

National Traffic Incident Management Coalition Meeting Summary – March 4, 2009

Agenda (Attachment A)

List of Attendees (Attachment B)

Participants

Dick Ashton
Steve Austin
Dave Bergner
Blake Blazer
Rebecca Brewster
Mark Bush
Joe Charlton
Donna Clark
John Corbin
Steve Cyra
Brett Graves
David Helman
Bill Hinkle

T.J. Nedrow
Doug Noble
Tom Martin
Joel McCaroll
Nancy Pollock
James Slattery
Jack Sullivan
Paul Sullivan
Todd Trego
Scott Winston
Kimberly Vásconez
Mike Zezeski

Welcome and Overview of Agenda

John Corbin (Coalition Chair)

John Corbin welcomed all member representatives of the National Traffic Incident Management Coalition (NTIMC) and reviewed the agenda. John called for additional items that members would like added to the agenda. Steve Cyra requested that a brief discussion about the Planned and Unplanned Events Conference be added. Steve Austin offered recognition and thanks to Jim Slattery who came to Delaware to offer condolences and support when emergency responder Kim Smith was recently killed at a roadway incident.

TSAG Update

T.J. Nedrow

- The TSAG is sponsoring a case study exercise that will take place this afternoon; participation and input from Coalition members will be greatly appreciated.
- Case studies will examine potential improvements to emergency planning and response using examples such as the aftermath of Hurricane Ike, the Democratic National Convention, and the I-35 Bridge Collapse.
- Thanks to all those who helped support develop strategic plans and business plans.
- John Corbin recognized the strong partnership between the Coalition and the TSAG, and encouraged the continued development of that relationship.

NCUTCD

Jack Sullivan

- Participated in the National Committee for Uniform Traffic Control Devices meeting as liaison for the Coalition on November 27, 2008.
- Jack emphasized the challenges faced by first responders in arriving at a scene and the difficulties in complying with potential federal rules regarding traffic control. For example one item suggested for inclusion in the revised MUTCD is that a stop/slow paddle should be used to direct traffic at incidents. While this seems like a simple matter, it can be a challenge for public safety responders to procure and ensure that each vehicle is equipped with the paddles when needed. The biggest concern is the reflection these items could have on liability of first responders, should the paddles not be available or used.
- The NTIMC needs to consider an alternate representative to go participate in the June 17-19, 2009 Committee meeting.

Discussion

- The final recommendations for changes to chapter 6I of the MUTCD were submitted by the committee to FHWA; the comment period is now closed. FHWA is reviewing all comments. (Helman)
- The information provided in the updated MUTCD is needed by incident responders; the Emergency Responder Safety Institute receives many requests for clarification from public safety stakeholders. The updated MUTCD will help clear up confusion for responders on the street, and is needed as soon as possible. (Austin)
- After one hour on the scene the fire service is focused on the mission, the work at this table must be to create a better understanding of how public safety agencies respond and react at incident scenes. (Nedrow)
- There are a number of engineers that do understand incident scene issues; one approach might be to find groups that are more progressive and bring their solutions. From a law enforcement perspective there is not a resistance to good principles only the practicality of mandating them. (Sullivan)
- The IACP unanimously agreed that Typical Applications for traffic incidents should not be included in the MUTCD, and submitted comments to FHWA stating this position. (Ashton)

Action

- ✓ Jack Sullivan will work with Coalition support to confirm replacement.

NTIMC Foundation

Donna Clark

- The NTIMC Foundation held its first meeting on March 3 to elect officers, adopt bylaws, and initiate Foundation operations.
- Two committees were formed, a Grant Making Committee, which will establish the Grant making process and parameters, and a Fund Raising Committee, which will seek to generate funding for Foundation and Coalition operation.
- The Foundation continues to seek representation from the law enforcement community and a representative of the general public. Please contact Donna Clark with the names of any potential candidates.

Discussion

- Suggest we start developing research project topics that are not being covered under TRB, NCHRP, or SHRPII research efforts. (Bergner)
- The Power of the Coalition is the collective expertise of all members; we need to look for ways to exploit this expertise. (Austin)
- Could be valuable to develop/implement national webinar sessions and collaborative exchange projects; these types of activities can help us put the NUG out on the street efficiently. (Corbin)
- Suggest the webinars be topic focused, and kept to around an hour. Should consider a web seminar series that could be distributed online and in podcast form. (Sullivan)
- Both APCO and NENA have monthly and regional meetings; these could be valuable outlets for training vignettes, particularly if they were audience specific. (Pollock)
- Opportunities for work to be undertaken by the Foundation include research projects, training, online webinars and podcasts. (Brewster)

Action

- ✓ Brett Graves will begin development of a list of project ideas for sharing with Foundation members.

Membership

T.J. Nedrow

- The Coalition reached out to the National Sheriff's Association as we continue to vet the membership and increase membership areas in specific stakeholder groups.
- There is also need for a current membership audit to ensure members are active and participating; ensure that membership remains mutually beneficial and reach out to members not participating on a regular basis.

Discussion

- Currently transportation stakeholders represent service patrol interest; one alternative might be to bring in a TRAA member to represent service patrols. (Cooley)
- Suggest we distinguish between formal representation and representation on the working group level; representatives from the Atlanta Hero program could be a great resource for webinars for example. (Corbin)
- Recognize the need to further develop a 'technical' level of the NTIMC through working groups and committees. (Zezeski)
- Increased towing contracts could off-set the need for roving service patrols in some cases. (Corbin)

Action

- ✓ The Membership Committee will meet to discuss and initiate the member review process.

Strategic Plan

John Corbin

- The Strategic/Work Plan brochure was distributed and reviewed by the Coalition. The mission and vision were reviewed and comments invited.
- The Work Plan table was also reviewed with objectives and action items prioritized.

- Communications and training activities include Work Plan items: 1.1.3 – Integrated Roadmaps; 1.3 – Recognition and commendation process; 2.1 – Formalize linkages between guidance development organizations; 2.2 – Formalize leadership activities to align with national programs; 4 – Coordinated training delivery mechanisms.
- Practices and Procedures working group activities include work plan items: 2.3 – Develop practices and procedures guidance documents.
- Research working group activities include work plan items: 3.1 – Coalition participation in ongoing TIM research.

Discussion

- The FHWA has several related efforts on-going and will look to this group for technical guidance and review as well as outreach to stakeholder groups. (Vasconez)
- The vision should be stated in a less passive voice, e.g., leading and supporting are consistently implemented. (Noble)
- Comments offered on the Work Plan brochure:
 - Add membership list to the front cover. (Cyra)
 - Suggest removing dates from the accomplishments section; add a date/version number somewhere on the document. (Cyra)
- Suggest we form three working groups with responsibilities for portions of the work plan. (Corbin)
- The communications and training group should be high level; they would not be involved in crafting language for example; rather identifying overall needs. (Austin)
- Project opportunities for the Coalition include research projects, training, online webinars and podcasts, and scholarships. (Corbin)

Actions

- ✓ John Corbin will initiate an executive level briefing by both TSAG and NTIMC to Jeff Paniati, Jeff Lindley, and Shelly row to discuss the objectives and activities of each group; request an executive level opinion on their long-term viability.
- ✓ Coalition Support will work with members to revise the Strategic/Workplan brochure and print for distribution.
- ✓ Coalition support will work with leadership to form/conceptualize three groups: Communications and Training, Practices and Procedures, and Research.

Self Assessment

David Helman

- The FHWA Traffic Incident Management Self Assessment (TIM SA) was developed in 2002 and first implemented in FY 2003. Annual assessments have been made through 2008.
- The TIM SA is a tool for local, regional and statewide TIM programs to assess themselves and identify parts of their programs that needed to be strengthened.
- At a National level, the composite results provide FHWA with a sense of national needs in order to strategically focus limited resources to strengthen TIM nationally.
- The SA is not a “report card” and no funds are tied to the results. The SA is an evaluation tool only. It is not the purpose of the SA to compare one urban area or State to others and the FHWA understands that to do so may undermine the integrity of the SA.

- The success of this program has been growing over the last 6 years. In 2008 FHWA achieved 74 responses out of 80 metropolitan areas; with 8 complimentary assessments also submitted.
- FHWA encourages multi-agency team assessment of programs whenever possible as this affords an opportunity to not only identify where program attention is needed but might also provide an opportunity to identify specific actions needed.
- Efforts to strengthen TIM and coordinate FHWA TIM program activities with those identified in the NTIMC Strategic Plan and Work Plans depend on accurate assessment of national program needs. FHWA encourages local involvement in the SA process by all disciplines represented on the NTIMC through their professional organizations.
- The FHWA is asking member organizations to initiate communications to their constituents to participate in the assessment process.

Discussion

- There is an opportunity for input and promotion of the TIM Self Assessment this year, and to assist with design in future years. (Corbin).
- The aggregate report produced as a result of the self assessment could help Coalition members identify research gaps and needs. (Brewster)

Actions

- ✓ Brett Graves will develop and send a draft outreach email for Coalition review that includes an executive summary paragraph, weblink to 2009 assessment, link to 2008 results, a reminder of what the 75 metropolitan areas consist of, and FHWA division office contacts.

Practices and Procedures Working Group

Jack Sullivan

- The working group was a volunteer effort tasked with developing multidisciplinary guidance and practices related to incident management. Resources developed were posted on the Coalition website.
- The group was put on hold after it requested clear guidance on deliverables.
- Coalition leadership suggested the working group be reformed to continue efforts with a review of the Best Practices Guidebook and TIM Handbook.
- Review and provision of comments would be more reasonable given the volunteer nature of the working group.
- Suggest that a teleconference format could be used to provide potential working group members with an update on Coalition activities, establish expectations, and provide clear guidance.

Actions

- ✓ Brett Graves will work with Jack Sullivan to contact and reform the working group. Working group members will be provided an update on Coalition and working group status and expectation.

SHRP-II

Rebecca Brewster

- SHRP II Reliability panel has been tasked with developing TIM core competencies. So far we have reached out to gather lists of responder actions around four incident types. A draft product will be vetted through the Coalition.
- TIM Handbook: the Coalition has been very helpful in providing comments on the first three chapters. The fourth chapter will be drafted soon for this and a broader group will be needed to review. The main intent is to have this product as an online searchable product.
- The Freeway Service Patrol handbook is available on the FHWA website.

Discussion

- NCHRP 20-7 allows for the discretionary use of funds. There are not many clearly understood research projects on roadside visibility. Guidance is needed on rear facing lights; suggest we look for ways to provide input into the new bill (Austin).
- If we develop research priorities, that will allow for a call to action on roadside visibility and describe the established principles (Corbin).
- Suggested research topic Incident management in work zones; related to 20-7 (Noble).

Actions

- Brett Graves will work with John to develop and submit an NCHRP 20-7 proposal to develop a research agenda for addressing emergency vehicle and responder visibility.
- Research task force will look for ways to encourage research related to traffic incident management in work zones, possibly a good practices publication.

Adjourn

- The meeting was adjourned at 2:15

AGENDA

| Time | Topic | Speaker |
|--------------------|--|--|
| 9:00 -10:00 | Welcome and Overview of Agenda | John Corbin <i>NTIMC Chair</i> |
| | TSAG Update | T.J. Nedrow <i>NVFC</i> |
| | NCUTCD Update | Jack Sullivan <i>ESRI</i> |
| | NTIMC Foundation Update | Donna Clark <i>ATSSA</i> |
| | Membership Committee Update | T.J. Nedrow <i>NVFC</i> |
| 10:00-10:45 | Coalition Strategic Plan and Work Plan <ul style="list-style-type: none"> ○ Strategic Plan Overview ○ Work Plan development (Strategic_Work Plan.doc) ○ Review of work plan elements | John Corbin <i>NTIMC Chair</i> |
| 10:45-11:00 | NTIMC/FHWA Linked Roadmap <ul style="list-style-type: none"> ○ Summary and review (NTIMC_FHWA_Roadmap.doc) ○ Comments and discussion | John Corbin <i>NTIMC Chair</i> |
| 11:00-11:30 | Break | |
| 11:30-12:30 | FHWA TIM Self Assessment <ul style="list-style-type: none"> ○ Overview (TIM SA.doc) ○ Outreach to Public Safety | David Helman <i>FHWA</i> |
| | Practices and Procedures Working Group <ul style="list-style-type: none"> ○ Review of FHWA Best Practices document ○ Gaps and needs assessment | Jack Sullivan <i>ESRI</i> |
| | Coalition Endorsement/Commendation | John Corbin <i>NTIMC Chair</i> |
| 12:30-1:45 | Research Task Force Opportunities <ul style="list-style-type: none"> ○ SHRP-II ○ Safe, Quick, Clearance ○ TIM Handbook ○ Freeway Service Patrol Handbook | Rebecca Brewster <i>ATRI</i> |
| | TIM Training Resource Matrix <ul style="list-style-type: none"> ○ Summary and review (draft_training_matrix.xls) ○ Comments and discussion | Brett Graves <i>SAIC</i> |
| | Member Events and Activities <ul style="list-style-type: none"> ○ Review of related activities | All Coalition Members |
| 1:45-2:00 | Conclusion <ul style="list-style-type: none"> ○ Review of major action items ○ Summer meeting location/planning | John Corbin <i>NTIMC Chair</i> |
| | Adjourn | |

Attendees

Dick Ashton, **International Association of Chiefs of Police**
Steve Austin, **Cumberland Valley Volunteer Fireman's Association**
Rebecca Brewster, **American Transportation Research Institute**
Dave Bergner, **International Municipal Signal Association**
Blake Blazer, **American Traffic Safety Services Association**
Rebecca Brewster, **American Transportation Research Institute**
Mark Bush, **American Association of State Highway and Transportation Officials**
Joe Charlton, **National Fire Protection Agency**
Donna Clark, **American Traffic Safety Services Association**
John Corbin, **American Association of State Highway and Transportation Officials**
Steve Cyra, **Institute of Transportation Engineers**
Brett Graves, **Science Applications International Corporation**
David Helman, **Federal Highway Administration**
Bill Hinkle, **NTIMC Foundation**
Tom Martin, **I-95 Corridor Coalition**
Joel McCarroll, **American Association of State Highway and Transportation Officials**
T.J. Nedrow, **National Volunteer Fire Council**
Douglas Noble, **Institute of Transportation Engineers**
Nancy Pollock, **Association of Public Safety Communications Officials**
James Slattery, **National Association of Emergency Medical Technicians**
Paul Sullivan, **Science Applications International Corporation**
Jack Sullivan, **Cumberland Valley Volunteer Firemen's Association**
Todd Trego, **American Transportation Research Institute**
Scott Winston, **National Association for State EMS Officials**
Kimberly Vásconez, **Federal Highway Administration**
Mike Zezeski, **American Association of State Highway and Transportation Officials**