

## MEETING SUMMARY

### Attendees

Steve Austin, CVVFA	Rich Toulson, CVVFA
Harriet Cooley, TRAA	Bill Troup, USFA
John Corbin, AASHTO	Kim Vasconez, FHWA
Paul Jodoin, FHWA	
Tim Lane, FHWA	*****
John Leonard, NCUTCD Liaison	Tom Dickson, Florida DOT
Tom Martin, I-95 Corridor Coalition	Chief Gary Lindsey, Dallas Sheriff's Dept.
T.J. Nedrow, NVFC	Paul Mannix, Florida Turnpike Ent.
Nancy Pollock, APCO	Erik Mawga, AASHTO
Kelley Pecheux, ITS America	Meredith McDiarmid, NCDOT
Eric Rensel, Gannett Fleming	Thomas E. Melville, Indiana State Police
Angela Roper, TRAA	Bob Murphy, Florida DOT
Jim Slattery, NAEMT	Keith D. Williams, FHWA
Jack Sullivan, CVVFA/NCUTCD Liaison	David Wolfe, PennDOT

### Welcome and Introduction

John Corbin welcomed all participants and called for self introductions. John reviewed the agenda and called for additional items that members wished to discuss. Jack Sullivan confirmed that the Coalition would discuss the TIM Typical Applications. John announced that Nancy McNabb has accepted another position, and will no longer represent the NFPA on the Coalition.

### **Action Items:**

- ✓ Coalition support will develop a letter requesting appointment of a new representative from the NFPA and forward to the Chair for consideration and approval.

### Member/Partner Updates

#### **TSAG – Brett Graves for Nancy Pollock**

- Convening the NG9-1-1 *What's Next* forum this week (September 23-24 in Washington DC). The Forum is being offered via T3 Webinar, through the USDOT Volpe Center.
- TSAG has been invited by RITA to provide additional input to the RITA 5-year Strategic Research Plan. This will take place during a listening session likely being scheduled for the 1<sup>st</sup> week of October.
- Filling vacancies in Law Enforcement, Technology and Telematics, and Academic and Research.

***NTIMC Foundation – Brett Graves for Bill Hinkle***

- Bill Hinkle has confirmed that Tom Kerns, Executive Vice President at ITS America has volunteered to help file and confirm IRS tax exempt status for the NTIMC Foundation.

***Action Items:***

- ✓ Coalition support will request an update from Bill Hinkle on how the foundation will move forward with volunteer support from Tom and the anticipated timeline.

***FHWA Update – Kim Vasconez***

- Distributed FY2011 ETO Unit Plan Highlights and FY2011 ETO Activities and Performance Measures (action plan to accomplish the Unit Plan).
- Referenced members of the FHWA ETO and TIM team: Paul Jodoin, Tim Lane, Laurie Radow, Jawad Paracha, and Ray Murphy.
- The TIM workshops are being planned for 15 locations around the country. Paul and Tim continue to work with Rebecca Brewster and other members around the table to deploy TIM workshops.
- Keith Williams and Tim Lane have been working with the IACP on an interagency agreement. IACP has agreed to set up a TIM Working Group meeting. The FHWA also plans to do the same with Fire and Rescue representatives, particularly CVVFA and the USFA.
- FHWA will develop functional discipline-specific descriptions from a national perspective to include protocols and doctrines relevant to training architecture standardization, performance objectives, and curriculum.
- The FHWA is describing TIM as a new discipline, similar to Urban Search and Rescue. We are going along like the national response framework and will need to determine how folks will work together.
- FHWA plans to hold another TIM PSE Conference in FY2011 in coordination with the International Chiefs of Police meeting in October in Chicago, IL.
- FHWA is planning to modify and develop a new baseline for the TIM Self Assessment mechanism. Will update components on TIM performance metrics.
- FHWA plans to expand the TIM Knowledge Management website to add sections on safety service patrols, and quick clearance laws.
- FHWA is seeking experts and jurisdictions ready to host peers for the TIM P2P Program.
- FHWA is conducting research on cost management and cost recovery strategies for local/State jurisdictions in recouping funding for TIM Operations.
- FHWA is looking at vehicle-to-vehicle and vehicle-to-infrastructure elements in researching potential IntelliDrive applications related to TIM with the Turner Fairbank Highway Research Center.
- FHWA is determining how to best integrate law enforcement systems (CAD or other) into transportation management centers.

- FHWA will propose an international scan, but recognizes there was one already conducted on TMC and law enforcement to learn how they work in Europe.

**Discussion:**

John Corbin - This is an ambitious work plan for FHWA, with a great set of objectives and projects. A good question to ask ourselves is: What makes a good TIM program? John offered a challenge to NTIMC members to identify 2 or 3 items that the NTIMC should proactively offer to support FHWA on. Encouraged members to review each of the National Unified Goal strategies and identify how we can facilitate improvement of TIM programs in those areas.

**Action Items:**

- ✓ Ray Murphy will help look into the TIM pooled fund that was intended to help fund TIM Best Practices this year.
- ✓ Coalition Support will remind the Leadership group of the challenge and determine if there is an action item.

**ATRI – Rebecca Brewster**

- Looking for opportunities to highlight Coalition activities on the ATRI satellite radio program. Contact Rebecca Brewster with ideas.
- Scheduled a show for mid-November to discuss the result of the NUG summit; details to be distributed via email.

**ITE – Doug Noble**

- ITE's office has moved to 1627 I Street, NW in Washington D.C.
- ITE's Technical Conference and Exhibit is April 3-6, 2011 at the Walt Disney Swan Resort in Lake Buena Vista, Florida. The conference theme is focusing on the goal of zero road fatalities. The conference will be drawing on international experience in addition to content from North America. While the preliminary program is now under development, we do expect there to be sessions on traffic incident management and other topics of interest to NTIMC members.
- ITE has available through its bookstore the new Highway Safety Manual in addition to many other publications.

**NAEMT – Jim Slattery**

- The NAEMT board has become more aware of this Coalition. The organization is very grateful and thankful for past efforts to improve safety for EMTs, such as the public safety vest and support of move over laws.
- New concern is getting actual convictions on move over laws; many are not holding up in court. NAEMT is working to determine what can be done to better enforce and convict under these laws.

**NVFC – T.J. Nedrow**

- Considering ways the NVFC can extract more information out of TIM efforts. Suggest we start driving TIM from the bottom up. We have looked at parent organizations to start taking care of the responders, we need to give them the rules and allow them to abide by them.

- T.J. will work with FHWA and the TIM Network on their blog.
- NVFC will have a spot on a Traffic Control and Management Protocol Committee to help establish standards. As an organization we strongly support the need for standards and how practitioners should operate in the field.

**CVVFA – Steve Austin**

- Overcoming institutional barriers for Fire Departments to erect Advance Warning signs. Funding provided by National Fallen Firefighters foundation. Output is a training video and Standard Operating Procedures for fire departments.
- Driver Behavior Study. How do drivers react when they see responders working on the highways? Part of a cooperative agreement with the US Fire Administration and USDOJ.
- National Distribution of Move Over, Slow Down PSA. Need partners with relationship in the media.
- NUG Training for Emergency Responders sponsored by FHWA. A number of offerings to responders and executive review sessions for leadership.

**TRAA– Harriet Cooley**

- Distributed copies upon request of a packet for entry level towers. If you would like copies please contact Harriet. TRAA is looking to expand our core audience to get to those that serve on the road. We are distributing information on the TRAA website, Facebook, and via Twitter.

**NENA– Jim Goerke**

- Continues to spend time working on standards and practices associated with Next generation 911. Meeting in Minneapolis in the spring for a work session. What's Next Forum description – 4 responder communities, and brief them on NG911 and opportunities...taking place on Sept 23 and 24.

**USFA– Bill Troup**

- The USFA is partnering with the FHWA to update the TIM manual, which will comport with the MUTCD. We are also partnering with the Department of Justice and released a best practices document that expands the fire service document to make it applicable to law enforcement responders.

**ITSA – Kelley Pecheux**

- Engaged with TSAG on *What's Next Forum*. Anticipate developing 4 whitepapers, one for each responder group.

## **Leadership Elections**

**Rebecca Brewster –**

The Coalition Bylaws require that the leadership team (6 positions) include representatives from five distinct disciplines: transportation, law enforcement, fire, EMS, and towing and recovery.

Rebecca explained that the Nomination Committee attempted to identify new individuals for involvement in the Coalition through the leadership team in order to broaden the Coalition's universe beyond those of us who have been shouldering the bulk of the responsibility for many years. Hence, you'll see that our nominees include individuals who have institutional knowledge as well as newcomers representing practitioners in the required disciplines.

A list of recommended nominees was distributed: Chair – John Corbin; Vice Chair – T.J. Nedrow; Vice Chair – Ira Promisel; Leadership Team – Scott Winston, Mike Scott, and Steve Souder. Nominees were given an opportunity to highlight experience and interest. John Corbin called for any other nominees, with none put forward.

Doug Noble motioned that the recommended nominees be approved by the Coalition; the motion was seconded by Harriet Cooley. Discussion was requested with none presented. The voting representatives present approved the motion unanimously. John Corbin, FHWA, and USFA abstained.

**Action Item:**

- ✓ Coalition support will contact new leadership team members with information on the upcoming meeting pre-brief.

### **Coalition Funding Alternatives**

**John Corbin –**

A survey was distributed to all Coalition members several weeks ago. The purpose was to gather input on alternatives for funding and operation of the Coalition in the future, including funds for travel/reimbursement to meetings and conferences. While it is anticipated that FHWA will continue to provide support in the near future for the Coalition, we should proactively be seeking sustainable long-term funding for our group.

The results were reviewed in brief, and in general there was agreement that members will continue to volunteer and actively participate in task forces but would not be able to dedicate large amounts of time towards operations and administration, having dedicated support from a contractor is preferred, and the TIM Foundation will serve as an important mechanism to solicit and receive contributions from stakeholders.

**Discussion:**

- Corbin – One potential to help reduce funds necessary for operations could be meeting virtually instead of in person meetings; perhaps alternating between in-person and webinar style meetings.
- Noble – Suggested that it may be more important to have task forces meeting in person given their need for active development and delivery of items, while the broader group can meet virtually to discuss business issues. Members of the TIM Network often need the additional justification that a working meeting would provide and allow them to better participate and contribute.

**Action Items:**

- ✓ The new Coalition leadership group will help identify alternative paths to move forward regarding long-term funding of the Coalition.
- ✓ Coalition leadership will develop a travel spending plan for presentation to FHWA.

**TIM Network Update**

**TIM Network Liaison - Eric Rensel**

Challenged each Coalition member to identify and recruit one volunteer member during the NUG Summit. Currently the TIM Network has nearly 100 active members. The Facebook page has over 800 friends. Eric posed the question “Where does the TIM Network fit into the Coalition?” The Network is targeting practitioners, employing a “bottom up” approach to encourage progress and change in the TIM Response field.

The TIM Network is a good mechanism to drive the national conversation on TIM. Facebook is just the introduction; we must ask ourselves how we get the people who stop by to window shop (join Facebook) to become fully engaged. Social network is a good avenue to reach towing and recovery, fire, and law enforcement audiences. TIM Network task forces offer volunteers a platform for a national voice, and a quick way to get their ideas considered and implemented.

**Action Item:**

- ✓ Members should continue to look for opportunities to promote and refer practitioners to the TIM Network.

**Practices and Procedures Task Force Chair – Jack Sullivan**

**Lane Designation Consensus Standard**

Prior to the last meeting the Task Force has been working on development of a voluntary consensus standard for common language to identify where on the roadway an incident is located, or where to locate response equipment. The key term is consensus standard, which implies that the definition of the common language is mandatory. As we surveyed TIM Network and Coalition member representatives we recognized that while the common definition is useful, it is not operable in all situations. We want to offer this as a definition that organizations can adopt as needed. This is also why we would not present this to the MUTCD at this time. A definition of suggested language and definition of terms can be much more powerful without forcing development or requirement for a standard.

Jack proposed we revise the title of the lane designation consensus standard to “lane designation definition.” Concerned this could be perceived as an unfunded mandate if we forward it to NCUTCD.

The discussion of name is not a step back but recognition of the ability to move this forward. TIM effort will be multidiscipline, we are not trying to change what individuals are doing, but change how the group agrees to communicate. If nothing else publication

of a definition will draw attention to the issue of consistent lane definition terminology, and may prompt responders to address the issue in their own jurisdictions.

**Discussion:**

- Doug Noble echoed Jack's suggestion and recommended the title be kept non-committal to avoid potential litigation issues.
- Jack Sullivan suggested that a series of "technical data sheets" consisting of short documents on specific topics such as road cones for responders, signage, training, etc, would help build a body of knowledge of recommendations from the Network and NTIMC.
- T.J. asked Coalition members to strongly consider the recommendation for development of technical data sheets. As they can be used and distributed for a myriad of purposes, and be very helpful to responders across disciplines.

Rebecca Brewster motioned that the name of the document be rephrased to "lane designation definition," and the document be approved by the Coalition. The motion was seconded by Jim Slattery. All member organizations representatives present approved the new title and endorsement of the lane designation technical brief.

*TIM Typical Applications*

Distributed with the meeting materials is a document containing proposed additions to the MUTCD Chapter 6-I. Jack briefly discussed the revised chapter, and then asked members to review and provide feedback directly to him or through Coalition support by November.

**Discussion:**

- John Leonard stated that a large majority of the States believe that significant changes were made without going through the appropriate discussion and approval process. Members of the NCUTCD made these changes to assuage concerns offered by the Coalition members prior to release of the 2009 MUTCD.
- Steve Austin questioned who will lead this effort, and suggested that there is a practicality element to complying with the updated recommendations.
- John Leonard – In the current MUTCD we recommend that if an agency chooses to respond to the MUTCD statements we show them how.
- T.J. Nedrow – the key is managing risk to reduce liability. He agrees with the need to collectively attempt to move this forward.
- Ira Promisel – what I see of value is to have an end state of an ideal set up and help identify the steps to get there. This should be used as a resource to help responders build-up a scene and traffic control as they arrive and identify the need.
- Doug Noble – Asked about compliance dates.
- John Leonard stated that this is the only section without "shall" statements, to recognize the fluidity of the situation during a response.



- Gary Lindsey – Suggested that the TIM typical applications could become part of the TIM self assessment.
- John Corbin – The implications are intriguing, the question who is responsible for establishing the scene? If the answer is the road owner then that brings a whole new sense of urgency for State DOTs. There might be opportunities for the continued evolution to be sensitized to the needs of the public safety community.
- John Leonard – NCUTCD Committee members are working with ATSSA to develop a field guide for public safety responders.
- Suggested that each one of the typical applications proposed could be adapted to a standalone technical data sheet; eventually this will serve as a body of knowledge to sell this to NCUTCD and others in the community.

**Action Items:**

- ✓ Members will review the typical applications document distributed this morning. Input and feedback due by November.
- ✓ Jack Sullivan will work with Coalition support to develop a technical data sheet for lane designation.
- ✓ Jack Sullivan will work with Coalition support to develop a technical data sheet for one of the TIM Typical Applications.
- ✓ Leadership will discuss process for development and approval of a technical brief.

**Communications and Training – Brett Graves for Steve Cyra**

Reminded Coalition members that the Communications Strategy has been updated based on comments at the March 2010 meeting, and is now working with Coalition Leadership and TIM Network representatives. The strategy accounts for communication with members and their constituents, the TIM Network and practitioners, and the TIM Foundation. Key to the plan is core messages, the communications cycle, and activities timeline. The strategy is intended to be a living document and recommends regular updates overall. Coalition support will meet with the Communications and Training Working Group in early October to gain additional insights into the communications strategy. Based on recommendations in the strategy, Coalition Support has developed several products including the Newsletter, Executive Summary, and the brochure. The Newsletter will be updated quarterly and contains information about what the Coalition is doing, as well as general information about the TIM Network in general. The Executive Summary is a two-page document which will be updated after each meeting and is intended as a resource for members to share with their leadership chain. It brings attention to current activities of the Coalition in a brief format to generate interest and influence from executives at each member organization. The brochure is intended as an information sheet for distribution during conferences and presentations about the Coalition. Brett indicated that copies are available for distribution and would be set out for distribution during the NUG Summit.



### **Discussion**

- April Armstrong asked Coalition members if these types of products were useful for continued development; Coalition members agreed that they were.

### **Action Items:**

- ✓ Coalition support will schedule a meeting with the Communications and Training Task Force in early October.

### **Interoperability Task Force – Brett Graves**

Included in packets distributed at the meeting is a Charter for the Interoperability Task Force. The charter includes purpose, charter members, meeting schedule, and deliverables. The purpose of the group is to identify, track, and discuss interoperable communications initiatives as they relate to traffic incident management and response. And to seek, identify, and communicate opportunities for contribution, input, or advancement through TSAG and NTIMC members. The group maintains and contributes to development of a matrix that identifies interoperable communications initiatives. During each meeting one initiative is discussed through an in-depth presentation by a member. Other items on the matrix are briefly discussed to determine if there is an update or action item. The next meeting will be held in early November. NTIMC members are encouraged to participate and join the group.

### **Discussion**

- None.

### **Action Items:**

- ✓ Coalition Support will distribute the final meeting date to all Coalition and TIM Network members for interest and participation.

### **Upcoming Meetings and Events**

Members discussed the shared calendar and suggested items to add.

### **Action Items:**

- ✓ Coalition Support will add conferences as referenced to the 2011 calendar.
- ✓ Coalition members should send events to Brett Graves.

### **Adjourn**

John Corbin thanked all participants and adjourned the meeting at 11:35.

### **Next Meeting**

December 15 - 8:30 to Noon. Web and teleconference format

### **Key Action Items Summary**

- ✓ Coalition support will develop a letter requesting appointment of a new representative from the NFPA and forward to the Chair for consideration and approval.

**September 21, 2010**  
**8:00 AM – 11:30 PM**  
**Conference Center at Maritime Institute**  
Linthicum Heights, MD



- ✓ Members will review the typical applications document distributed this morning. Input and feedback are due by November.
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- ✓ Jack Sullivan will work with Coalition support to develop a technical data sheet for one of the TIM Typical Applications.
- ✓ Leadership will discuss the process for development and approval of a technical brief.
- ✓ Coalition Support will remind the Leadership group of the challenge and determine if there is an action item.
- ✓ The new Coalition leadership group will help identify alternative paths to move forward regarding long-term funding of the Coalition.
- ✓ Coalition leadership will develop a travel spending plan for presentation to FHWA.