



Jacobs Engineering Group, Inc.  
 1247 Ward Avenue  
 West Chester, PA 19380  
 Tel 610.701.7000 Fax 610.696.3550

## Meeting Minutes

<b>Meeting Location</b>	Kent 911 Center	<b>Minutes No.</b>	1516/KC-6
<b>Meeting Date/Time</b>	March 7, 2012 7:00 – 8:00 PM	<b>Client</b>	Delaware Department of Transportation
<b>Issue Date</b>	March 8, 2012	<b>Type</b>	<input checked="" type="checkbox"/> Meeting <input type="checkbox"/> Conf. Call
<b>Subject</b>	Kent County TMT Meeting	<b>Project</b>	Transportation Management Team Program
<b>Prepared By</b>	Alvin Marquess	<b>Project No</b>	Jacobs E3X36701

Attendees	Organization	Telephone	Email Address
Jennifer Duval	Jacobs	610-701-7000	<a href="mailto:Jennifer.duval@jacobs.com">Jennifer.duval@jacobs.com</a>
Dwayne Day	DeIDOT/TMC	302-659-4604	<a href="mailto:Dwayne.Day@state.de.us">Dwayne.Day@state.de.us</a>
Gene Donaldson	DeIDOT/TMC	302-659-4601	<a href="mailto:gene.donaldson@state.de.us">gene.donaldson@state.de.us</a>
Tony Lee	DEMA	302-659-2219	<a href="mailto:Edward.lee@state.de.us">Edward.lee@state.de.us</a>
Richard Schwab	Citizens Hose, Kent Co. Fire Police Assoc. President	302-653-6504	<a href="mailto:Sch573@atlanticbb.net">Sch573@atlanticbb.net</a>
Gerald Nagyiski	DeIDOT/Safety	302-222-5977	<a href="mailto:Gerald.nagyiski@state.de.us">Gerald.nagyiski@state.de.us</a>
James Friel	Civil Air Patrol	302-270-2087	<a href="mailto:Captopgun@mail.com">Captopgun@mail.com</a>
Alvin Marquess	Jacobs	443-326-5366	<a href="mailto:Alvin.marquess@jacobs.com">Alvin.marquess@jacobs.com</a>

Item	Comments	Responsible Party/Action	Date Due
1.	<p><b><u>Purpose</u></b></p> <p>This Kent County TMT Meeting was a regularly scheduled meeting following the typical schedule which is the first Wednesday, every third month. Agenda items included: review of December 7, 2012 Kent County TMT Meeting Minutes and a presentation on the various plans that have been created. Gene Donaldson (DeIDOT) started the meeting with a round of introductions.</p>	None	None
2.	<p><b><u>Review of December 7, 2012 Kent County Meeting Minutes</u></b></p> <p>The minutes of the December 7, 2012 Kent County TMT Meeting were accepted without comment.</p>	Jacobs will finalize minutes	ASAP
3.	<p><b><u>Plan Presentation:</u></b></p> <p>Jennifer Duval presented the TMT plans review of documents which have been created through the TMT process as well as other emergency planning documents created by DeIDOT.</p> <p>Gene reminded the group that all of the plans can be found on the website with the exception of plans which contain secure data.</p> <p>The plans that Jennifer gave a brief summary of were the All Hazards Evacuation Plans, Detour Plans, Dover Air Force Base</p>	None	None

Item	Comments	Responsible Party/Action	Date Due
	<p>Incident Plan, Emergency Traffic Operations Plan for the Salem and Hope Creek Generating Stations, and the Original Multi Agency Training Program.</p> <p>Gene added that this training was attended by all Delaware State Troopers as well as many other responders from the different disciplines. Gene also added that this training program is currently being updated by Jacobs to reflect new national efforts and should be ready for the group's review by spring.</p> <p>Jennifer continued with the presentation with the Standard Operations Procedures (SOP) Quick Reference Book that had been developed, the State of Delaware All Hazards Evacuation Plan for Individuals Requiring Transportation Assistance Statewide, and the Snow Emergency Plan. Jen also touched on the Bridge Closure Plan and the Toll Plaza Modified Operations Plan which are both currently in draft form. Gene added that these plans were being developed as part of the lessons learned after hurricane Irene.</p> <p>The presentation concluded with directions on where to find the plans that were reviewed on the DeIDOT website.</p> <p>Go to <a href="http://www.deldot.gov">www.deldot.gov</a></p> <p>On the left hand side of the page click on projects</p> <p>On the right side of the page under Statewide click on the TMT Program link and here you will find all of the plans with the exception of the secure data plans.</p> <p>Gene asked that the Debris Management Plan be added to the plans presentation.</p> <p>Gene also added that the evacuation plans may need some updating in the near future</p> <p>There were no comments or questions relating to the presentation.</p>		
4.	<p>Gene shared with the group the new two page document that was created that highlights Real-Time Traveler Information which is available on DeIDOT's website. He also advised that DeIDOT will have more travel time information available to deliver to the public a reliability factor for their travels. There is also a smart phone app in the works.</p>	None	None
5.	<p>Gene brought to the group a project that DeIDOT is working on in cooperation with DNREC, DEMA, the University of Delaware, and the US Geological Survey folks to add additional sensors to bring back in real time water levels conditions due to tidal or flooding issues. With this new system coupled with the real time data DeIDOT and the other agencies will be able to predict when roadways will become flooded and possibly impassable.</p>	None	None
6.	<p>Gene announced that the state of Delaware is working on assembling a continuity of operations plan (coop) for all agencies.</p>	None	None



Item	Comments	Responsible Party/Action	Date Due
9.	<p><b><u>Next Meeting</u></b></p> <p>The next meeting is scheduled for Wednesday, June 6, 7:00 pm at the Kent 911 Center (typical meeting space). This follows the typical schedule of the 1<sup>st</sup> Wednesday, every three months. Jacobs will send out a meeting announcement with the release of this meeting's minutes.</p>	Jacobs send meeting notice	With the release of minutes