



MINUTES OF MEETING
Delaware Statewide TMT Kickoff Meeting
September 14, 2004
DEMA Facility – Training Rooms A & B



Date: September 23, 2004
Meeting Date: September 14, 2004
Location: DEMA Facility – Training Rooms A & B
Purpose: Statewide Transportation Management Team (TMT) Kickoff Meeting

List of Committee Members and Meeting Attendees:
See Attached Sheets

Handouts provided during the meeting:

- Transportation Incident and Event Management Plan (TIEMP) - *Final Draft*
- Sussex County Hurricane Evacuation Annex - *Final Draft*
- DelDOT's Role in the Delaware Emergency Operations Plan (DEOP)
- DelDOT Maintenance and Operations District Maps
- TMC / Traffic Coordination and Communication List
- Levels of Response to Levels of Events Scenarios
- Check-off List for Incident Analysis
- PowerPoint Slides

I. PowerPoint Presentation

The Delaware Statewide Transportation Management Team (TMT) Kickoff Meeting opened with brief introductions from the meeting attendees and a PowerPoint presentation led by Gene Donaldson of DelDOT TMC/Traffic. Gene started the presentation by listing several accomplishments to date in incident management planning including final drafts of the TIEMP and Sussex County Hurricane Evacuation Annex, updates to the DEOP and Transportation Security Plan, and meetings with individual emergency response agencies to promote the plans for a TMT.

Meeting Objective

Gene stated that the purpose of the Kickoff Meeting was to hold a joint meeting with Delaware's primary and support emergency response agencies to reach a consensus on the TMT concept. He also stressed that the meeting would serve as a forum for comments and concerns about the TMT concept and it would allow for an inter-agency agreement on how to move forward with the process.

Incident and Event Plans

Gene then provided an overview of the incident and event plans related to the TMT concept – namely the TIEMP, Sussex County Hurricane Evacuation Annex, DEOP, and Transportation Security Plan. Gene also discussed DelDOT's organizational structure and highlighted the roles and responsibilities of the Maintenance and Operations, Division of Transportation Solutions, and Transportation Management Center (TMC) / Traffic. He also cited the ongoing work of the DelTrac Program and pointed out several of the program's accomplishments – TMC, travel advisory radio, statewide telecommunications, etc.



MINUTES OF MEETING
Delaware Statewide TMT Kickoff Meeting
September 14, 2004
DEMA Facility – Training Rooms A & B



Transportation Management Team (TMT) Concept

Gene addressed the TMT concept, which will establish teams of state and local police, fire, rescue, emergency management, environmental protection, EOCs, and transportation agencies to make decisions on how to handle incidents and events that impact the transportation system. He pointed out that the TMTs will be responsible for establishing communication, resources, and responsibility procedures and guidelines for the response to incidents and events.

Gene listed several keys to integrating the resources of the multi-agency TMTs successfully. These keys included establishing communication procedures, defining roles and responsibilities, developing planning and training exercises, and identifying how the levels of response can vary depending on the severity of an incident or event. He also expressed that each agency has different TMT resources in the form of people, vehicles, equipment, and materials.

Levels of Response to Levels of Events

The meeting participants were handed incident management scenarios to discuss how the level of emergency response is related to the “level” of an incident or event. The three scenarios involved a localized automobile accident along US 113 in Georgetown, an overturned tractor-trailer carrying a hazardous material on Interstate 495, and a severe winter storm. The scenarios helped demonstrate how the resources required to manage an incident or event are directly related to its severity. In particular, the attendees pointed out that in Scenario 2 the entire Northeast rail corridor could be shut down as a result of the overturned tractor-trailer, and this scenario would involve communication and coordination with other state and regional agencies.

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

II. Open Discussion on the TMT Concept

Major Randall L. Hughes of the Delaware State Police expressed the need for creating TMTs and emphasized the potential stakeholder benefits that will result from a more efficient and effective incident management plan. He cited the success of ongoing work in Sussex County and stated that the State will see additional dividends once TMTs are developed in the northern counties and other local areas.

Alternative Route Planning

Fire Chief Steve Kavanagh said that fire officials are concerned with motorists congesting neighborhood streets in an attempt to find alternate routes when main highways are closed. He stated that there is a need to find a way to get information to motorists to reduce congestion on neighborhood streets.

In a follow-up to Steve’s comment, Marcia Nickle, New Castle County EOC, stated that primary, secondary, and tertiary roads should be classified for detour routes. Mark Alexander of DelDOT/Canal District indicated that the snow plans have a road classification system, which can be utilized to develop preplanned alternative routes; however, they need to be made public for motorist use.



MINUTES OF MEETING
Delaware Statewide TMT Kickoff Meeting
September 14, 2004
DEMA Facility – Training Rooms A & B



Funding

Gene Donaldson next addressed the funding options available if the response agencies create a “package” instead of make individual requests for funding and resources.

Communication

Mark Alexander of DelDOT/Canal District mentioned that the TMC has an on-call list for DelDOT employees in the case of incidents. Rodney Marvel, President of the DE Fire Chief’s Association, commented that the list is not effective since supervisors often are called to incident scenes instead of personnel with the necessary resources (arrow boards, plows, etc.).

William Carrow of the Delaware State Police asked if the TMC monitors the Fire Board. Gene responded that the TMC monitors the Police/Fire CAD system and that the TMC is self-dispatching. Gene also stated that although the TMC may be responding to an incident, the TMC still should receive a formal request since it should not be assumed that the TMC is responding already.

Training

A representative from DTC also commented on how DART buses can be utilized in evacuations. He suggested developing training exercises for emergency response personnel to learn how to drive the DART buses in the case of an evacuation.

Gene also acknowledged that the TMC/Traffic is willing to work with the Delaware Fire School and Delaware State Police Academy to introduce the TMT concept in training exercises.

III. Next Steps

The meeting participants concluded the Kickoff Meeting with a joint agreement on how to move forward with the TMT concept. It was determined that the teams should address broader needs before discussing the needs of individual agencies. A consensus was reached that follow-up meetings will be held for each county, at which time point-persons will be identified for each response agency.

Tricia Faust of DelDOT’s TMC/Traffic stated that participants can review the final drafts of the TIEMP and Sussex County Hurricane Evacuation Annex and their comments will be addressed. The idea was also presented that at the countywide TMT meetings groups should get together and draft annexes similar to the Sussex County Hurricane Evacuation Annex. The groups can build on the base plan (TIEMP) and use the Sussex County Hurricane Evacuation Annex as a template to identify each county’s “players” and “basics” for incident management.

Lastly, DelDOT and TMC/Traffic welcomed other agencies to tour the Transportation Management Center and see the available resources for incident management. Parties interested in arranging a tour should contact Janine Lima, DelDOT TMC/Traffic, at (302) 659-2405.



MINUTES OF MEETING
Delaware Statewide TMT Kickoff Meeting
September 14, 2004
DEMA Facility – Training Rooms A & B



Committee Members:

"X" in Attendance	X Alexander, Mark	DelDOT/Canal Dist.	malexander@mail.dot.state.de.us
	X Austin, Steve	DUFA/Fire	SteveAustin@earthlink.net
	Bailey, Alice J		Alice.J.Bailey@state.de.us
	X Bethard, Jamie	DNREC-Emerg. Resp.	jamie.bethard@state.de.us
	Bock, Ken	DelDOT/DTC	kbock@mail.dot.state.de.us
	Bowman, Andy	DelDOT/North Dist.	bowman@mail.dot.state.de.us
	X Bracco, Bob	Civil Air Patrol	bobbracco@comcast.net
	X Briggs, Lt. Lewis	DSP	Lewis.Briggs@state.de.us
	X Campanella, John A.	DSP	John.Campanella@state.de.us
	X Cannon, Jack	Fire Chief	
	Capriglione, Michael	Police Chief's Assn.	
	Carey, Alan	DSP Assn.	
	Carroll, Terry	DelDOT	TCarroll@mail.dot.state.de.us
	X Carrow, William	DSP	Bill.Carrow@state.de.us
	X Clacher, James	DelDOT/TMC	jclacher@mail.dot.state.de.us
	X Cole, Curt	DelDOT/Business Mgmt.	sccole@mail.dot.state.de.us
	Collins, Jeff D.	SUSSCOM	
	X Conley, Barbara	DSP Traffic HQ	barbara.conley@state.de.us
	Conway, Gerald	Newark PD	
	Cooke, Catherine		Catherine.Cooke@state.de.us
	X Davis, Jeff	DelDOT/Toll Ops.	jldavis@mail.dot.state.de.us
	X Dempsey, Dickie	Kent EOC	
	X Dempsey, Tucker	Fire Chief	tucker@vhc27.com
	Dietz, Marlyn		mdietz@wilmingtonpd.state.de.us
	Dixon, Glenn	DSP Troop 5	
	X Domorod, Jim	DHSS	James.Domorod@state.de.us
	X Donaldson, Gene	DelDOT/TMC	gdonaldson@mail.dot.state.de.us
	X Doubet, Dennis J.	DSP Troop 1	Dennis.Doubet@state.de.us
	Ellesson, Sherry	DelDOT	SEllesson@mail.dot.state.de.us
	Ennis, Chris	DSP (EOD Unit)	
	Falone, Emily		Emily.Falone@state.de.us
	X Fantini, Maria	DelDOT/Central Dist.	mfantini@mail.dot.state.de.us
	X Faust, Tricia	DelDOT/TMC	pfaust@mail.dot.state.de.us
	X Ford, Paul	DART	pford@mail.dot.state.de.us
	Giles, George	Wilmington EOC	
	Hailey, Eric	Fire Chief	
	X Harding, Kevin	Dover PD	kharding@doverpd.state.de.us
	Harris, William T.	DSP	
	X Hawkins, Robert C.	DSP Troop 3	robert.hawkins@state.de.us
	X Hess, Tory	DelDOT/TMC	thess@mail.dot.state.de.us
	Hickox, William		BHickox@mail.dot.state.de.us



MINUTES OF MEETING
Delaware Statewide TMT Kickoff Meeting
September 14, 2004
DEMA Facility – Training Rooms A & B



Committee Members:

"X" in Attendance	Hiraesave, Vasuki	DelDOT/Central Dist.	vhiraesave@mail.dot.state.de.us
	Hitchens, Michael S		MHITCHENS@mail.dot.state.de.us
X	Hughes, Randall L.	DSP	Randall.Hughes@state.de.us
X	Johnson, Martin	DE Police Chiefs Counsel	M.Johnson@doverpd.state.de.us
X	Kavanagh, Steve	Fire Chief	Skavanagh@aol.com
X	Kernan, Michael S.	Director, DE Fire School	Michael.Kernan@state.de.us
X	Laing, Gary	DelDOT/Public Relations	gary.laing@state.de.us
	Laird, John J.	DSP Troop 2	
X	Lightfoot, Chuck	DelDOT/Canal Dist.	chuck@mail.dot.state.de.us
X	Lima, Janine	DelDOT/TMC	jlima@mail.dot.state.de.us
	Lord, Pam	DelDOT	PLord@mail.dot.state.de.us
	Mack, Barbara	DelDOT	BMack@mail.dot.state.de.us
	MacNeill, Julie	DelDOT	JMacNeill@mail.dot.state.de.us
	Mamlew, Fame	DelDOT	FMamlew@mail.dot.state.de.us
	Marecki, Edward	KENTCOM	
X	Marsh, R. Chris	DelDOT/TMC	cmarsh@mail.dot.state.de.us
X	Marvel, Rodney	Fire Chief's Assn.	rmarvel@sussexcounty.net
	McCarnan, John	DRBA	
	McClements, Alan		Alan.McClements@state.de.us
X	McLaren, W.Scott	NCC PD	wsmclaren@co.new-castle.de.us
X	McQueen, Nathaniel	DSP Troop 9	n.mcqueen@state.de.us
	Mergenthaler, Daryl	DSP Troop 4	
	Metheny, Allen		Allen.Metheny@yahoo.com
X	Morrissey, Michael	City of Wilmington PD	mmorrissey@wilmingtonpd.state.de.us
	Mulford, Joseph E.	RECOM	
X	Nickle, Marcia	NCC EOC	mnickle@co.new-castle.de.us
X	Nolt, Greg	DSP Troop 7	greg.nolt@state.de.us
X	Opland, Russ	Civil Air Patrol	oplandr@uphs.upenn.edu
X	Oxley, Robert S.	DelDOT	Boxley@mail.dot.state.de.us
	Papili, Joseph A		Joseph.Papili@state.de.us
	Petrucci, Terry	DelDOT/Public Relations	tpetrucci@mail.dot.state.de.us
	Potts, Ken	DelDOT/DTC	kpotts@mail.dot.state.de.us
	Pratt, Tony	DNREC	Tony.Pratt@state.de.us
X	Purcell, Galen	DSP Troop 9	galen.purcell@state.de.us
	Quinn, Dennis	NCC PD	
X	Reed, Jeff	DelDOT/South Dist.	jreed@mail.dot.state.de.us
X	Reynolds, Walt	Fire Chief	pastchief82@sisna.com
	Robbins, Laurie A		Laurie.Robbins@state.de.us
	Rock, Mitch		mrock@wilmingtonpd.state.de.us
	Ross, Robert	DHSS	
	Rupert, Tom	Fire Chief	
X	Seifert, Mark	DSP HQ	Mark.Seifert@state.de.us



MINUTES OF MEETING
Delaware Statewide TMT Kickoff Meeting
September 14, 2004
DEMA Facility – Training Rooms A & B



Committee Members:

"X" in Attendance

X Snell, David	Fire Chief	
Spradlin, Marcia	DelDOT	MSpradlin@mail.dot.state.de.us
X Strickland, Jim	DEMA	jstrickland@state.de.us
Sullivan, Jim	DelDOT/North Dist.	jsullivan@mail.dot.state.de.us
X Taylor, Paul	DSP Troop 2	Paul.taylor@state.de.us
Thatcher, Bill	DelDOT/North Dist.	bthatcher@mail.dot.state.de.us
X Thomas, Joseph	Sussex EOC	jthomas@sussexcounty.net
Todd, Carla	DelDOT	CTodd@mail.dot.state.de.us
X Toulson, Rich	DelDOT/South Dist.	rtoulson@mail.dot.state.de.us
Towns, Diane	DelDOT	DTowns@mail.dot.state.de.us
X Treut, Steve	DelDOT/TMC	streut@mail.dot.state.de.us
Turner, Jamie		Jamie.Turner@state.de.us
X Warrington, Michael	DSP Troop 4	michael.warrington@state.de.us
Weber, Don	DelDOT/TMC	dweber@mail.dot.state.de.us
Wilkins, PJ	DelDOT/Toll Ops.	
Williams, Mike	DelDOT/Public Relations	
X Williams, Tom	Fire Chief	tw4715@aol.com
Wilson, Kevin		kwilson@wyomingpd.state.de.us
Winstead, Timothy	DSP Troop 6	
Wooters, Beverly	DelDOT	Bwooters@mail.dot.state.de.us
Wright, Joseph	DelDOT	JWright@mail.dot.state.de.us

Additional Attendees:

Buckley, Matt	Edwards and Kelcey	mbuckley@ekmail.com
Clarke, Tony	Edwards and Kelcey	cclarke@ekmail.com