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## Meeting Minutes

<b>Meeting Location</b>	Kent 911 Center	<b>Minutes No.</b>	1516/KC-2
<b>Meeting Date/Time</b>	April 6, 2011 7:00 – 8:30 PM	<b>Client</b>	Delaware Department of Transportation
<b>Issue Date</b>	April 14, 2011	<b>Type</b>	<input checked="" type="checkbox"/> Meeting <input type="checkbox"/> Conf. Call
<b>Subject</b>	Kent County TMT Meeting	<b>Project</b>	Transportation Management Team Program
<b>Prepared By</b>	Derek Voight	<b>Project No</b>	Jacobs E3X36701

	Attendees	Organization	Telephone	Email Address
<input checked="" type="checkbox"/>	Jim Clacher	DeIDOT/TMC	302-659-4603	jim.clacher@state.de.us
<input checked="" type="checkbox"/>	Dwayne Day	DeIDOT/TMC	302-659-4604	Dwayne.Day@state.de.us
<input checked="" type="checkbox"/>	Gene Donaldson	DeIDOT/TMC	302-659-4601	gene.donaldson@state.de.us
<input checked="" type="checkbox"/>	Jennifer Duval	Jacobs	610-701-7000	jennifer.duval@jacobs.com
<input checked="" type="checkbox"/>	Lawrence Kibler	Civil Air Patrol	302-736-6603	
<input checked="" type="checkbox"/>	Gary Melvin	Camden Police	302-697-2881	gary.melvin@cj.state.de.us
<input checked="" type="checkbox"/>	Gerald Nagyiski	DeIDOT/Safety	302-222-5977	gerald.nagyiski@state.de.us
<input checked="" type="checkbox"/>	Richard Schwalb	Kent Co. Fire Police Assoc.	302-653-6504	Sch573@atlanticbb.net
<input checked="" type="checkbox"/>	Derek Voight	Jacobs	610-701-7000	derek.voight@jacobs.com
<input checked="" type="checkbox"/>	Charles Walls	Kent Co. Fire Police Assoc.	302-335-5766	swalls315@peoplepc.com

Item	Comments	Responsible Party/Action	Date Due
1.	<p><b><u>Purpose</u></b></p> <p>This was a regularly scheduled meeting of the Kent County TMT Group (first Wednesday, every other month). Agenda items included: review of 12/01/10 Kent TMT Meeting Minutes, a presentation on the Yellow Trap Signal Operation Modification, discussion of the TMT Steering Committee, and multiple updates (Snow Emergency Plan, All-Hazard Plan for Individuals Requiring Special Transportation Assistance, Pilot Towing, Crossovers, Incident Management Training, Kent County All-Hazards Evacuation Plan).</p> <p>Gene Donaldson (DeIDOT) started the meeting with a round of introductions.</p>	None	None
2.	<p><b><u>Review of December 1, 2010 Kent County Meeting Minutes</u></b></p> <p>The minutes of the December 1, 2010 Kent County TMT Meeting were accepted without comment.</p>	Jacobs will finalize minutes	ASAP

<p>3.</p>	<p><b><u>Presentation: Yellow Trap Signal Operation Modification</u></b></p> <p>Jim Clacher (DeIDOT) presented the “Yellow Trap” Signal Operation Modification that applies to most 5-Section Signal displays in Delaware. DeIDOT is mandated by the 2009 Manual on Uniform Traffic Control Devices (MUTCD) to prevent the “yellow trap” situation. Jim noted that not all permissive left-turns will be affected; signs will be posted at non-affected intersections.</p> <p>The normal operation of a 5-Section Signal is as follows:</p> <ol style="list-style-type: none"> <li>1. Red ball/Green left arrow</li> <li>2. Red ball/Yellow left arrow</li> <li>3. Red ball</li> <li>4. Green ball</li> <li>5. Yellow ball</li> <li>6. Red ball (end of cycle)</li> </ol> <p>The “yellow trap” scenario exists on a highway when opposing directions have a green ball, and one direction changes to a yellow ball, while the opposing traffic continues to show a green ball. The “yellow trap” occurs when a left-turning vehicle with the yellow ball believes the opposing direction also has a yellow ball, and decides to turn across oncoming traffic believing they will be stopping on the yellow/red ball (when in reality opposing traffic still has a green ball). This is an unsafe condition and the “yellow trap” scenario can cause angle crashes.</p> <p>According to the 2009 MUTCD, the modifications to the 5-Section Signal operation will prohibit a protected left-turn from being served without first serving the side street. This scenario will generally occur during low volume times.</p> <p>The new signal modification does affect Emergency Preemption operation and DeIDOT will be presenting the material to all the Emergency Service Providers in the county. Emergency vehicles equipped with Opticom will have to use lights and sirens when turning left at traffic signals with permissive left turns. Additionally, when pre-emption is activated by an approaching emergency vehicle, permissive left turns with 5-Section signal heads will NOT display a green arrow, a change from the current operation.</p> <p>At this time two intersections in New Castle County have been modified, Kirkwood Highway &amp; Milltown Road, and Kirkwood Highway &amp; Delaware Park. If the permissive left-turn cannot be removed from an intersection because of high volumes signs will be posted at the intersection that read “Oncoming traffic may have extended green.”</p> <p>The following discussion then took place:</p> <p>Gene added that pre-emption no longer guarantees that all approaches immediately stop as some clearance intervals cannot be pre-empted. Pedestrian clearance intervals are an example of an interval that cannot be pre-empted. If a signal is an all-red interval for pedestrian clearance (pedestrian has WALK signal), an approaching emergency vehicle cannot pre-empt, or interrupt, this clearance interval. Meaning that the emergency vehicle will not</p>	<p>None</p>	<p>None</p>
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	<p>receive a green until the pedestrian clearance interval has past. This means that emergency vehicle operators must be aware that not all movements will immediately stop for a vehicle with an active opticom device. Additionally, Gene added that pedestrian clearance intervals are increasing. Older intervals were calculated based on a pedestrian walking speed of 4.0 feet/second; currently, intervals are calculated using 3.5 feet/second. This reduction in walking speed means that pedestrian clearance intervals are getting longer. As signals are upgraded around the state, pedestrian movements are being added to them. The addition of pedestrian movements at more intersections and the lengthening clearance intervals increases the likelihood of conflicts with emergency vehicles.</p> <p>Lawrence Kilber (Civil Air Patrol) asked why pre-emption systems don't immediately trigger an all-red condition at an intersection. Gene explained that even under pre-emption, clearance intervals must be provided for vehicles in the intersection to clear it and vehicles approaching the intersection to stop safely.</p> <p>Richard Schwalb (Kent County Fire Police Association) asked what the loops cut in the pavement on the far side of the intersection are used for. Gene explained that these loops are used to gather speed, volume and occupancy data for the signal system. Signals systems do not only operate on a schedule of timings based on time of day, they use volume and occupancy data that is gathered in real-time to automatically modify timings based on how the intersection is being used.</p>		
<p>4.</p>	<p><b><u>TMT Steering Committee</u></b></p> <p>Gene reported he is organizing the TMT Steering Committee to get the management level of TMT agencies together. The committee will be instrumental in planning the future topics and focus for the TMT program on a statewide level. In addition to helping DeIDOT decide how the TMTs operate, the steering committee will help increase participation. DeIDOT sent invitations out for an April 18<sup>th</sup> meeting.</p> <p>Gene is hoping that the TMT Steering Committee will continue to meet on a regular basis, semi-annually or quarterly.</p>	<p>None</p>	<p>None</p>
<p>5.</p>	<p><b><u>Snow Emergency Plan</u></b></p> <p>Gene provided an update on the Snow Emergency Plan (SEP) that is being developed to document the general operation of DeIDOT during a snow emergency. DeIDOT learned a lot during last year's major snow storms. The SEP outlines snow operations based on different levels of snowfall, including a snow emergency. Gene stressed that the SEP is a DeIDOT document. At this point it has only been circulated around the traffic department, and still needs to be reviewed internally by other DeIDOT departments before it is accepted. Dwayne Day (DeIDOT) commented that the SEP is about 90% complete at this point.</p> <p>Gene is working on a separate effort with DVFA to address snow operations which support the 62 fire departments around the state.</p>	<p>None</p>	<p>None</p>

	From these meetings, Rich Toulson and Bif Newnam will be disseminating the information out to the fire houses.		
6.	<p><b><u>All-Hazards Plan for Individuals Requiring Special Transportation Assistance</u></b></p> <p>Gene provided an update on the All Hazards Plan for Individuals Requiring Transportation Assistance. The plan provides guidelines on evacuating individuals without private transportation or who have a need that prevents them from evacuating themselves. The transportation of these individuals is the responsibility of DeIDOT in the event of emergency evacuation. DeIDOT worked with the Department of Health among others to develop this plan.</p> <p>The Plan will be shared with the TMT groups once it is approved by the agencies that contributed to its development.</p>	None	None
7.	<p><b><u>Pilot Towing</u></b></p> <p>Derek Voight (Jacobs) reported that the Pilot Towing Program was developed for DeIDOT to share in DSP’s responsibility of towing abandoned vehicles from Delaware’s Highways. Developed with close guidance from DSP, the Pilot Towing Program mirrors the DSP process for stickering and towing abandoned vehicles.</p> <p>Currently, DSP uses the E-Tow system to track tows. The E-Tow system was not in place when the Pilot Tow Program was first designed. The DeIDOT process was designed to use a paper tow slip; this paper tow slip was designed to mimic DSP tow slip that was being used at the time. Investigation is being conducted into the possibility of the DeIDOT TMC having access to the E-Tow system. Access to the system would eliminate the duplication of effort and lag that could be created from keying paper tow slips. A meeting is being scheduled with DSP to demo the E-Tow program and discuss potential issues with providing the TMC direct access.</p>	None	None
8.	<p><b><u>Crossovers</u></b></p> <p>Gene reported that he understands crossovers are an item of significant importance to the TMT groups. Due to this, Gene is setting up an internal DeIDOT meeting to hopefully reach consensus on how crossovers are handled statewide.</p> <p>Charles Walls (Kent County Fire Police Association) added that the construction on Route 1 in Frederica has closed 3 crossovers. Additionally, Charles noted that the dirt haulers are creating traffic conflicts as they are making left turns across Route 1. Gene noted that there are a host of different construction projects happening along Route 1 between Dover and Milford, all pursuant to converting this section into a limited access highway. Gene asked the group if they had seen the concept plans for the section. The group indicated that they had not. It was decided that a project presentation will be scheduled to review the concept for this section of Route 1.</p> <p>Gerald Nagyiski (DeIDOT Safety) noted that the Route 1/DE 30 interchange project is next to start in that section. This project includes a long term detour. The contractor should be scheduling a</p>		

	<p>meeting with local emergency response to discuss this detour, he was not certain if this meeting had happened as of yet. Jen Duval (Jacobs) suggested that the contractor could also speak to the local TMT group.</p> <p>Gerald added that the construction impacts for the Bowers Beach section will be the most dramatic, including the use of an access road and temporarily relocating mainline Route 1. Gene added that Jacobs will move ahead with scheduling a project presentation of the overall Route 1 plan for the section between Dover and Milford.</p>	<p>Jacobs schedule Route 1 concept presentation</p>	<p>For next Kent Mtg</p>
<p>9.</p>	<p><b><u>Incident Management Training</u></b></p> <p>Gene provided an update on DeIDOT’s Incident Management Training program that was put together a few years ago. Jim and Gene recently delivered the training to DeIDOT during an in-service day. DeIDOT has a few ideas on how the presentation can be modified and will share the modifications to the group as they are completed. Additionally, Gene noted that some brief refresher courses are coming regarding responder safety.</p>	<p>None</p>	<p>None</p>
<p>9.</p>	<p><b><u>All-Hazards Evacuation Plan</u></b></p> <p>Gene reminded the group that hurricane season is right around the corner and wanted everyone to know how to access the All-Hazard Evacuation Plans. The plans are available on the TMT Project Page. Derek demonstrated to the group how to access the TMT Project Page and All-Hazards Evacuation Plans and Appendices.</p> <p>Access to the TMT Project Page: go to <a href="http://www.deldot.gov">www.deldot.gov</a> &gt; select Projects (left side menu) &gt; scroll to bottom of page, select Transportation Management Team &gt; select Project Documents (right side menu). The Kent County All-Hazards Evacuation Plan and Appendix A of maps and intersection diagrams can be found on this page.</p> <p>Gene noted that DeIDOT will be reviewing the evacuation routes and updating the plan for changes that construction projects have had on the road network. Any updates will be shared with the TMT groups.</p> <p>As a separate effort, the DELMARVA Emergency Task Force (DETF) will soon release a phased evacuation plan for the entire DELMARVA peninsula. Working with the directors of various county and state level emergency management agencies, this plan has been developed over the past year and is pending approval for release. Dwayne added that once the plan has been officially approved the phased evacuation map for the peninsula will be shared with the TMTs.</p>	<p>None</p>	<p>None</p>
<p>10.</p>	<p><b><u>Open Discussion</u></b></p> <p>Gene opened the meeting to open discussion on any recent incidents or anything else that they group wanted to discuss. The following were highlights of the discussion:</p> <p>Lawrence asked what the current hurricane outlook was for the coming season. Gene said that the prediction at this point was for more named storms this season than last. These storms are</p>		

	<p>expected to make landfall in the Gulf and Southeastern regions of the US.</p> <p>Gerald noted that there are a couple of paving projects coming that will impact roadways, including paving on Route 1 between Route 9 and Frederica. Additionally, water line replacements along US 13 will impact traffic operations. Division Street in Dover will be closed between the railroad tracks (West Street) and US 13 for sewer repairs. The length of the closure is unknown at this point; closures of 10-19 days have been discussed in project planning meetings. Crossings of the construction area at State Street and Governors Avenue have been discussed in plans.</p> <p>Gene stated that DeIDOT needs to know more about how information on traffic impacts or closures is reported to emergency responders. He wants to make sure that information gets to the drivers of Fire &amp; EMS not just to dispatch centers. There is some concern that information reported to dispatch centers makes it to the fire houses but not to the actual drivers. Recently, an ambulance which was transporting an individual beyond typical jurisdiction was not aware of some construction impacts in the area of Christiana Hospital. Attempting to access the hospital through a construction closure resulting in damage to the tires on the ambulance. The point was raised that with separate dispatch systems for Police and Fire; it is essential that closures that communicated in both systems.</p> <p>Jim noted that in a recent closure of Route 1 at Bowers Beach, the location of the closure was not reported accurately. This delay impacted the response time and detour activation. Errors in reporting are understandable; however, once on scene, dispatch should be updated with the appropriate scene location.</p> <p>A recent closure of Route 1 due to a bomb dog alerting at the Dover Air Force Base gate required the establishment of a detour. Gerald reported the only vehicles which followed the established detour route were tractor trailers. Passenger vehicles all followed each other, diverting from the established detour route creating further impacts.</p>		
<p>11.</p>	<p><b><u>Next Meeting</u></b></p> <p>The next meeting is scheduled for Wednesday, June 1<sup>st</sup>, 7:00 pm at the Kent 911 Center. This follows the typical schedule of the 1<sup>st</sup> Wednesday, every other month. Anticipated topics include an update on Delaware’s Strategic Safety Highway Plan and a presentation on Route 1 between Dover and Milford. Jacobs will send out a meeting announcement with the release of this meeting’s minutes.</p>	<p>Jacobs send meeting notice</p>	<p>With the release of minutes</p>