

## MEETING SUMMARY

### Attendees

John Corbin	Mark Kerhli	Lisa Deyo
T.J. Nedrow	Tom Martin	Ray Murphy
Ira Promisel	Rod Ammon	Dave Bergner
Paul Jodoin	Jim Slattery	Manny Puentes
Rebecca Brewster	Bill Troup	Mike Brown
Steve Austin	Steve Souder	Kelly Pecheux
Jim McDonnell	Mike Scott	Dan Dytchkowskyj

### Welcome and Introduction

John Corbin welcomed all participants and called for self introductions. John reviewed the agenda and called for additional items that members wished to discuss.

### Member/Partner Updates

#### ***TSAG – Manny Puentes for Dia Gainor***

Key items in the 2011 TSAG Work Plan include ITS Strategies for public safety and continuation of the NG911 workshops. The NG911 workshop effort is going well, and we welcome topic ideas from the Coalition; contact Manny Puentes with input. The TSAG is currently in discussion with NRITS personnel, and will possibly coordinate a meeting during the NRITS Conference in August. On the TSAG agenda for December 16 business meeting is a presentation by Lincoln labs on Disaster Response Systems.

#### ***NTIMC Foundation –Bill Hinkle***

Tom Kerns continues to provide assistance to determine if papers to incorporate the NTIMC Foundation as a 501C (3) have been submitted or issued by the Federal Government. This has been the primary focus of efforts by the Foundation. We understand that the group has been incorporated in Delaware. There is a small amount of contributions in place once incorporation is established. We remain committed to getting the Foundation established and operational.

#### ***Discussion:***

- Austin – Spoke with John Brady’s office; they are trying to determine the status of the “Cooperation kit”; which is issued by Delaware and includes documents needed to apply for the Federal tax exempt status. It has either been misplaced or not ordered. Personnel

from John Brady's office recognized that the paper work has been filed and committed to sending the information. Steve indicated he received a notice of corporation that the tax is due. Steve committed to continue pressing for the paperwork.

- Slattery – Noted how difficult it can be to complete the Federal paperwork necessary to achieve 501C (3) the challenge in completing paperwork for corporation status.
- Promisel – What is the cost and timeline to get replacement information from the State of Delaware?
- Austin – If we have the corporation kit, the process should not be too timely.

*Action:*

- ✓ Steve Austin will follow up with John Brady, and inform Bill Hinkle as to the status if determined.
- ✓ Continue to leave this as discussion item on regular (potentially monthly) meetings.

***FHWA Update – Paul Jodoin***

Advanced TIM Workshops

The Advance TIM Workshops have been a tremendous success. The workshops target program level personnel at all responder groups. We have held 16 workshops in the top 41 metropolitan areas. HNTB (Steve Cyra) is the contractor, and they have provided a great value. Following each meeting a discussion is scheduled between executives at FHWA and the DOT. The goal of that meeting is to develop/review 4 or 5 key action items from the workshop to pursue.

IACP Integration

Tim Lane is facilitating the effort to engage the IACP. The commissioner of the California highway patrol is participating on the IACP Subcommittee. We expect a growing activity and coordination as a result of these efforts moving forward.

*Discussion:*

- Corbin – There has been a changeover in Governors, and thus a change in DOT appointed Executives so this workshop is valuable for the newly appointed to understand needs related to TIM.
- McDonnell – Asked how the workshops relate to SHRP2 effort.
- Jodoin – Indicated that SHRP2 research focuses on the scene and response operations. The FHWA Advanced TIM Workshops focus on developing/Improving a TIM Program level.
- Promisel – Suggest we parse through and develop an inventory of local, State, and federal training courses related to TIM. Would be beneficial to have a template for States to use, or start with in developing training. Regional entities, such as I95 Corridor Coalition is a good entry point for the federal perspective.

- Brewster – The SHRP 2 effort is directed at responders; getting the word out on what information/resources are available.
- Corbin – Needs to be a resource for acknowledging which training that is compliant with the NUG principles/strategies. Perhaps eventually institute pre-qualification of training as a condition to utilize Federal funding.
- Promisel – The high visibility vest continues to be used on a case-by-case basis by Police officers. We need to get this message/training to the ground level; vests worn every time you are on the roadway, not only traffic control assigned duties.
- Slattery – We see no vests on stops in Massachusetts either. It is worn on a traffic detail, but not routine patrol.
- Kerhli – Agree the use of high visibility vests on traffic scenes is an issue. We need to get vests worn by all workers on roadways.
- Corbin – Issue are both political and personality based. We have never had an operational commitment from the IACP to engage in this conversation, which all responders have engaged in. They could miss further conversation if they do not become engaged in the Coalition.
- Jodoin – The group needs tie together all the responders. In the future suggest we make sure this meeting does not conflict with IACP.
- Hinkle – Is on the IACP ITS and Communication Committee and offered support in this effort.
- Brewster – We need to have someone engaged in the Coalition that can make decisions for the IACP.
- Brown – Suggested we engage labor guilds into the conversation.
- Corbin – Political realities and protocol call for going through the IACP and not engaging labor guilds directly. The TIM Network is in a position to reach labor, through volunteer participation. This information should go to Rensel for their strategic plan.
- Jodoin – We anticipate having increased success reaching the IACP given Tim Lane’s persistent efforts.

### ***NFPA 1091 – Steve Austin***

The objective of this effort is to develop a set of TIM Responder Qualifications. The research has been approved and is moving forward. Steve Austin is the chair of the oversight panel; other responder groups are represented on the panel. A meeting will be held in April 2011 at the Maritime Institute in Baltimore, Maryland. If any organizations would like to be part of this effort, contact Steve Austin. Firehouse.com is developing analysis any documented TIM Responder Qualifications. The results will be distributed in advance of the meeting in Baltimore to facilitate a more productive meeting. Steve projected it would be 5 years to implement the

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responder qualifications. They are also developing job performance requirements as part of this effort.

*Action:*

Paul Jodoin will share Advanced TIM Workshop resources SharePoint website.

**AASHTO – Jim McDonnell**

Thanked Mark Bush for his service and announced that he is no longer with AASHTO. Currently AASHTO is advertising for candidates to take Mark Bush's position at AASHTO. Anticipating effort on the Operations Center of Excellence concept which could aggregate and gain economies of scale in a network of mini operational support centers; AASHTO will assist with conceptual development in early 2011.

**ATRI – Rebecca Brewster**

ATRI is engaged in a study to map truck rollover locations, with fatal rollover crashes mapped to date. The idea is to 'geofence', and pushes the data out so that alerts can be sent in real-time to truckers. The effort will also result in a published map so that truckers and management can identify these areas in advance. Google maps are being used as a platform also. NUG summit update on trucking radio was cancelled; members of the NTIMC are invited to propose a topic for the next edition of the internet radio show.

**APCO – Steve Souder**

Steve is collocated with other responders at the transportation management center (TMC) in Northern Virginia. Being collocated gives response agencies the ability to leverage technology, and enhance real-time communications. Given the level of congestion in this area, we have ample opportunity to put our model into play. We have two monthly debriefing with VDOT partners and TMC stakeholders. Lessons learned and practices are regularly gathered from response to major incidents. Dblock/spectrum issue is a major initiative APCO. We continue to pursue free spectrum available for response communications. With the recent Congressional shift we continue to pursue the issue with new members of Congress. APCO is willing to host a meeting at the NOVA TMC Center; video conference is available. Steve offered to help re-engage with NTOC.

**CVVFA – Steve Austin**

The CVVFA is working with the burgeoning I-81 Corridor Coalition; and hope to get a responder on their Steering Committee. Also a recent pilot project to engage fire department personnel to deploy advanced warning signs and coordinate with TMC centers; CVVFA will be developing a training video on the topic. We are enhancing respondersafety.com to reach a broader audience. In particular CVVFA is adding DOT and Towing and recovery specific pages. Jack

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Sullivan is concerned about the use of the term NUG; Rod will help assemble NUG information on their page, and perform search engine optimization to direct search requests to relevant websites.

#### ITE – Steve Cyra

The ITE Technical Conference and Exhibit will take place in Orlando, Florida April 3-6; Steve Cyra is attempting to convene a session or conversation circle on responder safety. The Management and Operations ITS Council is considering developing a series of technical briefings; topics proposed include freeway service patrols and incident command for responders. Steve recognized that the ITE Committee website could be used to house resources for the TIM Advanced workshop series.

#### ITS America – Kelley Pecheux

ITS America is engaged in an effort with the Houston TranStar. ITSA is also coordinating/facilitating the executive level meeting taking place after the FHWA advanced TIM workshop training. If you are interested in being part of the expert panel, contact Kelley Pecheux.

#### NASEMSO – Scott Winston

Participating in the Highway mass casualty readiness and response initiative; recommended from NHTSA. There are two parts of this effort; Event Readiness and MICE (Model Inventory Emergency Care). Event readiness allows jurisdictions to identify/convey the need for resources. This is scheduled to be piloted during month of December; delivered to NHTSA in April 2011. MICE will identify resources that are available for use during a mass casualty incident. Users of these systems are at the State level. There are recognized limitations based on assumptions such as weather, staffing, resource levels etc... Areas of focus include transportation equipment, medical facilities, PSAP/Communication Centers and Triage and exercises. Currently gathering comments on the draft documents; anticipate this will be ready in 2011.

#### NENA – Jim Goerke

The Technical Development Conference and the Operations Development Conference will take place February 6-9 in Nashville, Tennessee.

*911 Goes to Washington* takes place March 28-31.

The NENA Annual conference takes place June 18-23 in Minneapolis, MN.

The major initiative for NENA continues to be NG911; which involves coordination with several standards development organizations.

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NVFC – T.J. Nedrow

The NVFC is waiting on a curriculum and materials that can be pushed to worker levels. The NVFC Spring Board Meeting takes place April 3-6 in Alexandria, Virginia. T.J. is excited to see the progress that has been made with regard to TIM.

TRAA – Mike Scott

The 2011 priorities include the Legislative Conference; TRAA is looking forward to FHWA participation. TRAA continues to focus on the safety of tow operators, and working with law enforcement to convey tower needs and resources at incident scenes.

U.S. Fire Administration – Bill Troup

Acknowledged the Roadway Operations Handout included in participants packets; and thanked Kim Vasconez at FHWA for her support.

I-95 Corridor Coalition – Tom Martin

The Coalition will continue with quick clearance programs, development of 3D interactive computer based training, and other TIM initiatives. One project will examine law enforcement in work zones; for example how they position, locate, and enforce.

### **NTIMC Work Plan**

An initial draft 2011 Work Plan was distributed to members in the advance meeting materials. John Corbin indicated it is important to recognize limitations in support funding for contractor support as we develop the 2011 Work Plan. The limitations do present the opportunity to establish a broader set of resources for support and possibly expand our efforts; including perhaps volunteer support offered from within member organizations. John referenced key items referenced on the draft work plan including Strategic and Communications plan updates, participating in the National TIM Framework development effort, and a PSE/TIM event in the fall of 2011. The Coalition will need to consider limited in-person meeting opportunities; alternatively it was suggested that more frequent and less formal meetings could take place via tele- and web-conference. Following discussion with the group it was recommended that key activities for 2011 should include support of the FHWA TIM Framework development effort and supporting development of the TIM Responder/Roadside worker database reporting system. The Coalition should monitor and remain aware of development of the Operations Center of Excellence, and the concept of a TIM Pooled Fund program.

#### *Discussion:*

- Vasconez - Questioned the status of the marketing products approved for development in the summer. Graves – Indicated that the marketing products including the Executive

Summary, Brochure, Newsletter, updated website, and presentation template were developed and are available.

- Corbin - Suggested the Tim Framework could be a key effort for the Coalition in 2011. We need to supplant the framework into all future initiatives related to TIM.
- Vasconez - Suggested that monthly communication could be useful to members. Could send a quick newsletter and gather inputs from members. Six areas that could be addressed include Service Patrol, Towing, TIM Programs, On-Scene Communications, and Quick Clearance. We need to understand what and when to communicate with audiences. Develop resources to convey messages, and gain feedback. Need to gather practices and information, looking for a mechanism to do this.
- Corbin - Suggest a review of the communication strategy and strategic plan be coordinated for February 2011.
- Promisel – Recognized that a TRB TIM Subcommittee was being formed. Corbin suggested volunteer resources for another TIM committee may be lacking. Including and communicating with the forming groups and committees should be addressed as part of the long-term strategic plan.

*Action:*

- ✓ Coalition support will establish a tele/web conference to review the communications strategy and strategic plan in February 2011.
- ✓ Coalition support will update the draft initial work plan based on the discussion at the meeting.
- ✓ Coalition support will distribute the revised draft work plan, Strategic Plan, and Communication Strategy for the meeting in February.

### **TIM Network**

A survey of the TIM Network is included in handouts for the meeting. John reviewed highlights such as the overall number of members, law enforcement members, and physical location of the members. The Looking Ahead section is particularly relevant, as it includes proposed Goals for 2011. The strategic planning should be coordinated with NTIMC strategic planning. The question was posed how do we leverage the full value of the TIM Network?

*Action:*

- ✓ Integrate TIM Network Strategic planning with the February Strategic Planning effort.

### **Practices and Procedures Working Group**

The Working Group Chair Jack Sullivan was unable to participate in the meeting today. Brett Graves reviewed the materials distributed including the Working Group Charter which recognized the technical briefs the group proposed to develop as a key deliverable. Mr. Graves

noted that development of technical briefs on NUG related topics can accelerate development of the TIM Network working groups in general.

#### Lane Designation

Steve Austin reviewed the Lane Designation Terminology technical brief. This was developed using the California Highway Patrol system as the basis. Members of the P+P working group, fire responders, TIM Network and Coalition members commented on the brief. The brief is not intended to be a directive or standard; rather a resource for organizations seeking to implement a coordinated system. Steve motioned that the Lane Designation Terminology technical brief be adopted by the Coalition. The motion was seconded by Ira Promisel. The Chair called for discussion. Following discussion a vote was called for: All those participating in the meeting approved of adopting the technical brief; none objected; FHWA and NFPA abstained.

#### *Discussion:*

This is a good recognition of a practice. Mike Scott appreciated this being documented. Brett Graves recognized that these briefs can serve as a good resource and key product for TIM Network working groups.

#### The TIM Applications (TIMA)

Steve Austin reviewed the Shoulder Incident TIMA1, developed by Jack Sullivan. Many agreed development of TIM Applications was timely. TIMA 2-3 was also recognized. If approved these could be translated into technical briefs. Discussion of the TIMAs was tabled for further discussion until next Coalition meeting.

#### *Discussion:*

- Concern was raised about a conflict with fire response protocol of leaving 1 lane adjacent to fire vehicles.

#### *Action:*

- ✓ The P+P Working Group will consider the concern about the fire “lane plus 1” protocol.

### **Communications and Training Working Group**

Steve Cyra was unable to participate for the work group update. Brett Graves reviewed the draft working group charter included in the meeting materials; and indicated the working group is still drafting a final version. The C+T working group reviewed and commented on the Communications products and strategy following the fall meeting in Baltimore. The group continues to look for activities to engage working group members.

*Discussion:*

- How or when the NTIMC endorsed training deserves more discussion. If the TIM Network can take on the general outreach to practitioners, then the C+T can focus on what constitutes NTIMC endorsed training.
- Suggest the TIM Network liaison be engaged to effectively outreach to practitioners, including efforts like the Responder Newsletter.

*Action:*

- ✓ The C+T working group will discuss how endorsement of training that is NUG consistent could be implemented; develop 1-page recommendation by March.

### **Interoperable Communications Working Group**

Brett Graves highlighted activities of the Interoperable working group. The group continues to update the Matrix of interoperable communications related activities. The group has also suggested development of technical briefs that highlight NUG Strategies and identify interoperable communications efforts and existing resources that will help responder organizations achieve them.

*Action:*

- ✓ Add Laurie Radow to the working group distribution list.
- ✓ Initiate development of NUG Strategy Status technical briefs.

### **Research Working Group**

John Corbin presented for Rebecca Brewster and referenced the Research Working Group overview and proposed research effort distributed with the meeting materials. The Research Working Group is tasked with identification and prioritization of research needs for the broader TIM community. The process for identifying and prioritizing research should start with an analysis of knowledge gaps which most impact the safe, quick clearance of traffic incidents. Working Group members will collectively determine a rank order of the knowledge gaps/research needs and identify potential research funding sources and appropriate stakeholders for involvement in the research.

The research statement objective is to developing a framework for Emergency Responders fatality and injury data collection system. The research proposal recognizes the existing near miss systems.

*Discussion:*

- Austin – The working group needs to partner with IAFC on this effort.
- Corbin - This is a good research effort for the NTIMC to focus on this year.
- Puentes - TSAG is on-board with this topic and the proposal.

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- Corbin – Recommend the Research Working Group members prepare and submit the proposal as an NCHRP 20-7 project, potentially through the AASHTO SSOM as a 20-7 project.

*Action:*

- ✓ The Coalition will monitor the effort to develop an Emergency Responder injury/fatality reporting system.

**Next meeting**

Date will be identified using Leadership and member input; likely to be web conference format.

**Conclusion**

John Recognized the individual contributions of group members on TIM in general; and the groups collective influence on the industry. We will need to rely on members to help move some of these efforts forward this year. We will look to implement meetings in alternative format to preserve resources. The strategic and communication plans will be updated/refined in February. Key activities for the Coalition in 2011 include support of the FHWA TIM Framework development effort and supporting development of the TIM Responder/Roadside worker database reporting system. The Coalition should monitor and remain aware of development of the Operations Center of Excellence, and the concept of a TIM Pooled Fund program.

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## NTIMC 2011 DRAFT WORK PLAN

### **January 1, 2011 – March 31, 2011**

#### ***Major Activities***

- Finalize 2011 Work Plan
- Strategic Plan/Communication Strategy review/update
- National TIM Framework recommendations to FHWA
- Input to FHWA TIM Self Assessment Modification
- February tele/web conference
- Monthly Summary of NTIMC Status and Activities

#### ***Planned Travel***

- 1 trip/two days NCUTCD meeting

### **April 1, 2011 – June 30, 2011**

#### ***Major Activities***

- Coalition Tele/Web conference
- Monthly Summary of NTIMC Status and Activities
- Review schedule and scope of FHWA TIM Framework research; determine NTIMC Role
- Provide outreach and identify resources for TIM Pooled fund study

#### ***Planned Travel***

- 1 trip/two days NCUTCD meeting

### **July 1, 2011 – September 30, 2011**

#### ***Major Activities***

- Outreach for FHWA Incident Specific Performance Metrics and Secondary Crash Adoption Campaign
- Monthly Summary of NTIMC Status and Activities

#### ***Planned Travel***

- None

### **October 1, 2011 - December 31, 2011**

#### ***Major Activities***

- Review and comment on FHWA TIM National Framework
- 2012 Work Plan Confirmation
- Membership review and recommendation
- Monthly Summary of NTIMC Status and Activities
- PSE/TIM Event (Date TBD)
- Executive Briefing

#### ***Planned Travel***

- 3 trips/two days full Executive Briefing