



MINUTES OF MEETING
Northern NCC TMT Meeting
March 7, 2005
Hockessin Fire Company



Date: March 14, 2005
Meeting Date: March 7, 2005
Location: Hockessin Fire Company (Memorial Hall)
Purpose: Northern NCC Transportation Management Team (TMT) Kickoff Meeting

List of Committee Members and Meeting Attendees:
See Attached Sheets

Handouts provided during the meeting:

- Northern NCC Contact List
- Northern NCC Transportation Map

I. Opening Remarks

Gene Donaldson (DelDOT/TMC) opened the meeting with introductions from the attendees and a brief background on the TMT Concept. He listed several accomplishments to date including the countywide TMT meetings in New Castle County (Jan. 25), Sussex County (Feb. 9), and Kent County (Mar. 2). At the New Castle County TMT Kickoff Meeting, the group agreed to proceed with TMT's north and south of the C&D Canal – i.e., Northern NCC TMT and Southern NCC TMT.

Gene stated that the purpose of the meeting was to establish communications, identify critical coverage areas, develop short-term and long-term action items, and create a schedule for future meetings. After the meeting goals, Gene opened up the floor for discussion.

II. Open Discussion on the Northern NCC TMT

Meeting Leadership

Gene suggested rotating the meeting leadership among the various TMT agencies. He indicated that DelDOT will help support and organize the meetings, but he hopes that the TMT members will run the meeting. Bill Thatcher (DelDOT/North District) was nominated to be a leader; however, a firm decision was not made.

Hockessin / Pike Creek Detour Plans

Chief Jim Sapp (Hockessin Fire Company) discussed the ongoing work towards creating detour plans for DE/PA 7, DE/PA 41, and DE 48. He explained that the corridor experiences heavy truck traffic, and lane/road closures cause severe problems. Using his knowledge of the area, Chief Sapp created a text report for the detour plans, and Matt Buckley (Edwards and Kelcey) developed the detour maps. Chief Sapp stated that the next step is to review the plans with the other fire chiefs and fire police within the area.

TMT Framework

There was a suggestion to split the Northern NCC TMT into individual TMTs for various roadways. Paul Ford (DelDOT/DTC) proposed that the group remain as one TMT and work together to address



MINUTES OF MEETING
Northern NCC TMT Meeting
March 7, 2005
Hockessin Fire Company



the issues that affect the entire region. He also noted the difficulty in organizing and coordinating numerous TMTs. He stated that the group could always break into subgroups if necessary.

TASK 1: Interstate-95 Corridor Transportation Management Planning

Gene suggested that the group begin working towards TMT plans for the major roadways within Northern NCC. The group agreed that it was appropriate to start with the I-95 Corridor, which will include Interstates-95/295/495 and all "affected arterials" from the MD to PA/NJ state lines.

It was agreed upon that first task is to divide I-95 by exits and identify feasible detour routes. Chief Kevin McDerby (City of New Castle Police) pointed out that an I-95 diversion document was developed prior to the I-95 reconstruction when Fred Bush was at the Turnpike. He suggested checking on the availability of the document and using it as a starting point.

Chief Michael Capriglione (Newport Police) asked if DelDOT could provide hourly traffic volumes on I-95. It was also requested that DelDOT/DSP provide accident data for I-95.

The group also requested that DelDOT provide a listing of the height and weight restrictions on area bridges.

Herb Netsch (Premcor Refinery, Delaware City) stated that construction and roadway projects must be taken into consideration (e.g. Churchman's Marsh project and S.R. 1 widening).

Detour Route Signing

Steve Austin (Emergency Response Safety Institute) asked whether the predetermined detour routes in PA (red, blue, etc.) are effective. Gene responded that the signs typically work well with non-local through traffic. He stated that persons familiar with the area typically create their own detours. Gene suggested implementing detour signs in a variety of ways and gave examples of static signing (short-term) and electronic signing (future).

Captain Scott McLaren (NCC Police) suggested that the detour routes be computerized. Gene responded that DelDOT's INFORM Program (part of the DelTrac System) will be used to develop detour plans with GIS coordinates that can be integrated with various public information and emergency response technologies. Gene suggested that a goal for the TMT should be to create a book with alternate route plans and have them in every emergency response vehicle.

Resources Available

Captain McLaren stated that it is critical for each agency to list the resources available for response. He pointed out that incidents happen 24/7, and the TMTs need to be aware of "who is available and when."

Incident Grading System

Steve Austin asked if a grading system exists for incidents. Gene answered that he was not aware of a national grading system; however, levels of incidents were developed in the TIEMP. Gene stated that it is up to the TMT to determine which "levels" correspond to which type of incidents/events.



MINUTES OF MEETING
Northern NCC TMT Meeting
March 7, 2005
Hockessin Fire Company



DelDOT/DTC

Paul Ford referenced the Christiana Hospital Emergency Plan as an excellent example of how DART buses can be used in evacuations. He stressed that the TMTs should use DTC as a support agency. Paul stated that he would show up at the first meeting of every TMT, but he would only show up at subsequent meetings when needed.

Standard Operating Procedures

It was suggested that the group use the Dover International Speedway plans as an example for the TMT plans. Gene stated that he would bring a copy of the Dover International Speedway SOP to the next meeting.

Training

Gene suggested that the group also begin working on training initiatives. He said that DelDOT was the least trained of all the agencies, and he recommended inter-agency training and exercises.

Legislation

Gene told the group that a TMT Steering Committee has been created to address issues that may require legislation or policies.

General

- Before waiting to complete formal plans, the TMT should also address immediate problems/concerns with short-term solutions (i.e., adjust signal timings, install static signs, etc.).
- Add University of Delaware and Delaware River and Bay Authority (DRBA) to the contact list

III. Action Items

See attached spreadsheet.

IV. Next Steps

The meeting participants concluded the Northern NCC Kickoff Meeting with a joint agreement on moving forward with the TMT concept by continuing with one (1) TMT for Northern New Castle County. A consensus was reached on developing TMT plans for the I-95 Corridor. **The group agreed that future meetings would be held on the first Monday of each month.**

It was agreed upon that the April meeting on Mon., April 4 would be held at 7:00pm at the DE Fire School in New Castle.

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.



MINUTES OF MEETING
Northern NCC TMT Meeting
March 7, 2005
Hockessin Fire Company



List of Committee Members and Meeting Attendees

“X” in attendance

| | | | | |
|---|----------------|---------|--|--|
| | Aiken, Sr. | Priest | Belvedere Fire Company | paiken@wfd.state.de.us |
| | Ambrosino | Jody | Delaware Park | jody.ambrosino@delawarepark.com |
| | Anastasiadis | Manny | PENNDOT- District 6-0 | eanastasia@state.pa.us |
| X | Austin | Steve | Emergency Responder Safety Institute | steveaustin@earthlink.net |
| | Benyo | Jeff | Christiana Care | ibenyo@christianacare.org |
| | Bethard | Jamie | DNREC-Emergency Response | Jamie.bethard@state.de.us |
| X | Blackburn | Bruce | Christiana Care | bblackburn@christianacare.org |
| | Bock | Ken | DelDOT/DTC | ken.bock@state.de.us |
| | Bowman | Andy | DelDOT North District | andy.bowman@state.de.us |
| | Bracco | Robert | Civil Air Patrol | bobbracco@comcast.net |
| X | Brennan | Jerry | DE Fire School | jerry.brennan@state.de.us |
| | Briggs | Lewis | DSP – 911 Operations | Lewis.Briggs@state.de.us |
| | Brokenbough | Larry | DelDOT/DTC | larry.brokenbough@state.de.us |
| X | Brown | Alan | Brandywine Hundred Fire Company | alan.brown@state.de.us |
| X | Buckley | Matt | Edwards and Kelcey | mbuckley@ekmail.com |
| | Bunting | Jim | DelDOT Traffic | jim.bunting@state.de.us |
| X | Capriglione | Michael | Newport Police | mcapriglione@newportpd.state.de.us |
| | Carey | Alan | DE Fire Police Assoc. (Pres.) | abctow8757722@yahoo.com |
| | Carpenter, Jr. | Dave | NCC – Emergency Preparedness | dcarpenter@co.new-castle.de.us |
| | Carrow | William | DSP – Communications | Bill.carrow@state.de.us |
| X | Clacher | Jim | DelDOT/TMC | jim.clacher@state.de.us |
| X | Clarke | Tony | Edwards and Kelcey | cclarke@ekmail.com |
| X | Clendaniel | Jack | NCC Fire Police Assoc. (Former 2nd Vice Pres.) | clendanielj@christiana.k12.de.us |
| | Cole | Darrel | DelDOT Public Relations | darrel.cole@state.de.us |
| | Colmery | Lewis | DE Towing Assoc. | fax: 302-659-5645 |
| | Conley | Barbara | DSP – Traffic Section | Barbara.conley@state.de.us |
| | Conway | Gerald | City of Newark Police Department | gconway@newark.de.us |
| | Cox | Daniel | Department of Safety and Homeland Security | dan.cox@state.de.us |
| | Craighton | Dennis | Delaware River & Bay Authority | dennis.craighton@drba.net |
| X | Daniels | Jerry | NCC Fire Police Assoc. (Former Pres.) | |
| X | Davis | Jeff | DelDOT/M&O Toll Operations | jeff.davis@state.de.us |
| | Dempsey | Tucker | DE Fire Chief's Assoc. (2nd Vice Pres.) | |
| | Domorod | James | DE Health and Social Services/ PHPS | James.Domorod@state.de.us |
| X | Donaldson | Gene | DelDOT/TMC | gene.donaldson@state.de.us |
| X | Eisenhardt | Michael | DSP – Troop 1 | Michael.Eisenhardt@state.de.us |



MINUTES OF MEETING
Northern NCC TMT Meeting
March 7, 2005
Hockessin Fire Company



| | | | | |
|---|--------------|----------|--|--|
| | Faust | Patricia | DelDOT/TMC | patricia.faust@state.de.us |
| X | Ford | Paul | DelDOT/DTC | pford2@state.de.us |
| | Ford, Jr. | James | City of Wilmington Fire Department | jford@wfd.state.de.us |
| | Fox | John | DE Fire Chiefs Assoc. (NCC Director) | |
| | Gavin | Joe | Army Corp of Engineers (Philadelphia) | Joseph.P.Gavin@usace.army.mil |
| | Giles | George | City of Wilmington Police | ggiles@wilmingtonpd.state.de.us |
| | Giles | Patrick | Elsmere Fire Company | |
| | Gillespie | Glenn | DEMA | glenn.gillespie@state.de.us |
| | Graybeal | James | DE Division of Fish and Wildlife | James.Graybeal@state.de.us |
| X | Hahn | Robert | DE Fire Police Assoc. (1st Vice Pres.) | gw189c@aol.com |
| | Hake | David | DEMA | dave.hake@state.de.us |
| | Haley | Eric | NCC Fire Chief's Assoc. (2nd Vice Pres.) & Claymont Fire Company | chief@claymontfirecompany.com |
| | Hess | Tory | DelDOT/TMC | tory.hess@state.de.us |
| | Hickox | William | DelDOT/DTC | william.hickox@state.de.us |
| | Jameson | Bob | Delaware Technical Comm. College | rjameson@college.dtcc.edu |
| | Johnson, III | Martin | DE Police Chiefs Council | mjohnson@doverpd.state.de.us |
| | Kaleta | Frank | Christiana Mall | FKaleta@therousecompany.com |
| | Kalinowski | Joseph | City of Wilmington Fire Department | jkalinowski@wfd.state.de.us |
| X | Kavanagh | Steve | Aetna of Newark Fire Company | Chief@aetnahhl.org |
| | Kennedy | Patrick | FHWA Traffic Operations and Safety | patrick.kennedy@fhwa.dot.gov |
| | Kernan | Michael | DE Fire School | Michael.kernan@state.de.us |
| | Kresge | Gary | DSP – Troop 1 (Traffic) | gary.kresge@state.de.us |
| | Laing | Gary | DelDOT Public Relations | gary.laing@state.de.us |
| | Laird | John | DSP – Troop 2 | John.laird@state.de.us |
| | Lamborn | George | Cranston Heights Fire Company | |
| X | LeMin | Tom | City of Newark Police Department | tlemine@newarkpd.state.de.us |
| | Leonetti | Joseph | NCC – Emergency Preparedness | jleonetti@co.new-castle.de.us |
| | Lewis | Randy | DelDOT/TMC | randy.lewis@state.de.us |
| X | Lightfoot | Chuck | DelDOT Canal District | chuck.lightfoot@state.de.us |
| | Lindell | Frank | Five Points Fire Company | |
| | Looney | Thomas | Talleyville Fire Company | |
| | Maichle | Steve | Wilmington Manor Fire Company | |
| X | Marsh | Chris | DelDOT/TMC | chris.marsh@state.de.us |
| | Marsilii | Paula | NCC – Community Governing | pmarsilii@co.new-castle.de.us |
| | Marvel | Rodney | DE Fire Chief's Assoc. (Pres.) | rmarvel@sussexcountyde.gov |
| | Maxwell | Paul | Holloway Terrace Fire Company | |
| | McDaniel | William | DNREC-Enforcement | william.mcdaniel@state.de.us |
| X | McDerby | Kevin | City of New Castle Police | kmcderby@newcastlepd.state.de.us |



MINUTES OF MEETING
Northern NCC TMT Meeting
March 7, 2005
Hockessin Fire Company



| | | | | |
|---|--------------|----------|---|--|
| | McGinnis | John | DelDOT/DTC | john.mcginnis@state.de.us |
| X | McLaren | Scott | NCC PD – Traffic Patrol | wsmclaren@co.new-castle.de.us |
| | McMullen | Harry | NCC Fire Police Assoc. (2nd Vice Pres.) | dsfp149a@aol.com |
| | Meredith | Walt | Aetna of Newark Fire Company | Chief@aetnahhl.org |
| | Mitchell | David | Homeland Security Advisor | David.Mitchell@state.de.us |
| | Morrissey | Michael | City of Wilmington Police | mmorrissey@wilmingtonpd.state.de.us |
| | Mulford | Joseph | DSP - RECOM (PSAP Manager) | joseph.mulford@state.de.us |
| X | Netsch | Herb | Motiva Enterprise LLC - Fire Dept. | herb.netsch@premcop.com |
| X | Nickle | Marcia | NCC – Emergency Preparedness | mnickle@co.new-castle.de.us |
| | Outten | Drew | Hockessin Fire Company | |
| | Pack | Rosanne | DEMA | rosanne.pack@state.de.us |
| | Poppe | Wally | DE Fire Chief's Assoc. (NCC Director) | wpoppe3@aol.com |
| | Potts | John | City of Newark Police Department | jpotts@newarkpd.state.de.us |
| | Pratt | Tony | DE Soil and Water Conservation | Tony.Pratt@state.de.us |
| | Quig | Michael | DSP – Troop 6 (Traffic) | Michael.quig@state.de.us |
| X | Quimby | Paul | NCC Fire Police Assoc. (Pres.) | pquimby@nksdistributors.com |
| X | Quinn | Dennis | NCC PD – 911 Communications | dmquinn@co.new-castle.de.us |
| | Roberts | David | NCC PD – 911 Communications | djroberts@co.new-castle.de.us |
| | Romano | Nick | MBNA Christiana Center | Nick.Romano@MBNA.com |
| | Rosseel, Jr. | Jamie | NCC Fire Chief's Assoc. (1st Vice Pres.) & Delaware City Fire Company | ch158ief@aol.com |
| | Saggione | Michael | Minquas of Newport Fire Company | |
| X | Sapp | Jim | Hockessin Fire Company | jsapphfc@hotmail.com |
| | Seifert | Mark | DSP – Operations | mark.seifert@state.de.us |
| | Setting | Elmer | NCC PD – Traffic Patrol | esetting@ncccopd.state.de.us |
| | Shaw | Brian | Minquadale Fire Company | |
| | Shovlin | Nick | Christiana Mall Public Safety | |
| X | Simpson | William | Good Will of New Castle Fire Company | billsimpson@erols.com |
| | Smith | Edward | DE National Guard | Edward.smith@de.ngb.army.mil |
| | Spradlin | Marcia | DelDOT Canal District | marcia.spradlin@state.de.us |
| X | Strauss | Neal | Elsmere Police | nstrauss@elsmerepd.state.de.us |
| X | Strickland | Jim | DEMA | jim.strickland@state.de.us |
| | Szczerba | Michael | City of Wilmington Police | mszczerba@wilmingtonpd.state.de.us |
| | Talley | John | DE Geological Survey | waterman@Udel.Edu |
| | Taylor | Paul | DSP – Troop 2 (Traffic) | Paul.taylor@state.de.us |
| X | Thatcher | Bill | DelDOT North District | bill.thatcher@state.de.us |
| | Thornton | Lawrence | Univ. of DE Public Safety | larryt@udel.edu |
| | Tillinghast | Jeff | Christiana Fire Company | Chief@christianafc.org |
| X | Tjaden | Daniel | Delaware City Police | djaden@delawarecitypd.state.de.us |



MINUTES OF MEETING
Northern NCC TMT Meeting
March 7, 2005
Hockessin Fire Company



| | | | | |
|---|----------------|----------|---|--|
| X | Truitt | Mike | NCC Fire Police (Task Force Officer) | |
| | Turner, III | James | DEMA | jamie.turner@state.de.us |
| X | Van Den Heuvel | Harry | Civil Air Patrol | harrywhogb@netzero.net |
| | Warner | Suzanne | DelDOT OIT | suzanne.warner@state.de.us |
| | Warrick | Les | NCC Fire Chief's Assoc. (President) | Lwwar14@msn.com |
| X | Watson | Jim | DE Fire Chief's Assoc. (1st Vice Pres.) | kingshimr@aol.com |
| X | Weishaupt | Jonathan | DelDOT/TMC | jonathan.weishaupt@state.de.us |
| | Wilgus | Lance | FHWA | Lance.Wilgus@fhwa.dot.gov |
| | Willey | Michael | DSP – Troop 2 | michael.willey@state.de.us |
| | Wilson | David | Mill Creek Fire Company | |
| X | Winstead | Timothy | DSP – Troop 6 | Timothy.winstead@state.de.us |
| | Wormley | James | DelDOT Canal District | jim.wormley@state.de.us |

**Northern New Castle County TMT
Actions 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 I-95 Corridor MD line to PA/NJ lines Identify critical areas by exits and interchanges Detour route signage | Med | DE Turnpike I-95 diversion plan (Fred Bush) Traffic volumes & roadway capacities Accident data Bridges - height & weight restrictions DelTrac tools (existing and proposed) Detour route checklist Construction projects (existing and proposed) Capital Transportation Program | 3/7/2005 | All | | | Ongoing |
| 2 Improve DeIDOT's After-Hour Response | High | List of available resources (per time of day) List of DeIDOT communication tools | 3/7/2005 | Scott McLaren - NCC Police | | | Ongoing |
| 3 Create Incident and Event Logs for Debriefing | Low | Agency logs and reports | 3/7/2005 | Marcia Nickle - NCC EOC | | | Ongoing |
| 4 List of Upcoming "Planned" Events | Med | Dover Int'l Speedway SOP Agency SOPs and Incident Management Plans | 3/7/2005 | Marcia Nickle - NCC EOC | | | Ongoing |
| 5 List of "Immediate" Concerns with Short-Term Improvements | High | | 3/7/2005 | Michael Capriglione - Newport Police | | | Ongoing |
| 6 Designate Evacuation Routes with Public Information List of potential incidents (chemical/nuclear facilities, weather, etc. | Low | Public information tools Map of facilities | 3/7/2005 | Marcia Nickle - NCC EOC | | | Ongoing |
| 7 Conduct Training and Exercises | Med | List of agency training and exercises | 3/7/2005 | Gene Donaldson - DeIDOT | | | Ongoing |
| 8 Hockessin / Pike Creek Detour Plans DE 7, 41, 48 | Med | | Jan. 2005 | Jim Sapp - Hockessin Fire | Jim Sapp - Hockessin Fire | | Review |