



**Transportation Management Team (TMT)
Communications Working Group Meeting
January 11, 2006 / 10:00 AM – 12:00 PM
Kent County 911 Center**

Meeting Date: January 11, 2006
Location: Kent County 911 Center
Purpose: The goal of the Communications Working Group is to improve communications among local, state, and federal agencies by understanding, standardizing, and documenting communication processes.

List of Meeting Attendees:

<u>Last Name</u>	<u>First Name</u>	<u>Agency</u>	<u>Email/Phone</u>
Alfree	Larry	CAP	rlalfree@aol.com
Boney	Lester	Dover PD	l.boney@doverpd.state.de.us
Bracco	Bob	CAP	bobbracco@comcast.net
Briggs	Lew	DSP	Lewis.Briggs@state.de.us
Bundek	Scott	Little Creek Fire Co.	michaelsbundek@comcast.net
Carey	Alan	DE Fire Police Association	abctow8757722@yahoo.com
Clacher	Jim	DelDOT	jim.clacher@state.de.us
Dempsey	Dick	Kent 911	dickie.dempsey@co.kent.de.us
Domorod	Jim	PHPS	James.domorod@state.de.us
Donaldson	Gene	DelDOT/TMC	gene.donaldson@state.de.us
Duval	Jen	Edwards and Kelcey	jduval@ekmail.com
Fantini	Maria	DelDOT/Central District	maria.fantini@state.de.us
Gillespie	Glenn	DEMA	glenn.gillespie@state.pa.us
Huttie	Joe	DSP – Troop 3 (Traffic)	joseph.huttie@state.de.us
Kibler	Larry	Civil Air Patrol	lkibler20@comcast.net
Kober	Christina	Dover PD	Christina.kober@cj.state.de.us
Lavelle	C.J.	CAP	wolfen74@hotmail.com
Marecki	Ed	DSP - KentCOM	Edward.Marecki@state.de.us
Metheny	Allen	KentCOM	allenmetheny@yahoo.com
Mulford	Joe	DSP	joseph.mulford@state.de.us
Quinn	Dennis	NCC 911	dmquinn@co.new-castle.de.us
Wagner	Regis	Edwards and Kelcey	rwagner@ekmail.com
Willey	Roger	DSP – Troop 7	roger.willey@state.de.us

Handouts provided during the meeting:

- Meeting Minutes from November 29, 2005
- SOP Draft “Incident Procedures”
- Typical Incident Management System for Traffic Incidents Diagram

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

I. Welcome and Introductions

Gene Donaldson opened the meeting with a brief welcome and introductions from the meeting attendees.

II. Review “Field Incident Procedures” SOP

The group reviewed the Draft Field Incident Procedures SOP. The following discussion ensued:



Site Stability

The term “site stability” needs more definition. Stable means one thing to an officer or fire fighter, but it is more difficult for others to describe. A clarifying phrase of “immediate life threats” could be added.

The group discussed the merits of making a site stable for responders or the public first. They decided that it is possible to make the roadway safe for both at the same time.

Level of Severity

An accident’s level of severity needs to be continuously updated through the communication centers. Outlying agencies may not receive the information. Integrating the Computer Aided Dispatch (CAD) system will help.

Equipment

The number of pieces of equipment sent to a scene is a set number, although it increases with severity.

CAP Involvement

The Civil Air Patrol can only get as close as 1000 feet from the air to the scene of an accident. They can offer a route of access. Bob Bracco suggested that the Civil Air Patrol would like to have direct contact with the incident commander. The CAP is in the loop as far as voice communications but out of the loop as far as CAD.

DeIDOT (TMC) Involvement

Gene asked the group how information could get to the TMC. The CAD will help, but right now there is a missing link. Dickie Dempsey stated that usually responders wait until arriving on the scene to request help from the TMC. Many accidents that are initially reported as “serious” turn out not serious. Fire and Police do not want to waste a phone call if the TMC is not going to respond to the scene.

Gene questioned if there could be field responsibility to initiate a DeIDOT response. The TMC wants to know about any incident that affects the transportation system. While the TMC may not respond to every incident, they can provide valuable services such as:

- Adjusting signal timing
- Reporting to the public and others
- Providing observations through traffic cameras

Lester Boney reported that there are over 3000 accidents per year just in the City of Dover alone. He questioned if the TMC can handle this kind of call volume. Joe Huttie stressed that the TMC/DeIDOT can assist with the safety of troopers and emergency responders, especially to offer protection from oncoming vehicles. He questioned if there are any other methods of communications besides for a phone call that could be used. The TMC does monitor radio transmissions. If an incident occurs on a major roadway, notification should be made to the TMC.

Gene told the group that there are 800 critical miles within the state of Delaware. Gene can provide this information to Ed Marecki and Dickie Dempsey, who offered to add this information using a “TMC unit” into the CAD system. They anticipate that this integration could occur in less than one week, at which time a pilot project would begin. Every time an incident occurs, those using the CAD system could see if it occurred along the 800 critical miles, in which case it will be reported to the TMC.

Incident Commander

The incident commander must know what the fire, police, and DeIDOT representatives are doing at all times – no freelancing.



NIMS Standards

Sometimes flexibility is needed with the NIMS standards because incidents are not black and white. The group thought it would be good to work through scenarios to figure out what could happen during an incident. It was also emphasized that field personnel need training.

Resources

The group noted that the Incident Action Plan (IAP) will most likely be oral rather than written, although some actions must be tracked in written format.

Gene mentioned that the TMC has responsibility not only for roadways, but also for rail, air, and waterways.

III. Priorities and Next Steps

The next step will be a tabletop exercise to test the Field Incident Procedures SOP. Some at the meeting will observe and some will directly participate. It will be necessary to get the appropriate field personnel to participate in the exercise.

IV. Next Meeting

The February meeting is scheduled for Tuesday, February 28, 2006 at 9:00am at the Delaware Fire School. This meeting will include a tabletop exercise.

Any questions or concerns can be directed to Gene Donaldson 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. Regis Wagner can be reached at rwagner@ekmail.com / (610) 701-7000.