

Meeting Location	Minquas Fire Company	Minutes No.	1516/NCC-6
Meeting Date/Time	November 21, 2011 7:00 – 8:30 PM	Client	Delaware Department of Transportation
Issue Date	November 30, 2011	Type	<input checked="" type="checkbox"/> Meeting <input type="checkbox"/> Conf. Call
Subject	NNCC TMT Meeting	Project	Task 1: TMT Services
Prepared By	Megan Peppard	Project No	Jacobs E3X36701

Attendees	Organization	Telephone	Email Address
Brian Andrews	State Fire Police - NCC	302-834-8494	rescue_ranger@verizon.net
Carlos Callazo	New Castle County Fire Police Assoc.	302-983-1795	collazokid1@yahoo.com
Dwayne Day	DelDOT/TMC	302-659-4604	Dwayne.Day@state.de.us
Joseph Dierolf	Minquas Fire Company	302-998-3474	Engineco235@aol.com
Gene Donaldson	DelDOT/TMC	302-659-4601	gene.donaldson@state.de.us
Jennifer Duval	Jacobs	610-701-7000	jennifer.duval@jacobs.com
Jennifer Griffin	DSP – Troop 1	302-761-6677	
Wayne Hamilton	DelDOT Traffic Safety - North District	302-326-4495	wayne.hamilton@state.de.us
Cheryl Kelly	New Castle County Fire Police Assoc.	302-388-4566	cakelly10@comcast.net
Domenic Maiorano	Newport PD	302-995-1411	Domenic.maiorano@cj.state.de.us
Charles Morgan	New Castle County Fire Police Assoc.	302-228-7601	cammorgan@comcast.net
Megan Peppard	Jacobs	215-355-3577	megan.peppard@jacobs.com
Holly Rybinski	AECOM	302-468-5880	holly.rybinski@aecom.com
Vincent Ruff	DelDOT	302-530-9396	Vincent.ruff@state.de.us
Robert Stineman	Christiana Fire Company	302-530-6932	dsfp39@verizon.net
William Streets	NCC – 911 Communications	302-395-8213	wfstreets@nccde.org
Michael Truitt	Cranston Heights Fire Company/ State Fire Police - NCC	302-453-8356	149@chfc14.com
Derek Voight	Jacobs	610-701-7000	derek.voight@jacobs.com
Philip Young	Minquas of Newport Fire Company	302-998-3474	Nccp195@hotmail.com

Item	Comments	Responsible Party/Action	Date Due
1.	<u>Purpose</u> This was a regularly scheduled meeting of the North New Castle County TMT Group (third Monday, every other month). Agenda items included: review of September 19, 2011 Meeting Minutes, a presentation on the Newport Viaduct project by AECOM, a presentation on the Tabletop Exercise Recommendations, and updates on the following items: Snow Emergency Plan, All Hazards Plan for Individuals Requiring Special Transportation Assistance, DE 4 EB Detours, and Incident Management Training. Gene Donaldson (DelDOT) started the meeting with a round of introductions.	None	None
2.	<u>Review of September 19, 2011 Joint New Castle County Meeting Minutes</u> The minutes of the September 19, 2011 Joint New Castle County Meeting were accepted without comment.	Jacobs will finalize minutes	ASAP

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	<p>identified the traffic pattern changes that are part of the transition to Stage 2 lane configuration.</p> <p>Most important during this project, DeIDOT is maintaining two through lanes on SR 141. Holly recommended that TMT members use the Interactive Traffic Map on DeIDOT's website for displaying real-time traffic in the project area. AECOM has performed spot speed studies to understand the performance of traffic through the work zones during the AM and PM peak periods. Due to volumes, speeds are slightly slower in the PM peak coming from I-95 SB than they are in the AM peak. Speed studies will continue throughout the duration of the project.</p> <p>The traffic signals at the Exit 4 off-ramp from SR 141 NB are also being monitored from the TMC for potential timing changes to help clear any queuing that may occur. Gene said that the Transportation Management Center (TMC) monitors the cameras in the project area particularly watching the signal operations of this off-ramp. In addition to the high potential back-up at this intersection the DE 4 off-ramp signal is part of a four intersection signal group that must operate together. This grouping complicates signal timing changes as timing modifications are required at all four intersections and thus delay is only shifted to other approaches. As the reconstruction project continues, these signalized intersections will continue to be monitored.</p> <p>Traffic information is being shared with the public through DeIDOT's website, on WTMC 1380 AM, and the use of signage throughout the project area.</p> <p>The following discussion took place:</p> <p>Domenic Maiorano (Newport PD) asked who should call the tow truck and when are they available to be called? Holly clarified that the tow truck is available during the AM and PM peak hours. The responsible agencies to call are the DeIDOT TMC, DSP – Troop 6, and the Newport PD. Domenic also inquired about the type of tow truck the contract tower is using. Wayne Hamilton (DeIDOT/Safety) stated that this is not a rollback tow truck, but is a Class 1 tow truck, with a Class 2 tow truck available 15 minutes away if needed.</p> <p>Domenic asked if there is any chance the speed limit could be lowered through the construction zone? Wayne responded that they won't lower the speed limit without stringent enforcement. The problem with artificially lowering the speed limit without the physical need through the cattleshoot is that only a small population of drivers will obey the lower speed causing a dangerous speed differential. This speed differential causes a more dangerous situation than the existing narrow construction zone does.</p> <p>Phil Young (Minquas Fire Company) asked as to whether there is any construction worker safety concern, especially given the high</p>		

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	<p>speeds that drivers travel through the cattleshoot. Wayne responded since the construction is not changing the geometry of the roadway a construction speed limit is not warranted. Additionally, Wayne noted that the concrete barriers that are in place are anchored to the bridge deck further protecting the construction area.</p> <p>A question was brought up on the crushed concrete used at the emergency crossover area and how much weight that supports, especially with the large trucks that will be using it. Vince Ruff (DelDOT) said that the crushed concrete can withstand the weight of large trucks and is compacted more with use.</p> <p>Phil asked what holds the green glare screens in place on the median barrier. He is concerned that if an emergency vehicle has to access an incident scene from the opposite side of SR 141 that it will be difficult to get over the barrier with a stretcher. DelDOT responded that you could easily knock out the glare screen if needed to get to the accident from the other side of SR 141. Phil noted that lifting a stretcher over the barrier will still be a challenge.</p> <p>Phil also inquired about what will be done for snow removal in the project area because he believes snow removal will be difficult as the presence of concrete barriers make it impossible to push the snow off the road. DelDOT responded that this is a concern of theirs and they are looking into the best way to push the snow out of the construction zone. One option is using a snow blower system to blow the snow into the other cattleshoot; if this approach was taken only one cattleshoot would remain open. Snow removal options for this construction area will be resolved before the winter season.</p> <p>There is concern about vehicles blocking the travel lanes on SR 141 and whose responsibility it is to move them as there is a shift of jurisdictions from Delaware State Police (DSP) to Newport PD within the construction zone. DelDOT confirmed that under Delaware's Safe, Quick Clearance policies police authority is not needed to move the vehicles from the travel way if no one is hurt reducing the instances of jurisdiction becoming an issue. A suggestion was made to put up "clear the road" signs similar to what Maryland does. Holly said that she would look into these signs.</p> <p>Phil mentioned that the CCTV link they have to view the project area is not working properly; when an emergency call comes in the video connection is shutting down. Gene said he'd have someone from IT get in touch with Phil. Phil also mentioned that he has noticed significant queuing on the SR 141 Exit 4 off-ramp at 2 - 3 PM. He requested that the signals be observed from the TMC during this time to see if any signal timing adjustments can be made. Gene said he would take a look from the TMC and reminded Phil that with the four signal system operation in the project area, timing changes are limited. Gene will see if some more time might be available for the right turn movement since that has the largest volume.</p>	<p>Holly Rybinski (AECOM) to look into "clear the road" signs</p> <p>Gene Donaldson (DelDOT) to have IT contact Phil Young about CCTV link.</p> <p>TMC to monitor SR 141 Exit 4 off-ramp</p>	<p>None</p> <p>ASAP</p> <p>On-going</p>

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	<p>A question was asked whether Exit 5 was going to be opening. Wayne responded that it is currently open. He also recommended that if anyone has questions on the project to contact Vince Ruff, the on-site DeIDOT engineer.</p> <p>Gene reminded the group to call the TMC at anytime they see a problem so DeIDOT can be alerted to the issue and try to fix it. The TMC can be reached directly by dialing #77 on a cell phone.</p>		
<p>4.</p>	<p><u>Presentation: Tabletop Exercise (TTX) Recommendations</u></p> <p>Derek Voight (Jacobs) presented on the recommendations that came out of the recent TTX Exercises held with the TMTs in New Castle and Kent County.</p> <p>The TTX Exercises held in Kent and New Castle Counties, both started with demonstration of the mobile DeIDOT TMC and Incident Response Trailers. TMT members were invited to take a look at DeIDOT’s mobile TMC and also the Incident Response equipment prior to the TTX. These were both set up for the TMT members to look at and get an idea of DeIDOT’s capabilities to respond to roadway incidents.</p> <p>The TTX exercise provided an opportunity to evaluate the detour plan activation by going through the process and procedures that emergency responders follow during an incident. The TTX exercises did not evaluate the participants, but provided a framework for discussion so that DeIDOT could better understand how they can support emergency responders during an incident. The intent of the exercise in New Castle County was to learn if their standard operating procedures for incident response were similar to Kent County in order to help further develop the procedure for DeIDOT TMC. From both exercises, recommendations have been identified to use towards developing the next steps for DeIDOT.</p> <p>From the Kent County TTX, recommendations included:</p> <ul style="list-style-type: none"> •Detour Plans – share level 1 detour plans to TMTs only, add exit numbers and identify the most critical traffic control points, develop a tabular search form for detours, and discontinue sharing level 3 (intersection diagram) plans with TMTs. •Detour Selection During and 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 - The traffic control points will be set-up by the DeIDOT Supervisor at the scene and the fire police will maintain these points temporarily until DeIDOT can respond to the scene and replace them. •Incident Response Trailers – DeIDOT will continue sharing the incident response trailers through TMT meetings with demonstrations and updates. 		

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	<ul style="list-style-type: none"> •Communications – DeIDOT technicians will continue to be trained to proactively anticipate in-field needs, even when it has not been communicated clearly in the computer aided dispatch log. The incident must be noted as cleared in the CAD log so that DeIDOT can break down the activated detour, update public information, and deactivate Intelligent Transportation System (ITS) assets. • Response Time – After-hours response will continue to be tracked to understand if implementing a night shift for DeIDOT's incident response is warranted. <p>From the New Castle County TTX, recommendations included:</p> <ul style="list-style-type: none"> •Communications Method and Stand Operating Procedure – Investigate a common communications link between DeIDOT and the fire police and implement a solution while radio rebanding is underway in Delaware. Develop a standard operating procedure between DeIDOT and the Fire Police which creates a statewide standard for radio use by personnel responding to incidents. •Interim Communications Protocol – Develop an interim communications protocol utilizing a statewide mutual aid channel for incident operations communication between DeIDOT and Fire Police. •Establishment of Traffic Control Points – 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 and their communication efforts. The topics included in this meeting will be systems, including radio and radio channels, as well as protocols. Also during this meeting, DeIDOT will work with the Fire Police for improving communication during detour activation and deactivation, and personnel and equipment requests. Updates from this meeting will be provided at future TMT meetings. <p>Gene mentioned that DeIDOT will be meeting with Fire Police in early January to work to improve coordination and to develop an integrated system for better communications between DeIDOT and fire police.</p> <p>DeIDOT would like to bolster communications with Fire Police as part of the radio rebanding. Two zones will be available on every radio; zone 1 will be for interoperability so that all agencies are using the same channels and zone 2 will be for mutual aid.</p> <p>A question was asked whether fire police can have extra channels during rebanding. Bill Streets (NCC-911 Communications) said that additional channels are unlikely; however they should use the interoperability channels.</p> <p>Gene shared that he is part of the Statewide Interoperable Council where he chairs the Operations Committee and this committee will</p>		

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	be meeting early 2012 to continue work on the interoperable radio channels.		
5.	<p><u>Snow Emergency Plan</u></p> <p>Gene provided an update on the Snow Emergency Plan that is being developed to document the general operation of DeIDOT during a snow emergency. The plan has been distributed internally for review and the traffic group has a meeting with the District Engineers and Maintenance Engineers to discuss the plan. The goal is to have something finalized by the end of December. The new DeIDOT Secretary is very operations oriented and sees the importance in an operations plan for snow emergencies.</p>	None	None
6.	<p><u>All Hazards Plan for Individuals Requiring Special Transportation Assistance</u></p> <p>The All Hazards Plan for Individuals Requiring Transportation Assistance plan provides guidelines on evacuating individuals without private transportation or who have a need that prevents them from evacuating themselves. The transportation of these individuals is the responsibility of DeIDOT in the event of an emergency evacuation. The plan is nearing completion and has a few updates to incorporate from DEMA.</p> <p>Phil Young asked for an example of a situation where DeIDOT has led the response effort. Gene responded that in a hazard situation, DeIDOT must ensure the transportation is available to get people out of an area that needs to be evacuated. DeIDOT leads the coordination effort with those agencies that have the equipment (i.e rescue boats, fire apparatus) that can safely remove people from given situation, such as flooded homes in the case of a hurricane Irene. Gene shared that the All Hazards Plan being developed identifies where the need for transportation would be in the case of an emergency evacuation and evacuees required medical attention.</p>	None	None
7.	<p><u>DE 4 EB Detours</u></p> <p>Gene updated the group on the status of the DE 4 EB Detours are completed and have been posted on the website. Gene shared that he is still working on the Extranet page he would like created for those outside to have access to DeIDOT via a password.</p>	None	None
8.	<p><u>Incident Management Training</u></p> <p>Gene shared that DeIDOT is working on updating their Incident Management training program. This training is being consolidated to a PowerPoint training only and will be given to DSP, Fire School, and DeIDOT once it is updated.</p>	DeIDOT	None
9.	<p><u>Other Updates</u></p> <p>Gene asked the group if there were any project updates, the following are the highlights of the discussion:</p>	None	None

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	<p><i>Governor Printz Boulevard Project</i></p> <p>Wayne said he is working with the contractor to stop piling equipment at the gate. Cheryl also asked if the flashing yellow at Governor Printz Boulevard & Yale Avenue could be turned off. Wayne said that it cannot be deactivated as the flash condition confirms power to signal and if it is turned off there is no way of knowing if there is power.</p> <p><i>I-495 Emergency Access Gates</i></p> <p>DeIDOT is working on getting new access gate and controller system installed in field. The TMC would prefer to use an access system like that used on SR 1, which uses Opticom transponders. However, many fire companies in the response areas of the gates don't currently use Opticom. Additional coordination on the access system is on-going.</p> <p><i>Philadelphia Pike</i></p> <p>Cheryl Kelly (New Castle County Fire Police Assoc.) asked what the status was of the ADA ramps that have been going in along Philadelphia Pike. Wayne said that they are about 2 ½ weeks away from completion of the ramp installations and will be waiting on doing black top until after the winter.</p> <p>Bob Stineman (Christiana Fire Company) requested access to cameras for the SR 1 project that was given to Five Points Fire Company. Gene said the camera images can always be viewed on DeIDOT's website using their Interactive Traffic Map, but he will be working on providing access to these cameras through the intranet he is setting up.</p> <p>Gene brought up the possible idea of presenting all the operation plans that DeIDOT has completed recently to the TMTs so that they are aware of what each one is about and how to use them. The completed plans can be found on DeIDOT's website.</p>		
<p>10.</p>	<p><u>Next Meeting</u></p> <p>The next meeting of the North New Castle County TMT Group has been scheduled for Tuesday, January 17, 7 pm, at the Minquas Fire Company.</p>	<p>Jacobs will send a meeting notification to the group</p>	<p>With the release of these minutes</p>