



**MINUTES OF MEETING**  
**Western Sussex County TMT Meeting**  
**February 2, 2006**  
**Seaford Fire Hall**



**Meeting Date:** February 2, 2006  
**Location:** Seaford Fire Hall  
**Purpose:** Western Sussex County Transportation Management Team (TMT) Meeting

**List of Committee Members and Meeting Attendees:**

<u>Last Name</u>	<u>First Name</u>	<u>Agency</u>	<u>Email</u>
Carey	Alan	DSFP Laurel FD	abctow8757722@yahoo.com
DeFord	Frank	Sussex Co. Fire Police Assoc. (Pres.)	302.349.5552
Donaldson	Gene	DelDOT TMC	gdonaldson@mail.dot.state.de.us
Duval	Jen	Edwards and Kelcey	jduval@ekmail.com
Hake	David	DEMA	dave.hake@state.de.us
Toulson	Richard	DelDOT/South District	richard.toulson@state.de.us
Wagner	Regis	Edwards and Kelcey	rwagner@ekmail.com

**Handouts provided for the meeting:**

- Agenda
- Meeting Minutes from December 1, 2005
- Statewide TMT Action Item List
- Evacuation Route Diagram for US 13

**I. Opening Remarks**

Gene Donaldson (DelDOT TMC) opened the meeting with introductions from the attendees. Gene asked for comments on the December 1, 2005 meeting minutes. No comments were given. Additionally Gene reported that CaroleAnn Wicks has been sworn in as the Secretary of Transportation for Delaware.

**II. Statewide Action Item List**

**Establish TMT Communications Working Group**

Gene reported that Edwards and Kelcey developed a draft SOP on procedures for the scene of an incident, which was discussed at the last meeting on January 11<sup>th</sup>. The next Communications Working Group meeting is scheduled for March 29, 2006 at the State Fire Training Center in Dover. This meeting will entail a tabletop exercise to test the draft SOP.

**Conduct Transportation Management Training**

Gene stated that he is working with EK and others to gather materials for training courses. Gene also mentioned that training would be scheduled for sometime in the spring

**Quick Clearance Policy**

Gene explained that he would be looking for volunteers from each TMT group to assist him in the development of Quick Clearance policies and procedures for the state of Delaware. Currently seven (7) states in the I-95 Corridor Coalition already have laws established in this matter.



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**Spanish Language Aid for Incident Response Booklet**

Gene mentioned that the booklets are ready and will be delivered to TMT members shortly.

**Dover Air Force Base (DAFB) Communication Meeting**

Gene stated that a meeting was held with some members of the TMT and the Dover Air Force Base to discuss communication issues for road closures. The meeting went well and the committee agreed to meet again in a month.

**III. Western Sussex County Action Item List**

**Evacuation Route Planning**

The following evacuation intersection diagrams were discussed during the meeting with the TMT Committee:

- US 13 & DEL 16
- US 13 & DEL 18/ DEL 404
- US 13 & DEL 54
- US 13 & DEL 30
- US 13 & DEL 24
- US 13 & DEL 9
- US 13 & DEL 20

**IV. Special Interest Items**

**TMT Brochure**

Gene distributed a draft of a DelDOT "FYI Brochure" on the topic of TMT. He requested that TMT members submit actual photographs of emergency responders in action from the TMT Committee of Sussex County for the TMT Brochure.

**Detour Maps – Final Product**

Regis reported that the final Detour Maps will be available in electronic PDF format, which can be viewed using Adobe Acrobat. These maps will be available for download on DelDOT's website. Regis added that emergency responders will be able to view these PDF maps laptops in their emergency vehicles. This will make the detour information easily accessible for police, fire, and DelDOT personnel immediately when they respond to an incident.

**IV. Next Meeting**

The next meeting will occur on March 2, 2006 at 7:00 pm at the Seaford Fire Co.



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Any questions or concerns can be directed to Gene Donaldson at [gene.donaldson@state.de.us](mailto:gene.donaldson@state.de.us) or (302) 659-2404. Additionally, Edwards and Kelcey is providing consulting support and helping assist DelDOT in coordinating the efforts. Regis Wagner can be reached at [rwagner@ekmail.com](mailto:rwagner@ekmail.com) / (610) 701-7000.

TMT Website: <http://www.deldot.net/static/projects/tmt/>