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Meeting Minutes

Meeting Location	Kent 911 Center	Minutes No.	1516/KC-5
Meeting Date/Time	December 7, 2011 7:00 – 9:00 PM	Client	Delaware Department of Transportation
Issue Date	December 15, 2011	Type	<input checked="" type="checkbox"/> Meeting <input type="checkbox"/> Conf. Call
Subject	Kent County TMT Meeting	Project	Transportation Management Team Program
Prepared By	Derek Voight	Project No	Jacobs E3X36706

Attendees	Organization	Telephone	Email Address
Brian Chelton	Jacobs	610-701-7000	brian.chelton@jacobs.com
Dwayne Day	DeIDOT/TMC	302-659-4604	Dwayne.Day@state.de.us
Gene Donaldson	DeIDOT/TMC	302-659-4601	gene.donaldson@state.de.us
Glenn Gillespie	DEMA	302-659-3362	glenn.gillespie@state.de.us
Gary Laing	DeIDOT Public Relations	302-760-2523	gary.laing@state.de.us
Edward Marecki	DSP - KENTCOM (PSAP Manager)	302-739-5868	Edward.Marecki@state.de.us
Richard Schwalb	Citizens Hose, Kent Co. Fire Police Assoc. President	302-653-6504	Sch573@atlanticbb.net
Robert Scott	City of Dover Police	302-736-7131	robert.scott@cj.state.de.us
Derek Voight	Jacobs	610-701-7000	derek.voight@jacobs.com
Charles Walls	Kent Co. Fire Police Assoc.	302-335-5766	walls315@peoplepc.com

Item	Comments	Responsible Party/Action	Date Due
1.	<p><u>Purpose</u></p> <p>This Kent County TMT Meeting was a regularly scheduled meeting following the typical schedule which is the first Wednesday, every third month. Agenda items included: review of September 7, 2011 Kent County TMT Meeting Minutes, a presentation on the Tabletop Exercise Recommendations, and multiple project updates (Fire Police Coordination, Snow Emergency Plan, Sunnyside Road Paving Project, All-Hazard Plan for Individuals Requiring Special Transportation Assistance, and Incident Management Training).</p> <p>Gene Donaldson (DeIDOT) started the meeting with a round of introductions.</p>	None	None
2.	<p><u>Review of September 7, 2011 Kent County Meeting Minutes</u></p> <p>The minutes of the September 7, 2011 Kent County TMT Meeting were accepted without comment.</p>	Jacobs will finalize minutes	ASAP
3.	<p><u>Presentation: Tabletop Exercise (TTX) Recommendations</u></p> <p>Derek Voight (Jacobs) presented the recommendations that came out of the recent TTXs held with the New Castle and Kent County TMTs.</p>	None	None

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	<p>Both TTXs started with a demonstration of the mobile DeIDOT TMC and Incident Response Trailers (IRTs). Prior to the TTXs, the TMT members were invited to take a look at the activated mobile TMC and the IRT equipment. These were both set up for the TMT members to understand the assets that DeIDOT is able to provide in support of incident response efforts.</p> <p>The TTXs were designed to provide an opportunity to evaluate detour plan activation by going through the process and procedures that emergency responders follow during an incident. The TTXs did not evaluate the participants, but provided a framework for discussion enabling DeIDOT to better understand how they can support emergency incident response efforts, specifically detours established for roadway closures. The intent of the Kent County TTX was to understand the protocols followed for the closure of the roadway and the activation of a detour plan. Building on the insights gained at the Kent County TTX, the New Castle County TTX examined if the same protocols were followed in New Castle County and helped further refine the procedures outlined for DeIDOT TMC. From both TTXs recommendations have been identified which have been used in the development of next steps for additional refinement of these operations.</p> <p>From the Kent County TTX, recommendations included:</p> <ul style="list-style-type: none"> • Detour Plans – Share only level 1 (overall maps) detour plans with TMTs, add exit numbers to level 1s, identify the most critical traffic control points on level 1s, develop a tabular search interface for detours, and discontinue sharing level 3 (intersection diagram) plans with TMTs. • Detour Selection During an Incident – Selection and activation of detour plans will be performed by DeIDOT's TMC. The TMC technician will conduct conflict analysis for construction, congestion, and other incidents/detours as part of this process. • Detour Traffic Control Point Resources - Traffic control point establishment and resources will be under the direction of the on-scene DeIDOT Supervisor. If Fire Police personnel assist in the establishment of these points they are to be considered a temporary asset and should be replaced as quickly as possible. • Incident Response Trailers – DeIDOT will continue to discuss the IRTs at TMT meetings. • Communications – DeIDOT TMC technicians will continue to be trained to proactively anticipate in-field needs based on computer aided dispatch (CAD) logs, even when DeIDOT assistance has not been communicated in the transmission. Additionally, DeIDOT has requested that response partners clearly note "cleared" in the CAD log once the incident scene is clear to communicate to DeIDOT that the activated detour can be broken down, public information messages updated, and Intelligent Transportation System (ITS) assets deactivated. • Response Time – DeIDOT's after-hours responses will 		

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	<p>continue to be tracked to understand if implementing a night shift for DeIDOT incident response is warranted.</p> <p>From the New Castle County TTX, recommendations included:</p> <ul style="list-style-type: none"> • Communications Method and Standard Operating Procedure – DeIDOT will investigate a common communications link between DeIDOT and the Fire Police and look to implement this solution while radio rebanding is underway in Delaware. An accompanying standard operating procedure, which creates a statewide standard for the use of this communications link, will be developed in coordination efforts between DeIDOT and the Fire Police. • Interim Communications Protocol – DeIDOT will examine the feasibility of an interim communications protocol utilizing existing statewide mutual aid channels for incident communications between DeIDOT and Fire Police. • Establishment of Traffic Control Points – DeIDOT will only consider detour plans where DeIDOT control points are established in advance of Fire Police control points. • Coordination with Fire Police – DeIDOT has scheduled a meeting for early January to work with the Fire Police on the recommendations identified at both TTXs. The topics included in this meeting focus on bolstering communications, including radio systems and protocol development. In addition, DeIDOT will work with the Fire Police on improving communication surrounding detour activation and deactivation, and how to best handle personnel and equipment requests. <p>Gene noted that DeIDOT will be meeting with the Fire Police in early January to discuss improved coordination and the development of an integrated system enabling better communications between DeIDOT and the Fire Police.</p> <p>Gene explained that he is part of the Operations Subcommittee (OS) of the Statewide Interoperability Executive Council (SWIEC) which is currently facilitating the radio rebanding in Delaware. Among other duties, the OS is charged handling requests for frequencies. Gene has mentioned to the OS that the recommendations identified at the TTXs suggest a communications system should be identified for DeIDOT and Fire Police. With all radio templates currently under review, the OS will work to identify a bank of radio channels that will be available for incident scene radio communications between DeIDOT and the Fire Police. In the interim, the OS has suggested that DeIDOT and the Fire Police use the existing mutual aid channels for on-scene radio communications; this will be among many of the discussion items for the pending Fire Police coordination meeting. Gene explained that the radio rebanding process is a significant effort as all 13,000+ radios in the State have to be reprogrammed twice – with the significant change occurring after the second reprogramming. After the reprogramming, radios will have a larger bank of mutual aid channels (all radios will have access to these mutual aid channels) which could also be utilized for</p>		

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	<p>DeIDOT/Fire Police communications. Gene said that he will keep the TMTs up to date on the progress of both the Fire Police coordination efforts and statewide radio rebanding.</p> <p>Dick Schwalb (Citizens Hose, Kent Co. Fire Police Assoc. President) noted that the Fire Police is dispatched from Kent Fire 1 and then typically switches to the Fire Police channel. This should be discussed during the upcoming coordination efforts as monitoring two channels may not be feasible in the field.</p> <p>Charles Walls (Kent Co. Fire Police Assoc.) asked if all DeIDOT radios have access to statewide mutual aid channels. Gene responded that yes all DeIDOT radios have access to the same bank of statewide mutual aid channels that the Fire Police do. Ed Marecki (DSP – KENTCOM, PSAP Manager) added that most radios, beyond DeIDOT, have access to the same bank of mutual aid channels, one exclusion being New Castle County Mounted Police. However, under the radio rebanding effort there will be significant additions made to the statewide mutual aid templates, as a result there may be as many as 5 or 6 mutual aid channels per county. Gene added that under the new scheme every radio will have access to these interoperability channels.</p> <p>Charles added that he believes it will be unlikely that Incident Commanders will switch between channels during the course of an incident. Gene responded that the monitoring capabilities and channel selection should be considered in the upcoming coordination between DeIDOT and the Fire Police. Ed noted that these modified radio communications will only affect communications during large impact, low-frequency response efforts. Even large multi-district fires will not require the level of communication coordination being discussed here. Gene noted that the key to all of these possible communication changes will be training. In addition, Gene is going to recommend that visor cards be developed to help everyone navigate the new radio templates.</p>		
<p>4.</p>	<p><u>Snow Emergency Plan</u></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. Gene reported that an internal document has been circulated within DeIDOT and that comments from the maintenance yards have been incorporated. The SEP is being presented to the Secretary of Transportation in a meeting scheduled for next week.</p> <p>Gene added that along with the SEP a secondary positions investigation is being considered within DeIDOT. The secondary positions concept, developed by the military, repurposes personnel in times of emergency operations. The investigation will identify training and other development activities that will need to be considered to involve more department personnel in emergency operations. This concept will also be presented to the Secretary in the upcoming meeting and the TMTs will be kept up to date on this</p>	<p>None</p>	<p>None</p>

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	topic.		
5.	<p><u>Sunnyside Road Paving Project</u></p> <p>Derek provided an update on the Sunnyside Road Paving Project, which was sent from Adam Weiser (DeIDOT Safety) in response to the question noted in the September 7, 2011 Kent TMT Meeting Minutes. Sunnyside Road will be paved, minus the Carter Road intersection, within the next few months as an add-on project to the paving schedule. Derek noted that this update was sent in early October and the current status of the paving project is unknown.</p>	None	None
6.	<p><u>All-Hazards Plan for Individuals Requiring Special Transportation Assistance</u></p> <p>Dwayne Day (DeIDOT/TMC) provided an update on the All Hazards Plan for Individuals Requiring Special Transportation Assistance. Dwayne reminded the group that this plan addresses the evacuation of at-risk populations that lack private transportation, have medical or language limitations or are accompanied by pets. The plan is complete, all comments from the Special Transportation Committee have been considered, and the plan will be circulated between the participating agencies for final approval signatures.</p>	DeIDOT to advance final plan for sign off	ASAP
7.	<p><u>Incident Management Training</u></p> <p>Gene stated that he, Jim Clacher (DeIDOT/TMC), and Rich Toulson (representing the Fire Service) have delivered the Incident Management Training program to the Delaware State Police (DSP) as part of DSP in-service training days. Additionally, this training program is required for DeIDOT employees that assist with special events. After presenting the program numerous times he believes that revisions to the program are needed to both update the content and shorten the session. Gene has asked Jacobs to revise and update the training program; this effort is currently underway. The revised training program will retain a multidisciplinary approach and will be available to Fire Service personnel via the DE Fire School. Gene will keep the TMTs up to date on the development and status of the program.</p>	None	None
8.	<p><u>Open Discussion</u></p> <p>Gene opened the meeting to open discussion on any recent incidents or anything else that the group wanted to discuss. The following were highlights of the discussion:</p> <p>Dick noted that at a recent truck/trailer incident, on an early Sunday morning, near the intersection of US 13 and Paddock Rd, DeIDOT failed to respond which left the Fire Police to handle traffic control for the 2+ hour incident. Gene asked Dick if the TMC was contacted directly regarding the need for assistance. Dick was unsure how DeIDOT was contacted but he assumes it was through the Kent Fire Board. All contact via Kent Fire Board (handled via direct CAD connection) or directly to the TMC are recorded and tracked. Gene asked when the incident was so that he could look back at the log</p>		

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	<p>and see what exactly happened, Dick was unsure the exact date. Gene underscored the importance of the contacting the TMC directly, not using a cell phone of maintenance yard personnel or other contacts, as the TMC is a 24/7 operation and is aware of on-duty personnel. Gene reminded the group that the TMC can be contacted from anywhere in the State by dialing #77 from any cell phone.</p> <p>Glenn Gillespie (DEMA) asked if the construction on the South Milford Bypass was still scheduled to start in March. Gene was unsure if the construction activities were scheduled to start as planned and will check into it and get the information back to Glenn.</p> <p>Charles added that in his experience DeIDOT is getting better at responding to incidents and once on-scene is more engaged in the detour effort.</p> <p>Derek asked the group if there were any projects or other efforts that they would like added to the agenda for the upcoming Kent TMT meeting. The group did not advance any topics, but Gene suggested that we look into the start date for the South Milford Bypass Project.</p>	<p>Jacobs inquiring into construction schedule for South Milford Bypass</p>	<p>ASAP</p>
<p>9.</p>	<p><u>Next Meeting</u></p> <p>The next meeting is scheduled for Wednesday, March 7, 7:00 pm at the Kent 911 Center (typical meeting space). This follows the typical schedule of the 1st Wednesday, every three months. 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>