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Meeting Minutes

Meeting Location	Minquas Fire Company	**Minutes No.**	1516/NCC-5
Meeting Date/Time	September 19, 2011 6:30 – 8:30 PM	**Client**	Delaware Department of Transportation
Issue Date	October 13, 2011	**Type**	☒ Meeting ☐ Conf. Call
Subject	TTX Meeting	**Project**	Task 6: TMT New Initiatives
Prepared By	Derek Voight	**Project No**	Jacobs E3X36706

Attendees	Organization	Telephone	Email Address
Brian Andrews	State Fire Police - NCC	302-834-8494	rescue_ranger@verizon.net
Jerry Brennan	DE Fire School	302-739-4773	jerry.brennan@state.de.us
Jim Clacher	DelDOT/TMC	302-659-4603	jim.clacher@state.de.us
Matthew Cox	DSP - Troop 2		matthew.cox@state.de.us
Dwayne Day	DelDOT/TMC	302-659-4604	Dwayne.Day@state.de.us
Gene Donaldson	DelDOT/TMC	302-659-4601	gene.donaldson@state.de.us
Jennifer Duval	Jacobs	610-701-7000	jennifer.duval@jacobs.com
Glenn Gillespie	DEMA	302-659-3362	glenn.gillespie@state.de.us
Wayne Hamilton	DelDOT Traffic Safety - North District	302-326-4495	wayne.hamilton@state.de.us
Joe Heckler	Minquadale Fire Company	302-229-4484	jeckle507@comcast.net
Cheryl Kelly	New Castle County Fire Police Assoc.	302-388-4566	cakelly10@comcast.net
Jeffrey Miller	New Castle County Emergency Communications	302-395-2700	jmiller@nccde.org
Charles Morgan	New Castle County Fire Police Assoc.	302-228-7601	cammorgan@comcast.net
Vaughn Rider	Belvedere Fire Company	302-985-7722	vaughnrider@yahoo.com
Phillip Russell	Magnolia Volunteer Fire Company	302-335-3260	prussell@magnolia55.com
Edward Schiavi	Delaware State Police - Troop 9	302-378-5218	edward.schiavi@state.de.us
Robert Stineman	Christiana Fire Company/ State Fire Police - NCC	302-832-3133	dsfp39@verizon.net
Bill Thatcher	DelDOT North District	302-894-6307	bill.thatcher@state.de.us
Michael Truitt	Cranston Heights Fire Company/ State Fire Police - NCC	302-453-8356	149@chfc14.com
Derek Voight	Jacobs	610-701-7000	derek.voight@jacobs.com
Robin Yarnall	Minquas Fire Company		
Philip Young	Minquas of Newport Fire Company	302-998-3474	Nccp195@hotmail.com

Item	Comments	Responsible Party/Action	Date Due
1.	**<u>Purpose</u>** The purpose of this meeting was to hold a tabletop exercise (TTX) with a joint group of North and South New Castle County TMT members. The TTX was developed to evaluate the process of activating a standardized detour route plan which was developed by the Transportation Management Teams (TMTs); the players in the exercise were not being evaluated. The exercise focused on the activation of a detour route, handling of resource requests through the Transportation Management Center (TMC), and the overall	None	None

Item	Comments	Responsible Party/Action	Date Due
	interagency communications during an incident.		
2.	**<u>Mobile Transportation Management Center (TMC) and Incident Trailer Demonstration</u>** DelDOT had the Mobile TMC and an Incident Response Trailer set up at Minquas Fire Company to demonstrate DelDOT's capabilities to respond to roadway incidents. Gene Donaldson (DelDOT/TMC) was on hand to demonstrate the technologies which support response efforts that are built into the Mobile TMC. Meeting participants were encouraged to explore both trailers. The Mobile TMC is a trailer which could be deployed directly to an incident scene. The Mobile TMC has many of the capabilities of the TMC located in Smyrna including wireless access to closed circuit televisions (CCTV) feeds and real-time roadside detector monitoring. The Incident Response Trailers have been assembled by DelDOT to bolster their ability to respond to large, long duration incidents. A total of 8 Incident Response Trailers are located (2 – Georgetown District Yard, 2 – Magnolia District Yard, 1 – Middletown District Yard, 2 – North District Yard, 1 – TMC) around the State for faster deployment and include the following traffic control materials: • 1 portable generator • 200 each 28" cone • 5 each "Incident Ahead" signs (coral color) • 4 each "Road Closed ½ Mile" (coral color) • 5 each "Road Closed 1000 ft" (coral color) • 5 each "Road Closed 500 ft" (coral color) • 5 each "All traffic Must Exit" (coral color) • 5 each "Right/Left Lane Closed ½ Mile" (coral color) • 4 each "Right/Left Lane Closed 1500 ft" (coral color) • 5 each "Merge Left/Right" (coral color) • 4 each "Road Closed Ahead" (coral color) • 23 each TF-60-RUB Highway Work Sign Stand • 5 each 460 UB Highway Work Sign Stand • 10 each Yellow Beacon Light • 2 each Detour left arrow sign (hard board) • 2 each Detour right arrow sign (hard board) • 2 each "Detour End" sign (hard board) • 2 each "Detour Straight Ahead" sign (hard board) • 6 each barricade (8 ft)	None	None
3.	**<u>Detour Authentication Tabletop Exercise (TTX) Background Information</u>** Dwayne Day (DelDOT/TMC) welcomed the meeting participants and began the meeting with round of introductions. Dwayne explained that tonight's meeting will go through the process and procedures that emergency responders use during an incident. He explained that the exercise was designed as an extension of a similar exercise conducted with Magnolia and Little Creek Fire Company in Kent		

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	County. The intent of this exercise is to learn if the standard operating procedures of New Castle County incident response are similar to those in Kent County with the purposes of further developing the procedure for the DelDOT TMC. The Magnolia TTX was a valuable learning experience for all parties involved especially in coordinating response efforts with Fire Police. Dwayne pointed out that Phillip Russell (Magnolia Fire Company), the Chief of Magnolia Fire Company at the time of the exercise, was in attendance to share the insights he gained with this group.		
4.	**<u>TMT Detour Plan Overview and Training</u>** Derek Voight (Jacobs) provided an overview of the TMT Program, the TMC, the detour plan development process and the Quick Reaction Checklist (QRC). For additional details please see the presentation attached to these meeting minutes.	Jacobs to attach presentation to meeting minutes	With release of minutes
5.	**<u>TTX – Incident Scenario</u>** Derek shared with the group the incident scenario for the TTX and the goals and objectives: • Activation of a detour route • Request resources through the TMC • Interagency coordination and communication Scenario: At 3:00 PM on a Saturday in February, the 911 center receives a call of a multiple motor vehicle collision on I-95 Southbound on the bridge between Exit 6 (DE 4) and Exit 5 (DE 141). Fire is dispatched to scene. Once on-scene, the roadway is shut down by on-scene fire personnel. Derek proceeded to engage the group to go step-by-step through their incident response for the given scenario. • How is the incident communicated? o Initial Notification – New Castle 911 would receive the call and immediately dispatch the fire department via a computer-aided dispatch (CAD) system. This CAD notification would then be sent to Delaware State Police (DSP). Fire is the first responder on the scene and is the Incident Commander on scene. Their primary goal is to mitigate all hazards on the scene. For scene safety the road is typically shut down to traffic. o DSP notification – DSP would dispatch a unit to the scene and it would be up to the responding trooper if they felt additional DSP assets needed to be dispatched; additional resources would be requested based on the severity of the incident and/or the extent of the closure. o DelDOT notification – DelDOT would be notified via the CAD to CAD connection that exists between them and RECOM (DSP). All three DSP 911 Centers follow the same standard operating procedure which details that all CAD entries categorized as “accidents or roadway hazards” are automatically transferred to the DelDOT	Jacobs to develop after actions report	ASAP

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	TMC. Additionally, if resources requests have been made to 911 Center personnel it will be included in this CAD entry. It is possible that during a snow event, like the considered scenario, that DelDOT would already be out on the roadways and therefore may already be aware of the incident. o DelDOT response – Once they are notified of the incident the TMC will attempt to locate it if there is nearby CCTV coverage. Additionally, a supervisor from the area maintenance yard would be dispatched to the scene. If the incident is within range of the CCTV cameras, DelDOT will contact the appropriate 911 center so they can monitor the incident in real-time. This contact will be made via CAD or phone. Once confirmation is made that the roadway is shut down, either via CCTV or in-field personnel, DelDOT will notify the executive management within DelDOT of the closure. Further, news of the closure will also be disseminated via the DelDOT website and twitter. o Fire Police response – Typically, the fire police are the first on-scene. Their primary goal is to shut down the incident area and create space for the fire apparatus that are inbound. Shutting down the roadway is a standard procedure to ensure that the scene if safe for both inbound fire personnel and those at the incident scene. • How are on-scene communications handled? How does this information get back to the centers? o Fire – All communications are handled through Fire Board (fire dispatch center). o Fire Police – Main point of contact for the fire police is the Chief or Incident Commander (IC) on-scene, if different from the Chief. The decisions from the coordination with the Chief/IC are usually communicated back to Fire Board. Fire Police communicate with each other on-scene using radios on dedicated Fire Police channels. o DelDOT – Once on-scene, the DelDOT Supervisor/Safety Officer usually communicates directly with Fire Police Commander. • How are on-scene resource needs determined? How are additional resources requested? o Fire Police – The Fire Police Commander will communicate directly with Chief/IC to determine the extent of the closure needed once fire arrives on-scene. The decision to call DelDOT is made in consultation with the Chief/IC. The Fire Police Commander will make these requests through the Fire Board or by calling the TMC directly. • How are scene operations handled? o Fire Police – On-scene Fire Police are only accountable to the Chief/IC. If DelDOT is going to establish a detour		

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	they need to set it up in advance of Fire Police control points. Fire Police control points have been determined by the Chief/IC and will only be changed under direction of the Chief/IC. o DelDOT – Fire Police and the Chief/IC are only concerned with primary scene control; DelDOT will select the appropriate detour. DelDOT is charged with establishing a detour with proper tapers, control points, etc. DelDOT is not only focused on the traffic that is immediately around the incident scene but also the impact the incident and selected detour plan have on the regional traffic. The establishment of a proper detour is important to reduce the likelihood of secondary incidents. • How can response time be expedited? o DelDOT – DelDOT can only respond as quickly as they are notified, so it is important that if there is a possibility that DelDOT will be needed the call be made as soon as possible. It was noted that DelDOT is not geographically arranged for an expedited local response. Due to this structure, lead time on calling DelDOT out is essential as significant travel time is involved, particular in responses that are outside of business hours. After hours responses are further complicated by maintenance yard personnel with significant commute times to the yards where their equipment is located. o Clear CAD language – It would be helpful for DelDOT if requests via CAD clearly stated "DelDOT assistance not needed" as DelDOT is currently proactively trying to dispatch resources based on CAD entries in an effort reduce response times. • How is interagency communication handled between in-field resources? Are radios interoperable? o Varies by radio – Not all radios are programmed with the same channels, this makes switching to a similar channel a case by case situation. o Talkgroups – Common talkgroups could be established but the procedure of which talkgroups to switch to, and who makes this decision will need to be determined in advance. o Statewide Mutual Aid Channels – All of the radios used by DelDOT and Fire Police have statewide mutual aid channels #1 and #2. These channels could be used for on-scene communication. It was suggested that if DelDOT/Police used one channel and Fire/EMS used the other then everyone would know which channel they would need to switch to in order to contact each other. A radio standard operating procedure (SOP) would need to be developed to establish a consistent protocol. There is some concern for the talkover that could occur when using the mutual aid channels in an operations		

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	context as this is not what they are designed for. RECOM should be notified if mutual aid channels are being used in this fashion. o Radio Rebanding – Currently, radios are being rebanded in Delaware to incorporate a statewide concept of operations channel. If talkgroups need to be considered or channels added for on-scene communications now would be the best time to do so. o DelDOT TMC Radio Monitoring – The DelDOT TMC monitors 6 frequencies: Statewide TMC, Statewide Ops, Maintenance Area 13/14, Kent Mutual Aid 1, New Castle Mutual Aid 1, Sussex Mutual Aid 1. o Communications via Fire Police Radio Channels – It was suggested that DelDOT could be provided access to the Fire Police frequencies to communicate directly with in-field Fire Police. Each county has a dedicated Fire Police frequency that DelDOT could switch to when dispatched to communicate with fire police on-scene for a current, advanced briefing on location, scene control, etc. • Miscellaneous Comments: o DelDOT Safety is quick when responding to incidents along I-95. Incidents occurring on open access roadways, which typically require more resources to control and detour, are not responded to as quickly. o DelDOT TMC CAD Connections - The DelDOT TMC CAD connection is being established with SUSCOM this week. The TMC is already connected to RECOM (DSP) and the Kent 911 Center. Due to the type of connection between the CAD systems, CAD entries transferred from Fire Board need to have the incident details in the long description as DelDOT cannot currently access the other detail tabs. o DelDOT Detour Plans – The established detour plans allow DelDOT to react quicker when dispatching personnel and equipment while limiting confusion. o Mapping used in-field and at the TMC – DelDOT uses ADC mapping for in-field personnel and at the TMC. Fire Police input indicated that there have been some instances when in-field DelDOT personnel did not have maps and suggested that when dispatching unit to ensure they have ADC maps with them. o DelDOT Signal System – Many of the traffic signals throughout the state can be remotely controlled by the TMC. For this reason it is important that Fire Police communicate detours to the TMC, even if they don't require the dispatch of DelDOT resources, as the TMC can alter the signal system benefitting the detoured route. o DelDOT Intranet – DelDOT is working on the development of Intranet to create an information clearinghouse for those without state network access		

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	(non-state employees, fire service). Through this Intranet site DelDOT could provide access to CCTV feeds and other information helpful to the emergency response community. The access to the site would be secure and would be limited to the emergency response community. This site would provide access to CCTV feeds which are blanked on public websites during incidents. o DelDOT CCTV App – There is a smartphone application that provides access to DelDOT's CCTV camera feeds. However, because this is a public feed cameras within view of the incidents are blanked for the duration of the incident. • Suggested Next Steps: o Establishment of Radio Channel SOP – There are a number of possibilities that were outlined which would bolster communications between DelDOT and Fire Police while responding to incidents. These options should be explored in detail to understand the feasibility of use in improving inter-agency communications. Once a preferred communication protocol is established a SOP will need to be developed so that this methodology can be shared across the state. The TMT program is ideal for the development of such a statewide standard in incident communications. o Establishment of an Interim Communications Protocol – Prior to the development of a Radio SOP, one of the many suggested solutions could be implemented temporarily to immediately address the communications challenge between Fire Police and DelDOT. There are some concerns over switching procedures associated with these methods however minor coordination could address this. Dwayne concluded the TTX and thanked the group for a productive discussion. The information gathered will be used to develop an after-actions report and help improve detour activation and incident response throughout the State. Once the information is compiled it will be shared at upcoming TMT meetings.		
6.	**<u>Other Updates</u>** Dwayne asked the group if there were any project updates, the following are the highlights of the discussion: *Governor Printz Boulevard Project* Wayne Hamilton (DelDOT/Safety) reported that the construction along Governor Printz Blvd will be wrapped up in mid-October. *Philadelphia Pike Paving Project* Wayne reported that the Philadelphia Pike project is in pre-construction and will begin with the installation of curb ramps; this will be shortly followed by the paving.	None	None

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	I-495 Emergency Access Gates Jim Clacher (DelDOT/TMC) reported that DelDOT is currently trying to identify funding to repair the emergency access gates along I-495. Technology has been identified to allow them to be remotely controlled from the TMC. Once repaired, the gates will no longer be controlled by a call in number as they previously were. *SR-1 and I-95 Interchange Project* Wayne reported the full interchange project is expected to begin this week. The new construction activities require a new incident response plan for the area. This information should be forthcoming at the future TMT meetings.		
7.	**<u>Open Discussion</u>** The following items were aired for general discussion: *DE 141 Workzone Weave* Phil Young (Minquas Fire Company) reported that the southbound DE 141 on-ramp has a very short weave area when entering from DE 4. Wayne said that he would take a look at the weave to be sure it installed as designed. *DE 141 Temporary Crossover* Phil asked what the status of the temporary crossover was within the construction area, as concrete barriers are in place and crossover has not been installed. Wayne reported that the barriers are in place in order to construct the roadway for the crossover. Once the median roadway is complete the barriers will be removed to provide the crossover. *Mudslide on DE 141* Phil asked if anything was going to be done to address the earthen section that recently caused the mudslide onto DE 141. Bill Thatcher (DelDOT North District) reported that the mudslide was caused by the failure of corrugated stormwater drainage pipe which was corroded. The pipe will be replaced with a concrete one and the project is underway. *US 202 Interchange Project* Wayne suggested that a project presentation on the US 202 project would be good for an upcoming TMT meeting; the contractor should be selected in the near future. *DE 141 Winter Plans* Phil asked if there was a plan in development for the winter operations within the DE 141 workzone. If there was a plan underway he would like an update at an upcoming TMT meeting.	DelDOT Safety to inspect weave area Jacobs to schedule project update DelDOT to provide details of winter plan	ASAP Once contractor is selected If available
8.	**<u>Next Meeting</u>** The next meeting of the North New Castle County TMT Group is been scheduled for November 21, 7 pm, at the Minquas Fire Company.	Jacobs will send a meeting notification to	With the release of these minutes

Item	Comments	Responsible Party/Action	Date Due
		the group	

New Castle County Detour Tabletop Exercise (TTX)

Minquas Fire Company
September 19, 2011

Agenda

- Mobile TMC and Incident Response Trailer Demonstration
- Transportation Management Team (TMT) Overview
- TMC Overview
- Detour Plan Development
- Quick Reaction Checklist (QRC)
- TTX Ground Rules

TMT

Overview

- Established by the Transportation Incident & Event Management Plan (TIEMP).
- Aids interagency communication through monthly gatherings of incident responders.
- Encourages planning and discussion before and after incidents.

TMT: Transportation Management Team

TMT

Membership

Primary Agencies	Support Agencies
DelDOT Delaware River & Bay Authority Delaware Emergency Management Agency Delaware State Police Department of Natural Resources & Environmental Control Delaware State Fire School County/Local Emergency Management Agencies County/Local Law Enforcement County/Local Fire Service Civil Air Patrol	Department of Administrative Services Delaware Health & Social Services Delaware National Guard State Climatology Office Delaware Geological Survey Department of Education Delaware Solid Waste Authority Delaware Technology & Information Conectiv Delaware Electric Cooperative Radio Amateur Civil Emergency Services Neighboring State and City Emer. Man. Agencies

Federal Counterparts	Regional Support
US Department of Transportation Federal Highway Administration Federal Aviation Administration Federal Transit Administration Federal Emergency Management Administration US Department of Defense US Army Corps of Engineers	I-95 Corridor Coalition Delmarva Emergency Task Force

TMT

Overview

- North New Castle TMT meets the 3rd Monday, every 2 to 3 months
- South New Castle TMT meets the 2nd Tuesday, every 2 to 3 months
- TMT Steering Committee meets every 6 months
- Examples of Work Products & Accomplishments
  - All Hazards Evacuation Plan
  - Debris Management Plan
  - Quick Clearance
  - Construction Project Updates

DelDOT TMC

- The Transportation Management Center (TMC) operates 24 hours/day, 7 days/week
- Serves as Statewide Operations Center for the transportation system
- Located in Smyrna, DE

To reach the TMC:
Dial #77 on a mobile phone anywhere in DE

DelDOT TMC

- Report any event or activity that impacts the transportation system
  - Construction
  - Maintenance
  - Accidents
  - Disabled vehicles
  - Debris in roadway
  - Blockage
  - Malfunctioning traffic signal
  - Damaged / missing traffic control device
  - Flooding, ice, snow, high winds

DelDOT TMC

- During incident response, the TMC can provide the following services:
  - Traffic control / alternate routing
  - Transportation operations monitoring
  - Transportation information dissemination (WTMC, VMS, etc.)
  - Special equipment (VMS signs, arrowboards, cones, etc.)
  - Roadway repair and restoration

TMT

Detour Planning

- The plans establish detour routes for an incident that requires the closure of the road.
- Having standard detour routes prepared ahead of time eliminates the need to develop routes on the spot during an incident.

New Castle Detours:
-I-95 and I-495
-SR1
-US 13 and 301

TMT

Detour Planning

- Detour plans are available on the internet or on the latest detour CD.
- Available plans have been developed, reviewed, and approved by the TMTs.

http://www.deldot.gov/information/projects/tmt/detour.shtml

TMT

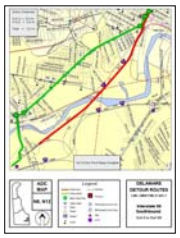
Detour Planning

- From the first screen: select the road, the county, the direction, and finally the road segment file.
- From the road screen (similar to one displayed here), zoom into the location of the incident and then click on the location of the incident. This will open the detour plan for that location.

TMT

Detour Planning

- Detour plans provide an overview of the recommended detour.
- In some locations, by clicking on the control point you can access detailed intersection diagrams (level 3).



Detour Plan
(Level 1)

TMT

Detour Planning

- These diagrams show the required traffic controls necessary to implement the detour route.
- Level 3 diagrams are not available for all detours.

Intersection Diagram (Level 3)

Detour Authentication

purpose and overview

- Implement the QRC for activating and deactivating the detour plans
- Conduct a tabletop exercise
- Adjust as necessary

QRC:
Quick Reaction Checklist

Detour Authentication

- TMC uses this form to log an incident
- Designed to visually show the steps for detour activation and deactivation.