



**MINUTES OF MEETING**  
**Southern NCC TMT Meeting**  
**September 20, 2005**  
**Townsend Fire Hall**



**Meeting Date:** September 20, 2005  
**Location:** Townsend Fire Hall  
**Purpose:** Southern NCC Transportation Management Team (TMT) Meeting

**List of Meeting Attendees:**

<u>Last Name</u>	<u>First Name</u>	<u>Agency</u>	<u>Email</u>
Bailey	Alice	DSP Troop 9	Alice.j.bailey@state.de.us
Carpenter	Dave	NCC OEM	dcarpenter@nccde.org
Clark	Raymond	Townsend Fire Company	R.Clark@aetnahhl.org
Connelly	Tom	Townsend Fire Company	
Donaldson	Gene	DelDOT	Gene.Donaldson@state.de.us
Duval	Jen	Edwards and Kelcey	jduval@ekmail.com
Eide	Brian	Townsend Fire	
Goodier	John	Civil Air Patrol	jmgoodier@aol.com
Haines	Dwain	Townsend Fire Co.	
Shoemaker	Keith	Station 26	
Strickland	Jim	DEMA	Jim.Strickland@state.de.us
Wagner	Regis	Edwards and Kelcey	rwagner@ekmail.com

**Handouts provided during the meeting:**

- Meeting Minutes from August 8, 2005
- Southern NCC TMT Action Item List
- Statewide TMT Action Item List
- SR-1 Emergency Access Gates Draft Standard Operating Procedures (SOP)
- I-95 Corridor Coalition Quick Clearance and 'Move It' Best Practices Executive Summary
- Reference Location Signs Report
- Revised SR-1 Detour Maps with intersection blow-ups

Meeting schedules, minutes, and other relevant documents can be found on the TMT website:  
<http://www.deldot.net/static/projects/tmt/>

**I. Opening Remarks**

Gene Donaldson (DelDOT) opened the meeting with a brief welcome and introductions from the meeting attendees. He thanked the Townsend Fire Company for hosting the meeting. Gene asked if there were any comments on the August meeting minutes. Raymond Clark suggested removing the words "around the weigh station" on page 3 under the medium priority proposed new crossovers.

**II. Establish a TMT Communications Working Group**

The first meeting is scheduled for October 25, 2005, and members will receive an invitation shortly.



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**III. Intermediate Reference Location Sign Report**

Gene encouraged the group to read the report if they haven't already done so, and to provide him with any comments. Gene would like to receive comments by the end of the month.

The report can be viewed on the TMT website:

[http://www.deldot.net/static/projects/tmt/pdfs/ref\\_loc\\_signs\\_rpt.pdf](http://www.deldot.net/static/projects/tmt/pdfs/ref_loc_signs_rpt.pdf)

**IV. Spanish Language Aid for Incident Response Booklet**

Gene distributed several copies of 'Spanish Language Aid for Incident Response' Booklets. These booklets were produced by Maryland State Highway's CHART program. The booklet is designed to help incident responders communicate better with Spanish speaking people that need help on our nations roadways. Gene reported that the other TMT groups in Delaware are supportive of the concept and that the estimated cost of producing the booklets is \$3.50 to \$3.80 each.

Dwain Haines asked if booklets were available to assist fire companies. Gene replied that he isn't aware of anything specific for fire companies, however the current booklet could be enhanced with relevant fire terms and graphics if the fire companies are willing to work on it.

**V. STATEWIDE ACTION ITEM LIST**

***Improve DelDOT's After-Hours Response***

Gene Donaldson reported that Edwards and Kelcey is assisting DelDOT with developing options for dealing with this issue, based on the July 7<sup>th</sup> meeting with DelDOT district engineers.

***Conduct Traffic Control Training***

Gene Donaldson is currently working with MD State Highway and the CHART group to gather additional materials for inter-agency transportation management training.

***Presentation on the DelDOT Process for Roadway Projects***

This item is placed on hold for a few months due to capital budgeting issues.

***Develop Recommendations for "Quick Clearance" Policy***

The I-95 Corridor Coalition Quick Clearance and 'Move It' Best Practices Executive Summary was distributed. Gene requested that the group read the executive summary and it will be discussed at a future meeting.

**VI. SOUTH NEW CASTLE COUNTY ACTION ITEM LIST**

***Detour Routes: SR-1 between Exit 142 and Exit 152***

Regis Wagner provided an overview of the newly improved detour route maps. The maps have been improved to show more information such as: surrounding roadways, larger text, a general area map, and a more detailed legend.



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The group reviewed several intersection “blow-ups” for the control points along the Exit 142 to Exit 152 detour route. The following suggestions were made:

- Add text describing the set-up.
- Identify which control points are high priority and which are low priority. Put the diagrams in order based on priority, not geography.
- Indicate if the traffic signal is on the system.
- Add the detour route line to the blow-up.
- Note if the motorist must go through a tollbooth.
- On the colored blow-ups, darken the lane lines (currently they are white and difficult to see).

***Develop SOP for Use of Access Gates on SR-1***

The draft SOP was distributed for review. Alice Bailey suggested using the DSP IBM number instead of the radio number. Dave Carpenter asked Gene if he wanted the fire companies to provide a list to DelDOT with personnel names, radio numbers, company, etc, and Gene agreed. Raymond Clark asked Gene if the list should be faxed to the TMC. Gene thought this would be a good idea and requested the lists be faxed to Gene’s attention at the TMC: 302-659-6128.

***Construct Additional Crossovers on SR-1***

Jen Duval presented a map with the locations of the emergency median crossovers and emergency access gates on SR-1 as well the proposed new locations for crossovers identified at the August meeting. The following additional suggestions were made regarding new emergency median crossovers:

High Priority:

- Route 40
- Route 273
- At the mall, near 95
- Directly north of the canal bridge
- Directly south of the canal bridge

Medium Priority:

- Between CO-8 and CO-9 (somewhere in the middle)

**VII. Next Meeting**

**The October meeting is scheduled for Tuesday October 11, 2005 at 7:00pm at the Townsend Fire Hall.**

Any questions or concerns can be directed to Gene Donaldson at [gene.donaldson@state.de.us](mailto:gene.donaldson@state.de.us) or (302) 659-2404. Additionally, Edwards and Kelcey is providing consulting support and helping assist DelDOT in coordinating the efforts. Jen Duval can be reached at [jduval@ekmail.com](mailto:jduval@ekmail.com) / (610) 701-7000.