



MINUTES OF MEETING
Kent County TMT Meeting
April 6, 2005
DEMA Facility



Date: April 18, 2005
Meeting Date: April 6, 2005
Location: DEMA Facility (Training Room B)
Purpose: Kent County Transportation Management Team (TMT) April Meeting

List of Committee Members and Meeting Attendees:
See Attached Sheets

Handouts provided during the meeting:

- Kent County TMT Contact List
- Kent County Transportation Map

I. Opening Remarks

Gene Donaldson (DeIDOT TMC) opened the meeting with introductions from the attendees and a brief update on the status of the TMT meetings across the state. At the Kent County TMT Kickoff Meeting on March 2, the group agreed to continue with one TMT for Kent County.

Gene stated that the purpose of the meeting was to develop short-term and long-term action items for the critical issues and concerns affecting emergency response in Kent County. After the meeting goals, Gene opened up the floor for discussion.

The TMT program now has a website, which will be used to post meeting schedules, minutes, and other relevant documents.

<http://www.deldot.net/static/projects/tmt/index.html>

II. Open Discussion

Critical Areas

Gene asked the group to consider the critical roadways / areas that would be the focus of Kent TMT. Jonathan Weishaupt (DeIDOT TMC) suggested that the group focus on the SR 1 corridor from N. Smyrna to the Dover Air Force Base. The group agreed that SR 1 would be an appropriate start, and Gene added that the TMC will provide roadway information (maps, volumes, etc.) at the next meeting.

Communications

Joe Gates (Frederica Fire Co.) stated that communication between Fire and DeIDOT needs to improve. He pointed to two recent incidents in Frederica as examples of the difficulties in communicating with DeIDOT at the scene. Mr. Gates added that Fire does not automatically think of contacting DeIDOT. Dickie Dempsey (Kent EOC) responded by saying that Kent EOC and KENTCOM are capable of communicating with the TMC. Gene told the group to think of the TMC as DeIDOT's 911-center.

Ed Marecki (KENTCOM) asked if the TMC monitors CAD. Gene responded that at the present time they do not. Gene added that the CAD system needs to be upgraded (DeIDOT will share costs), and that he would like to work on developing a 2-way CAD system with DeIDOT / DSP.



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Radios

Ray Morris (Hartly Fire Co.) stated that Fire is not always aware that DelDOT is on the scene. He added that Fire does not have time to change channels and that DelDOT should adapt their system.

Mike Rains (Kent Co. Fire Chief's Assoc.) suggested that all communications go through Kent EOC first. He also asked if K-Fire-1 could be added to the TMC radios.

Tom Lankford (DelDOT Central District) told the group that all DelDOT trucks have radios; however, the DelDOT supervisors do not have direct communication with Kent EOC. Gene said that the supervisors need to contact the TMC first, who will then in turn get information from Kent EOC. The supervisors should not talk directly until authorized (someone may get left out of critical information).

Levels of Response

Allen Metheny (Kent Co. Emergency Management) said that TIEMP refers to levels; however, Fire needs to understand what resources they will get with each level. Gene agreed and said that it is also critical to understand each other's roles and responsibilities for the levels.

Who is in Charge at the Scene?

Gene stated that it is often difficult to find out who is in charge at the incident scene. Chief Bruce Smith (Hartly Fire Co.) stated that when DSP shows up at scene they immediately ask who is in charge and then talk directly to the OIC. Mr. Ed Marecki said that each agency needs to know where their key people are and understand their own command structures. He added that key personnel from the responding agencies should meet face-to-face at a command post. Lt. Joe Huttie (DSP – Troop 3) suggested that the TMT develop a command structure to work together and know each other's needs.

Notification Checklist and Reporting Critical Information

Lt. Huttie suggested developing a checklist of agencies that need to be notified during certain incidents/events. He also suggested having checklists for reporting critical information about incident characteristics, resource needs, etc. Mr. Marecki stated that the checklists might be more appropriate for the people asking the questions and dispatching resources (i.e., TMC, KENTCOM, Kent EOC).

The group agreed that it would be beneficial to form a TMT Communications Subcommittee.

DelDOT Response

The question was asked if the TMC has standard resources to send to incidents. Mr. Weishaupt responded that the TMC dispatches resources from area yards depending on the level of the incident. Mr. Lankford stated that supervisors are on-call for a month, but they have to call personnel for additional support when necessary. Mr. Lankford added that the response times depend on severity of incident and the number of DelDOT personnel needed.

Gene told the group that improving DelDOT's after-hours response has been mentioned as a major issue for all TMTs. He said that the groups should package their recommendations for improving the Department's policies so that the issue can be addressed statewide.



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Clear-the-Road Policy

Bill Wadkins (Wadkins Towing - Milford) stated that better communication about the conditions at the scene would allow towers to clear the roadways faster. He pointed out that bringing the correct trucks/equipment for the conditions could make a big difference. Gene added that DelDOT currently is not authorized to request tow trucks (must go through DSP).

Gene stated that clear-the-road policies exist in other states (e.g., Maryland and Texas), and that the TMT could work as a group to pursue such legislation. Gene added that a TMT Steering Committee has been formed to address issues that may require legislation.

Evacuations

Glenn Gillespie (DEMA) asked when the TMT would develop an evacuation plan for Kent County. He pointed out that evacuations will cause severe problems in Kent County because US 13, US 113, and SR 1 all come together in Dover. Glenn added that DEMA will be coordinating two TMT meetings in May for Kent / Sussex and NCC with a presentation by the National Weather Service.

Mr. Metheny asked if the Army Corps of Engineers was involved in the Sussex County Hurricane Evacuation Annex, and he expressed the need for inter-county coordination during the planning stages. Gene responded that the Army Corps (Joe Gavin) was involved in the Sussex plans, and Gene noted that Mr. Gavin will be speaking on April 13 at the Eastern Sussex TMT meeting.

Mr. Rains asked if roadways in Maryland could be used during evacuations. Gene said that the plans will include input from MD State Highway Administration / CHART.

Tricia Faust (DelDOT TMC) told the group that a draft would be developed for Kent County based on the Sussex County Hurricane Evacuation Annex, which the group could review at future meetings.

The group agreed to form a Kent TMT Evacuation Subcommittee.

III. Next Meeting

DEMA and the TMTs will be hosting a joint meeting for the Kent and Sussex TMTs on May 17 at 7:00pm at the Carlisle of Milford Fire Hall. The meeting will include a buffet dinner and a special presentation by the National Weather Service.

The next Kent TMT meeting is scheduled for June 1 at 7:00pm at the Kent Center.

Any questions or concerns can be directed to Gene 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. Tony Clarke and Matt Buckley can be reached at cclarke@ekmail.com / (410) 646-4505 and mbuckley@ekmail.com / (610) 701-7000, respectively.



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List of Committee Members and Meeting Attendees:
 “X” in Attendance

	Anderson	Mark	Harrington Police	manderson@harringtonpd.state.de.us
	Austin	Steve	Emergency Responder Safety Institute	steveaustin@earthlink.net
	Baker	Billy	Carlisle of Milford Fire Company & DE Fire School	william.baker@state.de.us
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	Short	J.R.	Kent Co. Fire Chief's Assoc. (1st Vice Pres.) & Camden-Wyoming Fire Dept.	firechief4115@aol.com
X	Smith	Bruce	Hartly Fire Company	
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	Snell	Dave	Marydel Fire Company	
	Speed	Stephen	City of Dover - Mayor	sspeed@dover.de.us
	Striejewski	Donald	Dover Air Force Base Fire Company	Donald.Striejewski@dover.af.mil
	Talley	John	DE Geological Survey	waterman@Udel.Edu
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X	Walls	Charles	Kent Co. Fire Police Assoc. (Pres.)	
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	Wyatt, Jr.	Fred	Kent Co. Fire Police Assoc. (1st Vice Pres.)	
	Zeroles	Joseph	DE Fire Police Assoc. (2nd Vice Pres.)	

**Kent County TMT
Action Items**

<i>Issues (Action Items)</i>	<i>Priority</i>	<i>"Data" Needs</i>	<i>Assigned</i>	<i>Submitter(s)</i>	<i>Task Leader</i>	<i>Legislation / Policies?</i>	<i>Status</i>
1 Develop TMT plans for SR 1	Med	Traffic volumes & roadway capacities Accident data Bridges - height & weight restrictions DelTrac tools (existing and proposed) Detour route checklist Roadway construction (existing and proposed) Capital Transportation Program	4/6/2005	Jonathan Weishaupt - DeIDOT			Ongoing
2 Improve DeIDOT's After-Hour Response <i>STATEWIDE TMT ACTION ITEM</i>	High	List of available resources (per time of day) List of DeIDOT communication tools	4/6/2005				Ongoing
3 Establish TMT Communications Subcommittee Upgrading radios Identifying who is in charge Reporting critical information Notification checklist <i>STATEWIDE TMT ACTION ITEM</i>	High	Agency points of contact for subcommittee TMC communication (reporting information) list List of agency communication resources	4/6/2005	Allen Metheny - Kent Emer. Management Dickie Dempsey - Kent EOC Joe Huttie - DSP Troop 4			Ongoing
4 Develop Kent Co. Evacuation Plan Establish Kent TMT Evacuation Plan Subcommittee	High	Evacuation routes map Roadway capacities Army Corps Evacuation Plan (Joe Gavin)	4/6/2005	Glenn Gillespie - DEMA Allen Metheny - Kent Emer. Management			Ongoing