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Meeting Minutes

Meeting Location	Delaware City Fire Company	Minutes No.	1516/NNC-2
Meeting Date/Time	March 21, 2011 7:00 – 8:30 PM	Client	Delaware Department of Transportation
Issue Date	March 29, 2011	Type	<input checked="" type="checkbox"/> Meeting <input type="checkbox"/> Conf. Call
Subject	North New Castle TMT Meeting	Project	Transportation Management Team Program
Prepared By	Megan Gould	Project No	Jacobs E3X36704

Attendees	Organization	Phone	Email
Brian Andrews	State Fire Fire Police - NCC	302-834-8494	rescue_ranger@verizon.net
Jim Clacher	DeIDOT/TMC	302-659-4603	Jim.Clacher@state.de.us
Jeff Cook	DRBA Police		Jeff.Cook@DRBA.net
Dwayne Day	DeIDOT/TMC	302-659-4604	Dwayne.Day@state.de.us
Gene Donaldson	DeIDOT/TMC	302-659-4601	gene.donaldson@state.de.us
Jennifer Duval	Jacobs	610-701-7000	jennifer.duval@jacobs.com
Eric Eide	Townsend Fire Company	302-353-8196	
Frank Gant	Odessa Fire Company	302-545-3672	fgant@ofc424.com
Megan Gould	Jacobs	215-355-3577	Megan.Gould@jacobs.com
Wayne Hamilton	DeIDOT Traffic Safety - North District	302-326-4495	wayne.hamilton@state.de.us
Dennis Quinn	NCC – 911 Communications	302-395-8212	dmquinn@co.new-castle.de.us
John Slank	DSP Troop #6	302-633-5000	John.Slank@state.de.us
Robert Stineman	Christiana Fire Company/ State Fire Police - NCC	302-832-3133	dsfp39@verizon.net
Leonard Wallace	Townsend Fire Company	302-690-1420	Rescuecapt26@aol.com
Adam Weiser	DeIDOT/Traffic	302-659-4073	adam.weiser@state.de.us

Item	Comments	Responsible Party/Action	Date Due
1.	<p>Purpose</p> <p>This was a regularly scheduled meeting of the North New Castle County TMT Group (third Monday, every other month). Agenda items included: review of 11/15/10 TMT Meeting Minutes, a presentation on the Delaware Strategic Highway Safety Plan, a presentation of DeIDOT's Yellow Trap Signal Operation Modification, information on conducting a Detour Authentication Tabletop Exercise, a briefing on the TMT Steering Committee and updates on the following items: Snow Emergency Plan, All Hazards Plan for Individuals Requiring Special Transportation Assistance, pilot</p>	None	None

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	<ol style="list-style-type: none"> 2. Curbing aggressive driving. 3. Increasing seatbelt usage. 4. Reducing impaired driving. 5. Improving the design and operation of highway intersections. 6. Making walking and street crossing safer. 7. Improving motorcycle safety and increasing motorcycle awareness. 8. Sustaining proficiency in older drivers. 9. Making heavy vehicle travel safer. 10. Designing safer work zones. 11. Improving traffic records. <p>The emphasis areas were prioritized based on crash data (listed in priority order).</p> <p>For additional information regarding the DSHSP please see the DSHSP presentation attached to these meeting minutes and posted on the website.</p>		
4.	<p><u>Presentation: Yellow Trap Signal Operation Modification</u></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"> 1. Red ball/Green left arrow 2. Red ball/Yellow left arrow 3. Red ball 4. Green ball 5. Yellow ball 6. Red ball (end of cycle) <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</p>	DeIDOT will present this presentation to all the TMTs	On-going

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	<p>equipped with Opticom will have to use lights and sirens when turning left at traffic signals with permissive left turns.</p> <p>At this time two intersections in New Castle County have been modified, Kirkwood Highway & Milltown Road, and Kirkwood Highway & 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> <ul style="list-style-type: none"> • A question was asked regarding what the timeline is for implementation statewide. The Federal Highway Administration has mandated the removal of yellow trap by 2014. DeIDOT would like to complete it within one year. • Has there been any driver feedback for the intersections modified on Kirkwood Highway? No there has not been any feedback, but there were 6 cases studies in Smyrna, DE and some calls were received from drivers complaining that the left turn arrow was not being called as much. DeIDOT wants to hear feedback because the TMC can check the list of modified signals and can send a technician out to check. • A question was asked whether the yellow trap is caused by vehicles moving beyond the detection line? DeIDOT said this does not cause yellow trap. • DeIDOT wants to continue to present the powerpoint to the Fire Companies and encourages feedback on the material presented. The group agreed that it was easy to understand with the graphics and would welcome more presentations at the Fire Companies and the Fire Chiefs Meeting. • Will the Fire companies be notified of what intersections have been modified? DeIDOT will send a notification packet to the fire chiefs through email with the information. • DeIDOT explained that pre-emption does not cancel a pedestrian clearance interval that is called when a pedestrian hits the ped button. It’s important to know that when a pedestrian clearance interval is called the pedestrian will get the entire amount of time to cross before a green signal can be pre-empted for emergency response. DeIDOT will work to write-up a one page explanation on the yellow trap including pre-emption operation and pedestrian crossing. 		
5.	<p><u>Detour Authentication Tabletop Exercise</u></p> <p>Jen shared with the group the Detour Authentication Tabletop Exercise (TTX) Flyer that was handed out. The flyer highlights the purpose of the exercise, participants, and topics covered. The TTX evaluates the detour implementation process and not the participants. The Pilot TTX was held with Little Creek and Magnolia Fire Companies in Kent County and proved to be a great learning</p>	Jacobs will attach TTX Flyer to meeting minutes	ASAP

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	<p>experience for all participants. The pilot group walked through a scenario to test the process of activating a TMT-developed detour (participants were not evaluated). The goal is to train all TMT members on the use of the detours as well as develop a Quick Reaction Checklist (QRC) for the TMC Technicians. A similar exercise will be conducted within all of the TMT group locations and DeIDOT is looking for a volunteer fire company to host for North New Castle County.</p> <p>Dwayne shared with the group the availability of the DeIDOT Incident trailers that contain 200 cones, 6 barricades and various signage. The trailers are available to all the Emergency Service Providers for major incidents and events that require extra resources. DeIDOT asks that field responders call them right away when support is needed because they have the resources to help.</p> <p>It was asked as to what the lead time is for getting the cones once requested? Once the request goes into DeIDOT the first available driver will go right away to deliver what is needed.</p>	<p>Jacobs requests a fire company interested in volunteering to 'host' the TTX contact Jen Duval</p>	<p>On-going</p>
<p>6.</p>	<p><u>TMT Steering Committee</u></p> <p>Gene reported on the TMT Steering Committee that he is organizing to get the management level of agencies of the TMT to attend a meeting to help DeIDOT decide how TMT should operate and increase participation. DeIDOT sent invitations out for the April 18th meeting.</p>	<p>DeIDOT to hold TMT Steering Committee Meeting April 18, 2011.</p>	
<p>7.</p>	<p><u>Snow Emergency Plan</u></p> <p>Gene provided an update on the Snow Emergency Plan that is being completed to document the general operation of DeIDOT during a snow emergency. DeIDOT learned a lot during last year's major snow storms. The Snow Emergency Plan will document the snow operations to follow during a snow emergency. Gene is working on a separate effort with DVFA to address snow concerns.</p>	<p>DeIDOT to continuing developing Snow Plan</p>	<p>On-going</p>
<p>8.</p>	<p><u>All Hazards Plan for Individuals Requiring Special Transportation Assistance</u></p> <p>Gene provided an update on the All Hazards Plan for Individuals Requiring Transportation Assistance. The plan provides guidelines on evacuating individuals without transportation or who have a medical condition that restricts them from evacuating themselves. DeIDOT worked with the Department of Health among others to develop this plan.</p>		
<p>9.</p>	<p><u>Pilot Towing Update</u></p> <p>Jim Clacher reported that the Pilot Towing Program was developed for DeIDOT to share in DSP's responsibility of towing abandoned vehicles from Delaware's Highways. The program allows DeIDOT to be responsible for stickering and towing abandoned vehicles on the side of the highway with close guidance from the DSP. Currently, DSP uses the E-Crash system to help keep track of their tows. This</p>		

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	<p>system was not in place when the Pilot Tow Program was first designed. The use of this system creates a conflict with the proposed DeIDOT process. The DeIDOT process was developed to use a paper tow slip; this paper tow slip was designed to mimic DSP tow slip that was being used at the time. DeIDOT is working to investigate direct access to the E-Crash system. Adam Weiser mentioned that he has access to E-Crash.</p>		
<p>10.</p>	<p><u>Crossovers</u> Megan Gould (Jacobs) reported that Jacobs and DeIDOT are continuing to work on the crossover issue. She acknowledged that this is an important issue for the TMTs. Gene added that the issue is being put on hold with the TMTs while DeIDOT has a few internal meetings to determine DeIDOT’s position on crossovers.</p>	<p>Jacobs and DeIDOT will continue to research crossovers</p>	<p>On-going</p>
<p>11.</p>	<p><u>Detours</u> Megan reported that detours for DE 4 are planned to be completed by the next TMT Meeting. The review of detours will be kept to a half hour and we would encourage TMT members to review the detours prior to the meeting and bring their comments with them. Gene reported that future TMT meetings are planned to be more interesting and informative. While detours are important, the TMTs will focus on more than just detours during the meeting.</p>	<p>Jacobs will send TMT Members the DE 4 Detours before the next meeting to encourage comments</p>	<p>May 16th Meeting</p>
<p>12.</p>	<p><u>Incident Management Training</u> Gene provided an update on DeIDOT’s Incident Management Training program that was put together a few years ago. Jim and Gene recently taught 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.</p>	<p>DeIDOT to engage Jacobs in the training program update.</p>	
<p>13.</p>	<p><u>Open Discussion</u> The group requested a better communication method for sharing construction detours that are activated. The recent closure of Rt. 1 that detoured traffic onto Rt. 273 was not known by the Townsend Fire Company and they had trouble getting their ambulance to Christiania Hospital. The group is interested in being notified of construction detours via email in order to notify their ambulance drivers of the detour immediately.</p>	<p>DeIDOT will work with Emergency Service Providers to determine the best way to communicate Construction Detours</p>	<p>On-going</p>
<p>14.</p>	<p><u>Next Meeting</u> The next meeting is scheduled for Monday, May 16th at 7:00 pm. A location has not yet been determined for the meeting. Due to the project presentation being SR 202 & I-95 it is recommended that either Talleyville Fire Company or Brandywine Company be used to host the meeting since they are close to the project area.</p>	<p>Jacobs will work with Jim Watson to reserve a meeting room</p>	

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	The group expressed interest in hearing an overview of the US 202 & I-95 interchange project, construction detour notifications, and review of the New Castle County All Hazards Evacuation Plan.		