



MINUTES OF MEETING  
Southern NCC TMT Meeting  
June 14, 2005  
Townsend Fire Hall



**Meeting Date:** June 14, 2005  
**Location:** Townsend Fire Hall  
**Purpose:** Southern NCC Transportation Management Team (TMT) Meeting

**List of Meeting Attendees:**

<u>Last Name</u>	<u>First Name</u>	<u>Agency</u>	<u>Email</u>
Barcus	Patrick	NCC Fire Police (Task Force Officer)	firefighter269a@aol.com
Barcus, Jr.	Raymond	Townsend Fire Company	rbarcusjr@townsendfirecompany.org
Buckley	Matt	Edwards and Kelcey	mbuckley@ekmail.com
Carpenter, Jr.	Dave	NCC – Emergency Preparedness	dcarpenter@co.new-castle.de.us
Clacher	Jim	DelDOT/TMC	jim.clacher@state.de.us
Clark, Jr.	Rickie	Townsend Fire Company	
Domorod	James	DE Health and Social Services/ PHPS	James.Domorod@state.de.us
Duval	Jen	Edwards and Kelcey	jduval@ekmail.com
Gillespie	Glenn	DEMA	glenn.gillespie@state.de.us
Haines	Dwain	Townsend Fire Co.	
Marsh	Chris	DelDOT/TMC	chris.marsh@state.de.us
Paige	Jim	DSP – Troop 9	jpaige@state.de.us
Shoemaker	Keith	Townsend Fire Co. & NCC Fire Police	
Wormley	James	DelDOT Canal District	jim.wormley@state.de.us

**Handouts provided during the meeting:**

- Southern NCC TMT Action Item List
- Southern NCC Transportation Map

**I. Opening Remarks**

Jen Duval (Edwards and Kelcey) opened the meeting with a brief welcome and introductions from the meeting attendees. Jen thanked Chief Ray Barcus (Townsend Fire Co.) for allowing the group to use the facility. Jen also mentioned that Gene Donaldson (DelDOT TMC) was away on business.

Jen asked if there were any comments on the April meeting minutes. No comments were made.

**II. Open Discussion on the Action Items List**

*Develop TMT Plans for Critical Roadways and Areas*

The group agreed to discuss various scenarios for different incident locations along SR-1.

Incident on Northbound SR-1 between Exit 142 (DE 896) and Exit 148 (St. Georges)

The group agreed to detour northbound traffic at Exit 142 to US 13. The vehicles “stuck” between the incident scene and Exit 142 could be detoured onto southbound SR-1 at either of the crossovers north or south of the toll plaza (depending upon the incident location).

Matt Buckley (Edwards and Kelcey) suggested that the southbound E-ZPass lanes be closed to allow northbound vehicles to safely U-turn at the crossovers. The group agreed to this recommendation. In response to the large number of resources and equipment required to close the E-ZPass lanes, Chris



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Marsh (DelDOT TMC) suggested storing cones, arrow boards, VMS boards, etc. at the Biddle's Toll Plaza facility.

Jim Clacher (DelDOT TMC) suggested installing an emergency access gate at the water tower road - Old Hyetts Corner Road. Dwain Haines (Townsend Fire Co. / DelDOT) stated that the group needs to find out if DelDOT maintains this road.

*Incident on Southbound SR-1 between Exit 148 (St. Georges) and Exit 142 (DE 896)*

The group agreed to detour southbound traffic at Exit 148 onto US 13. The vehicles "stuck" between the incident scene and Exit 148 could be detoured onto northbound SR-1 at either of the crossovers north or south of the toll plaza (depending upon the incident location).

Once again the group agreed that the northbound E-ZPass lanes would need to be closed to allow for the southbound vehicles to safely U-turn at the crossovers.

*Incident on Northbound SR-1 between Exit 136 (DE 299) and Exit 142 (DE 896)*

The group agreed to detour northbound traffic at Exit 136 through Odessa to US 13. Jim Clacher stated that the DE 299 signals would soon be on the computerized signal system, so the TMC could adjust timings during detours.

The vehicles "stuck" between the incident scene and Exit 136 could be detoured onto southbound SR-1 at the crossover north of Drawyer Creek. Captain James Paige (DSP – Troop 9) stated that the southbound lanes would have to be temporarily closed at the crossover in order to have the vehicles safely U-turn. Chief Barcus added that a recent incident on SR-1 required similar closures and the response and clearance was successful and lasted approximately 1.5 hours.

*Incident on Southbound SR-1 between Exit 142 (DE 896) and Exit 136 (DE 299)*

The group agreed to detour southbound traffic at Exit 142 onto US 13. Captain Paige recommended having southbound vehicles remain on US 13 through Odessa instead of detouring them back onto SR-1 at Exit 136.

The vehicles "stuck" between the incident scene and Exit 142 could be detoured onto northbound SR-1 at the crossover north of Drawyer Creek. Once again the group agreed that the northbound lanes would have to be temporarily closed at the crossover in order to have the vehicles safely U-turn.

*General Comments*

The SR-1 exit numbers are based on the old kilometer system. Therefore, the distance between Exit 142 and Exit 136 is approximately 3.7 miles (0.62 miles per kilometer).

During detours affecting the Biddle's Toll Plaza, coordination with DelDOT Toll Operations is critical since motorists are often concerned about double/triple payment.



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***Improve DelDOT's After-Hours Response***

Jen Duval stated that DelDOT district and maintenance engineers are scheduled to meet with Gene Donaldson in July to discuss possible solutions or recommendations for improving DelDOT's response to incidents occurring outside of the Department's business hours.

Dave Carpenter (NCC Emer. Management) added that since the TMT process began, DelDOT response has improved dramatically. Dave has seen changes and improvements with several DelDOT area yards.

***Establish a TMT Communications Working Group***

Jen Duval told the group that there were significant discussions on this issue at all of the April TMT meetings. It has been agreed upon that the communications issues need to be addressed at the state level so that procedures and roles and responsibilities are consistent. DelDOT is currently working on identifying key points of contacts for the working group. DelDOT is also reviewing a draft of flowcharts for inter-agency communication procedures. Anyone interested in being involved in the working group can contact Jen at (610) 701-7000 or [jduval@ekmail.com](mailto:jduval@ekmail.com).

Chief Barcus asked if he should call the TMC when he shuts down a road. Jim Clacher responded that the TMC is communicating with RECOM and the Fire Board; however, if DelDOT is not there, then the TMC needs to be informed of the closure. The TMC can help the fire police with detour routes and make signal adjustments. Jim added that the group needs to have predetermined detours with local knowledge. Jim Domorod (PHPS) said that the groups could switch to mutual aid or upgrade all the radios with the Statewide TMC channel. Dave Carpenter suggested having county TMC channels, so that an incident in New Castle County does not use repeaters in Kent and Sussex.

Dave Carpenter summarized the discussions by saying that most of the issues revert back to the importance of establishing communications procedures at the right levels (e.g., working with the Fire Chiefs, DSP, DelDOT, DEMA, etc.).

***Conduct Traffic Control Training***

Matt Buckley stated that at the April meeting, the group recommended the "Joe V." traffic control training course. Gene Donaldson is currently working with MD State Highway and the CHART group to gather additional materials for inter-agency transportation management training.

***Develop SOP for Use of Access Gates on SR-1***

Matt Buckley told the group that the draft SOP is currently being reviewed by DelDOT. The SOP addresses authorized use of the access gates for OPTICOM-equipped vehicles and responders without OPTICOM (i.e., Fire Police, DSP, etc.). Prior to finalizing the SOP, DelDOT wants to ensure that all of the gates are operating correctly and are appropriately signed for authorized use. DelDOT TMC recently conducted a field survey of the access gates and one of the initial improvement recommendations is to install red diamond placards to the gates to advise personnel when the gates are closed.



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***Construct additional “Crossovers” along SR-1***

Jen Duval stated that Edwards and Kelcey performed a field survey on June 13 of the crossover and access gate locations along SR-1. The locations were presented to the group on a large map.

Jim Wormley (DelDOT Canal District) said that DelDOT recently constructed the Duck Creek crossover for DelDOT’s snowplows. He stated that the proposal process was difficult and timely. He suggested that the group can build off of the “lessons learned” in order to speed up the process. Jim also agreed to look into the costs for the Duck Creek crossover.

Jim Clacher asked the group to identify locations where crossovers would be beneficial. Rickie Clark (Townsend Fire Co.) named two “accident hot spots” along northbound SR-1: (1) near the Blackbird Creek overpass and (2) just north of the New Discovery access gate. Pat Barcus (Townsend Fire Co.) mentioned that it would be beneficial to have a map of accident locations along SR-1 at the next meeting.

Chief Barcus added that the visibility of the crossovers is critical. There are a lot of bridges and curves, which may restrict the locations. Dave Carpenter stated that the problem with the existing crossover/ access gate/exit spacing is that if you miss the crossover then you have to travel an additional 4-10 miles to get back to the incident scene. He suggested pursuing an improvement contract to construct crossovers every 1 to 1.5 miles. Dave asked the group if the recommendations could be packaged with the mileage marker upgrades for Office of Highway Safety (OHS) funding. Captain Paige responded that OHS projects are not typically highway improvements; therefore, the funding most likely would have to come from DelDOT.

***Install “Mile Markers” every 1/10th of a mile along SR-1***

Jen Duval said that the request for installing additional mile markers was submitted to the DelDOT Traffic Studies group. The TMTs have developed a standard study request form that will be used to submit requests.

***Additional Comments***

Chris Marsh mentioned that DelDOT’s motorist assistance patrol is operating on extended summer hours. The Summer Traffic Operations (STO) are Friday 4:00-8:00pm; Saturday 9:00am-5:00pm; and Sunday 11:00am-8:00pm.

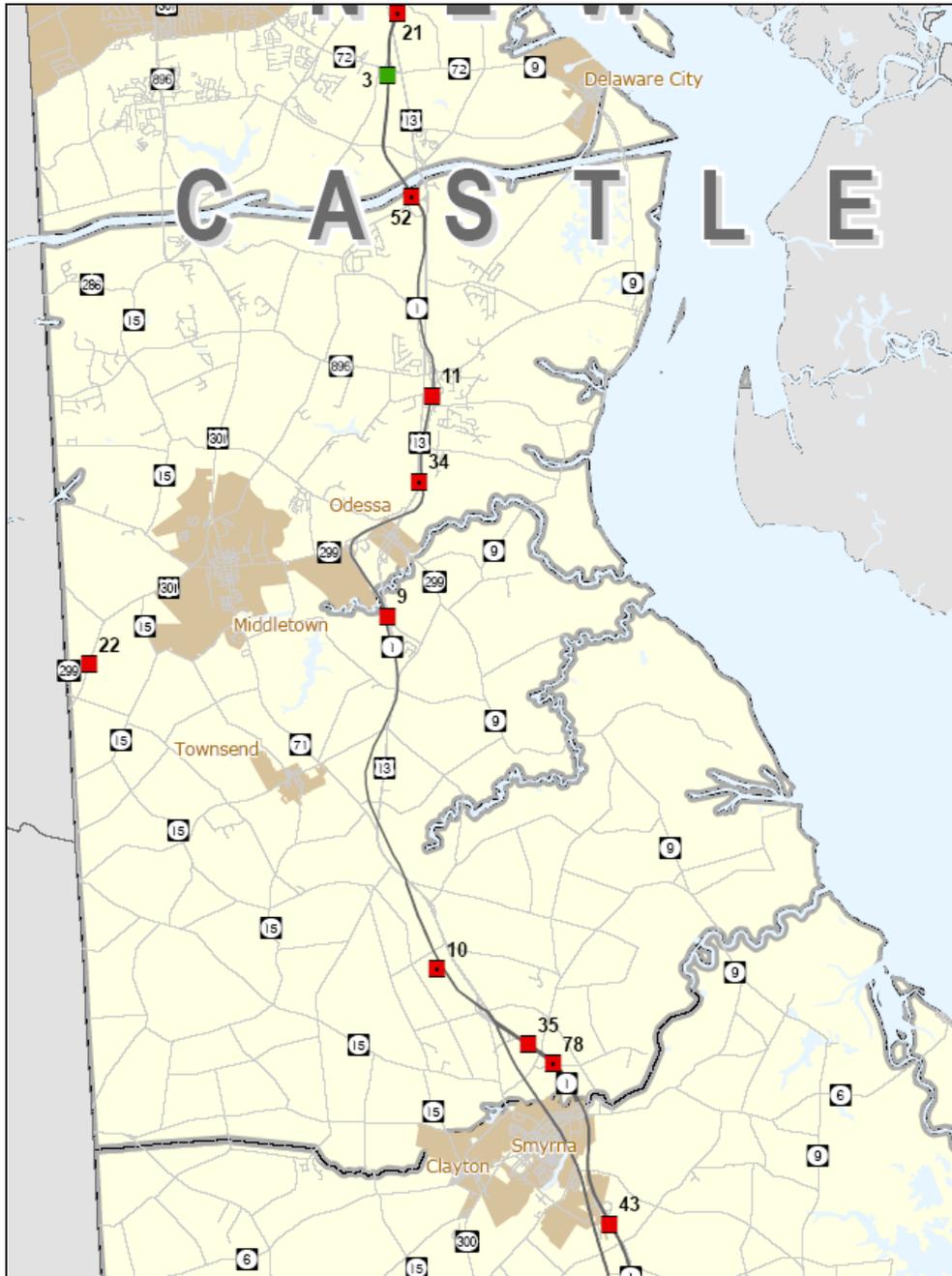
Chris also stated that the DelTrac Implementation Plan proposes locations for VMS boards throughout Southern NCC. The group agreed to review the VMS map (provided with the minutes) and bring comments about the proposed locations to the July meeting.

**III. Next Meeting**

The group agreed to discuss detours for incidents on SR-1 between Exit 136 (DE 299) and Exit 119 (N. Smyrna) at the July meeting.

**The July meeting is scheduled for Tuesday, July 12, 2005 at 7:00pm at the Townsend Fire Hall.**

Any questions or concerns can be directed to Gene Donaldson at [gene.donaldson@state.de.us](mailto:gene.donaldson@state.de.us) or (302) 659-2404. Additionally, Edwards and Kelcey is providing consulting support and helping assist DelDOT in coordinating the efforts. Jen Duval can be reached at [jduval@ekmail.com](mailto:jduval@ekmail.com) / (610) 701-7000.





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DelTrac Implementation Plan – VMS Board Locations: Existing and Proposed  
 As of June 2005

<b>Number</b>	<b>Main Roadway</b>	<b>Direction</b>	<b>Intersection Roadway</b>	<b>Existing / Proposed</b>
3	SR 1	NB	South of SR 72	Existing
9	SR 1	NB	South of SR 299	Proposed
10	SR 1	SB	North of Exit 119	Proposed
11	SR 1	NB	South of SR 896	Proposed
21	SR 1	SB	North of SR 72	Proposed
22	US 301	NB	South of SR 299 Split	Proposed
34	SR 1	SB	North of SR 299	Proposed
35	SR 1	NB	South of Exit 119	Proposed
43	SR 1	NB	South of Exit 114	Proposed
52	SR 1	SB	South of C&D Canal, North of US 13 Ramp	Proposed
78	SR 1	SB	DelDOT TMC	Proposed

Southern New Castle County TMT

Action Item List

Revised: 6/27/2005

Action Item	Priority	Date Assigned	Submitter(s)	Task Leader	Status	Critical Locations	Additional Comments
1 <b>Develop TMT plans for N/S routes (SR-1 / US13 &amp; DE896 / DE71 / US301)</b> Address closures of C&D Canal Bridges Create traffic control plans and SOPs Identify needs for DelTrac devices (VMS, CCTV, etc.)	Med	3/23/05	Alice Bailey - DSP Ray Barcus - Townsend Fire Co. Dave Carpenter - NCC EOC	Jen Duval - EK	Ongoing	<b>SR-1 between Exit 148 (St. George's) and Exit 136 (DE 299)</b> Critical control points include: ✓ <b>Exit 148 (St. George's)</b> ✓ <b>Biddle's Toll Plaza – E-ZPass lanes</b> ✓ <b>Exit 142 (DE 896)</b> ✓ <b>Exit 136 (DE 299)</b>	July meeting will focus on SR-1 Incidents between Exit 136 (DE 299) and Exit 119 (N. Smyrna).  Edwards and Kelcey is drafting detour plans for SR-1 between Exits 136 and 148.
2 <b>Develop SOP for Use of Access Gates on SR-1</b>	High	4/12/05	Tom Connelly - Townsend Fire Co. Paul Quimby - NCC Fire Police Assoc.	Jen Duval – EK	Ongoing	<b>Entire length of SR-1</b> Need to develop SOP for how responders can get authorization. A specific need is authorization for Fire Police with private vehicles. (P. Quimby)	Draft SOP currently being reviewed internally by DeIDOT.  TMC/Traffic assessed the status of all gate operations and communications with TMC. It was found that the SR-1 gates were not properly signed. Red diamond placards are being installed by DeIDOT Traffic to warn responders when gates are closed.

TRAFFIC STUDIES

Traffic Study Request	Priority	Date Assigned	Submitter(s)	Task Leader	Status	Critical Locations	Additional Comments
1 <b>Construct additional "Crossovers" along SR-1</b>	Med	4/12/05	Ray Barcus - Townsend Fire Co. Alice Bailey - DSP	Jen Duval – EK Jim Wormley – DeIDOT DeIDOT Traffic Studies	Ongoing	<b>Entire length of SR-1</b> Need more emergency crossovers along SR-1. Two crossovers were recently "closed" by guardrail installed at the SR-1 Bridge. (A. Bailey & Townsend Fire)	Edwards and Kelcey conducted a field survey of emergency median crossovers along SR-1 on June 13.  Edwards and Kelcey has submitted a Traffic Study Request to DeIDOT (Ref. 0004).
2 <b>Install "Mile Markers" every 1/10<sup>th</sup> of a mile along SR-1</b>	Med	4/12/05	Tom Connelly - Townsend Fire Co.	Jen Duval – EK DeIDOT Traffic Studies	Ongoing	<b>Entire length of SR-1</b> Need additional signage along SR-1 for reference points for dispatching. Possible solution would be to install mile markers every 1/10 <sup>th</sup> or ½ mile. (T. Connelly)	Edwards and Kelcey is researching the use and standards for reference locations signs (i.e., mile markers) in PA, NJ, and MD.  Edwards and Kelcey has submitted a Traffic Study Request to DeIDOT (Ref. 0005).

Statewide TMT  
Action Item List  
Revised: 6/27/2005

<i>Action Item</i>	<i>Priority</i>	<i>Date Assigned</i>	<i>Task Leader</i>	<i>Legislation / Policies?</i>	<i>Status</i>	<i>Additional Comments</i>
1 <b>Improve DeIDOT's After-Hour Response</b> List of available resources (per time of day) Existing Department policies and procedures <b>STATEWIDE TMT ACTION ITEM</b>	<b>High</b>	Mar. 05	Gene Donaldson - DeIDOT		Not started	Meeting scheduled for July 7 <sup>th</sup> between DeIDOT District Engineers.
2 <b>Establish TMT Communications Working Group</b> Identify critical agencies and points of contact for Working Group List of agency communication resources and needs Identifying who is in charge at the scene Knowing what information to report (what's at the scene) Knowing who to notify (notification checklist) Understanding roles & responsibilities <b>STATEWIDE TMT ACTION ITEM</b>	<b>High</b>	Apr. 05	Gene Donaldson – DeIDOT Regis Wagner – EK Tony Clarke – EK		Ongoing	Currently identifying agency points of contact and drafting communications flowcharts. Targeting early Fall meeting.
3 <b>Conduct Transportation Management Training</b> List of available training courses <b>STATEWIDE TMT ACTION ITEM</b>	<b>Med</b>	Mar. 05	Tricia Faust – DeIDOT Holly Rybinski – EK		Not started	Agreed to pursue advanced training course thru DE Fire School or another ATTSA course.  DeIDOT working with MD State Highway (CHART) to gather materials for training courses.
4 <b>Presentation on the DeIDOT Process for Roadway Projects</b> List of future projects Have DeIDOT Planning or Project Development representation <b>STATEWIDE TMT ACTION ITEM</b>	<b>High</b>	Apr. 05	Gene Donaldson - DeIDOT		Not started	Capital Transportation Program (2006-2011) Proposed Version available on DeIDOT website. Final version available July 1. <a href="http://www.deldot.gov/static/publications_forms.html">http://www.deldot.gov/static/publications_forms.html</a>  Pursuing a statewide meeting on how DeIDOT operates and how the Department's planning, project development, and review process works.
5 <b>Develop Recommendations for "Quick Clearance" Policy</b> <b>STATEWIDE TMT ACTION ITEM</b>	<b>High</b>	Apr. 05	Gene Donaldson – DeIDOT Jen Duval – EK	Yes	Ongoing	Edwards and Kelcey is currently reviewing the I-95 Corridor Coalitions Quick Clearance and "Move It" Program results.  <a href="http://144.202.240.28/pman/ViewProject.asp?pid=128">http://144.202.240.28/pman/ViewProject.asp?pid=128</a>