



FEMA

US&R GENERAL MEMORANDUM – 2017-006

January 12, 2017

FOR: National Urban Search & Rescue Response System
Task Force Representatives

FROM: Dean Scott, Chief
Operations Section
Urban Search and Rescue Branch

SUBJECT: US&R General Memorandum 2017-006 – Advisory Organization – 2016
Hurricane Matthew AAR/IP Ad Hoc Group Establishment

Due to the National Urban Search and Rescue (US&R) Response System (the System) 2016 response to Hurricane Matthew and subsequent flooding, an After Action Report (AAR) and an Improvement Plan (IP) need to be completed for the System. Using the comprehensive and timely AAR/IP process developed and being adopted by the System, an Ad Hoc Group consisting of members from all levels of response resources utilized will gather data and compile the System AAR/IP for this response. This General Memorandum seats the 2016 Hurricane Matthew Response AAR/IP Ad Hoc Group to address this need.

Since the Ad Hoc Group will be conducting business directly related to the Hurricane Matthew response, allowable costs associated with this AAR/IP activity can be claimed by the Ad Hoc Group member's Sponsoring Agency in the AAR portion of their response reimbursement claim. Additional Subject Matter Experts may be added as appropriate based on requirements.

The focus of this Ad Hoc Group will be to:

- Reach out to all System task forces that deployed resources during the response (to include Incident Support Team members and members deploying as modular resources) to offer the opportunity to submit issues for inclusion in the AAR.
- Use all information generated or received to; develop for the System an AAR/IP for the response that is inclusive and addresses all levels of the response.

The 2016 Hurricane Matthew AAR/IP Ad Hoc Group will be assigned to the Planning Functional Group, and the final draft AAR/IP will be submitted by recommendation to the Advisory Group Chair through the Planning Functional Group Leader.

After a review of potential members by the Advisory Group's Senior Staff, assigned IST Leaders, and FEMA Leadership, and based on their recommendation, the following personnel are assigned as 2016 Hurricane Matthew AAR/IP Ad Hoc Group members:

- Co-Chair – Rob Patterson (CA-TF5)
- Co-Chair – Catherine Deel (FEMA)

- Members:

- Kevin Fetterman (CA-TF5)
- Geoff Miller (CA-TF7)
- Jeff Peter (CA-TF8)
- Jeff Rouse (FL-TF1)
- Thomas Neal (IN-TF1)
- Jay Settergren (IN-TF1)
- Robert Stojinski (MD-TF1)
- Ernie Rhodes (MO-TF1)
- Doug Westhoff (MO-TF1)
- Dave Kluthe (NE-TF1)
- Brad Thavenet (NE-TF1)
- Eugene Walsh (NJ-TF1)
- Joe Downey (NY-TF1)
- Douglas Cope (OH-TF1)
- Dan Hartman (PA-TF1)
- Thomas Beasley (TN-TF1)
- Ken Wright (TX-TF1)
- Dennis Keane (VA-TF2)
- Richard Roatch (VA-TF1)
- Andy Hubert (FEMA – ESF #9)
- Ted Young (FEMA – ESF #9)
- John Rabin (FEMA – ESF #9)

In accordance with the System’s Administrative Manual, Annex A – Advisory Organization, the Ad Hoc Group shall meet as required (anticipated to be primarily via electronic means) to fulfill their mission and assignments as determined by the Advisory Group Chair and the US&R Branch Chief, but not to exceed two years. Upon a request from the Advisory Group, the US&R Branch Chief will either: disband the Ad Hoc Group when all requirements have been completed, but no later than January 11, 2019; extend the term of the Ad Hoc Group an additional two years; or may authorize it to become a standing Subgroup or Unit.

Each Ad Hoc Group System member should coordinate all expenses with their task force Program Manager and Grant Manager to ensure that allowable costs incurred for this response- related AAR/IP activity are properly accounted for within the appropriate Response Cooperative Agreement event reimbursement claim. Ad Hoc Group members who are non-System members will be responsible for any related expenses that are incurred.

Questions regarding this Ad Hoc Group may be directed to Catherine Deel of the US&R Branch by phone at: 202-212-3796; or via email at: catherine.deel@fema.dhs.gov.

cc:

US&R Strategic Group
US&R Advisory Group
US&R Branch Staff
FEMA Regional/Federal/International ESF #9 Representatives
2016 Hurricane Matthew AAR/IP Ad Hoc Group