



**MINUTES OF MEETING**  
Northern New Castle County TMT Meeting  
**April 07, 2008**



**Meeting Date:** April 07, 2008  
**Location:** Paul Sweeney Public Safety Building  
**Purpose:** Northern New Castle County TMT Meeting

**List of Meeting Attendees:**

<b>Last Name</b>	<b>First Name</b>	<b>Agency</b>	<b>Email</b>
Andrews	Brian	NCC Fire Police (Task Force Officer)	b.andrews@christianafc.org
Donaldson	Gene	DeIDOT/TMC	gene.donaldson@state.de.us
Gillespie	Glenn	DEMA	glenn.gillespie@state.de.us
Littleton	Bruce	Orth-Rodgers & Associates, Inc.	blittleton@orth-rodgers.com
Marsh	Chris	DeIDOT/TMC	chris.marsh@state.de.us
Quinn	Dennis	NCC – 911 Communications	dmquinn@co.new-castle.de.us
Taylor	Paul	DSP – Troop 2 (Traffic)	Paul.taylor@state.de.us
Van Den Heuvel	Harry	Civil Air Patrol	harryqb@comcast.net
Watson	Jim	DE Fire Chief's Assoc	kingshimr@aol.com
Zhang	Jason	Orth-Rodgers & Associates, Inc.	jzhang@orth-rodgers.com

**Handouts provided during the meeting:**

1. Agenda
2. Statewide Action Items List
3. Northern New Castle County Action Item List
4. March 3, 2008 Meeting Minutes

**I. Opening Remarks**

Gene Donaldson (DeIDOT) began the meeting with brief introductions followed by review of the agenda. Bruce asked if there were any comments to the minutes (none given). Gene reviewed the Statewide Action Items List.

**II. Statewide Action Item List**

- **Item 1 – Improve DeIDOT’s After Hour Response**

There has been no activity on this item. This will be assigned to Orth-Rodgers to revise the current draft document before it is submitted. .

- **Item 2 - Dover Air Force Base (DAFB) Communications Working Group**

The next meeting of the group is April 30<sup>th</sup>. Subsequent to the Northern New Castle TMT meeting, the DAFB meeting has been postponed to May 7<sup>th</sup>.

- **Item 3 – Establish TMT Communication Working Group**

No current activity on this committee.



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- **Item 4 – Transportation Management Training**

The first training course will be offered on April 8<sup>th</sup> at the Fire School.

- **Item 5 – Presentation on the DelDOT Process for Roadway Projects**

Due to budgetary constraints, DelDOT is in the process of revising the Capital Improvement Program Project Lists. Should the committee want information about any specific project, they were informed to contact Gene Donaldson and ask for the information. If necessary, he can schedule a presentation on the project for a future TMT meeting.

- **Item 6 – Safe Quick Clearance**

The draft language prepared by the Safe Quick Clearance Committee has been reviewed by DelDOT's Deputy Attorney General. The legislative package has been prepared and is being circulated to other agencies for their concurrence prior to being submitted to this legislative session.

- **Item 7 – Statewide Transportation Management Plan**

The detours are the next major effort and were discussed in more detail later in the agenda.

- **Item 8 – Non-Typical Transportation Evacuation Committee**

A medical evacuation meeting was held 04/01/08. Bruce mentioned that at the meeting the question was raised, are ambulances truly going to be available in an evacuation? What can the existing services provide?

Gene mentioned that all of the communications centers will be involved, and that there will be more involvement from the fire department directly. The next committee meeting is scheduled for April 30<sup>th</sup>, 2008. Subsequent to the Northern New Castle TMT meeting, the Non-Typical Evacuation Committee meeting has been postponed to May 19<sup>th</sup>.

- **Item 9 – Debris Management Committee**

Gene briefed the secretary on 04/03/08 regarding the status of the Debris Plan. The next committee meeting is scheduled for May 6<sup>th</sup>, 2008.

### **III. Northern New Castle County Action Item List**

- **Develop TMT plans for I-95 Corridor**

This will be an ongoing project and will be covered later in the meeting. A question was raised as to when the fifth lane project on I-95 would be done? Subsequent to the meeting, Gene found that the construction is scheduled to be completed by November 30<sup>th</sup>, 2008.

- **Debrief after Major Incidents and Events**

Gene mentioned that this has not been done in the past, but it would be helpful if all of the parties did conduct a post event debrief. Gene is looking for comments on how to get this done. Gene will contact some of the attendees to see how to make this happen.



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- **Develop Procedures for “Planned” Events**

This has not been started yet. It was mentioned that the Devon Point-to-Point is going to be held in northern NCC in May (DSP is involved), an Escape from Fort Delaware in June that is a swimming and bicycling event, and there may be an upcoming marathon in Wilmington.

- **Improve Procedures for Traffic Signal Outages**

Gene mentioned that priority lists have been completed and these lists will be adjusted based on events.

- **Cache of Traffic Control Devices at Critical Locations**

Five trailers with signs and cones have been purchased with FEMA’s funding and each county will have one.

- **Develop NCC Annex to TIEMP: Evacuations**

This document has been completed.

- **Hockessin / Pike Creek Detour Plans: DE 7, 41, & 48**

Gene will contact Chief Sapp to have a discussion on this topic.

#### **IV. Detour Status**

- Bruce provided a brief discussion of the status of the detour program. Level 1 and 2 detours are the higher levels which show the detour route for a given incident area along with the potential control points along the detour route that will need resources. Level 2 detour maps are blowups of Level 1 maps (used only at locations where control points are too closely spaced on the Level 1 map; a level 2 map is used for clarity). The Level 3 detour plans show the resources needed at the individual control points i.e. cones, signs, police vehicles etc.
- Bruce mentioned that the level 1 and 2 detour plans for Northern New Castle County were in final form for I-95 and that the I-295, I-495 and SR 1 need to be put into final form and uploaded to the DelDOT website. For Southern New Castle County, Level 1’s are done for US 301 and US 13. All three levels are complete for SR 1 from the canal down to the Kent County line.
- Based on the discussion, it is decided to start using the detour plans for I-95 from Maryland state line to SR-141.

#### **V. Open Discussion**

- It was also discussed in what format the detour maps should be delivered to the end users. Jim Watson from DE Fire Chief Association mentioned that at least hardcopy should be provided to the Fire Companies and Fire Police. Dennis Quinn from NCC-911 Center mentioned that they would use the electronic format but use the book as a backup.
- As the targeted area for the pilot project on I-95 primarily covers the Christiana, Newport and Newark fire companies, Jim Watson indicated that he would reach out to them to attend the next meeting.



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- Gene mentioned that detours should be tried out within this year and see if other major routes should be added based on the feedback of the pilot program. Gene mentioned DelDOT has been meeting with the officials from MD and PA to discuss the proposed detours that cross into the other states to be sure that they are on board with the proposed detour.

Minutes were prepared by Orth-Rodgers & Associates, Inc (ORA). We believe the foregoing minutes to be an accurate summary of the meeting and related decisions.

Any questions or concerns can be directed to Gene Donaldson at [gene.donaldson@state.de.us](mailto:gene.donaldson@state.de.us) or (302) 659-4601. Additionally, ORA is providing consulting support and Bruce Littleton can be reached at [blittleton@orth-rodgers.com](mailto:blittleton@orth-rodgers.com) or (215) 735-1932. Revisions to the minutes can be emailed to Kisha Duckett at [kduckett@orth-rodgers.com](mailto:kduckett@orth-rodgers.com)

**TMT Website:** <http://www.deldot.gov/information/projects/tmt>