

Mutual Aid

Mike Czuprynko and Mark Zielsdorf
January 15, 2020

Agenda

- Mutual Aid Hotline
- Text Message Subscription
- MEUW's Role
- Assessments/Progression
- Recommendations to Utilities
- Post Event



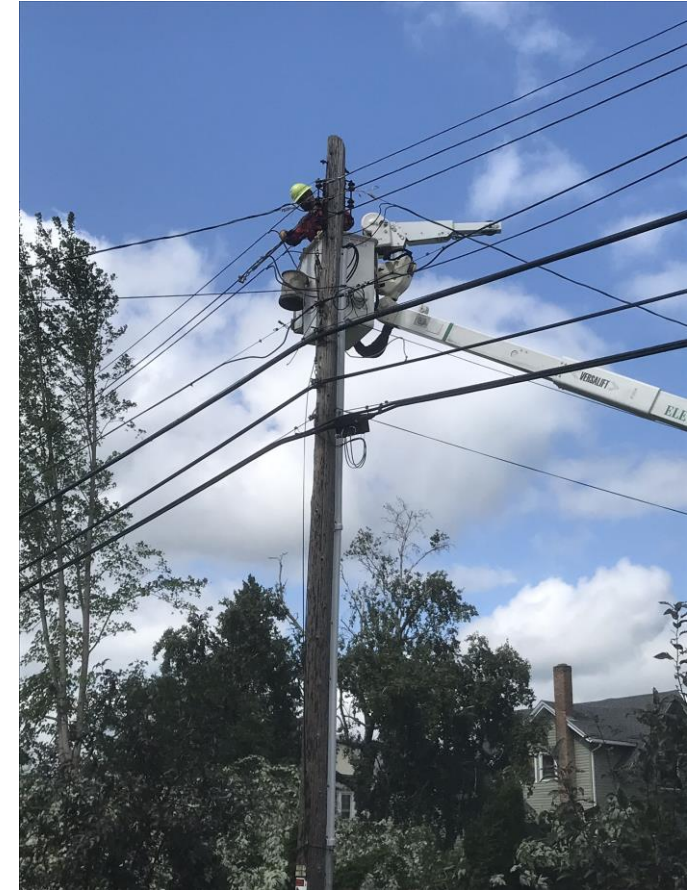
Mutual Aid Hotline

- **844-MEUW-911 (844-638-9911)**



Save Our Numbers

- Michael Czaprynko-(608) 393-7702
- Mark Zielsdorf- (906)-231-6422
- Call us back, NOT the Mutual Aid Number



What the Utility Role Is

- Designate Storm Coordinator
- Qualified Damage Assessors
 - Can come from other utilities
- Priority List of Main Customers, Equipment, and Feeders (Wells, Cell Towers, Hospitals, etc.)
- As soon as safe and feasible, have Damage Assessors patrol their Priority List, and get an initial idea of what is needed for Mutual Aid.
- Report damage to storm coordinator ASAP to a designated phone line.
- Call MEUW Hotline

What the Utility Role Is

- Continue to have somebody doing ongoing damage assessment
- Equipment and Material (Size wire for primary and secondary, specialty equipment, etc.)
- Develop crew assignments
- Develop crew leaders
- Designate work hours and meal times

What MEUW's Role Is

Logistics/Coordination



What is MEUW's Role Is

- Organization
 - Crews (Line, Tree, and Groundman)
 - Equipment
 - Supplies
- Monitor Storm
- Deliver Food and Materials (If needed)
- Damage Assessment and Coordination
- Communication



Recommendations to Utilities

- Mutual Aid Kit
 - **Maps of Service Territory (Road maps and circuit maps)**
 - Tailgate Forms
 - Emergency Phone Numbers
 - Hospitals and Burn Centers
 - Initial damage assessment forms



DRAFT #3 - INITIAL DAMAGE ASSESSMENT - DRAFT #3
THREE PHASE CIRCUITS



INSTRUCTIONS: Starting at the substation, drive the circuit noting damage that renders the circuit inoperable or hazardous.

CIRCUIT ASSESSED: ☐ (Circuit Title #1) | ☐ (Circuit Title #2) | ☐ (Circuit Title #3) | ☐ (Circuit Title #4) | ☐ (Circuit Title #5)

Pole Number	Section Fuse	Transformer Fuse	Transformer Damaged	Downed Wire	Broken Pole	Cross Arm Damage	Tree On Line	Other Damage	Main Intersection/Address
	☐ No ☐ YES	☐ No ☐ YES _____kV	☐ No ☐ YES _____kV	☐ No ☐ YES	☐ No ☐ YES _____ft	☐ No ☐ YES	☐ No ☐ YES	☐ No ☐ YES _____	
	☐ No ☐ YES	☐ No ☐ YES _____kV	☐ No ☐ YES _____kV	☐ No ☐ YES	☐ No ☐ YES _____ft	☐ No ☐ YES	☐ No ☐ YES	☐ No ☐ YES _____	
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Incoming Crews Responsibilities

- Truck fueled and stocked prior to arriving into service territory
- Cooler with refreshments
- Cash and Credit Card/Keep track of expenses
- Check-in upon arrival
- Give storm coordinator crew info

Utility Logistics

- Coordination of
 - Hotels
 - Food
 - Fuel
 - Supplies
 - Mapping
 - Laundry
 - Utilize other departments

Mutual Aid Text Subscription



Recommendations to Utilities

- Develop Emergency Procedures for a Mutual Aid event, and who is responsible.
 - Communication releases to large businesses and news

Recommendations to Utilities

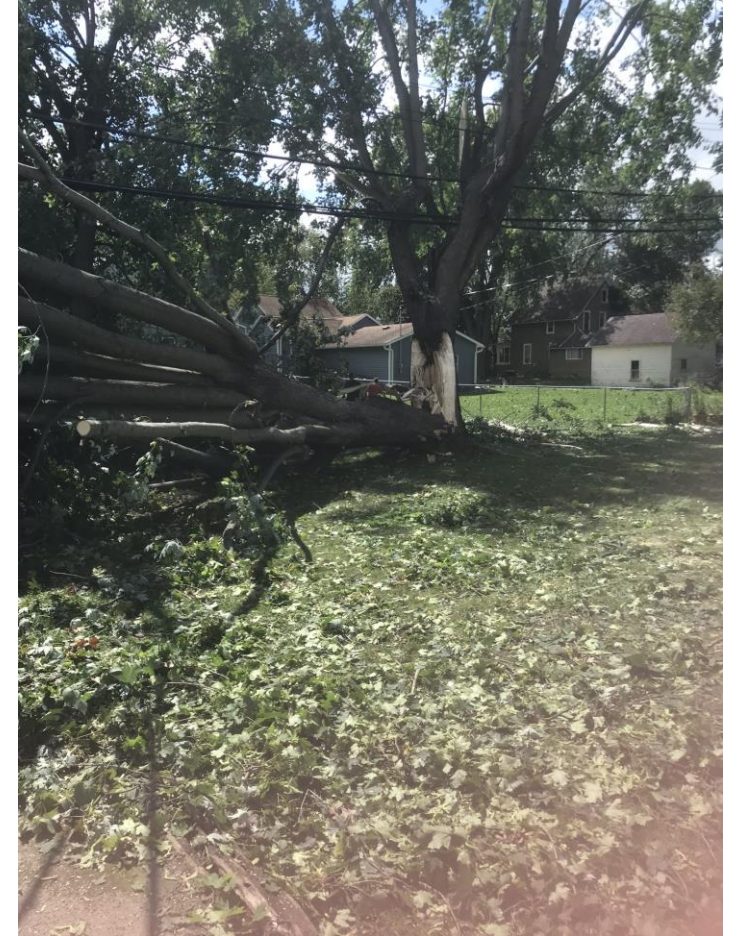
- Develop Emergency Procedures for a Mutual Aid event, and who is responsible.
 - Communication releases to large businesses and news
 - Coordinate Field Activities and crew assignments
 - Contacting MEUW
 - Incoming crews' assignments

Recommendations to Utilities

- Develop Emergency Procedures for a Mutual Aid event, and who is responsible.
 - Communication releases to large businesses and news
 - Coordinate Field Activities and crew assignments
 - Contacting MEUW
 - Incoming crews' assignments
 - Customer Service and Outages
 - Answering phones, updating websites, patrolling circuits, coordinating lodging, food and drink, etc.

Assessment/Progression

- Initial assessment
- Ongoing assessment
- Communicate progression on the utility side
- Out-of-town crew dispatch
- Designated phoneline



Work Hours

- Typical is 16 hrs on and 8 hrs off
- If job can be completed in one day, work longer
- Consider time worked when releasing crews to go home
- Have a night crew to address emergencies
- Designate meal times

Recommendations to Utilities

- Form for incoming crews to fill out
 - Name of Utility
 - Name of crew members
 - Cell Phone Numbers
 - Emergency Contact info for crew members
 - Any medical needs
- Have these pre-filled out before coming into a Mutual Aid event.
- Wire down guard training
- Damage assessor training
 - Picture says 1,000 words
- Groundman Training

MEUW MUTUAL EMPLOYEE ACCOUNTABILITY FORM

This form is to be completed by the community sending employees to assist in a mutual aid event. Please identify each employee sent to assist, as well as, all corresponding employee information. Upon completion, this form should be emailed directly to the appropriate contact within the host utility.

NAME OF UTILITY:

DATE:

UTILITY CONTACT PERSON:

UTILITY CONTACT PH#:

	EMPLOYEE NAME	EMPLOYEE CELL #	EMERGENCY CONTACT	EMERGENCY CONTACT PHONE #	MEDICAL CONSIDERATIONS (DIABETIC/EPI PEN/ETC)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

Post Event

- Storm Review
- FEMA/Mutual Aid Agreements
- <https://www.meuw.org/mutual-aid>



Municipal Electric Utilities of Wisconsin
Service. Advocacy. Safety.
725 Lois Drive
Sun Prairie, WI 53590
T: 608-837-2263
F: 608-837-0206
www.meuw.org

MUTUAL AID AGREEMENT

In consideration of the mutual commitments given herein, each of the signatories to this mutual aid agreement agrees to render aid to any of the other signatories as follows:

1. **Request for Aid.** The requesting signatory agrees to make its request in writing to the aiding signatory within a reasonable time after aid is needed and with reasonable specificity. The requesting signatory agrees to compensate the aiding signatory as specified in this agreement and in other agreements that may be in effect between the requesting and aiding signatories.
2. **Discretionary Rendering of Aid.** Rendering of aid is entirely at the discretion of the aiding signatory. The agreement to render aid is expressly not contingent upon a declaration of a major disaster or emergency by the federal government or upon receiving federal funds.
3. **Invoice to the Requesting Signatory.** Within 90 days of the return to the home work station of all labor and equipment of the aiding signatory, the aiding signatory shall submit to the requesting signatory an invoice of all charges related to the aid provided pursuant to this agreement. The invoice shall contain only charges related to the aid provided pursuant to this agreement.
4. **Charges to the Requesting Signatory.** Charges to the requesting signatory from the aiding signatory shall be as follows:
 - a. Labor force. Charges for labor force shall be in accordance with the aiding signatory's standard practices.
 - b. Equipment. Charges for equipment, such as bucket trucks, digger derricks and other special equipment used by the aiding signatory, shall be at the reasonable and customary rates for such equipment in the aiding signatory's location.
 - c. Transportation. The aiding signatory shall transport needed personnel and equipment by reasonable and customary means and shall charge reasonable and customary rates for such transportation.
 - d. Meals, lodging and other related expenses. Charges for meals, lodging and other expenses related to the provision of aid pursuant to this agreement shall be the reasonable and actual costs incurred by the aiding signatory.
5. **Counterparts.** The signatories may execute this mutual aid agreement in one or more counterparts, with each counterpart being deemed an original agreement, but with all counterparts being considered one agreement.
6. **Execution.** Each party hereto has read, agreed to and executed this mutual aid agreement on the date indicated.

Please return this signed form to MEUW, 725 Lois Drive, Sun Prairie, WI 53590 or fax 608-837-0206.

DATE: _____ ENTITY: _____

NAME (print): _____ TITLE: _____

SIGNATURE: _____

Available Forms

- Damage Assessment
- Check-In Sheet
- MA kit forms
- Emergency Contact form

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UTILITY CONTACT PERSON:					
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Any Questions?

