

## **National Traffic Incident Management Coalition Meeting Summary – June 21, 2005**

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### **Welcome and Introductions**

*John Corbin (Coalition Chairperson)*

Mr. Corbin welcomed all members to the fourth meeting of the National Traffic Incident Management Coalition (NTIMC), noting the one-year anniversary for the Coalition. Mr. Corbin reviewed the agenda and requested additional items that members wish to discuss.

### **Status of Coalition Actions**

#### **Membership Task Force Report**

*Jim Goerke (National Emergency Number Association – NENA)*

Mr. Goerke discussed the activities of the Membership Task Force since the last Coalition meeting. The Task Force has had one teleconference to discuss new members and what constitutes a good membership balance. While many organizations may be interested in Coalition membership, it will not be practical to offer membership to all. The goal is to get the “right” members and use other organizations for communicating coalition products, events, and messages. The Task Force considered many organizations and prepared a consolidated list of seven organizations for full Coalition discussion:

- National Association of Emergency Medical Technicians (NAEMT)
- ComCare Alliance
- National Sheriff’s Association (NSA)
- International Association of Emergency Managers (IAEM)
- National Emergency Management Association (NEMA)
- American Public Transportation Association (APTA)
- Public Technology, Inc. (PTI)

Discussions regarding these potential members centered on whether involving them as members would provide a perspective that is currently lacking in the Coalition. Concerns included: allowing the Coalition to grow too large, the focus of the candidate organizations, how including these organizations would impact the perception of the Coalition at the local level (positive or negative), and the likelihood of their participation. It was noted that it may be more effective to involve these organizations in targeted activities (e.g., outreach, events, special subcommittees). The Coalition undertook the following motions:

- A motion to extend membership to the National Sheriff’s Association was introduced by Steve Austin and seconded by Jim Goerke. By a voice vote, the motion carried unanimously.
- A motion to extend membership to the International Association of Emergency Managers and the National Emergency Management Association was introduced by Jim Goerke and seconded by Donna Clarke. By a voice vote, the motion carried unanimously.
- A motion to extend membership to the American Public Transportation Association was introduced by Jim Goerke and seconded by Harriet Cooley. By a voice vote, the motion carried unanimously.

Action items regarding the other candidate organizations are noted below.

The Coalition also reviewed letters to be sent to (1) candidate organizations to solicit their membership and (2) current member organizations to designate a primary representative. It was noted that the letters do not provide details on the qualification for member organization representatives.

*Action Items:*

- The Membership Task Force will continue to consider the National Association of Emergency Medical Technicians (NAEMT), American Ambulance Association (AAA), National Association of EMS Physicians (NAEMSP), Association of Air Medical Services (AAMS), ComCare Alliance, and Public Technology, Inc. for membership. The Task Force will seek additional input for Coalition member Kevin McGinnis on the emergency medical organizations (NAEMT, AAA, NAEMSP, AAMS). The Task Force will prepare another set of recommendations for the next Coalition meeting. Specific issues the Task Force will address are:
  - Which emergency medical organization(s) best represents the community?
  - Is PTI's focus too broad for membership in the Coalition?
  - There are many organizations that represent local interests (e.g., PTI, National League of Cities, U.S. Conference of Mayors, National Association of Counties). If the local interests should be represented in the Coalition, which organization is the right one(s)?
- The Coalition support team will revise the membership letters to include the qualifications for member organization representatives, i.e., an executive level representative who can participate in two to three meetings a year and serve as an official representative of the organization.
- The Coalition support team will prepare a membership invitation letter for the NSA for Harlin McEwen to present to the board at their upcoming national conference.
- The Coalition support team will begin the process of contacting IAEM and NEMA regarding Coalition membership. Steve Austin, Bill Troup, Laurie Radow, and Jim Goerke offered assistance in identifying contacts in each organization.
- The Coalition support team will prepare a membership invitation letter for APTA.

**Personal Protective Equipment Technology Working Group (PPETWG)**

*Steve Austin (Cumberland Valley Volunteer Firemen's Association – CVVFA)*

Mr. Austin noted that the American National Standards Institute (ANSI) has received the Coalition's letter with regard to the new ANSI/ISEA 107-2004 visibility standards. This letter raises the concern that ANSI/ISEA garment provisions and resulting designs do not:

- Enable incident responders (law enforcement and emergency medical services) to access personal equipment, such as fire arms and medical supplies.
- Provide functionality given the large overcoats and pants "turn-out" gear and breathing apparatus worn by fire fighters.
- Adequately address the needs of short-term incident management personnel.

The letter also recommends that following possible solutions:

- Work with the NTIMC and other incident management interests to more fully understand retro-reflective requirements and design criteria that will increase the use of visible equipment/clothing.
- Further revise ANSI/ISEA 107-2004 to designate a 'Public Safety Vest' that meets the design criteria for short-term incident management personnel.

Mr. Austin stated that the letter will be reviewed and circulated in the relevant committee and that it will be addressed at a September 2005 meeting. One concern regarding how the committee would react is the fact that many vest manufacturers sit on this committee. For example, Mr. Austin noted that there have been some recent opinion shifts regarding the color and number of colors (e.g., each responder type wearing a different color) responders would wear at an incident scene. Coalition members were urged to contact the ANSI committee and provide input before the September meeting. Donna Clarke also suggested that a copy of the letter be forwarded to the National Committee on Uniform Traffic Control Devices (NCUTCD) for their consideration.

The Coalition chairperson recommended that the Coalition form a Personal Protective Equipment Technology Working Group (PPETWG) to address and track this issue. The following Coalition members volunteered for this working group: John Corbin, Donna Clarke, Mike Brown, Dave Helman, Bill Troup, and Henry deVries. Harlin McEwen suggested that Dick Ashton be involved for the International Association of Chiefs of Police (IACP). It was also suggested that Hari Kalla, the Federal Highway Administration (FHWA) Manual on Uniform Traffic Control Devices (MUTCD) Team Leader, be involved.

*Action Items:*

- The Coalition support team will distribute a copy of the ANSI letter and contact information for the ANSI point of contact to Coalition members and the NCUTCD so that they can provide input prior to the September meeting.
- The Coalition support team will set up a teleconference of the PPETWG within the upcoming month. Participants will be invited based on interest and recommendations noted above.
- The Coalition support team will include this topic as a standing agenda item for future NTIMC meetings.

## **Public Safety Advisory Group (PSAG) Update**

*Jim Goerke (NENA)*

Mr. Goerke reviewed the current activities of the PSAG. He highlighted the activities of two subcommittees. The Medical Implementation Subcommittee recently sponsored two focus groups to (1) create a vision for the future EMS communications network, and (2) develop an action plan to make that vision a reality. The Local Public Safety Subcommittee is working on an awareness brochure, *Protect Our Protectors with Smart Response Technologies*, which will be reviewed at the next PSAG meeting. Mr. Goerke also noted the PSAG's interest in the U.S. Department of Transportation's (DOT) Next Generation 9-1-1 (NG9-1-1) initiative and recently-passed federal legislation on the topic. The DOT will likely be looking to stakeholder involvement related to legislatively-mandated activities of the initiative. While PSAG's potential role in the stakeholder involvement process is yet to be determined, its interest in this topic centers on the how the technologies for NG9-1-1 can be applied to information sharing of all kinds across the public safety community.

*Action Items:*

- The Coalition support team will include the PSAG update as a standing agenda item.

## **Dissemination of Information to Mainstream First Responder Organizations**

*Steve Austin (CVVFA)*

Mr. Austin proposed that the Coalition and its members begin to disseminate information about the Coalition and its activities to their communities, i.e., “the people on the street.” Mr. Austin introduced four possible actions:

- Establish a presence at trade shows.
- Work to get Coalition member organizations to include the NTIMC logo on their websites.
- Develop a set of presentation materials for Coalition members’ use (e.g., talking points, frequently asked questions, PowerPoint presentation).
- Create a speakers’ bureau/set of articles for publication in associated trade journals/magazines, both electronic and print.

Mr. Austin noted that there should be some urgency in taking these actions so that the member communities can begin to get to know the Coalition.

*Action Items:*

- Communications planning activities are taking place under the scope of the broader communications and outreach activity. Karen Haas will begin working on the talking points and PowerPoint presentation, trade show coordination, and marketing coordination (e.g., articles).

## **Communications and Outreach Planning**

### **Events and Products**

*John Corbin (Coalition Chairperson)*

Mr. Corbin led a discussion of upcoming events and products related to the Coalition.

- **2006 Transportation Research Board (TRB) Annual Meeting.** This year, the incident management event, traditionally held on the Sunday of TRB week, will have a combined theme of traffic incident management and planned special events.
- **2006 Planned Special Events/Traffic Incident Management Conference.** This theme came about as a result of the 2004 Planned Special Events Conference held in New Orleans. Throughout that conference, attendees observed that there is a great deal of similarity between planned special events and traffic incident management, especially where regional and statewide investments are concerned. The intent of the 2006 conference is to have a follow-up to the 2002 National Conference on Traffic Incident Management, with a substantial tie-in to planned special events. Coalition members were in agreement that the link between these two topics is significant. The conference is in the beginning stages of design and volunteers are welcome to help plan the event.

- **Stand Down for Firefighter Safety.** Mike Brown, International Association of Fire Chiefs (IAFC), spoke about this event scheduled for June 21, 2005. The intent of the stand down is to raise awareness of the increase in the number of firefighter line of duty deaths. Some of the material for this event addresses the role of highway incidents on line of duty injuries and deaths. This event may be repeated on an annual basis and could provide the Coalition a partnership opportunity to distribute information about responder safety.
- **Mid-Atlantic Region All-Hazards Forum.** Valerie Kalhammer, American Association of State Highway and Transportation Officials (AASHTO), reported on this event taking place in Baltimore, MD, on October 24-25, 2005. This forum will bring together mid-Atlantic security and emergency management coordinators, vendors, and universities for a trade show and series of topical sessions. The last forum dealt with State emergency plans. These forums were started by the State of Maryland; an initiative to create a non-profit institute to hold these forums in other regions of the country is underway. AASHTO has been invited to participate and is taking this opportunity as one way to coordinate emergency and security activities. The Coalition may want to become involved; this event will be free to public sector participants.
- **PSAG Smart Response Technology Brochure.** Mike Brown, IAFC, provided more detail on this brochure. It is ready to print, pending PSAG approval. The brochure addresses smart technologies that can be utilized at the local level. It will be followed the development of guidelines and policy statements. Organizations that are currently on-line for distribution are the IAFC, IACP, and the International Association of Firefighters. Steve Austin, CVVFA, noted that he can also distribute it in the respondersafety.com traffic incident management information packet.
- **IAFC Fire-Rescue International, August 11-13, 2005, Denver, CO.** Steve Austin, CVVFA, noted that his booth at this conference will include NTIMC information. Volunteers to staff the booth are welcome. Bill Troup, U.S. Fire Administration, stated that he will be participating in a conference session.
- **Institute of Transportation Engineers (ITE) Annual Meeting, August 7-10, 2005, Melbourne, Australia.** Steve Cyra, ITE, stated that the incident management session, which was previously billed as a “roundtable,” is now a panel discussion and that the panel has been set. John Corbin, Coalition chairperson, indicated that it would be desirable to have a report on the recent International Scan Tour.
- **ITS America World Congress, November 8-10, 2005, San Francisco, CA.** Coalition members expressed an interest in presenting the results of the international scan tour at this meeting. Henry deVries, I-95 Corridor Coalition, could present.

*Action Items:*

- The Coalition support team will provide information to the Coalition on the Mid-Atlantic Region All-Hazards Forum as it becomes available.
- The Coalition support team will coordinate with Steve Austin on the number of brochures needed for Fire-Rescue International.
- Steve Cyra will check into the possibility of an international scan tour presentation at the ITE Annual Meeting.
- Valerie Kalhammer will follow-up on the possibility of an international scan tour presentation at the ITS America World Congress.

## Joint Initiatives Communications Planning

*Karen Haas (Manifest, Inc.)*

NTIMC is developing a Strategic Communications & Outreach Plan that identifies specific steps needed to accomplish the near-term communications and outreach objectives that are critical to the success of this fledgling coalition.

Near term communications and outreach objectives are:

- Raise the awareness of the public safety and transportation communities about the need for more effective traffic incident management (TIM) operations. Specifically, initial emphasis is on increasing awareness and education among the members of the associations that are represented in the NTIMC of:
- the need for more effective traffic incident management operations;
- what the NTIMC coalition does;
- organizations that participate in the NTIMC; and
- why the NTIMC is the key national coordination group for TIM issues.
- Promote formation of Regional Incident Management Coalitions

Key messages are:

Key Message #1: Promote a Structured, Regional Approach: NTIMC encourages multidisciplinary regional coalitions to develop structured Regional Traffic Incident Management Programs, and create Regional Traffic Incident Management Plans.

Key Message #2: Create Sustainable Incident Management Programs: Working within the context of the National Incident Management System (NIMS) and Incident Command System (ICS), NTIMC is working to create recognition that multidisciplinary regional TIM programs should be sustained and supported on a policy level.

The plan will provide a detailed work plan for NTIMC communications and outreach activities in the near term (through December 2006), and identify activities planned for the mid-term (through calendar year 2007). The total planning period (through December 2007) mirrors the planning time frame in the NTIMC's Action Plan.

The scope of the plan includes outreach activities and events, as well as communications tools.

The plan is being developed by a Working Group. A draft plan will be presented to the NTIMC at its October 2005 meeting. Members of the Working Group developing the plan include Steve Austin, Rebecca Brewster, John Corbin, Steve Cyra, Harriet Cooley, Linda Dodge, Henry DeVries, Paul Einreinhofer, Jim Goerke, Dave Helman, T. J. Nedrow, Stephan Parker, and Laurie Radow. Karen Haas of Manifest Inc. provides communications consultant support and administrative support is provided by Valerie Briggs of AASHTO and Brett Graves of SAIC.

*Action Items:*

- Karen Haas will plan and coordinate the Communications Task Force meetings for August and immediately prior to the next Coalition meeting.

## **Update on U.S. Fire Administration (USFA) Activities**

*Bill Troup (USFA)*

Mr. Troup provided an update of relevant activities at the U.S. Fire Administration:

- **Study of Emergency Vehicle Warning Lighting Systems.** This study examines how to effectively mitigate through design, technology, and operating practices the disorientation of motorists caused by the day and nighttime use of emergency warning lights. Phase 1 is complete; data collection was difficult because of the way some data has been coded. Phase 2 has been initiated and an informal working group has been established. The General Services Administration (GSA) and the National Fire Protection Association (NFPA) are involved. There has been recent interest in the project from the U.S. Department of Justice (DOJ), as well as continued interest from DOT. The final product is dependant on the funding stream; funding has been piecemeal to date. It is hoped that the final product can be vetted through the relevant standards organizations (e.g., Commission on Accreditation for Law Enforcement Agencies (CALEA), GSA, NFPA). Steve Austin, CVVFA, noted that a recommendation on what color the lights that motorists approaching an incident see would be a very beneficial outcome of this effort.
- **Study of Traffic Incident Management Systems (TIMS).** This study is correlated with the study of emergency vehicle warning lighting systems and the projects are coordinating with each other. The study is finding that European fire services use interesting practices for traffic safety.
- **Partnership with CVVFA.** The USFA and CVVFA are working on a project for recruitment and retention of fire police. The project is being funded by Fire Corps. It is possible that Fire Corps may be a viable way to recruit fire police.

## **European Scan Trip on Traffic Incident Response**

### **Observations from the Tour**

*Henry deVries (I-95 Corridor Coalition)*

Mr. deVries gave a presentation on the recent European scan trip on traffic incident response. This trip was sponsored by AASHTO, the Federal Highway Administration (AASHTO), and the National Cooperative Highway Research Program (NCHRP). It covered England, Germany, the Netherlands, and Sweden. The purpose of the trip was to identify traffic incident technologies and practices that might have immediate or near-term implementation value in the U.S. A summary report was completed on June 1, 2005; a final report is expected from the Texas Transportation Institute (TTI) in September 2005. Recommendations were provided on:

- Program and institutional issues – national incident response policy, on-scene working relationships of incident responders, performance measures, training, and auto clubs.
- Tactical and on-scene operations issues – incident responders, clearance practices, tactical considerations, dispatch practices, response times, and road users upstream of the incident.
- Communications and technology issues – traffic management and information centers and communication practices.

More information can be found in the presentation slides at the NTIMC website (<http://timcoalition.org/?siteid=41&pageid=1380>).

### **Overview of the Draft Implementation Plan**

*John Corbin (Coalition Chairperson)*

Mr. Corbin reviewed the draft implementation plan resulting from the international scan trip. He noted that in the past, scan tours were known for generating great ideas without much follow-through. As a result, a technology implementation plan is now required after each tour. Mr. Corbin noted that there is a need for a hybrid approach focused on local implementation along with the development of national criteria/policy statements. He also stated that while the initiatives may be sponsored by transportation, some of the more complex issues may need to be focused on the public safety side (e.g., emergency responder visibility). The implementation plan consists of five activity areas:

- Leveraging Partnership with the Existing NTIMC (e.g., seeding scan tour findings into a series of webcasts, linking the scan tour into briefings on the Coalition).
- National Organization Building and Adaptation of NTIMC (e.g., developing a business model to take the Coalition to next level (e.g., non-profit organizational status)).
- Internationalizing the Coalition (e.g., provide international affiliate status to the representatives of the countries visited; partnering with organizations in Europe to convene an international summit).
- Immediate Knowledge Sharing Opportunities (e.g., Coalition meetings, TRB, local presentations)
- Rapid Deployment Projects (e.g., incorporate findings into the National Incident Management System (NIMS) highway integration incident project; create a national “Survive Report”; developing a database

of vehicle blueprints, explore the concept of a national traffic management/information center function; convene a summit on towing and recovery and auto clubs to address the scan tour results; produce a demonstration of some of the tools and technologies seen on the scan tour).

Combined, these activities represent about a \$1 million level of effort. The scan tour group will be meeting in the upcoming month to discuss next steps. Actions will be driven by the interests of the sponsors and stakeholders, but the Coalition is seen as a valuable resource in terms of being able to proactively address the trip recommendations.

In response to this presentation, Harlin McEwen, IACP, noted that government budgets will continue to get tighter across the board. He noted that in order to successfully implement initiatives like these, different thinking will be required. The case needs to be made for improvements that can save lives more efficiently with less people (i.e., saving money in the process). David Helman, FHWA, also noted that one of the big surprises of the scan trip was the high level of involvement of the private sector.

*Action Items:*

- The Coalition support team will post a copy of the scan tour presentation to the NTIMC website.

## **Research and Knowledge Management**

### **FHWA Traffic Incident Management Community of Practice**

*Laurie Radow, FHWA*

Ms. Radow reviewed the status of the FHWA Traffic Incident Management Community of Practice (CoP) website. The CoP website will connect and serve practitioners in the key communities involved in traffic incident management. The purpose of the website is to share all aspects of traffic incident management with all groups having traffic incident roles and responsibilities. It is being established through AASHTO and FHWA. The CoP website will go through the FHWA server, but will be hosted by AASHTO. The intent is to make it as inclusive and unimposing as possible. Coalition members may be called upon to serve as content experts and facilitators.

### **Simplified Guide to Incident Command Systems for Transportation Professionals**

*Laurie Radow, FHWA*

Ms. Radow distributed draft copies of the Simplified Guide to Incident Command Systems (ICS) for Transportation Professionals. This guide introduces the ICS to stakeholders who may be called upon to provide specific expertise, assistance, or material during highway incidents but who may be largely unfamiliar with ICS organization and operations. Ms. Radow asked participants not to share the current draft. She noted that the final guide should be published this summer and that FHWA will be promoting it from Labor Day through Thanksgiving.

### **I-95 Corridor Coalition NIMS Integration Project**

*Henry deVries, I-95 Corridor Coalition*

Mr. deVries explained that the focus of this project is to provide information on NIMS to the transportation community. The project team is reviewing the National Highway Institute's (NHI) work on the NIMS familiarization course and will augment it with additional information. This project's product is a training module that will be piloted five times in the I-95 Corridor Coalition. The training module may also be

extendable to other parts of the country if the pilot workshops are successful. The training will focus on the transportation community first (e.g., traffic operation centers), since this community has had little or no training in NIMS to date. Harlin McEwen, IACP, suggested that someone from the public safety community provide information on ICS and that information should be fed back to FHWA so that the NHI course can be updated.

### **NTIMC Research Compendium**

*Virginia Dick, American Transportation Research Institute*

Ms. Dick stated that the most recent version of the research compendium is posted to the Coalition website at <http://timcoalition.org/?siteid=41&pageid=594>. She noted that the compendium is a living document and asked participants to provide additional sources and documents as necessary. Karen Haas, Manifest Inc, suggested that the compendium be organized by topic in reverse chronological order (by publication) in order to facilitate user search. (The compendium is currently organized by author.) Dave Helman, FHWA, suggested that that information be presented both ways so that a user could search based on author as well.

#### *Action Items:*

- Virginia Dick will provide two formats for the research compendium to facilitate user search (by author and by topic in reverse chronological publication date).

### **NCHRP Projects of Relevance**

*Valerie Kalhammer, AASHTO*

Ms. Kalhammer provided an update on the NCHRP projects in the absence of Mr. Stephan Parker, NCHRP. A handout of current and pending projects relevant to the Coalition was provided to participants in their meeting package. Ms. Kalhammer noted that there are a variety of products to be soon completed – the Guide for Emergency Transportation Operations; Guidelines for Conducting Emergency Training Drills, Simulations, and Exercises; and Transportation Agency Continuity of Operations Plans. The Coalition will continue to monitor these projects and bring them to the attention of Coalition members, particularly when there are opportunities to participate in project panels. Ms. Kalhammer solicited interest for sitting on project panels and noted that there is an application procedure that needs to be followed.

#### *Action Items:*

- The Coalition support team will include NIMS and traffic incident management integration as a standing agenda item for the Coalition.
- Valerie Kalhammer will work on Henry deVries' nomination for an NCHRP panel.

### **Conclusion**

*John Corbin (Coalition Chairperson)*

The meeting was closed with a review of the action items captured (these are listed under each agenda topic). The next meeting will take place in September/October 2005, depending on the PSAG schedule. Mr. Corbin thanked all speakers and participants for attending.

## Participant List

Steve Austin, **Cumberland Valley Volunteer Firemen's Association**  
Bill Anderson, **ITS America**  
Bill Baker, **ITS America**  
Mike Brown, **International Association of Fire Chiefs**  
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**  
Brett Graves, **Science Applications International Corporation**  
Karen Haas, **Editors Inc.**  
David Helman, **Federal Highway Administration**  
Valerie Kalhammer, **American Association of State Highway & Transportation Officials**  
Harlin McEwen, **International Association of Chiefs of Police**  
Stephan Parker, **Transportation Research Board**  
Laurie Radow, **Federal Highway Administration**  
Bill Troup, **US Fire Administration**  
Karen Weiss, **Science Applications International Corporation**