



MINUTES OF MEETING
TMT Communications Working Group Meeting
October 25, 2005
 DelDOT Administration Building
 Farmington-Felton Conference Room



Meeting Date: October 25, 2005
Location: DelDOT Administration Building, Farmington-Felton Conference Room
Purpose: To improve communications between Delaware's different agencies

List of Meeting Attendees:

<u>Last Name</u>	<u>First Name</u>	<u>Agency</u>	<u>Email/Phone</u>
Boney	Lester	City of Dover Police	lboney@doverpd.state.de.us
Bracco	Robert	Civil Air Patrol	bobbracco@comcast.net
Carpenter	Dave	NCC OEM	dcarpenter@nccde.org
Carrow	Bill	DSP – Communications	Bill.carrow@state.de.us
Clacher	Jim	DelDOT	jim.clacher@state.de.us
Dempsey	Dick	Kent 911	dickie.dempsey@co.kent.de.us
Dempsey	Tucker	Del. State Fire Chiefs	302-378-7799
Domboski	Mike	Edwards and Kelcey	mdomboski@ekmail.com
Donaldson	Gene	DelDOT/TMC	gene.donaldson@state.de.us
Duval	Jen	Edwards and Kelcey	jduval@ekmail.com
Ford	Paul	DTC	Paul.ford@state.de.us
Huttie	Joe	DSP – Troop 3 (Traffic)	joseph.huttie@state.de.us
Kibler	Larry	Civil Air Patrol	lkibler20@comcast.net
Kober	Christina	City of Dover Police	christina.kober@cj.state.de.us
Lankford	Tom	DelDOT/Central District	tom.lankford@state.de.us
Lavelle	Chris	Civil Air Patrol	wolfen74@hotmail.com
Lightfoot	Chuck	DelDOT Canal District	chuck.lightfoot@state.de.us
Marecki	Ed	DSP/KentCOM	Edward.Marecki@state.de.us
Marsh	Chris	DelDOT/TMC	chris.marsh@state.de.us
Metheny	Allen	KentCOM	allenmetheny@yahoo.com
Mulford	Joseph	DSP Recom	Joseph.mulford@state.de.us
Quimby	Paul	N.C.C.F.P.	pquimby@nksdistributors.com
Quinn	Dennis	NCC 911	dmquinn@co.new-castle.de.us
Thatcher	Bill	DelDOT North District	bill.thatcher@state.de.us
Thomas	Joe	Sussex County EOC	jthomas@sussexcounty.net
Turner	Jamie	DEMA	Jamie.turner@state.de.us
Wagner	Regis	Edwards and Kelcey	rwagner@ekmail.com
Walls	Charlie	Kent Co. Fire Police Assoc.	302-335-5766
Weishaupt	Jonathan	DelDOT	jonathan.weishaupt@state.de.us
Willey	Roger	DSP Troop 7	roger.willey@state.de.us

Handouts provided during the meeting:

- List of Communications Working Group Members
- Inter and Intra Agency Communication Diagram

MINUTES OF MEETING
TMT Communications Working Group Meeting
October 25, 2005
DeIDOT Administration Building
Farmington-Felton Conference Room



- TIEMP Table 5-1: Levels of Response for Planned/Unplanned Incidents/Events
- TIEMP Flowcharts
- TMC Coordination and Communication Checklist

Meeting schedules, minutes, and other relevant documents can be found on the TMT website:
<http://www.deldot.net/static/projects/tmt/>

I. Opening Remarks

Gene Donaldson opened the meeting with a brief welcome and introductions from the meeting attendees.

II. Goals of Communications Working Group

The group discussed the goals of the Communications Working Group:

- Improve communications statewide
- Standardize how to communicate - templates
- Understand and document communication processes
- Improve Computer Aided Dispatch (CAD) interface

III. Open Discussion on Communications

Communication Processes

- Interagency
- Intra agency
- Media
- Public

Communication Types

- Voice
- Data
- Video
- Paper
- Visual

Communication Mediums

- Person to Person
- Telephone
 - Landline
 - Wireless
- Radio

MINUTES OF MEETING
TMT Communications Working Group Meeting
October 25, 2005
DeIDOT Administration Building
Farmington-Felton Conference Room



- Two-way
- Data Network (one-way or two-way)
 - Wired
 - Wireless

Operational Procedures: How do we communicate?

- Phraseology
- Terminology

Reporting: How can DeIDOT obtain the correct information?

- DeIDOT not asking for enough information
- Should be asking:
 - What is it?
 - Where is it?
 - How big/severe is it?
- Tell DeIDOT what you want/need
 - Know what you are going to say
 - Say it in as few words as possible

Levels of Communication

DeIDOT (Gene Donaldson)

- Level One: day to day operations
- Level Two
 - Two areas within one district
 - When there is more than one trooper, somebody is designated Field Commander
- Level Three: almost statewide; all emergency operation centers (EOCs) involved

Fire

- Level One: alone
- Level Two: multiple companies plus DNREC
- Level Three: state with command post
- Level Four: includes feds

Police

No levels

Delaware State Police (DSP)

Mirrors CHART – has different color alerts

Uses State Emergency Response Team (SERT) Levels

DEMA (Jamie Turner)

- Level One: response jurisdiction responds (police, fire, EMS, possibly DNREC)
-

MINUTES OF MEETING
TMT Communications Working Group Meeting
October 25, 2005
DeIDOT Administration Building
Farmington-Felton Conference Room



- Level Two:
 - Notify fire dispatch center to ask for state help
 - DNREC automatically responds, other on request
 - Decision-making: state police or fire school
- Level Three: State EOC, Public Health, DSP, DNREC, County EMA
- Level Four: Federal agency

Channels

- SERT
- Mutual aid for each county
- Administrative channel
- Radio
 - Supervisory template
 - Field template
- Will there be a command incident channel in the future?
- Reevaluate the prioritization of radios
- One main channel for all minor incidents (day-to-day operations)
- Major incidents are switched to a different channel
- TMC/DeIDOT
 - Can monitor the EOC on the mutual aid channel
 - Area yards use the area channels

Technology

- CapWIN (DC area)
- Fieldsoft (DC area, but just purchased for New Castle County)

Command Post

- Where is everybody meeting?
- Who is in charge?
- Ask Fire Police who is in charge
- Commanders need to stay together during the incident to make decisions in a designated area
- Announce location of command post
- Incident commander may change depending on size, scope, and duration of incident
- Commanders: face-to-face communication

Communications

An initial incident should go through the respective channels.

Do other field units need to talk to each other?

Field communications should never change, but the number of supervisors might.

MINUTES OF MEETING
TMT Communications Working Group Meeting
October 25, 2005
DeIDOT Administration Building
Farmington-Felton Conference Room



IV. Next Meeting

The November meeting is scheduled for Tuesday November 29, 2005 at 10:00am at the TMC.

Any questions or concerns can be directed to Gene Donaldson at gene.donaldson@state.de.us or (302) 659-2404. Additionally, Edwards and Kelcey is providing consulting support and helping assist DeIDOT in coordinating the efforts. Regis Wagner can be reached at rwagner@ekmail.com / (610) 701-7000.