

MEETING SUMMARY

Note – Meeting summary revised on 2/9/2012 to include notes and action items resulting from 2/7/2012 NTIMC Leadership Team Post-Brief teleconference.

Attendees

Chris Armstrong, NTIMC support	Tim Lane, FHWA
Dick Ashton, IACP	John Leonard, NCUTCD, UDOT
Matthew Bolick, ATSSA	Cynthia Manley, Agero
Karla Bloch, FHWA	Tom Martin, I-95 Corridor Coalition
Rebecca Brewster, ATRI	Ira Promisel, NTIMC Vice Chair
John Corbin, NTIMC Chair	Laurie Radow, FHWA
Steve Cyra, ITE	Eric Rensel, TIM Network
Brett Graves, NTIMC support	Jim Slattery, NAEMT
Bill Hinkle, NTIMC Foundation	Jack Sullivan, CVVFA, ESRI
Paul Jodoin, FHWA	Scott Winston, NASEMSO
Mark Kehrl, FHWA	Kimberly Vasconez, FHWA

Welcome and Introduction

John Corbin welcomed all participants, called for self introductions, reviewed the agenda, and requested items members would like added to the agenda. John emphasized that the purpose of this meeting is to punctuate in-person activities underway for the last year; and update the Strategic direction of the Coalition. John stated that the Coalition has continued to make progress during 2011 in areas of research, and organization development. We have an opportunity to guide its development in 2012.

Discussion

Bill Hinkle requested a discussion of the NTIMC Foundation be added to the agenda.

Action Items:

- ✓ None.

Member Roundtable

ATRI – Rebecca Brewster

- Mapping and Rollover Study – Working with 50 State DOTs to identify locations (latitude and longitude) with a high prevalence of rollover crashes. ATRI will distribute this information to commercial drivers in both static and real-time formats to reduce crashes.
- Real-time Weather Notification – Collecting live weather feeds from NOAA to provide commercial drives with notification of weather events that could affect their trip.

CVVFA – Jack Sullivan for Steve Austin

- The Emergency responder learning network will be launching during the first quarter of 2012. Initial modules topics being released include advance warning, blocking, and the National Unified Goal.
- The CVVFA is reprinting NUG brochures and will be delivering a supply to FHWA.
- A multi-state effort is underway to provide training to incident responders.
- We continue to work with Interstate 81 Corridor Coalition on a series of workshops.
- Development of a video on blocking practices for FHWA continues.
- Finally developing a public service announcement on Move It laws.

ITE – Steve Cyra

- The ITE Technical Conference will be held in Pasadena, CA (March 4-7) will include a session on TIM and Emergency Management Operations. Sessions are being held that also focus on Emergency Transportation Operations.
- Steve has accepted the chair role in the ITE TIM Committee. The group will examine the importance of TIM in integrated corridor operations, blending practices for highways into higher speed arterials.

NASEMS – Scott Winston

- The Standing Committee on TIM has developed a work plan, much of which mirrors the strategic direction of the Coalition, specifically related to connect, collaborate, and communication themes.
- Committee goals include: 1) Improve NASEMSO representation on national highway meetings, committees, and organizations; 2) Develop tools and PPTS with talking points for state EMS Officials; 3) conducting a session at the annual meeting. 4) IRIT tool...tool for measuring preparedness for highway MCI. 5) To develop guidelines for states, also 6) presenting this at national and state conferences.

I-95 Corridor Coalition – Tom Martin/Ira Promisel

Martin

- The Corridor Coalition continues with work relevant to its core mission, finishing up funded projects and refocused projects. One of the core missions has been incident management program track; and this work will continue as feasible.
- The Coalition continues to offer the responder 6-hour workshop, targeting a multi-agency audience; this builds on the FHWA workshop series.
- Still maintaining our online core TIM competency training. 760 responders have logged on to the training; we are looking at ways to improve the completion rate. Some towing companies and fire departments are encouraging all employees to take the core competency training.
- We were asked to fund the responder day. We've applied with DOT for multi state organization funding. We are going to reach out to other groups that help fund continued Coalition operations.

Promisel

- Continues to serve as the co-chair of the incident management track for the Coalition. Participating in a joint FHWA/I-95 Corridor Coalition project looking at performance measures for TIM; the NTIMC has a real opportunity to leverage some of these efforts.

ATSSA – Matt

- Envisions ATSSA as a good mechanism to get information discussed at Coalition meetings out to vendor, manufacturers, traffic control personnel and the safety industry.

NAEMTS – Jim Slattery

- Continue to work on TIM issues, and encouraging compliance with high visibility vest requirements. All EMTs within Jim’s company have been provided with ANSI compliant public safety vests. We continue to encourage law enforcement to wear high visibility at scenes.

NENA – Jim Goerke

- NENA focus is on NG911; most of the work within our committees deals with NG911 standards and practices. Standards development involves NENA’s working committee or other organizations, including APCO along with other standards development organizations.
- NENA hosts two related events this year: 1) The Annual Development Conference takes place February 6-8 in Orlando, FL., and 2) The Annual “911 Goes to Washington Conference” on March 26-28.

TRB – Rich Cunard

- Over 170 papers were submitted to TRB related to incident management this year; there will be a poster session on the topic.
- Over 600 sessions at TRB this year overall.
- The TRB Freeway Operations Committee will be meeting with the AASHTO maintenance committee in Mid-July.

ITS America -

- ITSA is planning second responder day at the annual conference taking place in National Harbor, MD. This event is targeted towards Washington DC are responders and associated organizations. Responder day affords responders the opportunity to attend the event without the cost of full registration.

USFA - Bill Troup

- USFA continues to develop guidance and training on emergency vehicle safety and roadway operations safety. The USFA is partnering with the Department of Justice to expand guidance and training for the law enforcement audience.
- We will be working with the CVVFA in a vehicle conspicuity study.
- USFA is nearing completion on the manual on emergency transportation operations for FHWA.

Discussion

- Kim Vasconez (FHWA) looking for opportunities to tie into major conference related to TIM, given that costs for registration can be prohibitive.
- John Corbin (AASHTO) coordinating responder related events with major conferences is a great challenge for the Coalition, we should continue to look for ways we can facilitate responder events at individual conferences.
- Corbin - The training and credentialing activities for traffic control being pursued by ATSSA fit into the NTIMC model. ATSSA has been and remains a model for getting relevant training out to the field.

NCUTCD – Jack Sullivan

- Jack will participate in the next meeting of the NCUTCD on January 18, 2012 on behalf of the NTIMC.
- An updated MUTCD is due for development by 2015; items for inclusion in this update are being developed over the next 2 years. Recommend that the Coalition begin working on its recommendations for items to include and/or revise within section 6I of the MUTCD. Referenced the incident scene typical applications previously reviewed by Coalition members and suggested those be re-circulated for comment and approval by each coalition member representative.

Discussion

- Members discussed the mechanics of collecting input from each member representative.
- Concern was raised over how realistic it would be to provide a single recommendation from the NTIMC.
- The group agreed that inputs should be collected from each member representative and provided to the NCUTCD for consideration and deliberation.

Action Items:

- ✓ Jack Sullivan will develop a packet of the typical applications and summary to request input from each member.
- ✓ Administrative support will facilitate distribution to the current member distribution list and consolidation of inputs.

NTIMC Foundation – Bill Hinkle

As many of you know commencement of the NTIMC Foundation has had delays and languished, due in large part to lack of records needed establish incorporation status. Steve Austin has volunteered to help with the cost of renewing the franchise. Steve has taken upon himself to help resurrect the articles of incorporation. Bill is exploring opportunities to get legal help pro-bono, and requested input from Coalition members in this respect. Bylaws and grant making process for the Foundation are in place, but the tax exempt designation is critical before operations can commence. Bill also

indicated that if achieving tax exempt status is successful, seed money for development of outreach materials will be needed before solicitation of funds can begin in earnest.

Discussion

Coalition members agreed that full establishment of the Foundation will benefit the TIM industry and responders.

John as background, the foundation was encouraged by the Coalition, with separate members, not also serving on the Coalition.

Action Items:

- ✓ Coalition support will request an update from Bill Hinkle on how the Foundation is progressing and updated timelines.

FHWA Update – Kim Vasconez

- FHWA continues to focus on Traffic Incident and Emergency Management capacity building and training.
- Kim is also working on reaching out to American Public Works Association to establish relationships, as public works folks are often responders to incidents for transportation agencies.
- National TIM Framework project is progressing nicely; a webinar is being schedule to get more information from practitioners and this group will be engaged.
- Incident specific performance metrics - focus on 3 TIM related performance measures are complete. FHWA will be establishing a data base to identify States using these measures; details on this effort are forthcoming.
- Entering Year 3 of TIM workshops; will be completing top 40 states this year. FHWA is also seeking to meet with decision makers during these workshops to encourage continued progress on action plans established.
- Coalition members will be called upon to help author a series of articles related to TIM for the Public Works Magazine, being organized by Kim Vasconez.

Paul Jodoin

- 2011 was the biggest year for TIM since the development of the NUG. The TIM Self Assessment scores came in accordingly. 68% participation up from 64% ; with the ease of use of the TIM Self Assessment being improved, so progress is being made; this success is owed in part to members in the Coalition.
- 34 TIM Workshops have been completed around the country. The key finding has been that Training is needed to help advance TIM policy and procedures, identifying champions is critical to successfully deploying training in various responder groups.
- Research for responder training continues under the SHRP2 effort. The FHWA anticipates rolling out some results of the SHRP2 effort this year. Nearing completion of a Statement of Work for development of an in-person train the trainer workshop.

Tim Lane

- During the SHRP2 effort we've been able to engage responders around the country— we've been able to listen to a lot of folks around the country. Dick Ashton at IACP was a great help in connect researchers with the right people in advance of this effort. FHWA hosted the fire service in December. We are in the planning stages to host a public safety executive group in a summit to impact national policy.

Laurie Radow

- Developing a flier for Lifesaver Conference (June 14-16); FHWA is encouraging more folks from the public safety industry to attend the TIM/PSE conference. Laurie requested members to contact her with ideas for session topics. Laurie is developing an article on TIM PSEs and Evacuation for Public Roads Magazine.

Discussion

- Kim Vasconez commended the great work of ERSI and the CVVFA in developing the blocking video, which highlighted good practices in blocking safely, while maintaining traffic operations. The FHWA is also working with ERSI and CVVFA on a public service announcement.
- Corbin asked if other organizations are seeing impact of IACP's participation in the TIM Self Assessment. There is an opportunity for the Coalition to take the outcomes and publicize this to promote awareness towards multi-disciplinary groups. John identified low scoring multi-discipline elements, such as safe quick clearance laws and practices as opportunities for Coalition advancement.

Action Item

Coalition support will engage FHWA to provide printed one-page handout with highlights of activities to facilitate note taking and information exchange.

Strategic Direction – John Corbin

The Strategic direction is the final product of a streamlined effort to determine the Coalitions direction over the next year. The effort utilized a kickoff webinar and a follow-up survey to members and TIM responder representatives to generate key areas in need of development. The survey results were expanded for leadership reaction, and this concise direction was developed by Coalition support for your reaction today. John reviewed several goals and called for feedback and reaction.

Goal 1 – Starting to realize the job as a coalition is to connect responder groups, ideas, research, and practices. This goal points to our understanding that the Coalition can strive to connect regional, state, and local TIM and event management organizations. Objectives under this goal establish and maintain engagement from identified key national organizations, the TIM Network, and FHWA Leadership.

Goal 2 – relates to issue of communication and collaboration in support of the National Unified Goal in approaching traffic incident and emergency management. Objectives under this Goal will facilitate common messages, strategies, and platforms to communicate with key stakeholder groups such as the TIM Network, public safety groups, and representative member leadership.

Goal 3 – Positions the Coalition as a national resource to coordinate traffic incident and emergency management expertise. The objectives under this goal clarify the Coalition’s role in consolidating input for federal policy, guiding activities of Coalition Working Groups, convening subject matter expertise to serve as input for national research activities, and to coordinate with other national traffic incident and emergency management organizations.

Discussion

- Ira Promisel offered that the group is looking for the flesh and muscle to go along with these goals and objectives. For example, how do we rejuvenate the Coalition Working Groups? If this group can continue to flesh out action items that meet these objectives, we can successfully accomplish the Goals.
- Rebecca Brewster suggested that convening a task force to respond to 6I is an example of a relevant action item, which would fit under Goal 3.
- Kim Vasconez emphasized that internal communication and organization is important as well; along with confirmation of member representatives with member organizations.
- Brett Graves indicated that an internal communication strategy had been developed by Coalition support and vetted through members in the September 2010 meeting. And that subject to approval and resources, components can be implemented.

Action Item

- NTIMC Leadership will discuss and recommend action items for continued progress on these goals and objectives.
 - *Action item discussed at 2/7/12 NTIMC leadership team post-brief. A separate working teleconference will be planned for mid-March to discuss and develop activities and action items associated with the goals and objectives in the Strategic Direction.*

Working Groups

TIM Network Advisory Board

The TIM Network achieved 1,000 members by the end of 2011. Members participate in Coalition Working Groups and provide a valuable source of practitioner information for projects and efforts related to TIM. TIM Network members host a series of regular webinars to broadcast and discuss TIM related topics.

Research Working Group

Rebecca Brewster highlighted Research Working Group contribution and involvement in several research efforts including SHRP 2 and the TIM Framework development effort. The working group also identified a list of 10 key areas for continued research related to TIM that will be shared with FHWA leadership. One example of a key research area turned to implementation is being coordinated with CVVFA on the Struck by/Near miss responder database. Volunteers for the research working group are needed.

Practices and Procedures Working Group

Jack Sullivan discussed input into TIM typical applications as an area where Working Group members can be effectively utilized. The group, with Coalition support successfully developed the Lane Designation primer in 2011. The working group needs guidance in establishing activities for accomplishment to keep members engaged.

Communications and Training Working Group

Steve Cyra discussed the original purpose of this working group and offered that it maybe better focused on only training elements of TIM. The group discussed re-development of the initial charter to solidify the group's mission and operating procedures.

Interoperability Working Group

Brett Graves discussed the overall purpose of the Group and offered to re-engage members around suggested activities including an article suggested by Rusty James and opportunities presented by TRAA.

Discussion

Members discussed the need to revitalize each working group, with an updated mission, and operating procedures.

The group agreed that the Communication and Training working group can be revised to focus on training only.

The Coalition will provide guidance and direction for each working group in developing products for distribution to stakeholder audiences.

Coalition agreed to develop a Communication working group focused on outreach to the broader community.

Action Items:

- ✓ NTIMC Leadership will discuss development of a Communications working group. Coalition support will distribute already developed charters to each Working Group chair for revision and update as needed.

- ✓ Working Group chairs will report back to the Coalition with updated charters and product ideas.
- ✓ Coalition will develop a framework for reconciliation of working groups.
 - *Working Group Action Items On Hold* – Per discussion at 2/7/12 NTIMC leadership team post-brief of reorganizing NTIMC working groups under the TIM Network.
 - *NTIMC extended leadership team to discuss further at planned mid-march Strategic Plan discussion.*
- ✓ Coalition members discussed the Membership Task Force and the need to review members, their participation, and relevance to Coalition goals and objectives.
 - *NTIMC extended leadership team to discuss further at planned mid-march Strategic Plan discussion.*

Next Meeting

June 2012 details to be determined. Leadership election committee will be a key topic in the next meeting.

Shared Calendar

- *Discussion of NTIMC and TSAG shared calendar held at 2/7/12 NTIMC leadership team post-brief. The following items to be coordinated on shared calendar:*
 - Next NTIMC Membership Meeting (via teleconference)
Tentative: Mid-April 2012
 - ITS America Annual Meeting
May 21-23, 2012; Responder Day – May 22, 2012
 - Public Safety Executive Summit
Tentative: July/July 2012
 - Lifesavers Conference
June 14-16, 2012
 - NTIMC Membership Meeting (in-person)
Tentative: July/August 2012
 - TSAG Meeting
Tentative: September 2012
 - National Rural ITS
September 16-19, 2012
 - USDOT Executive Briefing
Tentative: Mid-December 2012
- ***Enclosed as attachment: Updated 2012 NTIMC and TSAG shared calendar***

Adjourn

John Corbin thanked all participants and adjourned the meeting at 4:30

January 11, 2012
 1:00 – 4:30 PM
 USDOT
 Washington, DC



Enclosure: Updated 2012 NTIMC and TSAG Shared Calendar

2012			
<p>January</p> <ul style="list-style-type: none"> ▪ NTIMC/TSAG Executive DOT Briefing (13) ▪ TRB 91th Annual Meeting (22-26) ▪ NCUTCD Meeting (19-21) 	<p>February</p> <ul style="list-style-type: none"> ▪ ATSSA Convention & Expo (12-16) 	<p>March</p> <ul style="list-style-type: none"> ▪ IACP Annual Conference (30-April 2) 	<p>April</p> <ul style="list-style-type: none"> ▪ Fire Department Instructors Conference (16-21) ▪ Tentative: NTIMC Membership Meeting (via teleconference)
<p>May</p> <ul style="list-style-type: none"> ▪ ITS America Annual Meeting (21-23) 	<p>June</p> <ul style="list-style-type: none"> ▪ NENA 2012 (9-14) ▪ NSA Annual Conference & Expo (16-20) ▪ Lifesavers Conference 2012 (14-16) ▪ Tentative: Public Safety Executive Summit 	<p>July</p> <ul style="list-style-type: none"> ▪ IAFF Annual Convention (21-27) ▪ Fire-Rescue Intl (31- August 4) ▪ International Municipal Signal Association Annual Meeting and Certification Schools (28-31) 	<p>August</p> <ul style="list-style-type: none"> ▪ APCO Annual Conference (19-22) ▪ ITE Annual Meeting & Exhibit (14-17) ▪ AAMVA Annual Intl Conference (19-21) ▪ American Public Works Association Annual Congress (26-29) ▪ Tentative: NTIMC Membership Meeting (in person)
<p>September</p> <ul style="list-style-type: none"> ▪ APTA Annual Meeting (30 – October 3) ▪ National Rural ITS (16-19) ▪ AASHTO Annual Meeting (TBD) ▪ TSAG Annual Meeting (TBD) 	<p>October</p> <ul style="list-style-type: none"> ▪ NASEMSO Annual Meeting (23-28) 	<p>November</p> <ul style="list-style-type: none"> ▪ 	<p>December</p> <ul style="list-style-type: none"> ▪ 2012 Joint TSAG and NTIMC Briefing with USDOT Executives