



**MINUTES OF MEETING**  
**Northern NCC TMT Meeting**  
**August 1, 2005**  
 Delaware Fire School, New Castle Facility



**Meeting Date:** August 1, 2005  
**Location:** Delaware Fire School, New Castle Facility  
**Purpose:** Northern NCC Transportation Management Team (TMT) Meeting

**List of Committee Members and Meeting Attendees:**

First Name	Last Name	Agency	Email
Steve	Austin	Emergency Responder Safety Institute	steveaustin@earthlink.net
Jerry	Daniels	NCC Fire Police Assoc. (Former Pres.)	
Mike	Domboski	Edwards and Kelcey	mdomboski@ekmail.com
James	Domorod	DE Health and Social Services/ PHPS	James.Domorod@state.de.us
Gene	Donaldson	DeIDOT/TMC	gene.donaldson@state.de.us
Paul	Ford	DeIDOT/DTC	pford2@state.de.us
Glenn	Gillespie	DEMA	glenn.gillespie@state.de.us
Robert	Hahn	DE Fire Police Assoc. (1st Vice Pres.)	gw189c@aol.com
Albert	Homiak	DSP – Troop 6	albert.homiak@state.de.us
Steve	Kavanagh	Aetna of Newark Fire Company	Chief@aetnahhl.org
Chuck	Lightfoot	DeIDOT Canal District	chuck.lightfoot@state.de.us
Chris	Marsh	DeIDOT/TMC	chris.marsh@state.de.us
Marcia	Nickle	NCC – Emergency Preparedness	mnickle@co.new-castle.de.us
Michael	Saggione	Minquas of Newport Fire Company	
William	Simpson	Good Will of New Castle Fire Company	billsimpson@erols.com
Paul	Taylor	DSP – Troop 2 (Traffic)	Paul.taylor@state.de.us
Bill	Thatcher	DeIDOT North District	bill.thatcher@state.de.us
Jeff	Tillinghast	Christiana Fire Company	Chief@christianafc.org
Harry	Van Den Heuvel	Civil Air Patrol	harrywhoqb@netzero.net
Regis	Wagner	Edwards and Kelcey	rwagner@ekmail.com
Jim	Watson	DE Fire Chief's Assoc. (1st Vice Pres.)	kingshimr@aol.com
Jonathan	Weishaupt	DeIDOT/TMC	jonathan.weishaupt@state.de.us

**Handouts provided during the meeting:**

- NNCC TMT Meeting Minutes 6/8/05
- NNCC TMT Action Item List
- Statewide TMT Action Item List
- Project Report – Intermediate Reference Location Signs
- Communications Working Group – List of Proposed Members
- Summary of Traffic Control Manuals and SOP's

**I. Opening Remarks**

Gene Donaldson (DeIDOT TMC) opened the meeting with introductions from the attendees. Gene noted that the minutes from the previous meeting are available and asked if anyone had comments. No comments were given.



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**Statewide Action Items**

***Improving DelDOT After-Hours Response***

Gene Donaldson reported that Edwards and Kelcey is assisting DelDOT with developing options for dealing with this issue, based on the July 7<sup>th</sup> meeting with DelDOT district engineers.

***Establishing TMT Communications Working Group***

EK presented the group with a Statewide Communications Working Group list. Gene asked the TMT Committee to review and comment on this document. Gene mentioned that the first Communications Working Group meeting should be held in sometime in October. Anyone interested in being involved in the working group can contact Mike Domboski at (610) 701-7000 or mdomboski@ekmail.com.

***Conduct Transportation Management Training***

Gene Donaldson is currently working with MD State Highway and the CHART group to gather additional materials for inter-agency transportation management training.

***Presentation on the DelDOT Process for Roadway Projects***

This item is placed on hold for a few months due to capital budgeting issues.

***Develop Recommendations for "Quick Clearance" Policy***

There is an executive summary for the I-95 Corridor Coalition Quick Clearance Report scheduled for release after Labor Day. Once available, this will be distributed to all TMT groups for review.

**Presentation**

***Intermediate Reference Location Signs***

Regis Wagner (Edwards and Kelcey) reviewed the Project Report draft – Intermediate Reference Location Signs. Regis mentioned the benefits associated with the signs as well as reviewed the different styles of signs available. He gave an overview of the types of signs other states use in the region and provided a cost breakdown for purchasing, installing and maintaining the different styles. Gene asked the TMT to review the report and provide comments at the next meeting.

**Northern New Castle Action Items**

***Debriefings After "Major Events"***

Gene recommended having debriefings after 'Major Events' and asked the committee for comments on who should determine and coordinate this meeting. Paul Taylor (DSP Troop 2) recommended that the TMC call the meetings. Gene agreed and stated that the TMC would begin to coordinate and schedule meetings following major events.

***Develop Procedures for "Planned" Events***

Gene stated that Marcia Nickle (NCC - Emergency Preparedness) has provided the TMC with a schedule. Chris Marsh (DelDOT TMC) mentioned that DelDOT Public Relations sends out notices for all scheduled HAZMAT transports through Delaware.

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***Improve Procedures for Traffic Signal Outages***

Gene stated that the TMC is looking into prioritizing the signals in New Castle County. Gene stated the TMT would be asked to review the list once it is completed. Gene mentioned that during outages the TMC needs to know which intersections the police and fire are directing.

***Cache of Traffic Control Devices at Critical Locations***

Mike Domboski (Edwards and Kelcey) stated that he has received an inventory list of Traffic Control Devices items from both the North and Canal districts. Mike will compile the lists for review by the TMC. Once the Traffic Control Inventory List document has been approved by DelDOT, it will be distributed to the TMT members.

***Develop NCC Annex to TIEMP: Evacuations***

Gene mentioned that there is still budget to proceed with this item and that a meeting needs to be scheduled with Marcia Nickle.

***Hockessin/Pike Creek Detour Plans***

Mike Domboski mentioned that he had spoken with Jim Sapp (Hockessin Fire) and that Jim would coordinate a meeting to discuss this item.

***Develop TMT Plans for I-95 Corridor***

Gene started by stating his goal for this item is to improve communication at incidents. Jim Watson (DE Fire Chief's Association) stated that three fire chiefs that cover the area on I-95 from exits 3 to 5 are in attendance as requested from the previous month's meeting.

Mike Domboski presented and reviewed the standard format and layout for the detour routes that are being prepared for the TMT's statewide. The presentation included what's currently being shown on the detour maps as well as information that will be added in the future.

Steve Kavanagh (Aetna of Newark Fire Co.) asked how many signals in New Castle County are on the TMC system. Gene responded that there are approximately 600 signals in New Castle and that approximately 50% are currently on the TMC system. Gene mentioned that one of his top priorities is to get more signals onto the TMC system.

Gene suggested that the group discuss how to improve management of an incident scene. Gene described scene 1 as the immediate area where the incident occurred, while scene 2 is the surrounding area and roadway leading up to the incident. The group commented that communication on scene depends on the level of each incident. The group stated that the level of the incident would determine who will be sent and type of equipment needed at the scene. Gene asked what is the best way to get everyone to talk at the scene. No decision was reached.

The group asked how the level of response is determined by DelDOT. Gene stated that the need is determined by how much of the roadway is shut down. Gene stated that DelDOT is not always informed of the incident and, asked for a remedy to this issue. Paul Taylor mentioned that all calls go through RECOM and that DelDOT should be added to the list of agencies notified.



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Glenn Gillespie (DEMA) stated that he wanted to review detour routes for I-95 between exits 3 to 5 since the chiefs for those areas are in attendance. Gene stated that this would be the focus of the next meeting. Edwards and Kelcey is tasked with meeting with Steve Kavanagh, Michael Saggione (Minquas of Newport Fire Co.) and Jeff Tillinghast (Christiana Fire Co.) to discuss the detour routes.

**II. Next Meeting**

**The next N. NCC TMT meeting is scheduled for September 6th at 7:00pm at the DE Fire School in New Castle.**

Any questions or concerns can be directed to Gene 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. Regis Wagner and Mike Domboski can be reached at [rwagner@ekmail.com](mailto:rwagner@ekmail.com) / (610) 701-7000 and [mdomboski@ekmail.com](mailto:mdomboski@ekmail.com) / (610) 701-7000, respectively.