impacted when Winter Storm “Alfred” struck many towns and cities throughout the region. The State of Connecticut has experienced varying levels of damage from Alfred and is currently implementing a variety of strategies to respond to the disaster generated debris.

In many communities, Public Works Departments are utilizing equipment and staff for road clearing activities and debris removal operations. The following document describes best management practices for cities and towns to employ when tracking labor and equipment hours.

Best Management Practices

- Legal Responsibility – The work performed by force account staff must occur on public rights-of-way or public properties that are maintained by the respective city or town. This does NOT include private roads or state maintained roads.
- Documentation of Crew Assignments – When deploying crews in the field, it is important that detailed records are kept including start time, end time, and the location where the work was performed. Utilize maps to document work progress of individual crews on a daily basis.
- Disaster Generated Debris - Debris removal must be a direct result of Storm Alfred (land clearing, pre-existing damage, or general maintenance is not covered nor is damage from an unrelated event at the time of the disaster).
- Eligible Labor – Only the overtime for force account employees performing debris removal activities will be eligible for reimbursement. However all labor hours must be accounted for in order to maximize equipment reimbursement.
- Internal Cost Code: When tracking time for employees, set up a separate Disaster Cost Code for tracking personnel time and equipment.
- Eligible Equipment – All hours for equipment will be eligible for reimbursement if performing debris removal operations on rights of way where the local government is legally responsible.
- Equipment Rate Schedules – The local government may utilize the 2010 FEMA Equipment rate schedule.
- Debris Stockpiles Collected by City/Town Crews – If local government forces have stockpiled debris at Debris Management Sites and will be seeking a contractor for reduction of the debris pile (e.g. chipping/grinding), the local government should utilize a licensed land surveyor to document the

volume of the pile in cubic yards. This methodology should be utilized for contracting out grinding services.

- Representative Photographs/Videos of Debris – Capture a representative sample of debris throughout your city/town and create an electronic file for those photographs.
- Be “audit ready” – Detailed documentation such as timesheets, equipment logs, maps of crew assignments and daily progress, pay policies, etc. are requirements for reimbursement.
- Tying Operators to Equipment – When documenting equipment for reimbursement, you must be able to tie the operator’s name and their labor hours to the specific piece of equipment. If you have multiple operators on a single piece of equipment, those operators must tie back to the equipment hours.
- FHWA vs. FEMA roads – Debris operations on some city/town maintained roads may be eligible for reimbursement through the Federal Highway Administration’s Emergency Relief (FHWA-ER) program. These are roads classified higher than a ‘local road’ such as arterials and collectors. These costs must be applied for separately through the Connecticut Department of Transportation.

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