



DelDOT Admin. Building

Date: March 8, 2005 **Meeting Date:** March 2, 2005

Location: DelDOT Administration Building (Farmington-Felton Room)

Purpose: Kent County Transportation Management Team (TMT) Kickoff Meeting

List of Committee Members and Meeting Attendees:

See Attached Sheets

Handouts provided during the meeting:

- TMT Binder (from Sept. 14th Statewide TMT Kickoff Meeting)
- State of Delaware Official Transportation Map
- PowerPoint Slides

I. PowerPoint Presentation

Gene Donaldson of DelDOT TMC/Traffic opened the meeting with introductions from the attendees and a PowerPoint presentation. He provided a brief background of the TMT Concept and listed several accomplishments to date including the development of the TIEMP and the Sussex County Hurricane Evacuation Annex, meetings with individual emergency response agencies, and the Statewide Kickoff Meeting held in September at which Delaware's emergency responders agreed to move forward with the TMT process. Meetings have been held in New Castle County (Jan. 25, 2005) and Sussex County (Feb. 9, 2005).

Meeting Objective

Gene stated that the purpose of the meeting was to improve the response to transportation-related incidents and events within Kent County and the surrounding areas. He suggested that the first step towards achieving this is to develop cooperative agreements on communications and the day-to-day operations of the TMTs.

Communications

Gene discussed the importance of understanding the roles, responsibilities, and functions of each member of the TMT. He stressed that communication plans and procedures will be developed for each of the TMT Levels of Response. Since transportation-related incidents and events extend across state, county, and municipal boundaries, the TMT communications must also include neighboring counties and states.

Operations

Gene stated that improving the response to planned and unplanned incidents begins with the management of the incident scene (Scene 1) and the surrounding area (Scene 2). He stated that the TMTs will work to ensure the safety of the responders and every user of the transportation system (responders and motorists). The TMTs will also work towards creating an understanding of each agencies resources (e.g. people, vehicles, equipment, and materials) and critical needs.





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Gene stressed to the group that the next step towards creating operational TMTs is to identify the critical coverage/response areas and determine the number of TMTs needed for Kent County.

Gene concluded the PowerPoint presentation with a summary of the goals and then opened up the floor for discussion.

II. Open Discussion on the Kent County TMT

The group once again agreed with the TMT Concept and stated that steps need to be taken to see results and make the TMTs operational.

Delaware State Police

Major R.L. Hughes indicated that his involvement in the TMT concept began with the development of the Sussex County Hurricane Evacuation Plan. He pointed to the planning and operation procedures for the State Fair, Dover International Speedway events, and Dover Air Show as excellent examples of TMTs. Major Hughes indicated that the State Police were very committed to the TMT concept, and that DSP would have representation on every TMT.

Major Hughes emphasized that preplanning is critical to the success of all emergency operations - "If you can think it, it can happen." He pointed out that Kent County has tremendous expertise, resources, and assets, and the TMTs will help strengthen the coordination for response. It is expected that problems will arise, but they can be resolved with all agencies working together as a team. Major Hughes indicated that the TMT concept works alongside the Unified Command, Incident Command System (ICS), and National Incident Management System (NIMS).

Legislation and Funding

Representative Pam Thornburg (District 29) asked if the implementation of the TMT concept would require legislation. Gene indicated that a statewide Steering Committee has been developed, and the committee will address any issues that may require legislation. James Cubbage (DVFA) stated that any new legislation would require TOTAL agreement. He added that the TMTs would not require new statute, since the fire chiefs and fire police still have command at the scene.

Rep. Thornburg inquired about the availability of federal funding for the support of the TMT program. Gene stated that the TMT program was indirectly tied to Congestion Mitigation and Air Quality (CMAQ) and Intelligent Transportation System (ITS) funding. He pointed out that any money invested in the TMT program would have a great return in terms of the quality of the transportation system.

Rep. Thornburg asked whether all of the fire chiefs were involved in the Sept. 14, 2004 Statewide TMT Kickoff Meeting, where the agreement was made to move forward with TMTs in each county. Gene stated that the process started with the State Fire Chief's Association and DSP, who put the word out to their membership since invitations were not sent to every fire chief.





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Kent County's TMT

Gene Donaldson asked the group to determine the number of TMTs needed within Kent County. Allen Metheny (Kent Co. Emergency Management) suggested remaining as one county-wide team, dividing into two (2) teams similar to the air traffic control, or using four (4) teams based on the fire police areas. Another proposal was for three (3) TMTs based on the DelDOT Areas. Paul Ford (DelDOT/DTC) suggested "keeping it simple," since more TMTs would be difficult to coordinate and resources/people would be spread too thin. A consensus was reached that one (1) TMT will serve Kent County at this time with meetings scheduled for the first Wednesday of each month.

Chief Brooks Keen (Citizens Hose of Smyrna) highlighted that those agencies in northern and southern Kent County need to be involved in the bordering TMTs. Gene noted that people often worry about boundaries and fail to do their jobs properly. He stated that Statewide TMT meetings would be held to discuss and coordinate all TMT efforts. Gene also reinforced that the DelDOT TMC coordinates across the entire state and with agencies throughout the region.

TMT Operations

The question was asked how the TMTs would differ (for unplanned events) from the Incident Command System that is already in place for the fire service. Paul Ford responded that the TMTs bring all of the resources together in one room, which will allow everyone to see how other agencies can support each other. He noted that since people at Scene 1 are not directly concerned with what is happening at Scene 2 (traffic), TMTs would improve fire operations (not change it) because of the support provided to manage the entire impact area.

Major Hughes cited an incident on S.R. 1 in front of Midway Theater as an example of how the TMTs could improve unplanned operations. He pointed out that while the fire service was handling Scene 1, the fire police diverted traffic, and the TMC adjusted the traffic signal timing to accommodate the diversion. It was obvious that working together improved how the incident scene was handled and the incident was cleared much quicker.

Tricia Faust (DelDOT/TMC) added that by working together on day-to-day incidents, the TMTs would naturally be able to handle elevated incidents. Gene pointed out that the more the TMC knows about the incident, the earlier they can start planning for the incident if it escalates. The TMTs will help the fire chiefs protect their people by "getting the traffic off their back."

Allen Metheny said that the TMTs will officially put into writing the processes that local agencies are already executing. However, they will also include the necessary actions should the incident get bigger than the local agencies can handle.

TMT Agencies

Concerns were expressed as to whether the Dover Air Force Base, Kent EOC, and KENTCOM are involved in TMT effort. Gene commented that all three agencies were invited to the meeting, and that the TMT contact list is a "work-in-progress." He stressed that it is the responsibility of the TMTs to determine the "critical players." He encouraged all attendees to spread the word about future TMT meetings.





TMT Support

The question was raised as to how DelDOT would help support the TMT efforts. Gene responded that DeDOT would help arrange meetings, develop plans, execute action items, provide consultant help, etc.

DelDOT TMC

The question was asked about the availability of TMC staff during off-peak hours. Gene replied that the TMC was a 24-7 operation, and he gave the contact number for the TMC: 659-2400. Allen Metheny encouraged everyone to visit the TMC to see their capabilities for emergency response. Allen suggested that representatives from the TMC (and other TMT agencies) should also visit the Kent EOC.

Gene asked the group how DelDOT could improve its 24-hour response. Chief Keen said that DelDOT needs to get down to the local level. He pointed out that during the flood in Smyrna in July, they could not get DelDOT support. Chief Keen stated that there was a definite communication gap since DelDOT was the only player not at the table. He said that the local agencies would have felt more comfortable if DelDOT was "on site" and able to communicate face-to-face.

Chief Keen further indicated that the fire service has a direct line with the Kent EOC. He stated that it would be beneficial to have a direct line to the DelDOT TMC as well. Gene commented that this is a definite action item for the group, and an example of how the TMTs will have input into the implementation of DelTrac tools.

Gary Laing (DelDOT/Public Relations) commented that Chief Keen's comments summarized the purpose of the meeting – to allow team members to voice their needs and problems and discuss how to improve the TMTs.

III. Next Steps

The meeting participants concluded the Kent County Kickoff Meeting with a joint agreement on moving forward with the TMT concept by continuing with one (1) TMT for Kent County. The group agreed that future meetings would be held on the first Wednesday of each month.

It was determined that the April meeting on Wed., April 6 would be held at 7:00pm at the DEMA Facility/DelDOT TMC in Smyrna.

Gene reminded all attendees to remain actively involved in developing the TMTs since success requires input from all agencies. Team members are encouraged to identify any additional representatives or agencies that need to be involved in the TMT meetings and to bring any critical needs/issues with them to the meetings.

Any questions or concerns can be directed to Gene at <u>gene.donaldson@state.de.us</u> or (302) 659-2404. Additionally, Edwards and Kelcey is providing consulting support and helping assist DelDOT in coordinating the efforts. Tony Clarke and Matt Buckley can be reached at <u>cclarke@ekmail.com</u> / (410) 646-4505 and <u>mbuckley@ekmail.com</u> / (610) 701-7000, respectively.





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"X" in Attendance

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