



MINUTES OF MEETING
Sussex County TMT Meeting
February 9, 2005
Sussex County EOC



Date: February 17, 2005
Meeting Date: February 9, 2005
Location: Sussex County EOC
Purpose: Sussex County Transportation Management Team Meeting

List of Committee Members and Meeting Attendees:
See Attached Sheets

Handouts provided during the meeting:

- TMT Binder (from Sept. 14th Statewide TMT Kickoff Meeting)
- State of Delaware Official Transportation Map
- PowerPoint Slides

I. PowerPoint Presentation

The Sussex County Transportation Management Team (TMT) 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 providing a brief background of the TMT Concept. He also listed several accomplishments to date including the development of the TIEMP and the Sussex County Hurricane Evacuation Annex, meetings with individual emergency response agencies, and the Statewide Kickoff Meeting held last September at which Delaware's emergency responders agreed to move forward with the TMT process. Gene also stated that the New Castle County TMT Kickoff Meeting was held on January 25, 2005 at the Hockessin Fire Company.

Meeting Objective

Gene stated that the purpose of the meeting was to improve the response to transportation-related incidents and events within Sussex County and the surrounding areas. He suggested that the first step towards achieving this is to develop cooperative agreements on the day-to-day operations of the TMTs.

Communications

Gene discussed the importance of understanding the roles, responsibilities, and functions of each member of the TMT. He also stressed that communication plans and procedures will be developed for each of the TMT Levels of Response. Since transportation-related incidents and events extend across state, county, and municipal boundaries, the TMT communications must also include neighboring counties and states.

Operations

Gene stated that improving the response to planned and unplanned incidents begins with the management of the incident scene (Scene 1) and the surrounding area (Scene 2). He stated that the TMTs will work to ensure the safety of the responders and every user of the transportation system (responders and motorists). The TMTs will also work towards creating an understanding of each agencies resources (e.g. people, vehicles, equipment, and materials) and critical needs.



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Gene stressed to the group that the next step towards creating operational TMTs is to identify the critical coverage/response areas and determine the number of TMTs needed for Sussex County.

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

II. Open Discussion on the Sussex County TMT

The group once again agreed with the TMT Concept and stated that steps need to be taken to see results and to make the TMTs operational.

TMT Framework

Gene stated that the TMTs will be involved in both planning and operations with the exact role depending on the type of incident or event. TMT plans will be developed by operations personnel (“taking planning and operation to the streets”).

As the TMTs develop, regular meetings will serve as a forum for open communication and to discuss and review what worked and what areas need improvement. The question was raised about whether DelDOT will be leading the TMTs. Although DelDOT will help facilitate the TMTs and provide consultant help, the TMT process requires joint leadership for all emergency agencies.

TMT Agencies

It was noted that local police must be included in the TMT efforts. The contact information for local police/fire will be confirmed, and they will be informed of future TMT meetings.

It was noted that the TMT contact list is a “work-in-progress,” which will continue to be updated as more members are active in the TMT efforts. Gene stressed that it is the TMTs responsibility to determine the “critical players” for the TMTs. He asked all attendees to spread the word about future TMT meetings to the responders on the scene. Attendees also were asked to keep in mind that nighttime meetings seem to work best for the fire service since most are volunteers.

Delaware State Police

Major R.L. Hughes indicated that the State Police strongly supports the TMT concept. He stated that the State Police has been following transportation management for years, and they are involved in a similar effort in Kent County - Kent County Traffic Safety Committee.

Major Hughes suggested the formation of three (3) Sussex County TMTs focused around the 3 DSP troops in Sussex County. He suggested the following TMTs: (1) Greenwood to Delmar (west); (2) Milford to Selbyville (central); and (3) along SR-1 (east).

Major Hughes further emphasized the importance of planning for incidents and events. He also suggested working together on a common set of “acronyms” (i.e. everybody would speak the “same language”) and coordinating activities.



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TMT Support

Rodney Marvel (DE State Fire Chiefs) asked if DelDOT is capable of handling 3 TMTs within Sussex County. Gene responded that the group should move forward to create the necessary TMTs, and DelDOT will handle it. Gene also noted that consultants (Edwards and Kelcey) are available to assist the TMTs in coordinating the meetings, agenda, etc.

Training and Exercises

During the presentation, it was observed that Slide #12 did not reference Fire Department training for DelDOT. Tricia Faust (DelDOT TMC/Traffic) responded that DelDOT is working with Michael Kernan of the DE Fire School for First Responder training within the Department.

Tricia asked participants to incorporate the TMT concepts into future training exercises. She indicated that exercises with Fire and Police could be held during business hours or on weekends to accommodate the volunteer fire fighters.

DelDOT TMC

The question was raised concerning how long after calling the TMC during non-business hours would it take for DelDOT to show up on the scene. Gene stated approximately 1-2 hours for DelDOT to mobilize/respond. This produced the response that the TMC should not be called if the incident "appears" to be resolved within 2 hours. However, Gene replied that the TMC should be called. He indicated that if the TMC knows about the incident they will start planning for if the incident gets bigger (i.e. if it escalates the TMC wants to be in motion).

Jeff Reed (DelDOT) indicated that the TMC has incident management capabilities within Sussex County that should be used. He further noted that if the TMTs need resources during an incident, the TMC is capable of dispatching the services and coordinating communications. Jeff noted that every area yard worker has toured the TMC, and he suggested that other agencies tour the facility to see how the TMC can help them. Gene added that Transit Supervisors and Public Relations personnel also toured the TMC. Anyone interested in touring the TMC should contact Barbara Trawick at (302) 659-2404 or via email at barbara.trawick@state.de.us.

The group recognized that it may be difficult to get all fire personnel to Smyrna because of their volunteer schedule. Gene said that he has a presentation showing the TMC functions and capabilities, and he will work with the Fire Chiefs to present it at upcoming functions.

Scene 1 / Scene 2

The question was asked if there is a specific individual responsible for traffic management at the incident scene. The general consensus was no since the command structure is set up to manage injury/hazards. Since the fire service manages Scene 1, the TMTs will assist to provide more information to handle Scene 2. The key concept is to communicate and disseminate information, so that responders are not creating additional traffic problems.

Gene indicated a potential "vision" for the TMTs is to have alternate route plans in every vehicle so that emergency personnel would be able to stop "winging it." For example, once the message goes out to implement "Plan X," everybody would know how to respond.



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General Comments

Gene suggested that once or twice a year all TMTs across that state should meet. He also asked for recommendations from the group on how DelDOT can better assist in the TMT efforts (e.g. training, resource management, communication etc.).

Gene used the example of a stalled vehicle to illustrate some of the “kinks” in the system: (1) DelDOT calls 911 Center to report a stalled vehicle; (2) 911 Center calls DSP; (3) DSP calls tow truck. He was of the opinion that the stalled vehicle could be more expeditiously removed if DelDOT could call the tow truck directly.

In terms of identifying specific contacts, the fire service does not know who will show up at an incident scene since it depends on who is available.

III. Next Steps

The meeting participants concluded the Sussex County Kickoff Meeting with a joint agreement on moving forward with the TMT concept by forming three (3) Sussex County TMTs – East, West, and Central.

Rich Toulson announced that the West Sussex TMT meeting will be held on February 24, 2005 at 7:00 PM at the Seaford Fire Hall. Rich indicated that the meeting dates for the East and Central Sussex TMTs will be determined at the Sussex Fire Chiefs’ meeting on Thursday, February 17.

Gene reminded all attendees to remain actively involved in developing the TMTs since success requires input from all agencies. Team members are encouraged to identify any additional representatives or agencies that need to be involved in the TMT meetings and to bring any critical needs/issues with them to the meetings.

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.

**Sussex County Transportation Management Team (TMT)
Meeting**

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X	Hawkins	Steve	Indian River of Oak Orchard Fire Company	
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