

SECTOR DELAWARE BAY
AREA MARITIME SECURITY COMMITTEE
Port Business Operations Sub-Committee

July 21, 2009

I. ROLL CALL

Members present: Mike Angelo/Kinder Morgan, Lisa Hember (Chair)/Maritime Exchange, Bob Lee/Valero Paulsboro, Tom Leo, Bill McGinnis/Greenwich Terminals, Doug Nicol/Citrosuco, Kurt Reichert/Western Fumigation, Bill Robinson/Valero Delaware City, Andre Stephano/Enterra, Dennis Tulley (AMSC Vice-Chair)/NJ State Police, Russ Sweeney (AMSC Chair)/Sunoco

Tetra Tech: Tim Hill, Andy Mazzeo, Bill Powell, Dan Reilly, Joe Wood

Though a quorum was not present, there were no votes scheduled. Ms. Hember called the meeting to order at 0932.

II. APPROVAL OF MINUTES

There were no open minutes to approve.

III. DISCUSSION ITEMS

This was a single-issue meeting, called to give members of the Tetra Tech team the opportunity to meet with the PBO. After the welcome and introduction, Ms. Hember turned the discussion over to Tetra Tech.

Mr. Mazzeo thanked members for their time and outlined the two primary tasks currently underway: 1) to draft an area-wide business recovery plan, to complement what the Coast Guard is doing; and b) to draft a business continuity plan template which can be used by individual stakeholders as they develop their own internal plans. Mr. Powell added that Tetra Tech has a difficult task because this has not yet been done before, and the focus is on information sharing and training and exercises. They will recommend that a small recovery element be formed to work with Coast Guard on recovery operations, and Tetra Tech is developing a set of tools and processes for the element to use.

Tetra Tech had developed a Concept of Operations document, however Ms. Hember indicated that she had not yet distributed it to the sub-committee because it had not yet been approved by the Planning Sub-committee. *(Note: updated version to be distributed to PBO members within the next few days.)* In follow up to that document, and in advance of creating the plan, Tetra Tech provided the following questions for consideration by the sub-committee:

1. What does the AMSC Community envision its role to be during incident recovery management and operations?

Several ideas were raised for consideration. These minutes will not address them in detail as they will be included in the document prepared by Tetra Tech. Following is a summary:

- the sub-committee agrees recovery efforts should be coordinated centrally where practical, but recognizes that individual businesses will do what they need to do;
- regional recovery management should follow the ICS structure as closely as possible;
- resource identification is key;
- the AMSC could potentially position itself (as a trusted agent of the port community, perhaps) to provide access to capital (e.g., are there grant or other public dollars that can be obtained to help private sector in recovery efforts), which should be identified, planned for and trained for in advance; and
- AMSC has authority to make recommendations to COTP on prioritization of activities as the port returns to operation.

2. Are their existing Memoranda of Agreements / Understanding, and Mutual Assistance Agreements that address recovery/trade resumption issues?

Not too many, if any, which are specific to recovery; the AMSC may want to help stakeholders develop these to facilitate public access of privately-owned resources. Coast Guard is advocating a new resource inventory system (CART) that Tetra Tech is exploring to use as part of its task to update resource information contained in Tab L of the AMSP.

3. What does the AMSC identify as key recovery and trade resumption considerations and priorities?

The AMSC has not yet developed priorities, in the form of a scale or rating system. The sub-committee briefly discussed the need to prioritize tankers, for example, and perishable cargoes. This work needs to be done.

4. What is the AMSC's authority to address key recovery and trade resumption considerations and priorities?

- The primary role in the recovery/restoration phase would be to coordinate information flows; AMSC must provide a consistent, timely message in via as many vehicles as possible (e.g., Homeport, MEX, automated telephone system, etc.); and
- Another key role is to provide guidance in advance planning, training, and information collection and dissemination.

5. What AMSC Community organizations are known to have existing business continuity plans?

Tetra Tech reiterated the desire to obtain copies of existing recovery/business continuity plans from Sector stakeholders. Mr. Mazzeo to provide information on where plans should be sent.

IV. OLD/UNFINISHED BUSINESS

There was no old or unfinished business.

V. NEW BUSINESS

There was no new business.

VI. ADJOURNMENT

The meeting adjourned at 1015.

NOTE: The Tetra tech team members, Mr. Sweeney, LT Tully, Ms. Himber and Mr. Stephano remained on the line to discuss the status of the Concept of Operations document and possible next steps. Two items agreed to: we should attempt to obtain a briefing from CG Planning staff on the MTS National Recovery Plan, and we will try to schedule a follow up meeting with Tetra Tech, potentially including the PBO, LE, and Consequence Management sub-committees on the afternoon of August 14.