



Jacobs Engineering Group, Inc.
 1247 Ward Avenue
 West Chester, PA 19380
 Tel 610.701.7000 Fax 610.696.3550

Meeting Minutes

Meeting Location	Volunteer Hose Company of Middletown	Minutes No.	1516/SNCC-3
Meeting Date/Time	April 10, 2012 7:00 – 8:30 PM	Client	Delaware Department of Transportation
Issue Date	April 16, 2012	Type	<input checked="" type="checkbox"/> Meeting <input type="checkbox"/> Conf. Call
Subject	South New Castle County TMT Meeting	Project	Transportation Management Team Program
Prepared By	Megan Peppard	Project No	Jacobs E3X36701

Attendees	Organization	Telephone	Email Address
Frank Bailey	Volunteer Hose Company of Middletown	302-378-7799	fbailey@vhc27.com
Dwayne Day	DelDOT – TMC	302-659-4604	Dwayne.day@state.de.us
Gene Donaldson	DelDOT - TMC	302-659-4601	gene.donaldson@state.de.us
Alvin Marquess	Jacobs	443-326-5366	alvin.marquess@jacobs.com
Megan Peppard	Jacobs	215-355-3577	megan.peppard@jacobs.com
William Streets	NCC – 911 Communications	302-395-8213	wfstreets@nccde.org

Item	Comments	Responsible Party/Action	Date Due
1.	<p><u>Purpose</u></p> <p>This was a regularly scheduled meeting of the South New Castle County TMT Group (second Tuesday, every third month). Agenda items included: review of April 12th 2011 SNCC TMT Meeting Minutes, a project presentation on the various plans that have been created through the TMT efforts, a presentation on the recommendations from the Detour Authentication Tabletop Exercises, and multiple other updates (Crossovers, Fire Police Coordination, and Incident Management Training).</p>	None	None
2.	<p><u>Review of April 12, 2011 South New Castle County Meeting Minutes</u></p> <p>The minutes of the April 12, 2011 South New Castle County TMT Meeting were accepted without comment.</p>	Jacobs will finalize minutes	ASAP
3.	<p><u>Existing and in Progress Plans Review Presentation:</u></p> <p>Alvin Marquess (Jacobs) presented the TMT plans review of documents which have been created through the TMT process as well as other emergency planning documents created by DelDOT.</p> <p>Alvin gave a brief summary of the Evacuation Plans, Detour Plans, Dover Air Force Base Plan, Emergency Traffic Operations Plan for Hope Creek and Salem Nuclear Facility, the Debris Management Plan, and the Original Multi-Agency Training Program.</p> <p>Alvin continued the presentation with the Standard Operating</p>	None	None

Item	Comments	Responsible Party/Action	Date Due
	<p>Procedures (SOP) Quick Reference Book that had been developed, the State of Delaware All Hazards Evacuation Plan for Individuals Requiring Transportation Assistance Statewide, and the Snow Emergency Plan. Alvin also touched on the Bridge Closure Plan and the Toll Plaza Modified Operations Plan which are both currently in draft form. Gene added that these plans were being developed as part of the lessons learned after hurricane Irene.</p> <p>Alvin concluded the presentation with directions on where to find the plans on the DeIDOT website.</p> <p>Go to www.deldot.gov</p> <p>On the left hand side of the page click on projects</p> <p>On the right side of the page under Statewide click on the TMT Program link and here you will find all of the plans with the exception of the secure data plans.</p> <p>There were no comments or questions relating to the presentation.</p> <p>Frank Bailey (Volunteer Hose Company) recommended that the detour plans that need to be updated be presented at an upcoming County Fire Chief’s meeting. It would be a good opportunity to share a short presentation on what DeIDOT is looking for in updating the existing plans.</p>	<p>DeIDOT to look into presenting detours at an upcoming Fire Chiefs Meeting</p>	<p>None</p>
<p>4.</p>	<p><u>Presentation: Tabletop Exercise Recommendations</u></p> <p>Megan Peppard (Jacobs) presented on the recommendations that came out of the TTX Exercises held with the TMTs in New Castle and Kent County.</p> <p>The TTX Exercises held in Kent and New Castle Counties both started with a demonstration of the mobile DeIDOT TMC and Incident Response Trailers. TMT members were invited to take a look at DeIDOT’s mobile TMC and also the Incident Response equipment prior to the TTX. These were both set up for the TMT members to look at and get an idea of DeIDOT’s capabilities to respond to roadway incidents. The TMT trailers will continue to be marketed at upcoming TMT meetings to highlight their availability.</p> <p>Bill Streets (NCC – 911 Communications) advised that Middletown was preparing for a Mass Causality Drill to be conducted in May. The scenario for this event would include a bus accident and it was brought up that maybe DeIDOT could participate. Dwayne did advise the group that DeIDOT has two busses at their disposal which could be used for the exercise if needed. He further advised that these busses are available to emergency responders for situations which may arise that require the services of a bus.</p> <p>Bill asked where the Incident Response Trailers are located. Dwayne mentioned that there are 8 Incident Response Trailers that are available in various locations throughout the state for emergency responders to use for incidents that last a long time or for planned events where more traffic equipment is needed.</p>	<p>None</p>	<p>None</p>

Item	Comments	Responsible Party/Action	Date Due
	<p>Frank inquired what the procedure is for the DeIDOT responders to notify folks over the radio that they are on the scene. Do they use the incident frequency? Gene advised that the DeIDOT response personnel call into the TMC when they arrive on the scene. Gene also advised the group to notify the TMC as soon as possible when there may be a need for DeIDOT resources so they can get them started. They can always be turned back if it is decided that they are not needed.</p> <p>The TTX exercise provided an opportunity to evaluate the detour plan activation by going through the process and procedures that emergency responders follow during an incident. The TTX exercises did not evaluate the participants, but provided a framework for discussion so that DeIDOT could better understand how they can support emergency responders during an incident. The intent of the exercise in New Castle County was to learn if their standard operating procedures for incident response were similar to Kent County in order to help further develop the procedure for DeIDOT TMC. From both exercises, recommendations have been identified to use towards developing the next steps for DeIDOT.</p> <p>From the Kent County TTX, recommendations included:</p> <ul style="list-style-type: none"> •Detour Plans – share level 1 detour plans to TMTs only, add exit numbers and identify the most critical traffic control points, develop a tabular search form for detours, and discontinue sharing level 3 (intersection diagram) plans with TMTs. •Detour Selection During and Incident – Selection and activation of detour plans will be performed by DeIDOT’s TMC. The TMC technician will conduct conflict analysis for construction, congestion, and other incidents/detours as part of this process. •Detour Traffic Control Point Resources - The traffic control points will be set-up by the DeIDOT Supervisor at the scene and the fire police will maintain these points temporarily until DeIDOT can respond to the scene and replace them. •Incident Response Trailers – DeIDOT will continue sharing the incident response trailers through TMT meetings with demonstrations and updates. •Communications – DeIDOT technicians will continue to be trained to proactively anticipate in-field needs, even when it has not been communicated clearly in the computer aided dispatch log. The incident must be noted as cleared in the CAD log so that DeIDOT can break down the activated detour, update public information, and deactivate Intelligent Transportation System (ITS) assets. • Response Time – After-hours response will continue to be tracked to understand if implementing a night shift for DeIDOT’s incident response is warranted. <p>From the New Castle County TTX, recommendations included:</p> <ul style="list-style-type: none"> •Communications Method and Stand Operating Procedure – 		

Item	Comments	Responsible Party/Action	Date Due
	<p>Investigate a common communications link between DeIDOT and the fire police and implement a solution while radio rebanding is underway in Delaware. Develop a standard operating procedure between DeIDOT and the Fire Police which creates a statewide standard for radio use by personnel responding to incidents.</p> <ul style="list-style-type: none"> • Interim Communications Protocol – Develop an interim communications protocol utilizing a statewide mutual aid channel for incident operations communication between DeIDOT and Fire Police. • Establishment of Traffic Control Points – Consider detour plans where DeIDOT control points are established in advance of Fire Police control points. • Coordination with Fire Police – DeIDOT has conducted two meetings with the Fire Police and a third meeting is scheduled for June. Discussion topics include communications and improvement of incident response. Updates from these meeting will be provided at future TMT meetings. <p>Gene mentioned that DeIDOT has been meeting with the Fire Police to improve coordination and to develop an integrated system for better communications between DeIDOT and Fire Police. It was also brought up that Middletown does not utilize Fire Police in their area of responsibility.</p> <p>Gene mentioned that the recommendation for an interim communications protocol was requested prior to the knowledge of the radio rebanding. DeIDOT would like to bolster communications with Fire Police as part of the radio rebanding. Two zones will be available on every radio; zone 1 will be for interoperability so that all agencies are using the same channels and zone 2 will be for mutual aid.</p> <p>Bill advised that DeIDOT should consider installing five additional frequencies into their radios that New Castle County is activating for coordination in various zones throughout the County. This would give the DeIDOT responders additional capability in coordinating with their Fire Police counterparts. Gene mentioned that the DeIDOT Traffic unit radios have just begun their rebanding steps.</p> <p>Gene touched on the concept of roadway incidents being divided into two focus areas to better manage the overall impact with scene one being the incident site that the Incident Commander would be most focused on and scene two being the overall scene and the impacted areas away from the immediate scene. DeIDOT’s focus would initially be on the secondary scene of advising motorists of the closures, setting up proper traffic control, and diversions if needed.</p> <p>Dwayne Day discussed the possibility of doing a tabletop exercise in this area sometime in the next six months to include a couple of local Fire Companies, Law Enforcement, DeIDOT and other agencies which may be responding to the type of incident which will be developed for the scenario. He suggested that the exercise might be best conducted on a night that was a regularly scheduled</p>		

Item	Comments	Responsible Party/Action	Date Due
	exercise night for the Fire Company to maximize participation.		
5.	<p><u>Crossovers</u></p> <p>Gene reported that he understands crossovers are an item of significant importance to the TMT groups. Due to this, Gene has set up internal DeIDOT meetings with a crossover review committee and the Chief Traffic Engineer to get a consensus on how crossovers are handled statewide and to present requests from Fire stations that have been shared with DeIDOT. Currently DeIDOT is working on presenting three new crossover location requests that came from separate meetings with Citizens' Hose Company, and NNCC TMT members. The three new crossover locations will be presented to the crossover review committee and the Chief Engineer for her decision. Once an agreement is reached with this internal group it will be disseminated through the TMTs.</p>	DeIDOT to review three new crossover locations	On-going
6.	<p><u>Fire Police Coordination</u></p> <p>DeIDOT has formed quarterly meetings with the Fire Police Association to help better coordinate how each agency does business. There have been two meetings so far and they continue to bring good discussion from both parties and help DeIDOT understand how they can improve their support of Fire Police. The materials that come out of these meetings will be shared with all of the TMTs.</p>		
7.	<p><u>Incident Management Training</u></p> <p>Alvin updated everyone on DeIDOT's Incident Management Training program during his review of the Plans. Currently, the training program is being modified to capture the latest standards and guidelines for emergency responders.</p> <p>The Training is a multi-disciplinary training program for incident responders. It was completed in 2008 and delivered to Police, Fire, and DOT personnel throughout the State. The revised training program will be delivered to the Fire Police upon approval from DeIDOT. As part of this training an Incident Management Standard Operating Procedures booklet was put together with the intention of being used as a quick reference guide by emergency responders. This booklet is also going to be updated and we are looking to the TMT members for ideas.</p>	None	None
8.	<p><u>Open Discussion</u></p> <p>Open discussion took place during the entire meeting. A few items to note, include:</p> <p>Bill inquired on why the Reedy Point Bridge was being closed and for how long. Gene mentioned that it was for maintenance and that he would check on the duration. He also noted that one lane will be open to emergency responders who need to get through.</p> <p>Frank mentioned that it would be helpful to have someone in charge</p>	Gene to check on the status of the Reedy Point Bridge	ASAP

Item	Comments	Responsible Party/Action	Date Due
	<p>of the bridge closure that they can call and get access to it when needed. He mentioned that the closure of the Summit Bridge was handled nicely because they had direct contact with the Project Manager through a cell phone number. Gene mentioned that the TMC is notified of detours and closures due to current projects and they are responsible for notifying the 911 Centers so they can disclose this information when it applies.</p> <p>Gene shared that he is working with the Chief Engineer to come up with a running list of current DeIDOT projects and their statuses so that he can accurately update the TMT members at each meeting.</p> <p>Bill asked when the US 301 project is scheduled to begin. Gene said that Phase 1 is scheduled to start soon and he recommended that the next meeting include a US 301 project presentation update.</p>	<p>None</p> <p>DeIDOT to compile list of current projects and status</p> <p>DeIDOT to check status of 301</p>	<p>None</p> <p>On-going</p> <p>ASAP</p>
<p>9.</p>	<p><u>Next Meeting</u></p> <p>The next meeting is scheduled for Tuesday, July 10th, 7:00 pm; this follows the typical schedule of the 2nd Tuesday, every two months. Jacobs will confirm with Volunteer Hose Company of Middletown the availability of their facility.</p>	<p>Jacobs send meeting notice and confirm location with Volunteer Hose Co.</p>	<p>ASAP</p>