

National Traffic Incident Management Coalition Meeting Summary – February 20, 2008

Agenda (Attachment A)

List of Attendees (Attachment B)

Participants

Bob Arnold
Dave Bergner
Rebecca Brewster
Mark S. Bush
Donna Clark
Harriet Cooley
John Corbin
Steve Cyra
Henry deVries
Jim Goerke
Brett Graves
David Helman

Ken Kobetsky
Doug McClendon
Kevin McGinnis
Charles Meyer
T.J. Nedrow
Nancy Pollock
Laurie Radow
Neil Schuster
James Slattery
Todd Trego
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) to the Washington Plaza Hotel. Mr. Corbin recognized the American Association of Motor Vehicle Administrators (AAMVA), International Municipal Sign Association (IMSA), and the National Association of Emergency Medical Technicians (NAEMS). Mr. Corbin also introduced Mark Bush who will be replacing Charles Meyer as the AASHTO Contract Support Manager.

Public Safety Advisory Group (PSAG) Update

Jim Goerke (PSAG/NENA)

Over the past year the PSAG has been dealing with a maturing and strategic development process. Now the group is implementing structure and focus with the support of the Department of Transportation (DOT). The PSAG is considering changing its name to better reflect it's the issues it addresses. The Membership Committee identified three areas of interest for the group to focus on: Law Enforcement, Emergency Management, and Technology and Telematics. The Membership Committee is currently seeking a representative from the academic research community to join the group. The PSAG is also considering the feasibility of sponsoring an annual workshop, which would include TIM elements, possibly in association with the September meeting.

Discussion:

- * The name change will give the group the ability to better define itself, and will allow for development of succinct talking points to better explain who we are to communities of interest. (Nedrow)
- * Notes that the NTIMC has and will continue to look towards the PSAG as a partner, and “older sibling”, as the two groups share a common membership and areas of interest. Having “public safety” in the name was an indication that this was the only group of public safety representatives that provided council directly to the DOT. The general impression is that the PSAG will continue to have more of a technology and telematics focus; this will help define the edge of interface between the two groups. (Corbin)

NUG Implementation Task Force Progress Reports

Karen Haas (Manifest Inc.)

Two NUG Implementation Task Forces currently are active under the auspices of the NTIMC:

- * The NUG Practices and Procedures Task Force; and
- * The NUG Training Task Force.

Products already developed by the Training Task Force include:

- * Multidisciplinary Core Competencies- An outline developed by the Training Task Force that lists the core competencies that responders from all disciplines need to have in order to perform competently as part of a TIM team; and
- * A Statement on Skill Development which has been posted in the training section of the NTIMC web site.
- * The Training section of the NTIMC web site.

Products already developed by the Practices and Procedures Task Force include:

- * The Resources section of the NTIMC web site.

The Practices and Procedures Task Force has four active subcommittees that are charged with developing multidisciplinary practices and procedures on various topics. The subcommittees are: towing, clearance, traffic control, and service patrols.

Handouts:

NTIMC NUG Implementation Task Forces Deliverables Schedule February 2008

Towing Issues and Key Questions

How does NTIMC Serve the Traffic Incident Management Community?

Discussion:

- * Thanks for the tremendous effort by work group volunteers to develop the NUG products. The effort has resulted in a document outlining Multidisciplinary TIM Core Competencies. (Nedrow)
- * Many stakeholder groups and Coalition members have certification and accreditation processes already in place. No one has ever outlined multi-disciplinary TIM core competencies. Recognize that getting to certification will be a challenge, not just certification for one discipline for all disciplines. (Corbin)

- * The Coalition needs to come to a consensus on how to reconcile what the NUG training working group has done and what will be accomplished by the SHRP-II Training certification research area. The efforts are complementary; SHRP-II will be calling on the NTIMC for input into research problem statements and developed products. (Brewster)
- * On March 13, 2008 the training working group will be meeting with SHRP-II, the I-95 Corridor Coalition, and other groups engaged in TIM related training efforts and activities. The purpose of the teleconference will be to ensure that a coordination plan is in place between NUG training and other related efforts. A statement on skill development is posted on the www.timcoalition.org but was not developed for certification. (Haas)
- * The I-95 Corridor Coalition is holding meetings to look at TIM teams on a State to State basis; the I-95 Corridor Coalition is keeping NUG going from an operations standpoint. (deVries)
- * The key is to determine how to most effectively distribute our work to people in the field. The Coalition is getting a good sense today of the progress being made with last four years of work. (Corbin)
- * The group needs to recognize EMS separately from fire services. Also advocate that the American Ambulance Association should be a member. (Slattery)
- * Recognized that we are still probably missing some stakeholders on the Coalition from the EMS perspective, we continue to seek this representation. The National Volunteer Fireman's Council (NVFC) actually is tasked to represent emergency medical services, but this is challenging to implement. (Nedrow)
- * The NTIMC is not significantly addressing this issue of prompt, reliable, interoperable communications, suggest this will be discussed during tomorrow's TSAG meeting, along with how the two groups can coordinate on addressing the issue. (Corbin)
- * Noted that a lot of products will be coming out in April 2008, we'll have the first multidisciplinary information on core competencies. That timeframe will provide a good opportunity for an executive level workshop before the next meeting. (Corbin)
- * There has been lot of interest in the I-95 Corridor Coalition QuickClearance Tool kit and Training products, hopefully the Secretary of Transportation will recognize the value and advocate this training. The I-95 Corridor Coalition is developing a training course for law enforcement which will be delivered in Pennsylvania and New York. The 3D training tool can provide training in discipline specific areas; in the future we envision developing training for Fire and EMS. (deVries)
- * The Coalition should consider providing some way for various audiences to provide input during the development of any training for traffic incident management. (Kobetsky)

Action Items:

- ✓ J. Slattery will provide a point of contact to B. Graves for the American Ambulance Association.
- ✓ B. Graves will follow up with contact and reference publications being produced by the NTIMC and its task forces.

MUTCD 6-I Applications

John Corbin (Chair)

The National Committee for Uniform Traffic Control Devices (NCUTCD) has strongly encouraged the FHWA to include detailed typical applications of response setups to incident scenes in the Notice of Proposed Rulemaking for the Manual for Uniform Traffic Control Devices (MUTCD). The Coalition has advocated against the inclusion of scene management typical applications within the MUTCD until an appropriate level of input can be provided from traffic incident responders, particularly those in the public safety field.

The Coalition recognizes that its effort is building consensus among incident scene responders and envisions a day when vehicle orientation is discussed and determined using a consensus format with research to View by the NTIMC. Implementing typical applications could negatively affect the relationship and trust built among stakeholders to date as a result of this forum.

Three possible courses of action:

1. Reciprocating membership between the NCUTCD and the NTIMC.
2. Using a 3rd party to convene a joint task force to review and consider alternate courses of action related to typical applications for traffic incident management.
3. Appointing a representative from the NTIMC to the Temporary Traffic Control subcommittee of the NCUTCD and having a member of the NCUTCD participate on the NUG Practices and Procedures task force.

Discussion:

- * The typical applications were revised by the NCUTCD to show a crosshatched “incident area” instead of vehicle placement. None the applications have a freeway context, mostly secondary, divided highway, two lane roadways. (Helman)
- * The Coalition should submit formal comments if the consensus is that typical applications not be included in the MUTCD. To clarify MUTCD process, after rule making, standards are typically required to be adopted within two years. The MUTCD is the minimum standard States often develop more strict guidelines. (Arnold)
- * We need to remain cognizant of the fact that once typical applications for incident scenes are even organized into document form, concerns will be raised by public safety groups about the potential for liability cases. The SHRP-II and NCHRP 20-59 research programs will provide appropriate settings for further discussion and assessment of typical applications related to traffic incident management. (McGinnis)
- * The current version (2003) must be adopted by 2009. A lot of consensus building needs to take place on the typical applications by 2015. (Helman)
- * There is nothing typical in an incident scene. The concern is that putting into paper will jeopardize public safety actions after the fact to raise the potential for liability suits. (Nedrow)
- * Suggest that both the NTIMC and the NCUTCD would still benefit from longer term coordination and communication. Anticipate more structure will be added to the MUTCD in the future that we will require coordinated input. (Meyer)

- * ATSSA has connections with the NCUTCD. ATSSA leadership has encouraged them to adopt the NCUTCD typical applications. My recommendation is to assemble a joint task force between the two groups (alternative number 2). (Clark)
- * Agrees with alternative number two, the effort requires more than just exchanging members, we need a broad based group around a table to discuss the issues in detail. Until we do that we do not know if there are typical applications that stakeholders can agree to or not. (McGinnis)
- * Suggest alternative number 2. (Cooley)
- * Joint task forces need to be convened before July. Suggest that a third party facilitator lead the discussion. (Clark)

Action Items:

- ✓ D. Clark will convene a joint Task Force between NCUTCD TTC and the NTIMC Practices and Procedures working group. Anticipate 3 meetings:
 1. Mutual exchange of information and perspectives, in the contextual array of projects that are ongoing. Resulting deliverable should be a set of issues and concerns.
 2. Critical review of typical applications to identify the least and most contentious issues.
 3. Decide how to move forward.
- ✓ B. Graves will draft comments that are brief and vague and supportive of chapter 6-I as published for comment in the Notice of Proposed rulemaking.

Handout:

Typical Applications for Traffic Incident Management – One-page summary.

Business Model Summary

Rebecca Brewster (ATRI)

Background

ATRI was tasked with considering and recommending a potential business model to identify long-term financial support solutions for the Coalition. Being an ad hoc group of Association and stakeholder groups, the Coalition's strength comes from its ability to discuss issues from a multi-disciplinary perspective, and affect change through the member leadership structure. For several reasons the direction of the Coalition is to progress towards a separately incorporated fund to continue to operate.

Questions answered in Business Model:

How do you fund the group? Through a separate Board of Directors made up of representative of the NTIMC members organizations.

How do we raise funds? Need to determine a way to raise funds that does not require contributions from each individual member organization.

Discussion:

- * Neither of these issues will be resolved today, but we have achieved a consensus that we should incorporate a separate entity. Suggest the next step is to task a support contractor implementing the incorporation process. (Brewster)
- * Thank you to Rebecca for her time in developing the business plan and next steps. A support contractor or subgroup needs to propose specific details of the board, for example who appoints the chairman, how long are terms, etc... This calendar year, we need to get the executive group formed, and determine where we are going including and beyond the NUG. (Corbin)
- * Consider development of an annual operating budget for the Coalition. (Cyra)
- * The Strategic plan will help define how much funding is needed for future operation. (Meyer)
- * Suggest we develop basic strawman ideas for funding sources by June. Recommend convening a working group to help identify resources and ideas. (Corbin)

Action:

- ✓ B. Graves and R. Brewster will convene a task force to discuss the Strategic Summit to take place in April/May. Volunteers include: R. Brewster, S. Cyra, M. Bush, T.J. Nedrow, H. deVries, and an FHWA Representative (D. Helman, K. Vasconez).

Strategic Planning

John Corbin (Chair)

Brett Graves (SAIC)

The objective of this effort is to develop an approach to ensure the National Traffic Incident Management Coalition (NTIMC) continues positive momentum and appropriate direction in carrying out strategies specified in the National Unified Goal (NUG) and the coalition mission and vision. Specifically the strategic plan will identify activities and deliverables to support continued adoption and deployment of the NUG, position the Coalition to serve as the key force in supporting implementation of the FHWA ETO Program and future reauthorization activities, and identify the deliverables needed to maintain funding for and accountability to stakeholder interests. The resulting strategic plan will align with existing national level traffic incident management (TIM) activities national and focus on areas the Coalition can influence.

Discussion:

Reactions to developing a strategic plan:

- * A targeted environmental scan is a critical part of a strategic plan.
- * The Coalition is doing a lot of good work, the strategic plan will direct the group to the goals established.
- * Keeping this as a reasonable time-frame; perhaps a strategic planning exercise goes into the bylaws as a routine activity.
- * Incorporate all products and activities products developed to date by the Coalition.
- * There is redundancy in TIM activities nationally with a number of products available online. The Coalition should be formulating the blue print and final structure of all TIM activities.

- * During the strategic planning process the coalition will have a lot of revelations about the group. The NTIMC may actually be a strategic part of how the country will finance roadways in the future, due to its impact on congestion pricing for example.
- * Need to determine our ultimate audience, and determine what deliverables will impact them the most.

Reaction to tasks in the draft Statement of Work:

- * Address activities related to communicating the NUG to public safety groups.
- * Include SAFECOM in the environment scan.
- * Include references and coordination with the TSAG representatives in the planning effort.

Action Items:

- ✓ Convene a Subgroup, NTIMC Leadership Team, Brewster, Dave Bergner, Helman, M. Bush, H. deVries, PSAG Representatives (J. Goerke, D. Gainor, R. Fisher, N. Pollock).

Research Task Force

TIM Plus - Kevin McGinnis (NASEMSD)

The paperwork to initiate the task has been signed, and the panel will be convened when feasible. It is important to coordinate efforts so that groups are not duplicating effort with regards to research and activities of the Coalition.

SHRP-II – Rebecca Brewster (ATRI)

Final negotiations are taking place with the research contractor, work will commence soon with the reliability project on training and certification. An Expert Task Group (ETG) will develop an RFP, select a contractor, and a Reliability Oversight Committee will be formed to monitor the effort. Henry deVries and Steve Austin are on the Expert Task Group.

Discussion:

- * One of the initial activities by the Research Task Force was development of the Research Compendium; suggest we update that as part of the Strategic Environmental Scan. (Corbin)
- * An update to the FHWA Traffic Incident Management Handbook is underway; this group will be asked to review drafts and provide comments. Anticipating portions needing review by the end of the fiscal year. (Helman)
- * The Focus States Initiative for Traffic Incident Management Performance Measures will be developing an outreach documents for the TIM community to use in promulgating the information. (Brewster)
- * NCHRP 20-59 (23) A Guide to Emergency Response Planning at State Transportation Agencies. This effort affords NUG and NTIMC outreach opportunities. A report on its progress should be included in the June agenda.

Action Items:

- ✓ B. Graves will include an update on NCHRP 20-59(23) on the June agenda.

High Visibility Garments

Steve Austin (CVVFA)

The group was shown a letter from Richard Capka (FHWA) that recognized the concerns expressed about Federal requirements for high visibility clothing. The letter notified Steve Austin that upon review of ANSI/SEA 207-2006 – Public Safety Vest that it has been included in the Notice of Proposed Rule making the standard for high visibility garments. Mr. Austin thanked representatives from the FHWA for this acknowledgment and inclusion.

Discussion:

- * Recommend that the Coalition provide formal comments supporting this inclusion. (Corbin)
- * Suggested the Coalition begin an effort to track each of our successes, including items like this letter in that record. (deVries)

Action Items:

- ✓ B. Graves will draft formal comments supporting Public Safety Element inclusion in the proposed language for 2009 MUTCD. Ensure the letter aligns with Jack Sullivan's comments.
- ✓ C. Meyer will convene email dialogue on potential for press release to document project successes.

NTIMC Outreach Calendar

Karen Haas (Manifest Inc.)

Ms. Haas distributed a copy of the Coalition outreach calendar. She requested that members provide items to add to the calendar by March 1, 2008. John Corbin recognized the importance of identifying opportunities for outreach activities.

3rd Conference on Managing Travel for Planned Special Events

Steve Cyra (HNTB)

Planned special events can be characterized as event management, weather, traffic incidents, work zones, or planned events. A key to the workshop will be discussing common elements among how these events are handled. The planning group is considering holding the conference in the spring of 2009. Having the event in the spring allows the opportunity to include information about a major event that is taking place in Vancouver British Columbia in February 2009.

Conclusion

The next full Coalition meeting will take place on June 18, 2008.

In September the TSAG is meeting at the National Rural ITS meeting in Anchorage, Alaska. This will be discussed at tomorrow's TSAG meeting. The Coalition leadership will discuss the September meeting date and location at the leadership debrief.

February 20, 2007
9:00 AM – 3:00 PM EST

Washington Plaza Hotel
10 Thomas Circle, N.W.
Washington, DC 20005



AGENDA

9:00	Welcome and Overview of Agenda <ul style="list-style-type: none"> * Introduction of new members 	John Corbin <i>NTIMC Chair</i>
9:15	PSAG Update <ul style="list-style-type: none"> * Work plan * Naming/branding * Publications and outreach * Strategic plan 	Jim Goerke <i>PSAG</i>
9:30	NUG Implementation Task Force Progress Report <ul style="list-style-type: none"> * Practices and Procedures Task Force * Training Task Force * Vehicle placement typical applications 	Karen Haas <i>Manifest Inc.</i> T.J. Nedrow <i>NVFC</i>
10:15	MUTCD 6-I Proposal for Typical Applications <ul style="list-style-type: none"> * Status and history * Coalition alternatives 	John Corbin <i>NTIMC Chair</i>
10:45	Business Model Development Project <ul style="list-style-type: none"> * Support to pursue incorporation for the funding entity * Governance * Fundraising strategies 	Rebecca Brewster <i>ATRI</i>
11:15	NTIMC Strategic Plan Development <ul style="list-style-type: none"> * Proposed general approach and tasks * Estimated schedule * Determine a steering group 	John Corbin <i>NTIMC Chair</i> Brett Graves <i>SAIC</i>
11:45	Research Task Force <ul style="list-style-type: none"> * NCHRP 20-7 (TIM Plus) * NCHRP 20-59 	Kevin McGinnis <i>NAEMSO</i> Rebecca Brewster <i>ATRI</i>
12:00	Lunch	
1:00	High visibility garments	Steve Austin <i>CVVFA</i>
1:30	Member Events and Activities <ul style="list-style-type: none"> * 3rd Conference on Managing Travel for Planned Special Events * Review of related activities 	Steve Cyra <i>HNTB/ITE</i> All Coalition Members
2:30	Conclusion <ul style="list-style-type: none"> * Review of major action items * June/September meeting location/planning 	John Corbin <i>NTIMC Chair</i>
3:00	Adjourn	

Attendees

Robert Arnold , **Federal Highway Administration**
Dave Bergner, **International Municipal Signal Association**
Rebecca Brewster, **American Transportation Research Institute**
Mark Bush, **American Association of State Highway and Transportation Officials**
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**
Steve Cyra, **Institute of Transportation Engineers**
Henry DeVries, **I-95 Corridor Coalition**
Jim Goerke, **National Emergency Number Association**
Brett Graves, **Science Applications International Corporation**
Karen Haas, **Manifest Inc.**
Kevin McGinnis, **National Association of State EMS Officials**
Doug McClendon, **American Automobile Association**
Charles Meyer, **American Association of State Highway and Transportation Officials**
T.J. Nedrow, **National Volunteer Fire Council**
Nancy Pollock, **Association of Public-Safety Communications Officials International**
Laurie Radow, **Federal Highway Administration**
Neil Schuster, **American Association of Motor Vehicle Administrators**
James Slattery, **National Association of Emergency Medical Technicians**
Todd Trego, **American Transportation Research Institute**
Bill Troup, **US Fire Administration**
Mike Zezeski, **American Association of State Highway and Transportation Officials**