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Meeting Minutes

Meeting Location	Kent 911 Center	Minutes No.	1516/KC-1
Meeting Date/Time	December 1, 2010 7:00 – 8:30 PM	Client	Delaware Department of Transportation
Issue Date	January 10, 2011	Type	<input checked="" type="checkbox"/> Meeting <input type="checkbox"/> Conf. Call
Subject	Kent County TMT Meeting	Project	Transportation Management Team Program
Prepared By	Derek Voight	Project No	Jacobs E3X36701

	Attendees	Organization	Telephone	Email Address
<input checked="" type="checkbox"/>	Robert Bracco	Civil Air Patrol	302-697-1655	bobbracco@comcast.net
<input checked="" type="checkbox"/>	Gene Donaldson	DeIDOT/TMC	302-659-4601	gene.donaldson@state.de.us
<input checked="" type="checkbox"/>	Jen Duval	Jacobs	610-701-7000	jennifer.duval@jacobs.com
<input checked="" type="checkbox"/>	Glenn Gillespie	DEMA	302-659-3362	glenn.gillespie@state.de.us
<input checked="" type="checkbox"/>	Gary Melvin	Camden Police	302-697-2881	gary.melvin@cj.state.de.us
<input checked="" type="checkbox"/>	Gerald Nagyiski	DeIDOT/Safety	302-222-5977	gerald.nagyiski@state.de.us
<input checked="" type="checkbox"/>	Phillip Russell	Magnolia Fire	302-335-3260	prussell@magnolia55.com
<input checked="" type="checkbox"/>	Richard Schwalb	Citizens Hose	302-653-6504	sch573@atlanticbb.net
<input checked="" type="checkbox"/>	Derek Voight	Jacobs	610-701-7000	derek.voight@jacobs.com
<input checked="" type="checkbox"/>	Charles Walls	Kent Co. Fire Police Assoc	302-335-5766	swalls315@peoplepc.com

Item	Comments	Responsible Party/Action	Date Due
1.	<p><u>Purpose</u></p> <p>This was a regularly scheduled meeting of the Kent County TMT Group (first Wednesday, every other month). Agenda items included: review of 10/06/10 Kent TMT Meeting Minutes, a briefing on the detour authentication tabletop exercise, an update on crossovers, and a pilot towing program update.</p> <p>The incident response trailer demonstration originally scheduled for 6:30 in the parking lot was postponed due to inclement weather.</p> <p>Updates for relevant projects in the Kent TMT area by project staff have been postponed because construction is not scheduled until 2014/2015. As it gets closer to the time of construction, updates can be made available.</p> <p>Gene Donaldson (DeIDOT) started the meeting with a round of introductions.</p>	None	None
2.	<p><u>Review of October 6, 2010 Kent County Meeting Minutes</u></p> <p>The minutes of the October 6, 2010 Kent County TMT Meeting were accepted without comment.</p>	Jacobs will finalize minutes	ASAP

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3.	<p><u>Detour Authentication Exercise Briefing</u></p> <p>Derek Voight (Jacobs) presented the details and findings of the Pilot Detour Tabletop Exercise (TTX) which had recently been conducted on October 26th. The participation of Magnolia & Little Creek Fire with supporting Fire Police, Dover Police, Delaware State Police and Kent 911 Center all contributed to an excellent learning experience for all those in attendance. Derek presented the recommendations from the TTX to see if the same response procedures are practiced in the jurisdictions of the TMT meetings attendees. Following is a summary of Derek's presentation:</p> <ul style="list-style-type: none"> • Detour Selection – The input from the TTX indicated that on-scene fire (and incident command) would prefer that DelDOT make the decision on which detour plan is implemented. This decision was based on the DelDOT Transportation Management Center (TMC) having all of the necessary information readily available to make the decision understanding roadway conditions throughout the state. • Detour Traffic Control Point Resources – The on-scene DelDOT Supervisor would be charged with the direction of resource deployment, not the incident commander. Additionally, Fire Police are crucial for primary scene control and typically wouldn't be available to assist in detour activation and staffing. If Fire Police are used as control point staff then they should be considered a temporary asset and be replaced as soon as possible. • Incident Response Trailers (IRT) – DelDOT has outfitted and staged 8 IRT around the state containing cones, signs, sign stands and a generator. The TTX group indicated that the while the IRTs would be great for special events the primary scene doesn't have much use for traffic control equipment as the scene responders generally close the roadway. The IRT would be more useful for DelDOT, since they are charged with implementing the detour plan. • Communications (via computer aided dispatch (CAD)) - The DelDOT TMC is now connected to RECOM and 911 Centers via the New World CAD system. This new capability reduces communication errors and allows for a swift, proactive response. It was noted that it is important that primary scene responders notify DelDOT via CAD when a scene has cleared as this provides DelDOT with a trigger of when it is safe to deactivate a detour plan. • Response Time – The DelDOT TMC is 24/7 however DelDOT Yards have to call in a supervisor from home to respond to incidents. In the interest of reducing this response time DelDOT is asking that Fire and Police request DelDOT service as early in the incident lifecycle as possible should they anticipate needed it. 	Jacobs – revise flow and QRC	For use at the next detour activation

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	<p>Detour Activation Flowchart and QRC – The developed detour activation flowchart and QRC were helpful in breaking down incident stages and associated response efforts for the DeIDOT TMC Operators. The group suggested updating these to reflect the changes discussed at the TTX and with the Kent County TMT group. Following is a summary of the group discussion:</p> <ul style="list-style-type: none"> • How does the TMC know that there is an incident on the highway? One of the ways is from the 911 centers via CAD. • Is DeIDOT sending people out for response after 4:00 PM? DeIDOT will work with the 911 centers to make the decisions regarding dispatch, however, in the case of severe incidents, the TMC will be dispatched. Don't assume that DeIDOT has been notified in all cases. • If a new officer is responding to an incident at US 13 and DE 10, should they call Kentcom and request the TMC? Yes. DeIDOT will send back an electronic message to the 911 center indicating that e.g., they are sending 2 arrow boards to the location. • DeIDOT is working internally to identify key words (e.g., trauma, fatal, overturned) that mean automatic dispatch of the TMC. • Dwayne added that DeIDOT is in the infant stages of a program to make two buses available to load passengers into after an incident. There are often requests for DART to help with evacuations or passenger transport, however when DART is in service, there are not many spare buses. 		TTX
4.	<p><u>Crossovers</u></p> <p>Jen Duval (Jacobs) shared with the group that recently the North New Castle County TMT group had inquired about crossovers. Concerns over their existing placement, future planned placement as well as the process of requesting crossovers were all discussed. Jacobs is researching the guidelines for crossover placement and implementation.</p> <p>Jacobs is soliciting input and compiling a list from the TMT groups on existing and proposed locations of crossovers. The Kent TMT group has recently been successful in having a crossover installed on SR-1 just north of the Barker's Landing Bridge – a request of the Magnolia and Little Creeks Fire Departments. Jen shared with the group a map of the existing and proposed crossovers and asked if they had any comments regarding the proposed locations for crossovers. The group had no comment, but asked that the map be included with the forthcoming meeting minutes for closer examination. As the crossover discussion moves forward Jacobs will keep the Kent TMT briefed on any developments.</p>	Jacobs – attach crossover map to meeting minutes	At release of minutes

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5.	<p><u>Pilot Towing Program</u></p> <p>Derek briefed the group on the progress of the Pilot Towing Program. The program is a joint effort between DelDOT and Delaware State Police (DSP) to share in the responsibility of the stickering and towing abandoned vehicles for the roadsides. This program will start in a pilot form along I-95 and I-495. With strong support from DSP Majors McQueen and Simpson, the program is expected to be rolled out statewide soon after the pilot period.</p> <p>Jacobs is in the process of updated internal DelDOT procedures for the newly established CAD system connection at the DelDOT Transportation Management Center (TMC). This CAD system is connected to and is the same system used by the 911 Centers and RECOM. The next step will require some coordination with DSP to verify that communication procedures and systems are all appropriate and don't interfere with existing DSP standard operating procedures.</p> <p>The group discussed the fact that the ordinances allow for a vehicle to remain on the side of the road for 12 hours to up to 72 hours (City of Dover), if they are not an immediate hazard. The group agreed that no amount of time parked on the side of the road is safe and that these abandoned vehicles should be removed as soon as possible.</p>	None	None
6.	<p><u>Open Discussion</u></p> <p>Jen distributed a copy of a DelDOT Press Release entitled, "Ready for Snow," dated 11/30/10. The handout summarizes changes to DelDOT's Snow Removal Reimbursement Program as well as provides snow facts.</p> <p>Gene mentioned that he will be meeting with representatives from fire regarding the snow issue at the Fire School this week.</p> <p>A couple of points relating the snow emergency plan and snow event operations were mentioned in open discussion:</p> <ul style="list-style-type: none"> One of the issues with previous snow events was that private motorists failed to yield to the restriction from driving during snow events. These motorists then got stuck and created further issues for both plows and emergency vehicles. Motorists were not cited by the police as there was question to what exact law they were in violation of. It was noted that the Governor is now including within the snow emergency declarations language that provides for the both the citing and removal of vehicles that hinder plows and emergency vehicles during such declarations. Also of the concern is the concept of essential personnel – it was suggested that including the definition of essential personnel in the state code would provide for a clearer means of enforcing the snow event driving restrictions. Waivers will be made available to relieve certain agencies 	None	None

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	and their personnel from the driving restrictions established under the snow emergency declarations.		
7.	<u>Next Meeting</u> The next scheduled meeting of the Kent TMT will be on February 2, 2011 at the Kent 911 Center. This follows the typical schedule of 1 st Wednesday, every other month.	None	None

