

# National Traffic Incident Management Coalition Meeting Summary – September 30, 2008

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## Agenda (Attachment A)

## List of Attendees (Attachment B)

### Participants

Dick Ashton	David Helman
Robert Arnold	Holger Hinsch
Steve Austin	John Leonard
Dave Bergner	T.J. Nedrow
Rebecca Brewster	Doug Noble
Mark Bush	Joel McCaroll
Steve Casstevens	Kevin McGinnis
Joe Charlton	Manny Puentes
Harriet Cooley	Greg Riddle
Steve Cyra	Jack Sullivan
Henry deVries	Todd Trego
Jim Goerke	Kimberly Vásconez
Brett Graves	

### Welcome and Overview of Agenda

#### *John Corbin (Coalition Chair)*

John Corbin welcomed all member representatives of the National Traffic Incident Management Coalition (NTIMC) to AASHTO in Washington D.C. This meeting will serve as an important step for the Coalition as we review and seek concurrence and approval for the strategic plan. At this meeting the Coalition will also recognize and discuss Coalition and member activities in support of the National Unified Goal. The Coalition also recognizes and appreciates the participation of John Leonard in representation of the NCUTCD 6I Subcommittee. John recognized that several members were participating via teleconference. John reviewed called for self introductions and reviewed the agenda, asking members if there were items to be added. Hearing none, Jim Goerke was recognized for a report on Transportation Safety Advancement Group (TSAG) activities.

### TSAG Update

#### *Jim Goerke*

- The next TSAG meeting October 15-16 in Colorado.
- The key focus of the agenda is development of case studies, which will henceforth be an annual activity for the advisory group. 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. Case studies will be of interest to the Coalition, focusing transportation and public safety issues.

- The October TSAG agenda also covers continued efforts to refocus the advisory group; development of the work plan for FY 2009; John Corbin's report on the NTIMC Strategic Plan, and achieving synergy and coordination between the NTIMC and TSAG.

### **Discussion**

- The TSAG is focused on emergency response and communications; NTIMC is focused on bridging incident management operations and programs, so we see overlapping objectives that merit continued coordination. (Corbin)
- Is the TSAG addressing issues related to the FCC and availability of bandwidth? (Bush)
- The FCC and availability of bandwidth is certainly an issue our members are addressing, but the group as a whole has not taken action. (Goerke)

### **NCUTCD**

*John Leonard*

- John Leonard was recognized as the new liaison representing the NCUTCD 6I subcommittee and thanked for his time and efforts to coordinate with the Coalition.
- John Leonard provided an overview of the purpose and activities of the National Committee for Uniform Traffic Control Devices, the Manual for Uniform Traffic Control Devices Section 6 Committee, and the 6I Subcommittee.
- The Section 6I subcommittee provides recommendations to revisions to the FHWA that publishes them for public comment and consideration for incorporation into revised editions of the MUTCD as public law.
- Members of the NTIMC and the 6I subcommittee met to discuss recommended revisions prior to their submittal to FHWA. The group spent several hours working through proposed changes to the MUTCD.
- John summarized the changes agreed upon between the groups that would be provided to the FHWA from the NCUTCD.
- The docket for public comment on proposed changes to the MUTCD Section 6I closed on July 31, 2008.
- The FHWA is in the process of considering recommended changes and the related public comments. The final rule will be published in 2009.

### **Discussion**

- FHWA concern is always that there is consensus among stakeholders, not what is legislated, but how it is conceived by the stakeholders. (Helman)
- Responder and stakeholder groups adopted and submitted similar language related to the required use of high visibility among public safety responders at incidents; public safety groups are encouraged by this consensus hope that FHWA recognizes its significance. (Austin)
- The NTIMC needs to establish a permanent liaison to represent the NTIMC at 6I subcommittee meetings. (Corbin)
- Proposed that the NTIMC liaison could attend winter 6I subcommittee meetings held in Washington, DC, and participate by teleconference during summer meetings, held at various locations around the country. (Leonard)

- Steve Austin nominated Jack Sullivan as the NTIMC liaison to the 6I Subcommittee; conditional upon travel funds being provided.
- 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 Items**

- ✓ Jack Sullivan will serve as the liaison to the NCUTCD 6-I Committee for the Coalition.

### **Strategic Planning**

*Holger Hinsch*

- John Corbin provided the background for development of the strategic plan: First TIM Group formed in 1991; 2004 National TIM Conference; International TIM Scan Tour; NUG Developed; Process initiated for Strategic Plan to build on the cornerstone of the NUG; need to better align with FHWA / USDOT roadmaps for action.
- Holger Hinsch related that strategic planning was a collaborative effort that included an environmental scan, review of strategic plans and roadmaps of related groups, and an in-person facilitated session held in May 2008. The effort resulted in a draft final strategic plan including mission, vision, goals, objectives, and follow-up action items.
- Reviewed the draft strategic plan proposed mission, vision, and goals, objectives, and action items and called for comments.

### **Discussion**

- Suggest we discuss who will undertake each of the proposed action items. (McGinnis)
- Action plans indicate a level of commitment in terms of funding and resource hours, we need to align action items and resources. There are also more unidentified opportunities to collaborate with groups already doing many of the activities identified in the strategic plan. (Noble)
- Much of what the Coalition is doing is coordinating and communicating the activities that member and non-member groups are undertaking. (Corbin)
- Our objective is to flesh out steps in between the strategic plan and proposed action plans. (Helman)
- The staff position identified in objective 1.1 is critical and warrants discussion. (Brewster)
- For potential comparison one full-time staff person handles 85 to 90 percent of annual goes to directly supporting the National Transportation Operations Coalition. (Noble)
- Three groups have historically been at the core of making the Coalition operate: FHWA provides funding, AASHTO manages the contract and program, and SAIC provides administrative support. A lot has changed over the last 6 months in terms of funding resources and support, the group needs to identify a long-term structure for sustainability. (Corbin)
- Public safety groups are undertaking many of the items related to the NUG, including training, these need to be identified in the strategic plan. ResponderSafety.com teaches the NUG; but we are often only teaching to fire fighters. (Austin)
- Less forward progress has been made on NUG activities without communications contract support. (Austin)

- An NTIMC Manager would serve to coordinate day-to-day activities of the administrative support function. (Helman)
- The Coalition needs to re-evaluate the skills needed for staff support of Coalition activities. (Bush)
- There are a lot of TIM products and tools available, the Coalition needs to bring them together to allow them to be adopted and utilized. Need to allow folks to understand the NUG. The Key is the development of these action items in the Strategic plan, with the proper amount of resources and commitment from the group. (Vásconez)
- The status of the Practices and Procedures Task Force or the products developed is unknown. (Sullivan)
- Our goal should be to get the TIM and NUG products out to the responder/practitioner level. The I-95 Corridor Coalition convened a group of 75 troopers, and educated them on Quick Clearance, the NUG, and other TIM practices; this has proven to be successful in changing practices. Identification of champions at a regional level should be our focus. This will enable us to reach the right audience. (deVries)
- There needs to be content, practices, and procedures documented for specific audiences. As long as the content is aligned the principles and practices will advance over time. Communication is the key, how do we get the message to different stakeholder groups. Fostering and advocating a network of champions to carry the message. (Corbin)
- Suggest the group consider using more webinars and distance learning to reach stakeholders in a time when travel and training budgets are shrinking. Also the courses themselves should meet the requirements of continuing education credits. (Noble)
- Need a mechanism to inform the FHWA of Coalition activities and successes. (Austin)
- Suggest we add activities reports to the list of products/activities the Coalition produces. (Vásconez)

### **Action Items**

- ✓ Leadership group will be reconvened, to debrief and finalize the strategic plan before November 1.
- ✓ The NTIMC will be finalized and published for release via email and the NTIMC website.
- ✓ AASHTO and FHWA will develop press releases to announce completion and availability of the Coalition Strategic Plan.
- ✓ The Coalition will convene volunteers via teleconference to develop 3-6 month work plan based on the strategic plan.

### **NUG Implementation**

*John Corbin*

#### *Implementation Status Activities*

- Commend folks in this room to including Steve Austin, Dick Ashton, Rebecca Brewster, and others that fought with ISEA and other groups to get the Public Safety Vest standard developed. The Coalition should be proud of the win.
- The I-95 Corridor Coalition would like to take the lead on developing a second NUG summit on the East Coast. Format would be similar to the first NUG, with listening sessions and facilitated discussion.

- Project is scoped out, I-95 need leadership from this group to participate in scoping out technical content of the workshop.
- Consider domestic scan proposal by November 14 related to programmatic approaches and progress in NUG implementation, responder safety, TIM supporting interoperability.

*Other related activities*

TIM Handbook – Nick Owens

- Overview of TIM Handbook and latest status.

FHWA Projects (handout) – Kim Vásconez

- Summary of projects and status; Knowledge Management Website project highlighted.
- Emphasized need to get Coalition Strategic Plan and FHWA Work Plan coordinated during the June timeframe. FHWA will look to the Coalition to help define some products.

**Discussion**

- Three layers of activities: Communication, Training, and technical development. Suggest we identify relevant activities and how they specifically address the NUG: IDIQ Pieces, TIM Handbook, SHRP-II National Training Strategy, TIM Workshops, TIM Self Assessment, I-95 Safe, Quick, Clearance activities. (Corbin)

**Actions**

- ✓ Contract support will call for and include member NUG related efforts into a matrix for distribution and continued tracking.
- ✓ Contract support will canvas members twice in between each meeting via email to identify NUG related activities, short-term distribution to the group will take place through email and the website; long-term an announcement feature through the website will be sought.
- ✓ Future agendas will include additional time for discussion of NUG related member activities.
- ✓ Coalition members should provide comments to the draft TIM Handbook by October 10<sup>th</sup>.

**NTIMC Foundation**

*Dave Bergner*

- The National Traffic Incident Management Foundation is officially registered as a non-profit corporation in the State of Delaware.
- The next step will be to apply for approval from the IRS for 501c3 status.
- To do this we need to finalize the list of board members, and schedule an inaugural meeting to elect a director and formally approve bylaws.
- Distributed four handouts: board members and needs, draft bylaws, board member description, outreach brochure.

**Discussion**

- Recommend a voluntary request for a donation of a number of dollars to handle future filing fees and costs associated with establishing the Foundation. (Noble)
- There is a need for an interim accounting bookkeeping mechanism. The advice is to seek a voluntary CPA. (Corbin)

**Actions**

- ✓ Donna Clark with contract support will make a final call for additions and comments to the list of Board Members the Foundation Bylaws, as well as recommendations for interim or permanent accountant services.
- ✓ Coalition members will provide all final comments by October 15.
- ✓ Contract support will add the secured domain name to brochure.

**Member Events and Activities**

*All Coalition Members*

- Transportation Research Board Annual Meeting – Sunday meeting, NUG Progress and Next Steps is the theme – Teleconference October 1 for those interested in participating.
- The 2009 National Conference on Transportation Operations for Planned and Unplanned Events will take place March 25-26, 2009 immediately following the Institute of Transportation Engineers (ITE) Technical Conference in Phoenix, Arizona. In order to promote interaction among attendees and presenters, the conference will include: concurrent sessions following three general tracks; Planning, Operations, and Training; poster sessions; discussion circles; and a table-top exercise. One session has been reserved specifically for the NTIMC to discuss NUG progress, the strategic plan, the foundation, and other coalition activities. The final session will discuss a number of on-going TIM/ETO related initiatives from USDOT/FHWA, the National Traffic Incident Management Coalition (NTIMC), ITE, AASHTO, and others.
- Comment period is still open on ITE proposal for Reauthorization which includes mention and aspects of the NUG. (Handout)

**Adjourn**

- The meeting was adjourned at 2:15

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**AGENDA**

<b>Minutes</b>	<b>Topic</b>	<b>Speaker</b>
<b>9:00</b>	<b>Welcome and Overview of Agenda</b>	<b>John Corbin</b> <i>NTIMC Chair</i>
<b>9:10</b>	<b>TSAG Update</b> <ul style="list-style-type: none"> <li>• October Agenda</li> <li>• Case studies</li> </ul>	<b>Jim Goerke</b> <i>TSAG</i>
<b>9:25</b>	<b>NCUTCD-NTIMC Liaison and Update</b> <ul style="list-style-type: none"> <li>• Introduction of National Committee Liaison</li> <li>• Comments to NPA (handout)</li> <li>• MUTCD revisions (handout)</li> <li>• Candidate Liaison to NCUTCD – responsibilities and nomination</li> </ul>	<b>John Leonard</b> <i>NCUTCD</i>  <b>John Corbin</b> <i>Chair</i>
<b>9:55</b>	<b>Strategic Plan</b> <ul style="list-style-type: none"> <li>• Overview of final draft plan (handout)</li> <li>• Review concerns and comments</li> <li>• Actions for approval</li> </ul>	<b>John Corbin</b> <i>Chair</i>  <b>Holger Hinsch</b> <i>SAIC</i>
<b>11:25</b>	<b>NUG Implementation</b> <ul style="list-style-type: none"> <li>• Review (handout)</li> <li>• Implementation status activities</li> <li>• Other related activities (Research Task Force)</li> <li>• I-95 Corridor Coalition NUG Summit</li> <li>• NUG Implementation leadership alternatives</li> </ul>	<b>John Corbin</b> <i>Chair</i>  <b>Henry deVries</b> <i>I-95 CC</i>
<b>12:00</b>	<b>LUNCH</b>	
<b>1:00</b>	<b>NTIMC Foundation</b> <ul style="list-style-type: none"> <li>• Incorporation status</li> <li>• Executive Board (handout)</li> <li>• Organizational and outreach documents (handouts)</li> </ul>	<b>Donna Clark</b> <i>ATSSA</i>
<b>1:30</b>	<b>Membership Committee Update</b> <ul style="list-style-type: none"> <li>• New members</li> <li>• Current member status</li> </ul>	<b>T.J. Nedrow</b> <i>NVFC</i>
<b>1:50</b>	<b>Member Events and Activities</b> <ul style="list-style-type: none"> <li>• Review of related activities</li> </ul>	<b>All Coalition Members</b>
<b>2:05</b>	<b>Conclusion</b> <ul style="list-style-type: none"> <li>• Review of major action items</li> <li>• Winter meeting location/planning</li> </ul>	<b>John Corbin</b> <i>NTIMC Chair</i>
<b>2:15</b>	<b>Adjourn</b>	

**Attendees**

Robert Arnold, **Federal Highway Administration**  
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**  
Mark Bush, **American Association of State Highway and Transportation Officials**  
Joe Charlton, **National Fire Protection Agency**  
Harriet Cooley, **Towing and Recovery Association of America**  
John Corbin, **American Association of State Highway and Transportation Officials**  
Steve Cyra, **Institute of Transportation Engineers**  
Steve Casstevens, **International Association of Chiefs of Police**  
Henry deVries, **I-95 Corridor Coalition**  
Jim Goerke, **National Emergency Number Association**  
Brett Graves, **Science Applications International Corporation**  
David Helman, **Federal Highway Administration**  
Holger Hinsch, **Science Applications International Corporation**  
Joel McCarroll, **American Association of State Highway and Transportation Officials**  
Kevin McGinnis, **National Association of State EMS Officials**  
T.J. Nedrow, **National Volunteer Fire Council**  
Douglas Noble, **Institute of Transportation Engineers**  
Nick Owens, **Science Applications International Corporation**  
Manny Puentes, **ITS America**  
Gregg Riddle, **Association of Public-Safety Communications Officials**  
Jack Sullivan, **Cumberland Valley Volunteer Firemen's Association**  
Todd Trego, **American Transportation Research Institute**  
Kimberly Vásconez, **Federal Highway Administration**