

National Traffic Incident Management Coalition Meeting Summary – October 24, 2007

Agenda (Attachment A)

List of Attendees (Attachment B)

Participants

Dick Ashton
Steve Austin
Rebecca Brewster
Donna Clark
Harriet Cooley
John Corbin
Richard Cunard
Steve Cyra
Henry deVries
Mike Geraci
Jim Goerke
Bill Gouse

Brett Graves
Karen Haas
Kevin McGinnis
Charles Meyer
T.J. Nedrow
Doug Noble
Nancy Pollock
Manny Puentes
Laurie Radow
Paul Sullivan
Bill Troup
Mike Zezeski

Welcome and Overview of Agenda

John Corbin (Coalition Chairperson)

John Corbin welcomed all participants and called for self introductions. Mr. Corbin requested suggestions for any items that members would like to add to the agenda. One item was added to the agenda, a discussion of a Planned Special Events Conference, which was noted, could include traffic incident management elements.

PSAG Update

- Jim Goerke provided an update on Public Safety Advisory Group activities. The working group was organized to allow public safety stakeholders to discuss common issues and develop resolutions. Mr. Goerke reviewed the PSAG agenda for the upcoming meeting, which includes a culmination of a number of activities and initiation of several new tasks. Jim announced that he will be stepping down as chair of the group and announced that Dia Ganor will take his place. Ms. Ganor is State EMS Director for Idaho, was an original member of the PSAG, and is now re-engaging. The PSAG work plan, which supports the recently created strategic plan; includes discussion of the name of advisory group, and discussion of whether it is appropriate or should be changed.

Discussion

- The PSAG Bylaws create an ex-officio representative from the Department of Homeland Security; Mickey Bunn will serve in that capacity. (Puentes)
- On whether changes in the PSAG will continue to support a relationship with the Coalition – the relationship between the two should not change. The NUG

represents a good example of incorporating technology and communication aspects with input sought from the PSAG. (Goerke)

- The PSAG does exist to advise ITS America and the Department of Transportation; their influence will ultimately affect the PSAG's strategic direction. (Goerke)

National Unified Goal

Karen Haas (Manifest Inc.)

Karen Haas announced that 16 NTIMC member organizations have endorsed the NUG. Ms. Haas discussed press event status and planning. The event will take place on November 20, 2007 and includes participation from traffic management center personnel, Montgomery County Fire, and a County Executive. Brief remarks will be provided by Montgomery County Executive Isiah Leggett; FHWA Administrator Rick Capka; AASHTO Executive Director John Horsley; AAA PR Managing Director Yolanda Clark; IACP Executive Director Mark Light; and several other key representatives of traffic incident management stakeholder groups. The key message to convey is that cooperation is taking among responders to improve traffic incident management and drivers have a responsibility to move-over and slow down at incident sites to protect responders and victims. All Coalition members are welcome to attend the press conference, with open interview opportunities available after the formal program is complete.

On November 16, 2007 the American Automobile Association (AAA) is holding a press event during the final NASCAR Race of the season to publicize the move-over campaign. Representatives from the Coalition will be attending the event. Steve Austin (CVVFA, ResponderSafety.com), Sue Prentice (State EMS Directors), and Major Charles Andrews (IACP) will be participating in representation of their organizations and the NTIMC.

Discussion

- Warned that there may be too many speakers for the limited time slot available. Recommend considering pre-taping a message in advance and pursuing CBS radio time-slot. (Noble)
- At the press events we will make available NUG FAQs, tri-fold, book mark, AAA move-over publications, and a Maryland move-it brochure. (Haas)
- State-level events occurring prior to the press events will incorporate outreach items to publicize the event. Suggested a draft "echo" press release be drafted for States and coalition members to distribute. (Corbin)

Actions

- Karen Haas will explore the advance taping suggestion.
- Coalition members will contact Karen Haas if they would like to add materials to the press kits. Materials are due one week before the press event.
- Karen Haas will send an email attempting to confirm what organizations will be attending the November 20 press event.

NUG Working Groups

Karen Haas (Manifest Inc.)

- Each of the working groups will be responsible for developing recommendations in the form of guidelines/framework for State, regional, and local TIM partners to create uniformity in response practices and procedures.
- The Training and Practices and Procedures working groups were engaged in September to begin developing recommendations.
- Using co-chairs from various stakeholder groups helps encourage development of multidisciplinary training.
- Karen Haas distributed two products developed by NUG Working Groups: the draft Outline Multidiscipline TIM Core Competencies, and the Draft NTIMC Statement on Traffic Incident Management (TIM) Multidisciplinary Professional Skills Development as a sample of the work being performed by the working groups.

Discussion

- Recognized potential to create a mechanism to acknowledge responders that have received training process and agreed to adhere to certain principles and practices. This topic is evolving during discussions of SHRP II research activities. (deVries)
- The term “certification” is often misconstrued as mandatory, particularly in certain disciplines. We need to remain cognizant that guidelines being developed are voluntary. (Austin)
- Members of the Coalition expressed concern that language in the recommendations should not imply that the Guidelines are mandatory, specifically suggesting avoidance of the word “certification.” (Corbin)
- Coalition members offered potential language revisions to one of the drafts distributed: [at the present time however, a voluntary discipline multi-responder program, would be problematic to the public safety community because...]; but overall suggested that questions on language be handled at the working group level. (Corbin)
- Coalition members warned that it will be challenging to get new guidelines included into already full curricula.

Action Items

- Future agenda items should include status update from each Working Group.

Pending National Initiatives

John Corbin (Coalition Chair)

John Corbin emphasized the need to continue conceptual progress towards the next stages of the Coalition’s existence, without distracting from activities surrounding the NUG Working Group, press events, and implementation. Mr. Corbin suggested two areas where the Coalition is relevant and should be involved: 1) National Response Framework; and 2) NIMS Training Plan. Consideration of these activities should be seeded into implementation activities, both efforts have surpassed the draft stage therefore the Coalition should not propose a review and statement activity at this time.

The group engaged in a discussion regarding themes for strategic planning opportunities for the Coalition.

Straw man themes

- 1) NUG
 - a. Training
 - b. Practices and procedures
 - c. Outreach/awareness
 - d. Performance Metrics/MSRS
- 2) Develop research needs versus leveraging existing research
- 3) FHWA ETO/TIM Program implementation
 - a. Congestion Initiatives (getting out to the public)
 - b. WZ Safety and Mobility Rule considerations
- 4) Federal program and reauthorization input
- 5) TIM network development and support.

Discussion

- There are opportunities for the FHWA to work with NTIMC on these strategies. (Radow)
- In terms of communication and interoperability the SAFECOM program should be a major focus area for the Coalition. (McGinnis)
- Suggested notion is creating a TIM network and guiding those affected by the NUG through creation of individual elements to NUG recommendations. (Corbin)
- From an EMS perspective interests are very much incident scene coordination, responder safety, and interdisciplinary communication; which are addressed by the NUG and should be carried forward. (McGinnis)
- Cautioned the Coalition not to overstep its bounds, but still develop products for the greater good. (Austin)
- Suggested we focus on 911 call centers, as they are a focal point for communication, coordination, and interoperability. (Pollock)
- The PSAG discusses technology to help enable better job performance; the NUG does a very good job of reflecting technology to enable communication. (Goerke)
- The strategic planning activity needs to energize efforts to the NUG and not detract from it. (Corbin)
- The National Transportation Operations Coalition is one potential source for relevant strategy and baseline type documents. For example there are documents on performance measures for incidents, developed by NCHRP. (Noble)
- There is an opportunity for environmental scanning to examine groups and activities that could be leveraged for Coalition purposes. Suggested that the leadership develop a one-pager to initiate discussion and strategic planning. (Corbin)

Action Items

- Coalition leadership and contract support will develop a one-page strategic concept to initiate discussion.

Research Task Force

Rebecca Brewster (ATRI), Kevin McGinnis (NAEMSO),

- SHRP-II – Will engage in an FHWA initiative to develop, test, and promulgate performance measures for TIM. A group that met in Milwaukee developed a definition for secondary crashes, which will help define further the performance measure. There is funded research taking place that will advance Coalition activities.
- NCHRP 20-7 – Planning to begin research at the end of 2007.

Membership Task Force

T.J. Nedrow (NVFC)

The Membership Task Force has considered several applications for membership and developed recommendations for consideration by Coalition members. A handout summarizing the recommendations was distributed. The Membership Task Force emphasized the need to confirm with each applicant will endorse the NUG as ratified by the full coalition.

Motion – T.J. Nedrow motioned for Coalition members to accept the recommendations as provided by the Membership Task Force. Kevin McGinnis seconded the Motion. There was no discussion. A full vote called by the Chair passes; Federal representatives (Paul Sullivan, Bill Troup) abstained from voting.

Action

- Coalition support will work with the Membership Task Force to draft a letter for distribution to approved new members.
- Coalition support will work with the Membership Task Force to draft a note to confirm participation and point of contact for GHSA, NARC, NACo, IAEM, and NEMA; T.J. Nedrow as Task Force lead will distribute.

Federal Rule for High Visibility Garments

Steve Austin (CVVFA)

Steve Austin announced that a high visibility chevron will be required on the back of all fire apparatus by 2016. Mr. Austin distributed a letter to participants from the CVVFA to the FHWA questioning rule changes in the Federal Register that did not include the public safety vest that many groups, including the Coalition, worked hard to have implemented. Steve Austin offered a motion to send an email in concurrence with the letter developed by CVVFA and request correspondence as to status and schedule. The motion seconded, and without significant discussion passed by a Coalition vote.

Action Items

- The Coalition Chair will send an email to FHWA (Bob Arnold) with copy to leadership, with the letter attached stating that the Coalition concurs in position stated by CVVFA, requested a status and update.

Business Model Development

Rebecca Brewster (ATRI)

Rebecca Brewster shared recommendations on the future business model of the Coalition. Ms. Brewster recommended that a separate incorporated entity be organized to provide financial support for the NTIMC and its operation. The Coalition would be organized as a not-for-profit 501(c) (3). The Board of Directors would represent each of the stakeholder groups; with the NTIMC Chair appointing a fund chairman. The Board would review and prioritize funding requests. A report was developed to support the recommendations.

A motion was passed to adopt the Business Model report as developed:

- Steve Austin made a motion to accept the Business Model Report as developed and use the concept to move forward with development of a white paper that will discuss points of consensus and issues for resolution.
- Motion was seconded by McGinnis.
- Noble offered an amendment that the white paper should be defined within the broader long-term strategic context of the NTIMC.
- Second Stands (McGinnis)
- The motion passed with federal agency representatives obtaining from the vote.

Action Items

- Coalition support will draft a white paper with leadership team called to review by December.
- Coalition support will distribute the Business Model paper and the PPT.

NTIMC Webinar Series

Steve Cyra (ITE/HNTB)

Steve Cyra discussed the webinar series that was originally proposed during the June NTIMC meeting. The Coalition has the capability to produce webinar meetings given an agreement in place with TRB. This webinar capability has been used successfully during NUG working group formation. Mr. Cyra mentioned that ITE is hosting a webinar on a related topic on November 28, 2007. Given the closely related topic the Coalition decided to dove-tail with the ITE webinar and consider hosting another webinar after the next meeting.

2008 Planned Special Events Conference

Steve Cyra (ITE/HNTB)

Steve Cyra discussed the Planned Special Events conference and its close relationship to traffic incident management. As in the past it makes sense to hold a combined event including elements of traffic incident management and planned special events. The event is being planned for December 2009 or early 2009. Tentative sponsors include FHWA, TRB, ITE, and AASHTO. The Coalition decided to support and participate in planning and hosting a combined planned special events and traffic incident management conference.

Member events and products

All Coalition Members

- Received a training grant to train fire officers around the country on the NUG.
- Received a grant through a Sheriffs Department in Texas regarding high visibility clothing.

TRAA (Harriet Cooley)

- Distributed VIP Cards in Wisconsin.
- Dedicated 94 names to the wall of the fallen in Chattanooga TN.

U.S. Fire Administration (Bill Troup)

- Recently completed study of traffic incident management research, which will be shared with the Coalition through contract support.
- Recently initiated a retro-reflectivity study in coordination with the International Fire Service Training Association.
- Completed phase 1 of Emergency warning light study, link available on the DHS website.

ITE (Doug Noble)

- ITE Spring Technical Conference will take place March 25 – March 28 in San Diego, CA.

Conclusion and High Level Action Items

National Unified Goal

- Sixteen members endorse the NUG.
- Members should contact Karen Haas if your organization is planning to participate in the November 20, 2007 press event.

Business Model Development Project

- A motion to accept the Business Model Report as developed and use the concept to move forward with development of a white paper that will discuss points of consensus and issues for resolution passed.
- Coalition support will draft a white paper with leadership team called to review by December.

Pending National Initiatives

- Coalition Support, John Corbin, and Charles Meyer will convene to develop one page draft straw man of an NTIMC Strategic Context to present at the next Coalition meeting.

Federal Rule for High Visibility Garments

- A motion to send an email in concurrence with the letter developed by CVVFA and request correspondence as to status and schedule passed.
- The Coalition Chair will send an email to FHWA in concurrence with CVVFA, further requesting a status and update.

Membership Task Force

- A motion for Coalition members to accept the recommendations of the Membership Task Force passed.
- Coalition support will work with the Membership Task Force to draft a letter for distribution to approved new members.
- Coalition support will work with the Membership Task Force to draft a note to confirm participation and point of contact for GHSA, NARC, NACo, IAEM, and NEMA; T.J. Nedrow as Task Force lead will distribute.

AGENDA

9:00	Welcome and Overview of Agenda	John Corbin <i>NTIMC Chair</i>
9:10	PSAG Update <ul style="list-style-type: none"> * Officer Elections * PSAG Work and Strategic Plans * Related USDOT Programs and Initiatives * PSAG Membership * Meeting Calendar 	Jim Goerke <i>PSAG/NENA</i>
9:30	National Unified Goal <ul style="list-style-type: none"> * Status of NUG Ratification * Status of NUG Working Groups * Press Events 	Karen Haas <i>Manifest Inc.</i>
10:15	Business Model Development Project	Rebecca Brewster <i>ATRI</i>
10:45	Pending National Initiatives <ul style="list-style-type: none"> * National Response Framework * Domestic Scan * NIMS Training Plan 	John Corbin <i>NTIMC Chair</i>
11:15	Research Task Force <ul style="list-style-type: none"> * SHRP II Reliability Panel * NCHRP 20-7 (TIM Plus) Update * ETO-TIM Program Peer Review 	Rebecca Brewster <i>ATRI</i> Kevin McGinnis <i>NAEMSO</i> John Corbin <i>NTIMC Chair</i>
11:45	NTIMC Webinar Series	Steve Cyra <i>HNTB/ITE</i>
12:00	LUNCH	
1:00	Gaining Buy-In for NUG Implementation	Chief Ron Siarnicki <i>NFFF Foundation</i>
1:30	Federal Rule for High Visibility Garments	Steve Austin <i>CVVFA</i>
2:00	Membership Task Force <ul style="list-style-type: none"> * Discussion of Potential New Member Organizations <ul style="list-style-type: none"> ▪ AAMVA, IACME, IMSA, NAEMT, NAME * Committee Recommendation 	T.J. Nedrow <i>NTIMC Vice Chair</i>
2:30	Member Events and Products <ul style="list-style-type: none"> * Review of Research and Activities 	All Coalition Members
3:15	Conclusion <ul style="list-style-type: none"> * Review of major action items * February Meeting Location/Planning 	John Corbin <i>NTIMC Chair</i>
3:30	Adjourn	

Attendees

Dick Ashton, **International Association of Chiefs of Police**
Steve Austin, **Cumberland Valley Volunteer Fireman's Association**
Rebecca Brewster, **American Transportation Research Institute**
Donna Clark, **American Traffic Safety Services Association**
Harriet Cooley, **Towing and Recovery Association of America**
John Corbin, **American Association of State Highway and Transportation Officials**
Richard Cunard, **Transportation Research Board**
Steve Cyra, **Institute of Transportation Engineers**
Henry DeVries, **I-95 Corridor Coalition**
Mike Geraci, **International Association of Chiefs of Police**
Jim Goerke, **National Emergency Number Association**
Bill Gouse, **ITS America**
Brett Graves, **Science Applications International Corporation**
Karen Haas, **Manifest Inc.**
Kevin McGinnis, **National Association of State EMS Officials**
Charles Meyer, **American Association of State Highway and Transportation Officials**
T.J. Nedrow, **National Volunteer Fire Council**
Doug Noble, **Institute of Transportation Engineers**
Nancy Pollock, **Association of Public-Safety Communications Officials International**
Manny Puentes, **ITS America**
Laurie Radow, **Federal Highway Administration**
Paul Sullivan, **Federal Highway Administration**
Bill Troup, **US Fire Administration**
Mike Zezeski, **American Association of State Highway and Transportation Officials**