



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



Meeting Date: March 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>
Brown	Curtis	DSP Troop 5	Curtis.brown@state.de.us
Brown	Ryan	Edwards and Kelcey	rbrown@ekmail.com
Carey	Alan	DSFP Station 81	Abctow8757222@yahoo.com
Donaldson	Gene	DeIDOT TMC	gdonaldson@mail.dot.state.de.us
Hake	David	DEMA	Dave.hake@state.de.us
Parsons	Brian	Greenwood PD	Brian.parsons@cj.state.de.us
Toulson	Richard	DeIDOT / SCVFA	
Wagner	Regis	Edwards and Kelcey	rwagner@ekmail.com

Handouts provided for the meeting:

- Agenda
- Meeting Minutes from Feb 2, 2006
- Statewide TMT Action Item List
- Evacuation Route Diagram for US 13
- US 13 Detours 2nd and 3rd Levels
- Spanish Language Aid for Incident Response Booklets
- DRAFT Quick Clearance Policy Investigation
- Evacuation Region and Statewide Maps

I. Opening Remarks

Gene Donaldson (DeIDOT TMC) opened the meeting with introductions from the attendees. Gene asked for comments on the February 2, 2006 meeting minutes. No comments were given. Additionally Gene reported that Carolann Wicks has been sworn in as the Secretary of Transportation for Delaware.

II. Statewide Action Item List

Improve DeIDOT's After-Hour Response

Gene reported that EK has developed the draft After Hours report and a meeting is set with Jim Clatcher to review the report on March 17, 2006.

DAFB Communications Working Group

Gene reported that the DAFB working group held their second meeting on Wednesday, March 1, 2006. A template for incident reporting and DAFB Detours were discussed. The next meeting will be held sometime in June.



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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 11th. The next Communications Working Group meeting is scheduled for March 29, 2006 from 8:30 AM to 1:00 PM 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 EK has developed a draft for a training course. Gene noted that a meeting has been set with EK to review the draft on Tuesday, March 7, 2006.

Quick Clearance Policy

Gene explained that EK has researched other States' policies, and current Delaware legislation. EK has produced a report which details the previous and provides recommendations how Delaware's current legislation may be modified to detail quick clearance. Gene requested that the attendees review the draft and provide him comments at the next meeting.

Spanish Language Aid for Incident Response Booklet

Gene distributed the booklets to the meeting attendees.

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

Sussex County Draft Evacuation Report

Regis reported that the draft evacuation report will be delivered sometime during the week of March 6th. Regis will meet with Gene to review the intersection diagrams to provide quality assurance.

Joint Sussex County TMT Meeting

The next meeting for Western Sussex County will be a joint Sussex County TMT meeting and will be held in early April. Regis will contact Maryland to invite their representatives to this meeting.



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V. Next Meeting

The next meeting will be a joint meeting of all three Sussex County TMT committees and is targeted for April 12th, 2006 at the Millsboro Fire Hall. An email will be sent once the date and Fire Hall are confirmed.

Any questions or concerns can be directed to Gene Donaldson at 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 / (610) 701-7000.

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