

National Traffic Incident Management Coalition Meeting Summary - October 27, 2004

Welcome and Introductions

John Corbin, on behalf of AASHTO, provided opening remarks, welcoming members to the second meeting of the National Traffic Incident Management Coalition. Mr. Corbin described the coalition as an organization of organizations that is convened for the purpose of bringing together the transportation, public safety, towing and recovery, technology, academic and research, and motorist communities to lead a national effort to improve traffic incident management policies, practices, and programs. Mr. Corbin related that the spirit of this meeting was for the Coalition to begin moving forward. A participant list is included in Appendix A.

Coalition Bylaws

Mike Zezeski, reporting for the Organizational and Leadership Task Force, reviewed the draft Coalition Bylaws. The Bylaws are intended provide coalition purpose, structure, and procedures, while allowing the coalition to provide synergy between all incident management activities. Organizationally, the coalition will be comprised of a Leadership Team, day-to-day operations and advisory support staff, task forces, and general coalition members. The Leadership team will consist of a chairperson, vice chairperson, and a steering committee. Ad-hoc task forces will be organized as necessary to perform particular functions as determined by the coalition. Daily operations and advisory support staff will be provided through AASHTO. Each member organization will have one representative designated to vote on their behalf. Endorsement of advocacy and policy statements will require coalition approval; the chairman has the ability to call for a vote, which will take place at full coalition meetings.

Comments

- For consensus building, it was recommended that a 2/3 vote of members present constitute a majority.
- It was noted that most votes should not be contentious. If the activities of the coalition remain meaningful, there should be little disagreement on items requiring votes. Anticipated that most votes should be unanimous.
- The maximum number of organizations (50) in the Coalition is based mainly on logistical considerations. If the Coalition determines that the maximum number of members should be expanded, the Bylaws can be revised.
- It was suggested that membership criteria be defined and included in the bylaws.

Action Items

- ✓ Revise Coalition Bylaws to reflect that a two-thirds majority vote of all coalition members is required on votes effecting the bylaws or amendments, and that two-thirds majority vote of coalition members present will be required for advocacy / policy / operational and daily issues. (SAIC)
- ✓ Develop membership criteria and add to Article IV of the Bylaws. (SAIC)
- ✓ Add T.J. Nedrow to the Organizational Task Force. (SAIC)

Coalition Officers and New Members

Valerie Kalhammer led the discussion to nominate and elect Coalition Officers. Ms. Kalhammer suggested that an interim leadership team should be elected, with final voting to take place at the next full

coalition meeting. A Chair, Vice Chair, and Steering committee will comprise the leadership team. John Corbin suggested that the steering committee include members from each of the various stakeholder areas, including a law enforcement representative, fire/EMS representative, and towing and recovery.

Nominations

John Corbin – Coalition Chair

Steve Austin – Steering committee

TJ Nedrow – Vice Chair

Harriet Cooley – Steering committee

Jim Goerke – Steering committee

A list of potential new members was presented to the Coalition. Concern was raised that several organizations on the new member list are represented on the coalition through current members. Coalition members suggested several additions to the list particularly focused on additional law enforcement, EMS, and elected official representation. It was determined that the list should be further revised and vetted through a New Member task force.

Membership Task Force Volunteers

Donna Clark

Law enforcement representative (Jim Goerke)

Kevin McGinnis

FHWA representative (Dave Helman)

John Corbin

Action Items

- ✓ Examine and revise the potential members list. (SAIC)
- ✓ Distribute revised potential member list to Membership task force. (SAIC)
- ✓ Assemble the Membership task force together with the Bylaws task force to develop membership criteria and revise the potential member list. (SAIC)

Coalition Action Plan

TJ Nedrow presented the Coalition Action Plan. The Action Plan will serve as a “radar screen” for future activities, allowing members to anticipate major activities related to the Coalition and the TIM community at large. Activity categories include Coalition Management/Administration, Communication and Outreach Strategy, Events, Research, and Knowledge Exchange. Products and activities on the action plan are color coded by type. Action items are presented in both calendar format, and separated by product categories. Three emerging activity strings for the near term are development of the communication and outreach plan, research agenda, and the electronic Community of Practice (CoP).

Action Items

- ✓ Add Lessons Learned document to Coalition Action Plan. (SAIC)
- ✓ Add High Level Symposium for 2006 and 2008. (SAIC)
- ✓ Include development of training materials to Action Plan. (SAIC)

Communication and Outreach Activities

Valerie Kalhammer presented the outreach documents that were developed for the Coalition. The *Nine Keys to Success for Traffic Incident Management Programs* identifies areas on which organizations should focus in traffic incident management programs. The nine areas of focus were adapted from the FHWA Traffic Incident Management Self-Assessment Guide. The Coalition issues paper discusses challenges facing successful traffic incident management programs, and describes efforts of the National Traffic Incident Management Coalition.

Comments

- Contact information should be revised to identify an Administrative Secretary.
- Identify the Coalition website address.
- Including participating organizations could inhibit immediate inclusion of new members.
- Include date and version number on each document.
- Consider developing an introduction letter to accompany copies of the outreach documents.
- Final versions of the outreach documents should be available by mid-December.
- A tri-fold version of the Nine Keys to Success document should be available.

Objectives of Communication and Outreach

- Improve contact with stakeholder associations
- Generate buy-in and ownership from all member organizations
- Assist incident management field practitioners
- An effective outreach plan consists of a message, target audience, and timeframe for completion.

Target Audiences

- Functional level / field practitioners
- Senior management / policy makers

Potential Strategies

- Presentations/exhibits at conferences and meetings
- Newsletter/journal articles
- Media communications/press events
- Regional workshops/training
- National conference

Action Items

- ✓ Request final comments and revise outreach documents. (SAIC)
- ✓ Provide an estimate of outreach document needs. (All Coalition members)

Guide for Emergency Transportation Operations

John Corbin briefly discussed the presentation session held on October 26, 2004 to discuss NCHRP project 20-59(11) *Guide for Emergency Transportation Operations*. Several members of the Coalition participated in a workshop and provided feedback on the draft NCHRP document. The Guide prescribes an enhanced role for state departments of transportation as participants in emergency transportation operations with public safety agencies. Mr. Corbin suggested that the substance of the guide can serve as a sketch to lead the communication and outreach strategy for the Coalition.

General Comments from the ETO Presentation

- Emphasize why ETO is important to elected officials and decision makers.
- Encourage state departments of transportation to take an active leadership role in coordinating response to incidents among local and public safety agencies.
- Express that the document should recognize multi-state and regional response challenges.

- Emphasize the need to develop a skill set that is applicable to all incident types and sizes.
- Identify interoperability as a key issue/challenge; the ETO should require agencies to communicate through a unified command system.
- Recognize the requirements of compliance with the NIMS, offered the ETO Guide as a potential funding compliance vehicle.
- Identify alternative sources of funding applicable to ETO and incident management in general.
- Outreach options for the Guide include the Coalitions role and potential reach to incident management practitioners.

Action Items

- ✓ Discuss substance of guide and related outreach and communications strategy sketch during the February NTIMC meeting. (Leadership Team)

American National Standard for High-Visibility Safety Apparel and Headwear

Steve Austin presented a website of potential interest to coalition members: www.respondersafety.com. The Cumberland Valley Volunteer Fireman's Association helps administer the site. The website serves as an information source for public safety responders to roadway incidents and allows responders to post questions on standards, policies, procedures, and practices. The Pennsylvania Turnpike Commission captured 15 hours of videos and photos to highlight responder Best Practices. Scenarios included fire companies, police, ambulance services, transportation departments and practically any other entity that's tied into first responders or highway safety.

Jack Sullivan discussed high-visibility standards and equipment for responders to roadway incidents. As Director of Training for the CVVFA, Mr. Sullivan educates emergency responders on highway response techniques and policies. Mr. Sullivan discussed the challenges associated with getting fire fighters to wear high visibility equipment during roadway incidents. ANSI-ISEA 107-1999 identified three classes of reflective equipment for highway workers and responders based on roadway type. There are differing standards for reflective equipment with applicability to public safety responders. The Manual for Uniform Traffic Control Devices (MUTCD) Millennium Edition section 6D requires all workers "exposed to risk of moving roadway traffic" to meet the ANSI-ISEA standards. The NFPA standard 1951 requires firefighters to have a minimum retro-reflective surface of not less than .10 m² (155in²). ANSI-ISEA 107-2004 specifies that class-three personal reflective equipment must have sleeves. A demonstration by TJ Nedrow showed how difficult it can be to wear class-three reflective equipment over fire fighting gear. The industry is in need of guidance that will allow fire fighters to meet all relevant requirements/legislation and be compatible with fire fighter needs.

Action Items

- ✓ Begin development of a summary document providing the Coalition's recommended approach to increasing compliance with high visibility standards.

Events

John Corbin provided an update of both related Organizations and Coalition Sponsored events.

- The National Transportation Operations Coalition TIM web conference (November 18, 2004) will highlight strategies, policies and practices used by the Washington State Department of Transportation and the Washington State Patrol to improve traffic incident management.
- The TIM Workshop at the Transportation Research Board Annual Meeting (January 9, 2005) will present incident management strategies at major planned events, quick clearance practices, relevant legislation in the MUTCD, and the formation of the National Traffic Incident Management Coalition.
- The International Scanning Tour (Spring 2005) will review incident management practices from other countries, resulting in best practices for potential application domestically.
- The AASHTO Subcommittee on Systems Management and Operations will meet June 5-9 in Oberlin Kansas.

Planning for Future Events

- The Summit of National Executives is included on the Coalition Action plan for summer 2005. Discussion and planning should begin at the February meeting. A follow-up summit for 2006 is also included in the action plan, and will be a key part of the success of the Coalition. The Coalition should consider a Task Force for Interoperability.
- Regional workshops will help get the word out on incident management. There is potential to conduct practitioner-level meetings highlighting best practices, and performance measures. The coalition must leverage existing resources (e.g., IT district meetings, University Transportation Centers, and Local Technology Assistance Programs)

Research Activities

Rebecca Brewster discussed current research activities related to transportation incident management. The top research activities center on the use of technology to investigate, simulate, and communicate incident management information; responder communications; incident prediction, detection, and verification, improved safety for responders and motorists, and the reduction of traffic congestion costs. The Coalition can be helpful by providing input into existing research efforts including the FHWA 'Lead State' TIM Performance Measure activity. In order to get research underway the coalition will need to identify relevant research organizations with which to partner. Pooled fund studies will help avoid duplication and provide broader interest and outreach for research results. Ms. Brewster emphasized that the key is to understand the research gaps. A Research Compendium, sponsored by the coalition, can begin the process of developing a national research agenda. Ms. Brewster stressed that this will fulfill Goal 3 of the Coalition mission statement, and called for volunteers for a Research Task Force.

Task Force Volunteers

Barbara Houser
David Helman
Henry DeVries
Bill Troup

Laurie Radow
Virginia Dick
Rebecca Brewster

Action Items

- ✓ Convene Research Task Force begin development of research compendium. (SAIC/ATRI)

Knowledge Exchange Activities

David Helman presented a concept for the Traffic Incident Management Community of Practice (CoP). Recently a concept for an IM CoP was developed by the FHWA. A CoP provides a platform for knowledge exchange and learning, as well as a repository for shared resources developed by members. Through the community members can share good practices, solicit advice, discuss emerging issues and solutions, and communicate with practitioners in other disciplines. Features in the concept include browse by topic, news briefs, links, TIM calendar, Ask an Expert, Discussion Forum, and searchable databases. Mr. Helman emphasized that the keys to success are to start simple and grow with experience, appoint a coordinator, involve discussion leaders, and use a common language. Critical elements needed include volunteers from TIM disciplines, technical contracted management support, funding.

Action Items

- ✓ Consider holding a web conference in December to gain buy-in for CoP and to garner volunteers.

Conclusion

John Corbin closed the meeting with a restatement of near-term action items (these are listed under each agenda topic) and a commitment to begin developing the communication and outreach strategy. The next meeting will take place in February 2005, depending on the PSAG schedule. Mr. Corbin thanked all speakers, participants, and ITS America for providing the meeting facility.

Participant List

Steve Austin, **Cumberland Valley Volunteer Firemen's Association**
George Ake, **Capital Area Wireless Network**
Bill Baker, **ITS America**
Rebecca Brewster, **American Transportation Research Institute**
Donna Clark, **American Traffic Safety Services Association**
Harriet Cooley, **Towing and Recovery Association of America**
John Corbin, **Wisconsin State Department of Transportation**
Steve Cyra, **Institute of Transportation Engineers**
Henry deVries, **I-95 Corridor Coalition**
Virginia Dick, **American Transportation Research Institute**
Jim Goerke, **National Emergency Number Association**
Barbara Hauser, **American Association of State Highway and Transportation Officials**
David Helman, **Federal Highway Administration**
Valerie Kalhammer, **American Association of State Highway & Transportation Officials**
Tony Kane, **American Association of State Highway & Transportation Officials**
Ray Khoury, **Virginia Department of Transportation**
Ann Lorscheider, **North Carolina Department of Transportation**
Harlin McEwen, **International Association of Chiefs of Police**
Kevin McGinnis, **National Association of State Emergency Medical Service Directors**
TJ Nedrow, **National Volunteer Fire Council**
Stephan Parker, **Transportation Research Board**
Laurie Radow, **Federal Highway Administration**
Jerry Ross, **National Fire Protection Association**
Bill Troup, **US Fire Administration**
Mike Wieder, **International Fire Service Training Association / Fire Protection Publications**
Mike Zezeski, **Maryland State Highway Administration**
Brett Graves, **Science Applications International Corporation**
Kevin Duffy, **Science Applications International Corporation**