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MEETING SUMMARY

Attendees

Dave Bergner, IMSA	Tom Martin, I-95 Corridor Coalition
Mark Bush, AASHTO	Nancy McNabb, NFPA
Capt. Steve Burns, Washington State Highway Patrol	T.J. Nedrow, NVFC
Harriet Cooley, TRAA	Nancy Pollock, APCO
John Corbin, AASHTO	Manny Puentes, ITSA
Rich Cunard, TRB	Eric Rensel, Gannett Fleming
Steve Cyra, ITE	Heather Rigdon, SAIC
Brett Graves, SAIC	Jim Slattery, NAEMT
Bill Hinkle, Intrado	Jack Sullivan, ERSI
Jill Ingrassia, AAA	Paul Sullivan, SAIC
Paul Jodoin, FHWA	Rich Toulson, CVVFA
Tim Lane, FHWA	Bill Troup, USFA
Chief Gary Lindsey, Dallas Sheriff's Department	Scott Winston, NASEMSO

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Member/Partner Updates

NCUTCD – Jack Sullivan (Liaison)

Mr. Sullivan participated in the NCUTCD Annual Meeting in January in Crystal City, Virginia. There was discussion about lane designations during the Temporary Traffic Control (TTC) Committee meeting. The majority of Committee members are in favor of incorporating lane designation guidance into the next version of the MUTCD. The TTC Committee asked the NTIMC to develop recommendations for their consideration. The NCUTCD Midyear Meeting is scheduled for the end of June in Chicago, Illinois.

There was also discussion during the TTC meeting about whether emergency responders would continue to be permitted to use flares. The FHWA concern is that emergency responders leave the flares behind, which can create hazards after they have departed the scene. Emergency responder training now includes instruction on removing flares.

The TTC Committee asked if the Coalition would reconsider adding incident response typical applications (TAs) to the MUTCD. Jack will send the current versions of the proposed TAs to the Coalition for review and discussion during the June NTIMC meeting. Part of the issue with TAs is the vehicle positioning/angling, which deserves more research. This topic should be included as a potential research idea at the Research Needs Assessment for Roadside Worker and Vehicle Visibility Workshop on April 21.

The 2009 edition of the MUTCD was released in December, and there has not been negative feedback from the public safety community to date.

AASHTO – Mark Bush

Provided a description of AASHTO, its various mission, structure, and committees. An AASHTO Operations Guide is under development. Mark will distribute the draft Guide to the NTIMC when it is available.

There was discussion about pulling out public safety related language from the MUTCD and making it a stand-alone guide. This could be a document that consolidates the parts of the MUTCD relevant to public safety. Jodoin will discuss the feasibility of producing this type of document with the MUTCD Team. *Subsequent to the meeting – There is an ATSSA handbook, “Emergency Traffic Control for First Responders”, which presents basic principles for the implementation of emergency traffic control (ETC) procedures by first responders.*

FHWA – Paul Jodoin

Introduced Tim Lane from the Arizona Highway Patrol, who has recently joined the FHWA TIM/ETO Program team. Mr. Jodoin indicated that two NUG webinars have been successfully conducted, with over 150 participants at each.

Informed the Coalition that TIM workshops are being conducted in 40 metro areas. The target audience is supervisory level personnel. The goal is to improve the TIM program

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in general through the use of self assessments, best practices, table top exercises, etc. One workshop has been conducted in Portland, Oregon. NTIMC member organizations can help promote these workshops to public safety personnel. Steve Cyra is one of the chief instructors for the 1.5 day workshop. Contact Paul Jodoin for more information and the complete schedule.

The TIM Performance Measurement Knowledgebase has been launched. Currently 20 – 30 people are participating. The TIM Handbook is nearing completion. There is an RFP out to manage a TIM Peer-to-Peer Program. Anyone with input or ideas on the FHWA Roadmap should contact Paul Jodoin.

ITE & NTOC – Steve Cyra

The ITE Spring Technical Conference, which is focusing on sustainability, will be held March 14 – 17 in Savannah, Georgia. The ITE Annual Meeting will be held in Vancouver Canada, August 8 – 11 2010. There will be a focused discussion on planned special events.

The ITE Traffic Incident Management Committee, which was the founding structure for the NTIMC, will consider development of a TIM “wiki” site that would serve as a networking tool. On this site, responders would be able to post their contact information and share ideas.

There is an NTOC meeting on March 23 in Washington, DC. The group is refocusing their mission to include livability and sustainability topics. Corbin reported that U.S. DOT Executives want the NTIMC linked up with the NTOC. Cyra and Bush offered to serve as the NTIMC liaisons to NTOC.

NTIMC Foundation – John Corbin & Bill Hinkle

The Foundation is intended to be a non-profit, fundraising sister entity of the NTIMC. Bill Hinkle will be assuming the Chairman’s role, which should bring some much needed energy. Pat Noyes will also be joining the Board. The Foundation should be more fully established and operating by the next meeting.

I-95 Corridor Coalition – Tom Martin

The I-95 Corridor Coalition offers 3-D, virtual training on incident management, which was developed by the University of Maryland. Pat Noyes is becoming one of the virtual trainers.

A TIM Training Summit is scheduled for March 22, 2010 in Arlington, VA to discuss all relevant TIM Training in development. Contact Rebecca Brewster for details.

TSAG – Manny Puentes

Mr. Puentes reviewed the status of the TSAG Work Plan. Members have volunteered over 2500 hours to TSAG. This number is generated by tracking the length of committee

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meetings, conference calls, etc. The next TSAG meeting is scheduled for March 10, 2010. TSAG is currently working on ITS strategies for public safety.

APCO – Nancy Pollock

APCO is evaluating vehicle emergency data sets to identify gaps in information needs. They are also evaluating operational standards for this data. 911 center self-assessments are being conducted to determine how to manage 911 operations in a next generation environment.

IMSA – Dave Bergner

Bergner is moderating a panel on TIM at the IMSA Annual Conference in Dallas, Texas in June 2010. An article about the NTIMC will be published in the IMSA journal. KC Scout program is holding a TIM workshop in late April 2010.

NFPA – Nancy McNabb

NFPA is creating an ambulance professional qualification standard. The NFPA 1500 Technical Committee has asked IAFC for input on the Firefighter's Safety & Health document. This includes how a fire apparatus should be parked at a scene. NFPA wants to make sure it coincides with the MUTCD.

USFA – Bill Troup

The Vehicle Conspicuity Study is complete and available online. The TIM Manual will be updated based on the 2009 MUTCD. A Best Practices document is coming out.

AAA – Jill Ingrassia

AAA Chapters are working with State legislatures on Move Over/Slow Down laws.

TRB – Rich Cunard

Two NCHRP 20-7 projects are underway; projects -221 and -239.

TRAA – Harriett Cooley

The TRAA Annual Meeting is scheduled for March 11 – 13, 2010

Scott Winston – NAEMSO

The Highway Mass Casualty Readiness & Response Project evaluated the Mexican Hat incident. The project will be looking at an approach and process for handling mass casualties.

Jim Slattery - NAEMT

The National EMT Association is thankful for what the NTIMC members have done in terms of high visibility and guidance for public safety practitioners. Mr. Slattery also thanked the Mass state police and locals for enforcing pull over laws; NAEMT has seen a reduction in fatalities.

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Action:

- Consider recognition for AAA on their outreach efforts with Move Over/Slow Down Laws under the NUG Implementation activities.
- Coalition support will caucus members in advance of each meeting for key points to include in a member/partner matrix. Distribute a matrix in advance that highlights what they talked about last time, and allots space for bullet points of what they'll talk about during this meeting.

Proposed Leadership Restructuring & Bylaws Changes

Mr. Graves indicated that the leadership team recommended revisions to the leadership team structure. A draft organization chart was presented and discussed. Vice chairs are proposed to be added from each of the major stakeholder groups. The FHWA will designate their ex-officio member. The TIM Network is shown as a voluntary group providing recommendations to Coalition members on technical topics as determined. The subsequent changes to the Bylaws were also presented.

Discussion

- Language needs to be included about minimal advance notice about proposed Bylaws changes.
- Language also needs to be included that proposed Bylaws changes are subject to review and clarification at a meeting and then voted on at the next meeting.
- Suggested that a vote passes with a 2/3 majority of members who choose to vote using one of the following methods: attend in person (physically at meeting, or remotely through tele-/web-conference), assign a proxy at the meeting, write-in vote.

Only administrative issues are subject to the voting requirements above. Operational type issues (like changes to the NUG) would need to be handled to ensure all members are in concurrence.

Action:

- Revised Bylaws will be distributed after this meeting with notification that a vote for adoption will be motioned at the next meeting.

U.S. DOT Executive Briefing

Mr. Corbin provided a summary of the recent meeting with U.S. DOT Executives. There was discussion about what the NTIMC can do to move the issue of collecting and reporting struck-by and near miss data forward. Data is needed to define the scope of the problem. Data will help emergency responders justify funding for safety countermeasures like high visibility apparel or sending people to training.

The NTIMC will send a letter to the U.S. DOT that the Coalition supports and wants to see a national capability or system for collecting and disseminating near-miss/injury/fatality data. The letter should ask for a lead at the DOT for this effort. Collision reports are going to have to change to accommodate the data that needs to be

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collected. The Federal Traffic Records Coordinating Committee should be able to assist. The NTIMC needs to begin compiling a list of the data it wants collected.

Potential Data Elements:

- Daytime/nighttime
- Weather conditions
- Road Type
- Person affected with Fire/EMS/Police

Mr. Corbin indicated that the next Executive briefing will be scheduled for mid-June and requested members submit topics they would like discussed with executives.

Action:

- Coalition support will develop a draft letter recommending development of a database to track responder injury and fatality data.
- The next Executive Briefing meeting will be scheduled in coordination with the June Coalition meeting.

LUNCH BREAK

TIM Network

Tim Network Update – Eric Rensel

Eric Rensel reported that a survey of TIM practitioners was conducted to gauge the awareness and opinions of the NUG and traffic incident management. Rensel recommends a brand for the Network be developed. The advertisement in the meeting packets was created to take to meetings/conferences.

TIM Network Communications and Training Working Group

There is an NTIMC Fan page on Facebook. NTIMC members can also promote the TIM Network to field personnel and let them know that the network is where they can have a voice and be heard on a national level.

Now that people are joining the Network, decisions need to be made about where to go from here. Think of the TIM Network when starting initiatives. Projects for consideration include:

- NUG Implementation Guide – Provide guidance on how TIM practitioners can implement the NUG.
- Self-paced, online training for the NUG strategies – Could include pre-study type materials on the website. Could possibly include certification. Could possibly be integrated into the SHRP 2 training. Cyra noted that if there is online training, the NTIMC would need to refine the strategies because there is a lot of overlap.
- Tie in the TIM Network with TIM workshops and SHRP 2 training – Consider how the TIM Network can help with this. The TIM Network could be the home for the

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- SHRP 2 course. Linking the TIM Network with the SHRP 2 training will make it sustainable and a broad-ranging national program.
- Use the TIM Network to obtain pictures of responders in appropriate high visibility apparel.

Communications Plan Update – Heather Rigdon

Ms. Rigdon provided an update on changes that have occurred on the NTIMC website and additional changes that are planned. There was discussion about potential platforms that can be used to facilitate collaboration with the TIM Network. Options include Disqus, Facebook, or a website. It was recommended that a collective website with seamless linkages between the NTIMC, TIM Network, and the other relevant websites will be developed, along with continued improvements to the current website in the interim. Development of an updated NTIMC/NUG presentation and outreach type newsletter will continue.

NUG Summit – Tom Martin

The NUG Summit is being planned for September 21 & 22, 2010 in Baltimore, Maryland. The Summit would start at 12:00 noon on September 21 and conclude at 12:00 noon on September 22. There will be an option to participate virtually. FHWA has identified technology options with the Volpe Center for virtual participation. FHWA Division Offices all have videoconferencing capabilities.

SHRP II – John Corbin

SHRP II TIM pilot training locations are scheduled in Indiana March 29-May 1 and Georgia May 10-13.

Action:

- Coalition support will work with Mark Bush to consider programmatic needs in developing the website.
- Coalition support will include SHRP II pilot training dates into member event calendar.

TIM Network Practices and Procedures Working Group

The Practices & Procedures Working Group was surveyed on the use of a common lane designation system. The California Highway Patrol's lane designation system was proposed as a model. The focus of lane designations in this case is for emergency responders responding to roadway emergencies. It is important that the first responder on the scene is able to provide clear guidance to all other responding agencies.

The deliverable from this effort would be a best practices synthesis document to provide guidance. The NTIMC will also develop proposed language for the MUTCD.

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Action:

- Coalition support will work with Jack Sullivan to poll the rest of the TIM Network for a lane designation recommendation. A recommendation on lane designations will be developed based on those results, offered to the NTIMC, and potentially sent to the NCUTCD on behalf of the Coalition.
- Jack Sullivan will distribute draft proposed NCUTCD typical applications for Coalition review and comment.

Next Meeting

The week of June 21 is preferred. The week of June 14 is a second option.

Key Action Items Summary

- Poll remainder of the TIM Network on lane designations and develop recommendations for Coalition consideration in June.
- Distributed an updated version of the Bylaws, with changes identified, to Coalition members with notification that a vote will occur in June.
- Coalition members will submit proposed agenda items for the June U.S. DOT Executive Briefing should be submitted to John Corbin.
- Coalition support will develop a draft letter for the Chair to consider submitting to the FHWA on behalf of the Coalition indicating that the Coalition is recommending further development of national capability to collect and disseminate responder near-miss/injury/fatality data. The letter should request that a program office and individual lead be identified and held accountable.
- Add the Fire Department Instructors Conference in Indianapolis to the calendar for the week of April 21.