

MEETING SUMMARY

Attendees:

- John Corbin (NTIMC Chairman) – American Association of State Highway and Transportation Officials (AASHTO)/WisDOT
- Mark Bush (NTIMC Executive Director) – AASHTO
- Kim Vasconez – Federal Highway Administration (FHWA)
- Paul Jodoin – FHWA
- Mark Kehrli – FHWA
- Laurie Radow – FHWA
- Carla Bloch – FHWA Intern
- Jill Ingrassia – American Automobile Association (AAA)
- Rebecca Brewster (Research Working Group Chairman) – American Transportation Research Institute (ATRI)
- Donna Clark – American Traffic Safety Services Association (ATSSA)
- Lisa Deyo – ATSSA
- Steve Austin – Cumberland Valley Volunteer Firemen’s Association (CVVFA)
- Chief Gary Lindsay – Dallas Sherriff’s Department
- Jack Sullivan (Practices & Procedures Working Group Chairman) – Emergency Responder Safety Insitute (ERSI)
- Eric Rensel – (TIM Network Liaison) - Gannett Fleming Inc.
- Tom Martin – I-95 Corridor Coalition
- Mike Brown – International Association of Fire Chiefs (IAFC)
- Bill Hinkle (NTIMC Foundation Chairman) – Intrado
- Dave Bergner – International Municipal Signal Association (IMSA)
- Steve Cyra (Communications & Training Working Group Chairman) – Institute of Transportation Engineers (ITE)
- Manny Puentes (TSAG Liaison) – Intelligent Transportation Society of America (ITSA)
- Jim Slattery – National Association of Emergency Medical Technicians (NAEMT)
- Jim Goerke – National Emergency Number Association (NENA)
- Marney Suss – National Fire Protection Association (NFPA)
- T.J. Nedrow (NTIMC Vice Chairman) – National Volunteer Fire Council (NVFC)
- Harriett Cooley – Towing and Recovery Association of America (TRAA)
- Henry deVries – NY State Police
- Bill Troup – U.S. Fire Administration (USFA)
- Capt. Steve Burns – Washington State Highway Patrol
- Brett Graves (NTIMC Support) – SAIC
- Laura Feast (NTIMC Support) – SAIC
- April Armstrong (NTIMC Support) – SAIC

Welcome/Introduction – John Corbin (NTIMC Chair)

- John Corbin started the meeting by thanking everyone on the NTIMC for their participation and stating that he looks forward to continuing to explore alternative approaches for meetings – such as teleconferences and web meetings as they provide a cost effective alternative and will allow the group to meet more frequently as the need arises.

TSAG Update - Manny Puentes (TSAG Liaison)

- The TSAG meeting is tomorrow (6/17/10) at ITS America. At this meeting there will be a few guest speakers from FHWA: Walt Fehr from ITS JPO will be updating the group on IntelliDrive, specifically on the architecture and emergency response vehicles; Paul Pisano (Team Leader Road/Weather Management Program, FHWA) will talk to the group about CLARUS and roadway weather, with a special focus on emergency response; and Laurie Flaherty is going to talk about the Next Generation 911 project. John Corbin will also report on the activities of the NTIMC. For updated information on TSAG, visit www.tsag-its.org.
- The Next Generation 911 workshop date has been set for September 23-25, 2010. This is the same week as the TIM Summit and will be a full day on Thursday and half day on Friday. The workshop will take place in Washington, D.C., at the ITS America offices.

NTIMC Foundation Update – Bill Hinkle

- John Corbin informed the group that Bill Hinkle has graciously stepped in to serve as the Chair of the NTIMC Foundation and lead its activities and administration.
- Bill acknowledged that there have been and continue to be some hurdles to overcome with officially forming the Foundation as a non-profit organization. Bill noted that unfortunately after nearly two years since its inception the Foundation is no further along in the process:
 - The Foundation does not have a federal ID number.
 - The Foundation does not have tax-exempt status.
 - To date, Bill is not confident that the Foundation is in good standing in the State of Delaware as the Foundation has not filed any tax statements or paperwork.
 - Donna Clark (Representative, ATSSA) has received a request from the State of Delaware to file tax reports.
 - Initial incorporation paperwork was filed two years ago with funding provided by ATRI and ATSSA.
 - The Foundation was incorporated in the State of Delaware.
 - The Foundation is currently not able to accept donations and is currently inactive due to lack of funds to complete the legal steps necessary to form a recognized 501(c)3 organization.

- In order to complete the final legal process, Bill estimates that \$5,000 will be needed. Bill's company has pledged \$1,000 towards this effort. Harriet Cooley, TRAA member representative, also pledged \$500 for this effort.
- Steve Austin (Representative, CVVFA) acknowledged disappointment in the progress as he recommended the attorney the group hired to help with the Foundation filings. Steve summarized the activities initially conducted by the attorney that were successful and noted that the attorney has since suffered some personal setbacks which have contributed to the two-year delay. Steve acknowledged this delay and offered a personal donation of \$500 to help get things back on track.
- Bill noted that in addition to the issues of cost to get the Foundation established, there will be administrative costs associated with running the Foundation that the group also needs to consider – administration, fundraising, outreach, etc. so there are still a number of administrative barriers to overcome.
- John added that in addition to these development difficulties, the Foundation was formed in a bad economic time – but does feel that there is still a reason to continue to move forward with the Foundation. John asked that if there are members of the Coalition whose organizations may be able to contribute towards the costs of establishing the Foundation legally to contact Bill as well as to contact Bill if anyone has any in-kind legal services or resources that they may be able to provide. John also acknowledged the key support of members of the Foundation – Donna Clark, Dave Helman, and Pat Noyes.
- Kim Vasconez (FHWA) commented that the legal issues with the Foundation have come as a shock to FHWA as she and FHWA as a whole did not realize the degree of difficulties facing the Foundation until today. Kim noted that FHWA management has been pushing for a reduced role in funding of the Coalition. Kim requested that the Foundation provide a quarterly update of progress to FHWA.
- Kim also suggested that as a result of the current situation with the Foundation that the group explore alternative funding options. Kim explained that it was FHWA's understanding that the NTIMC Foundation would become the primary source of funding for the NTIMC's activities allowing FHWA to step back from this role. Alternative funding options like credentialing, membership fees/dues, and fees to services to the profession should be explored.
- John noted that his understanding about the role of the NTIMC Foundation differed from FHWA that the intent of the Foundation was to be a source of funding for projects, but not to be the primary source of funding for the Coalition at large.
- Bill noted that there may be a conflict of interest between the NTIMC Foundation and NTIMC with regards to funding projects/grants and this will need to be reviewed carefully to ensure there will be no problems if a NTIMC member applies for a grant through the NTIMC Foundation. Bill will forward the grant criteria policies to Kim for review and will provide updates over email on the status of funds for establishing the NTIMC Foundation.

- There was some discussion amongst the group on how the foundation could collect funds in the short-term and who may be able to oversee those funds. Bill noted that the Foundation has passed a resolution authorizing him to spend the money to establish the Foundation as a non-profit organization.
- Kim noted that it would be beneficial to develop a task force to discuss potential funding sources – volunteers included: Rebecca Brewster, Bill Troup, Kim Vasconez, Harriett Cooley, John Corbin, Mark Bush, and Donna Clark. The task force will work with SAIC research alternative and supplemental funding sources for the NTIMC and NTIMC Foundation. The group will also develop a schedule and summary of how different organizations fund similar efforts. Rebecca will redistribute the business model to this group.

ACTION ITEMS:

- Members should contact Bill Hinkle at william.hinkle@intrado.com if monetary or legal resources can be provided for continued establishment of the NTIMC Foundation.
- Bill Hinkle will provide a quarterly report to the FHWA on the status of the Foundation.
- Bill Hinkle will forward the grant agreement policies adopted by the NTIMC Foundation to Kim Vasconez.
- SAIC will convene a task force in July to research alternative sources of funding.
 - Volunteers: Kim Vasconez, Bill Troup, Rebecca Brewster, John Corbin, Mark Bush, Harriet Cooley, and Donna Clark.
 - Task force will work with SAIC to research alternative and supplemental funding sources for the NTIMC and NTIMC Foundation. The group will also develop a schedule and summary of how different organizations fund similar efforts.

FHWA Update – Mark Kerhli and Kim Vasconez

- Kim introduced the NTIMC to Mark Kerhli, Director, FHWA Office of Transportation Operations.
 - Mark has been on board with FHWA for 6 months and working TIM – related projects more than 50 percent of his time. Mark noted that there is a lot of energy in this area and thanked the Coalition for all previous work – as he has now learned all about the NUG.
 - Mark will be looking for NTIMC support in identifying a good base of TIM practitioners as well as new peer experts.
- FHWA is conducting TIM Practitioner Workshops in major metropolitan areas over the next three years to discuss elements of the NUG, and develop action items for that area to better implement the described strategies. Key decision-makers are then engaged to help support initiation of the action items developed by workshop participants.
- Kim noted that information is always available on the Emergency Transportation Operations website and the latest reports can be accessed at <http://www.ops.fhwa.dot.gov/publications/publications.htm#tim>.

- Kim also noted that they have recently hired a new team member – Jawad Paracha who is a safety specialist and traffic safety engineer who will be performing shared duties with the ETO team and work zone team.
- Kim noted that Paul Jodoin and Tim Lane have been delivering TIM workshops and right now looks like they will have completed 13 by the end of the fiscal year. The workshops have been very informative with some great best practices coming out – part of the deliverables for this contract is an annual report that will summarize the workshops and best practices each year.
- Kim also noted that the decision-maker outreach contract with SAIC is back in place and the intent is to conduct these workshops in parallel with the workshops that Paul and Tim are conducting so that each region gets a TIM blitz.
- Kim reported that Tim Lane is working with IACP to get them more integrated with this and other FHWA efforts.

Member Updates

American Automobile Association (AAA) – Jill Ingrassia

- AAA has sent a letter of support to Congressman Brad Ellsworth, who represents the 8th District of Indiana, for House Resolution 4104 – Emergency Responder Highway Safety Act. The bill includes grant money for states to fund public education on slow down/move over initiative which does also include towing and recovery.
- AAA Clubs are including stories regarding safe, quick clearance in their newsletters. To learn more, contact Jill Ingrassia at jingrassia@national.aaa.com.

Action Item:

- SAIC will distribute AAA materials to the group and also post them to the NTIMC website at <http://timcoalition.org>.

American Association of State Highway and Transportation Officials (AASHTO) – John Corbin and Mark Bush

- There are a number of efforts underway through NCHRP. The AASHTO Highway Subcommittee on System Operations and Management submitted a request for funding under NCHRP 20-7 for the “Exploration of a Resource Center for a Congestion-Free America.” This Resource Center (a/k/a Operations Center of Excellence) would help transportation agencies identify and assess innovative technologies and techniques and be a one stop shop for Operations. *Subsequent to the meeting, the CofE project study was approved for approximately \$150,000 and will be coordinated with [SHRP II L-17](#) (A Framework for Improving Travel Time Reliability).*
- Mark noted that there are a couple of projects underway and he will filter down the reports to the NTIMC and TIM Network when they are ready.

ACTION:

- John Corbin will provide an update on the progress of the Operations Center of Excellence at the next NTIMC meeting in September.

American Traffic Safety Services Association (ATSSA) – Donna Clark

- Announced two TIM-related training courses – one of the safe and effective use of law enforcement personnel in work zones and the other on incident traffic control. Both of these courses are offered through the FHWA work zone safety grant so only cost \$25 per person each to attend. ATSSA is looking into the opportunity to turn both of these courses into an online learning opportunity. To register or learn more, contact Donna.Clark@atsssa.com.
- The 2011 Annual Convention and Traffic Expo will be held on February 13-17, 2011 in Phoenix, AZ.
- Donna also noted that they have a new director of training who will be representing ATSSA at future NTIMC meetings: Lisa Deyo.

American Transportation Research Institute (ATRI) – Rebecca Brewster

- Continuing to look for opportunities to use the Satellite radio program to raise awareness about the NUG. Rebecca will host two shows related to the NUG; one will be on September 2, 2010 at 9:00 a.m. ET to discuss roadside worker visibility and the second on October 15, 2010 at 9:00 a.m. ET to recap the NUG Summit. Both shows will be aired on XM Channel 171 and Sirius Channel 147.

Cumberland Valley Volunteer Firemen’s Association (CVVFA) – Steve Austin

- Thanks to the efforts of Jack Sullivan CVVFA is now on Facebook and Twitter and has 2,431 Facebook fans! They are using both the website and Facebook page to post information and resources so the information gets out to a lot of people.
- Recently completed two new training packages – one on public safety flagging aimed at people who do not normally control traffic and the other on the first 15 minutes – which covers vehicle placement and how to size up an incident. Both trainings will be on CDs and you can request free copies from the website.
- Developing a highway training manual based on the MUTCD, [Chapter 6.i](#).
- Finished a “Move Over” PSA that features every responder.
- Working towards developing standards for the retrofitting of vehicles along the PA Turnpike.
- CVVFA would like to have a NFPA national standard for professional qualifications – Steve believes this will be established. [NOTE: CVVFA is encouraged to review the proposed core competencies developed by multidisciplinary stakeholders as part of the National TIM Training Curriculum being developed through the Strategic Highway Research Program (SHRP-2 Reliability Project L12). Standards council will have a call for committee on this and Steve has been approached to chair this committee. The committee will include different disciplines – with a rule that no more than 1/3 of the committee

can be from one discipline. Their next meeting is in August so look out for a posting about this committee late summer.

Institute of Transportation Engineers (ITE) – Steve Cyra

- Will be keeping TIM on the agenda for the ITS Council (<http://www.ite.org/councils/ITS/default.asp>).
- Session 4 during the ITE Annual Conference will share lessons learned from transportation plans designed for the 2010 Winter Olympics held in Vancouver, B.C.

ACTION:

- Add Tim Lane to tracking matrix as he will serve as a liaison with the IACP.

International Association of Fire Chiefs (IAFC) – Mike Brown

- Working on HR 50-81 – allocating the D-block radio spectrum¹ for first responder agency use, 10 MGHZ for public safety – will be talking to TSAG tomorrow to make sure we get the MGHZ added to our current public safety to help us with interoperability.
- John Corbin suggested the TIM Network Interoperability Working Group help support efforts on D-Block.

International Municipal Signal Association (IMSA) – Dave Bergner

- Dave moderated a panel on TIM on June 26 for the IMSA National conference. He presented on TIM in April at the APWA meeting which was well received and has been asked to work with a committee to review the homeland security consortium's proposed changes on TIM.

National Emergency Number Association (NENA) – Bill Hinkle

- NENA just concluded its annual conference where the top issue was the NENA i3 standard Next Generation 911 transition plan. The NENA Executive Director recommended that the i3 standard report be offered to the ANSI standard setting body for potential action or standard development. Prior to submittal the report will likely be reviewed by either ITE or the Alliance for Telecommunications Solutions. For more information on this topic, please visit <http://www.nena.org/ng911-project/overall-ng911-status>.

¹ The “D Block” is a portion of the radio frequency spectrum which is intended to provide a nationwide platform for an interoperable public safety radio network that would implement the 9/11 Commission's recommendations.

National Volunteer Fire Council (NVFC) – T.J. Nedrow

- A highway safety training course is being offered through Volunteer Firemen's Insurance Services, Inc. to emergency responders that carry their insurance. The program offers techniques designed to help prevent the emergency service provider responding to a "primary incident" on a highway from becoming a "secondary incident."

Towing and Recovery Association of America (TRAA) – Harriet Cooley

- The 2011 Legislative Conference will be held March 18-19, 2011 at the Crystal City Marriott in Arlington, VA. For more information, visit <http://www.towserver.net/>.
- TRAA is planning to introduce a DVD that accompanies the Towing Vehicle Identification Cards developed by TRAA. The Cards are developed to assist law enforcement and towers identify and request to appropriate equipment to facilitate removal of incidents on the roadway. This product is available for purchases from their website at <http://www.towserver.net/products.htm>.

U.S. Fire Administration – Bill Troup

- Just wanted to thank Kim Vasconez and FHWA for updating the TIM Systems Manual and note that they are working together with the Cumberland Valley Volunteer Fireman's Association Roadway Operations unit.

OTHERS:

- Gary Lindsay (Dallas Sheriff's Department) is working on developing more copies of their "Surviving Driving" guide which they send out to new car dealers as part of a package of information that can be put in the glove box and is a hand reference that covers incidents on the freeway. Gary is working on getting a PDF version of the guide to post to the NTIMC website.
 - Steve Cyra offered support from the Communications and Training task force to review the product.
 - Kim requested a copy of the guide as well as she is working on developing a public outreach campaign for the "Move Over" Law.
- Captain Steve Burns (Washington State Highway Patrol) noted that Washington State has passed a law about an emergency work zone which requires a buffer zone for emergency vehicles and towers of 200 ft. Steve will send information to the Coalition on this.

Membership Vote - Leadership Team Restructuring & Bylaws Changes: John Corbin

- John walked through the proposed revisions to the Bylaws. One of the biggest changes is the organizational structure which now defines the leadership team and roles of liaisons and Federal Government – National Committee Liaison, TSAG

Liaison, TIM Network Liaison, and Ex-Officiate status for member of FHWA and USFA.

- The new structure includes a Chair and two Vice Chair positions and a three-member steering committee that will form the leadership team. The Chair and Vice Chair positions must be filled by a representative from transportation, law enforcement, and fire and rescue. The three member steering team will include a representative from towing and recovery, EMS, and Research communities. John noted that the graphic needs to be revised but this should not delay the vote on adoption of the Bylaws. *Subsequent to the meeting, the graphic was updated to reflect the approved Bylaws changes to the NTIMC organization structure and is included below in Figure 1.*

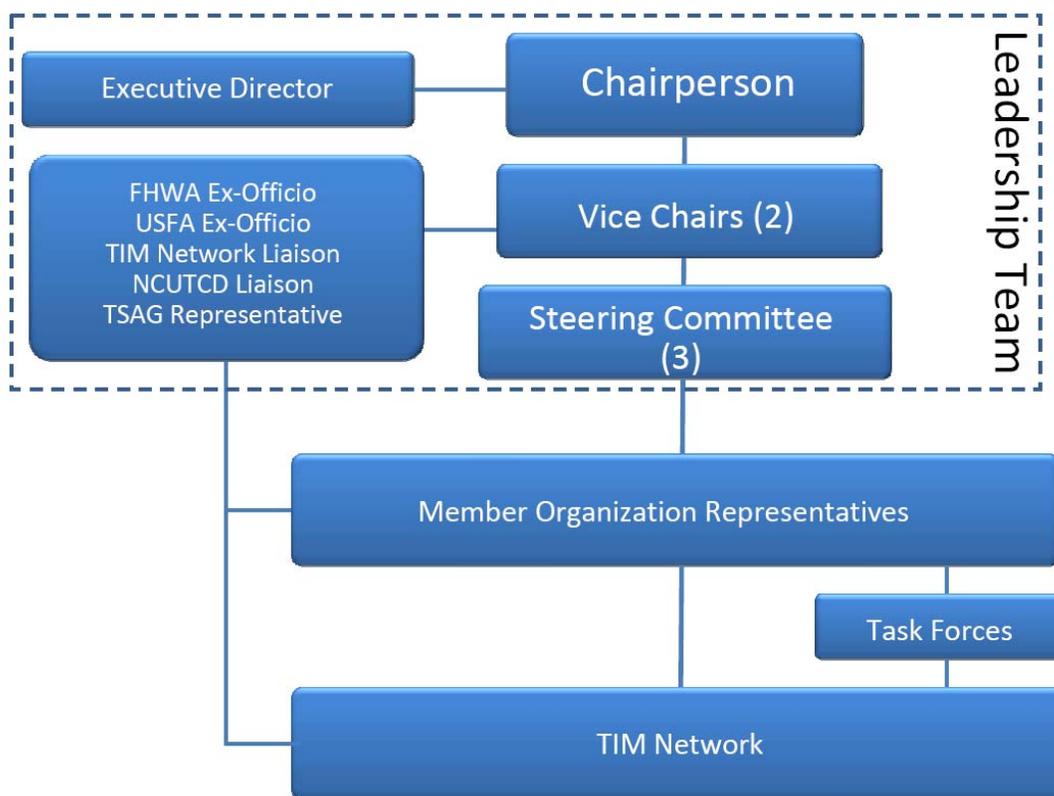


Figure 1: NTIMC Organizational Chart

- John also noted that the NTIMC does recognize TSAG in the Bylaws and that he will ask that they do the same for NTIMC in their bylaws.
- Paul Jodoin (FHWA) asked if there was a reason why the Executive Director has to be from AASHTO and Rebecca followed up with a question on whether there would be a way to amend this without amending the Bylaws.

- John commented that he felt that if there was someone other than AASHTO in this position that would have further implications that would require amending the Bylaws anyway.
- John also noted that the Bylaws calls for an annual work plan which he hopes can be completed by the end of July. In addition, it calls on the Executive Director to develop a travel plan. The Executive Director will work with Coalition Support Contractor and the Leadership Team to develop a work plan and travel budget.
- John gave a quick overview on the voting requirements. If passed, when a vote is needed it will require 2/3 votes to pass of member organizations present at that meeting.
- Donna Clark, ATSSA made a motion to adopt the Bylaws. T.J. Nedrow, NVFC, seconded the motion.
- John asked for any outstanding comments or discussion and then proceeded to roll call voting members. The Bylaws were approved unanimously. Appendix A includes a list of voting members and their vote.
- John noted that the group will now need to proceed with making steps towards their biennial elections which will occur at the next meeting. He called for a volunteer task force to facilitate the nominations and election process.
- The task force will be led by Paul Jodoin, with Eric Rensel, Rebecca Brewster, and possibly Bill Hinkle supporting. If anyone else is interested in supporting the task force please contact Paul Jodoin at paul.jodoin@dot.gov.

ACTION ITEMS:

- Update the organizational chart graphic to show Liaisons on one side, Ex-Officiates on the other, and steering committee members need to be linked with the committee chairs. *This action was completed subsequent to the meeting.*

TIM Network Update – Eric Rensel

- TIM Network has established a Facebook page and now has 748 Facebook fans.
- Eric is working hard to build communication with this group to turn fans into official members so he is working on products that will help communicate the benefits of joining the network. The TIM Network now has over 100 members.
- Eric has developed a monthly newsletter – The Responder – that will be sent out the first working Monday of every month. He has been mailing out to the TIM Network, Facebook fans, and NTIMC. He has elected to use a simple, text-based format with six standard sections and encourages members of the NTIMC to get involved, submit content, and include their events.
- As the TIM Network Liaison he has been working to define his role and will work with the task force leaders and NTIMC support contractor to ensure that one voice is being used in all publications/materials that are developed.
- TIM Network members would like to see speaking points for local outreach added to the NTIMC website.

- Eric has been sending drafts of the newsletter to John Corbin for review to ensure messages are in-line with that the NTIMC has communicated.
- John noted that as part of the strategic plan one activity was to develop a communications plan – this may be a good time to move forward with this effort. Brett noted that SAIC has previously developed and submitted this for consideration in March. *Subsequent to the meeting, the contract support team sent the Draft Communications Plan to the Communications and Training task force and NTIMC leadership and has initiated coordination to schedule a follow-up meeting.*

ACTION ITEMS:

- NTIMC members should send their upcoming events for inclusion in the July TIM Network newsletter by emailing Eric Rensel, TIM Network Liaison, at erensel@gfnet.com.

Communications and Training Task force - Steve Cyra, Rebecca Brewster, Tom Martin

Communications:

- The C&T Task force unveiled the Draft NTIMC quarterly newsletter and an updated NTIMC brochure. The next step is to facilitate some structured feedback and deadlines for feedback and then have a teleconference with task force to and send a near-final draft to leadership team.
- Steve reminded the group that this task force is available to review content and provide feedback on materials.
- John Corbin requested that this group work to have a skeletal communications strategy in place in advance of the NUG summit. John recommended the group meet in early August for a couple of hours to look through the materials and sketch out what will be needed. Steve and Brett will work together to organize that meeting to re-review the draft communications plan that SAIC developed previously.

Upcoming Events:

- Tom Martin (I-95 Corridor Coalition) updated the group on the status of the **NUG Summit**. Everything is on track and registration information should be coming out in early August. I-95 Coalition will coordinate onsite registration and the Volpe Center will be coordinating registration in advance, using an online system.
- Tom requested feedback on the goals and objectives for the agenda – he has submitted a draft agenda to Paul Jodoin and Steve Cyra and will finalize it in the next couple of weeks.

Training:

- Rebecca updated the group on the status of the TIM training pilot. The pilot group has conducted two trainings – one in Indiana and the other in Georgia. Feedback to date on the training has been very positive and the team will be meeting with a panel of independent evaluators to get formal feedback. The team is working on developing a plan for disseminating the training. Paul Jodoin commented that a request for some additional funding for pre-implementation

- funding will be made through the proper channels and is expected to be approved – and noted that this training course offers huge potential.
- John noted that equal consideration of the NUG goal 3 and Next Generation 911 developments need to be covered along with what transportation interests may be.

ACTION ITEMS:

- Steve and Brett will work to coordinate a meeting in early August to review the communications plan and discuss future product needs.

Practices and Procedures Task Force – Jack Sullivan

- NCUTCD would like to include typical applications that have been vetted by the NTIMC. Brett will distribute document from John Leonard for review. Jack noted that there may be some modifications that need to be made to ensure all members of the NTIMC are comfortable with the messages. The next meeting of the NCUTCD will be in January 2011 so Jack would like to have feedback prepared to share with them for that meeting.
- Jack would like formal response from NTIMC members on the lane designation recommendation so that he can take this to the NCUTCD. He has received general feedback (mostly positive). Donna Clark noted that she is planning to take this to the ATSSA planning meeting in August for review.
- John recommended that members provide formal approval via email to Jack. Jack will work with Brett to send out a matrix for people to provide acceptance and comments.

ACTION ITEMS:

- Brett and Jack will prepare a feedback matrix on the Lane Designation Recommendation and will distribute via email to members along with the recommendation document for people to review and provide formal responses. *Subsequent to the meeting a poll was distributed to NTIMC Members to gauge overall level of support for the current recommendation.*

Research Task Force – Rebecca Brewster

- Rebecca provided an update on the status of ongoing research, including the NCHRP study on roadside worker visibility. The research team has conducted a literature review, done a focus group with stakeholders, and the next steps are to develop a research agenda and determine potential funding sources.

Interoperability Task Force

- This task force was formed based on discussion from the March meeting and is tasked with identifying areas for TSAG and NTIMC to work together and identify action items for the NTIMC. Brett noted that the task force is still looking for members. Kim noted that FHWA will need to be kept in the loop on this effort.
- There was discussion amongst the group on how transportation needs to be included in the communications as they are often the first on the scene. Bill

June 16, 2010
9:00 AM – 12:00 PM EDT
Teleconference/USDOT



Hinkle noted how surprised he is at how little attention Next Generation 911 is getting in relation to D Block spectrum issues as the Next Generation 911 will come first and interfaces with the public while the D Block spectrum would be designated as an internal communications tool.

Next Meeting

- The next meeting of the NTIMC will be the morning of September 21, 2010 at the Maritime Institute prior to the NUG Summit. SAIC will distribute a conference call number for that meeting as well for those unable to attend in person.

APPENDIX A – Summary of Bylaws Vote

- IMSA (Dave Bergner) – Yay
- NENA (Bill Hinkle) – Yay
- CVVFA (Steve Austin) – Yay
- ATSSA (Lisa Deyo) – Yay
- NAEMT (Jim Slattery) – Yay
- AAA (Jill Ingrassia) – Yay
- NFPA (Marnie Suss) – Yay
- I-95 Coalition (Tom Martin) – Yay
- ITE (Steve Cyra) – Yay
- TRAA (Harriett Cooley) – Yay
- IAFC (Mike Brown) – Yay
- NVFC (T.J. Nedrow) – Yay
- AASHTO (John Corbin) – Yay
- ATRI (Rebecca Brewster) - Yay

APPENDIX B – Summary of Action Items

Category	Action	Point of Contact	Status
Administrative	Update the NTIMC organizational chart graphic.	Brett Graves brett.o.graves@saic.com	Complete
Foundation	If a member organization has monetary or legal resources that it is willing to donate to assist in the efforts of establishing the NTIMC Foundation, contact Bill Hinkle.	Bill Hinkle William.Hinkle@intrado.com	Ongoing
Foundation	Provide quarterly report to FHWA on the status of the progress to establish the Foundation.	Bill Hinkle William.Hinkle@intrado.com	Quarterly Report due in September.
Foundation	Task force to research alternative sources of funding and work with SAIC to pull together a schedule and summary of different organizations and funding ideas.	Bill Hinkle William.Hinkle@intrado.com	Set up a task force meeting for July.
Communication	Distribute AAA materials to membership.	Brett Graves brett.o.graves@saic.com	Complete
Communication	Provide an update on the progress of the Operations Center of Excellence.	John Corbin john.corbin@dot.state.wi.us	Due at September NTIMC Meeting
Communication	Add Tim Lane to tracking matrix as he will serve as the liaison with the IACP.	Heather Rigdon heather.m.rigdon@saic.com Tim Lane thomas.lane@dot.gov	Complete
Communication	NTIMC members should send their upcoming events for inclusion in the July TIM Network Newsletter.	Eric Rensel erensel@gfnet.com	Complete
Communication	Coordinate a meeting in early August to review the communications plan and discuss future product needs.	Steve Cyra scyra@hntb.com April Armstrong april.h.armstrong@saic.com	Set up a meeting for August.
Practices & Procedures	Prepare a feedback matrix on the lane designation recommendation and distribute via email to members along with the recommendation document for members to review and provide formal responses.	Jack Sullivan jacksull@mindspring.com Brett Graves brett.o.graves@saic.com	Recommendation document and feedback matrix have been distributed and collection of member responses is in progress.