



MINUTES OF MEETING
Western Sussex County TMT Meeting
March 9, 2005
Seaford Fire Hall



Date: March 14, 2005
Meeting Date: March 9, 2005
Location: Seaford Fire Hall
Purpose: Western Sussex County Transportation Management Team (TMT) Kickoff Meeting

List of Committee Members and Meeting Attendees:
See Attached Sheets

Handouts provided during the meeting:

- Western Sussex Contact List
- Western Sussex Transportation Map

I. Opening Remarks

Rich Toulson (DeIDOT/South District) welcomed the attendees and opened the meeting with a brief introduction. After introductions from the meeting attendees, Gene Donaldson (DeIDOT/TMC) gave 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 Sussex County TMT Meeting, the group agreed to proceed with TMTs for the eastern (SR 1), central (US 113), and western (US 13) areas of Sussex County.

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 having a designated leader or rotating the meeting leadership among the various TMT agencies. He indicated that DeIDOT/TMC will help support and organize the meetings, but he hopes that the TMT members will run the meeting. A consensus was reached to have Rich Toulson be the Western Sussex TMT leader.

US 13 & Beach Routes TMT Plans

Rich suggested developing TMT plans for US 13 and the east-west beach routes. Rowland Moore (Ellendale Fire Company) stated that although the Central Sussex TMT will focus on the US 113 corridor, the TMTs should not have definite "boundaries." The group agreed that the Western and Central Sussex TMTs will work together to cover the areas between US 13 and US 113.

The group agreed that the following intersections are critical to the plans:

- US 13 & Rd. 46 (Elks Rd.)
- US 13 & DE 404
- US 13 & DE 54



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Gene stated that the TMC would provide traffic volumes, accident data, and a map of the existing and proposed DelTrac tools for the area. Ongoing and future construction projects also need to be incorporated into the plan. DelDOT will also bring a map of the evacuation routes and a listing of bridge height and weight restrictions to future meetings.

Chief Doug Butler (Seaford Fire Company) asked how the TMT will operate when incidents occur in "unplanned locations." Gene stated that the plans will provide a framework for communications, resources, etc., which can be applied to other locations and unplanned incidents.

DelDOT's After-Hours On-site Response

Chief Ron Fensick (Blades Fire Company) said that an immediate concern/action item for the group is to improve DelDOT's response to incidents that occur after normal business hours. He used a recent fatal accident at US 13 & DE 20 (6:00AM) as an example of DelDOT's delayed response (approximately one hour). Rich Toulson commented that for this specific incident most DelDOT workers were traveling between home and work at the time of the crash; therefore, communication with personnel was difficult. Gene and Rich both agreed that improving DelDOT's after-hour response is a high priority for the TMTs.

Jeff Reed (DelDOT/South District) reminded the group that DelDOT's response does not have to be on-site. The TMC has capabilities to provide support using its technologies - e.g., communication with portable VMS boards, signal timings, etc.

Communication

Gene stressed that inter-agency communication is critical to timely and effective response. He stated that the TMC monitors Fire/Police CAD, and the 911 centers are capable of accessing the TMC channel. Jeff Reed noted that DelDOT area yards are capable of coordinating with the Sussex EOC, and he said that all South District personnel have mutual aid training.

Rich Toulson noted that the conditions of the incident scene (type, location, resource needs, etc.) need to be accurately communicated. Joe Thomas (Sussex EOC) stated that when the OIC needs support, the Sussex EOC can serve as a dispatcher to the support agencies.

Rich added that the team members also must understand each other's terminology - e.g., "message board" can often mean an arrow board.

Traffic Control

Gene stated that safety is the #1 priority for the TMTs. He asked the group if the fire police have traffic control training. Rich Toulson responded that he provides training and the DE Fire School conducts exercises.

Michael Kernan (DE Fire School) reminded attendees that the TMTs need to understand that conflicts can arise between safety and traffic control - e.g., protecting responders with the placement of vehicles.

Chief Mike Lacurts (Sussex Co. Fire Chief's Assoc.) suggested that the TMT look into funding for more portable VMS boards.



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Clear-the-Road Policy

Gene asked the group for input into how Delaware can start a **safe** and effective “clear-the-road” policy. He pointed towards addressing equipment and resource needs.

Rich Toulson requested that the DE Towing Association be added to the contact lists.

DelDOT/DTC

Paul Ford (DelDOT/DTC) stated that DART has resources to support the TMTs. He pointed to the Feb. 2003 train incident in Farmington when DART buses were used for the evacuations. 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.

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.

III. Action Items

See attached spreadsheet.

IV. Next Meeting

The group agreed to hold future meetings **on the first Thursday of each month.** However, a meeting will NOT be held in April due to scheduling conflicts. **The next meeting will be held on Thurs., May 5 at 7:00pm at the Seaford Fire Hall.**

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

	Austin	Steve	Emergency Responder Safety Institute	steveaustin@earthlink.net
	Bethard	Jamie	DNREC-Emergency Response	Jamie.bethard@state.de.us
	Bock	Ken	DeIDOT/DTC	ken.bock@state.de.us
	Bracco	Robert	Civil Air Patrol	bobbracco@comcast.net
	Briggs	Lewis	DSP – 911 Operations	Lewis.Briggs@state.de.us
	Brokenbough	Larry	DeIDOT/DTC	larry.brokenbough@state.de.us
X	Brown	Curtis	DSP – Troop 5 (Traffic)	curtis.brown@state.de.us
X	Buckley	Matt	Edwards and Kelcey	mbuckley@ekmail.com
	Bunting	Jim	DeIDOT Traffic	jim.bunting@state.de.us
X	Butler	Doug	Seaford Fire Company	
X	Cannon	John	Bridgeville Fire Company	
X	Carey	Alan	DE Fire Police Assoc. (Pres.)	abctow8757722@yahoo.com
	Carrow	William	DSP – Communications	Bill.carrow@state.de.us
X	Cephas, Sr.	Otas	Greenwood Police	ocephas@greenwoodpd.state.de.us
	Clacher	Jim	DeIDOT/TMC	jim.clacher@state.de.us
	Clarke	Tony	Edwards and Kelcey	cclarke@ekmail.com
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X	Collins	Jeffrey	DSP - SUSCOM (PSAP Manager)	jeffrey.collins@state.de.us
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	Condon	Glenn	Blades Police	gcondon@bladespd.state.de.us
	Conley	Barbara	DSP – Traffic Section	Barbara.conley@state.de.us
X	Cooper	Mitch	DSP – Troop 4 (Traffic)	mitch.cooper@state.de.us
	Cox	Daniel	Department of Safety and Homeland Security	dan.cox@state.de.us
X	Davis	Jeff	DeIDOT/M&O Toll Operations	jeff.davis@state.de.us
X	DeFord	Frank	Sussex Co. Fire Police Assoc. (Pres.)	
	Dempsey	Tucker	DE Fire Chief's Assoc. (2nd Vice Pres.)	
	Dixon	Glenn	DSP – Troop 5	glenn.dixon@state.de.us
	Domorod	James	DE Health and Social Services/ PHPS	James.Domorod@state.de.us
X	Donaldson	Gene	DeIDOT/TMC	gene.donaldson@state.de.us
	Ebaugh	Brad	DE Electric Cooperative	brad@decoop.com
	Faust	Patricia	DeIDOT/TMC	patricia.faust@state.de.us
X	Fensick	Ronald	Blades Fire Company	
X	Ford	Paul	DeIDOT/DTC	pford2@state.de.us
	Gavin	Joe	Army Corp of Engineers (Philadelphia)	Joseph.P.Gavin@usace.army.mil
X	Gillespie	Glenn	DEMA	glenn.gillespie@state.de.us
	Graybeal	James	DE Division of Fish and Wildlife	James.Graybeal@state.de.us



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	Hahn	Robert	DE Fire Police Assoc. (1st Vice Pres.)	gw189c@aol.com
X	Hake	David	DEMA	dave.hake@state.de.us
	Hall	John	Sussex Co. Fire Police Assoc. (1st Vice Pres.)	
	Hess	Tory	DelDOT/TMC	tory.hess@state.de.us
	Hickox	William	DelDOT/DTC	william.hickox@state.de.us
	Horn	Wendy	Civil Air Patrol	Wendy@WendyRN.com
	Hughes	Randall	DSP – Operations	Randall.Hughes@state.de.us
	Johnson, III	Martin	DE Police Chiefs Council	mjohnson@doverpd.state.de.us
	Kennedy	Patrick	FHWA Traffic Operations and Safety	patrick.kennedy@fhwa.dot.gov
X	Kernan	Michael	DE Fire School	Michael.kernan@state.de.us
X	Knowles	Warren	Civil Air Patrol	warren-knowles@hotmail.com
X	Lacurts	Mike	Sussex Co. Fire Chief's Assoc. (1st Vice Pres.)	
	Laing	Gary	DelDOT Public Relations	gary.laing@state.de.us
X	Lewis	Randy	DelDOT/TMC	randy.lewis@state.de.us
	Lord	Pam	DelDOT/South District	pam.lord@state.de.us
	Lowe	Michael	DE Fire School	michael.lowe@state.de.us
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	McGinnis	John	DelDOT/DTC	john.mcginnis@state.de.us
	McGinty	Donald	Laurel Police	dMcGinty@laurelpd.state.de.us
	Messina	Dominic	Sussex Co. Fire Police Assoc. (2nd Vice Pres.)	fp8030@aol.com
	Mitchell	David	Homeland Security Advisor	David.Mitchell@state.de.us
X	Moore, Jr.	Rowland	Ellendale Fire Company	
X	Morris	Gary	Seaford Police	gmorris@seafordpd.state.de.us
X	Morris, Sr.	Joe	Delmar Fire Company	
	Murray	Doug	Sussex Co. Fire Chief's Assoc. (2nd Vice Pres.)	propertymgr19930@aol.com
	Pack	Rosanne	DEMA	rosanne.pack@state.de.us
X	Parsons	Allen	Bridgeville Police	aparsons@bridgevillepd.state.de.us
	Powell	Wilbert	Sussex Co. Fire Chief's Assoc. (Pres.)	
X	Reed	Jeff	DelDOT/South District	jeff.reed@state.de.us
X	Saylor	Harold	Delmar Police	hsaylor@delmarpd.state.de.us
X	Sheridan	Mark	Laurel Fire Company	msheridan@laurelfiredept.com
	Short	Richard	Greenwood Fire Company	rshort@sussexcountyde.gov
	Smith	Edward	DE National Guard	Edward.smith@de.ngb.army.mil
	Talley	John	DE Geological Survey	waterman@Udel.Edu
X	Thomas	Joe	Sussex County EOC	jthomas@sussexcounty.net
	Toulson	Richard	DelDOT/South District	richard.toulson@state.de.us



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X	Turner	Robert	Civil Air Patrol	cappaode@wmconnect.com
	Turner, III	James	DEMA	jamie.turner@state.de.us
X	Walius	Ted	DE Fire Chiefs Assoc. (Sussex Director)	ellendale75@aol.com
X	Wallace	Lauren	Civil Air Patrol	lwal216904@aol.com
	Ward	Dick	DE Fire Chiefs Assoc. (Sussex Director)	richard.ward@state.de.us
	Warner	Suzanne	DeIDOT OIT	suzanne.warner@state.de.us
	Warrington	Michael	DSP – Troop 4	Michael.warrington@state.de.us
	Watson	Jim	DE Fire Chief's Assoc. (1st Vice Pres.)	kingshimr@aol.com
X	Weishaupt	Jonathan	DeIDOT/TMC	jonathan.weishaupt@state.de.us
	Wilgus	Lance	FHWA	Lance.Wilgus@fhwa.dot.gov
X	Wilson	Jamie	Laurel Police	mwilson@laurelpd.state.de.us
	Wright	Joseph	DeIDOT/South District	joseph.wright@state.de.us
	Zeroles	Joseph	DE Fire Police Assoc. (2nd Vice Pres.)	

**Western Sussex 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 US 13 and E/W beach routes Critical Intersections: US 13 & Rd. 46 (Elks Rd.) US 13 & DE 54 in Delmar US 13 & DE 404 in Bridgeville	Med	Traffic volumes & roadway capacities Accident data Bridges - height & weight restrictions Evacuation routes map DelTrac tools (existing and proposed) Detour route checklist Roadway construction (existing and proposed) Capital Transportation Program	3/9/2005	All			Ongoing
2 Improve DeIDOT's After-Hour Response	High	List of available resources (per time of day) List of DeIDOT communication tools	3/9/2005	Ron Fensick - Blades Fire Company			Ongoing
3 Improve Communications Understanding Roles & Responsibilities Knowing what's at the scene (dispatching)	High	List of communication tools available (per agency) List of common terminology List of dispatch points-of-contact (e.g., Sussex EOC)	3/9/2005	Jeff Reed - DeIDOT Rich Toulson - DeIDOT Joe Thomas - Sussex EOC			Ongoing
4 Improve Maintenance of Traffic (Traffic Control) Safety is #1 priority Establishing a Remote TMC "Clear-the-Road" Policy	Med	List of training and exercises List of equipment available (port. VMS, cones, trailers, etc.) DE Towing Assoc. contact	3/9/2005	Mike Lacurts - Sussex Co. Fire Chiefs Assoc. Mike Kernan - DE Fire School			Ongoing
5 Conduct Training and Exercises	Med	List of agency training and exercises	3/9/2005	Gene Donaldson - DeIDOT			Ongoing