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## Meeting Minutes

<b>Meeting Location</b>	New Castle County Dept. of Public Safety	<b>Minutes No.</b>	1516/NCC-1
<b>Meeting Date/Time</b>	November 15, 2012 1:30 – 3:30 PM	<b>Client</b>	Delaware Department of Transportation
<b>Issue Date</b>	November 26, 2012	<b>Type</b>	<input checked="" type="checkbox"/> Meeting <input type="checkbox"/> Conf. Call
<b>Subject</b>	New Castle County TMT Meeting	<b>Project</b>	Transportation Management Team Program
<b>Prepared By</b>	Megan Peppard	<b>Project No</b>	E3X36701

Attendees	Organization	Telephone	Email Address
John Barczak	DeIDOT Canal Maint. Engineer	302-326-4535	John.barczak@state.de.us
Chris Berlin	DNREC	302-739-9404	Chris_berlin@state.de.us
Dave Carpenter	County/Local EMA	302-395-2700	dcarpenter@nccde.org
Robert Coyle	NCC 911	302-395-8212	rjcoyle@nccde.org
Matthew Cox	Troop 2 Traffic	302-834-2620	matthew.cox@state.de.us
Dwayne Day	DeIDOT/TMC	302-659-4604	Dwayne.Day@state.de.us
Gene Donaldson	DeIDOT/TMC	302-659-4601	Gene.Donaldson@state.de.us
Christopher Duke	AECOM	302-468-5882	Christopher.duke@aecom.com
Jennifer Duval	Jacobs	610-701-7000	Jennifer.Duval@jacobs.com
George Giles	County/Local EMA - Wilmington	302-576-3914	George.giles@cj.state.de.us
Glenn Gillespie	DEMA	302-659-3362	Glenn.gillispie@state.de.us
Warren Jones	DVFA	302-535-4566	wjones@dvfassn.com
John Laird	Troop 1	302-834-2620	John.j.laird@state.de.us
Jim Lating	Century Engineering	302-762-1704	James.lating@state.de.us
Vernon Lawton	DeIDOT		Vernon.lawton@state.de.us
Megan Peppard	Jacobs	215-355-3577	Megan.peppard@jacobs.com
Vince Ruff	DeIDOT	302-530-9396	Vincent.ruff@state.de.us
Adrien Saintil	AECOM	302-468-5883	Adrien.saintil@aecom.com
Dave Scott	NCC OEM		dlscott@nccde.org
Neil Shemo	AECOM	717-795-8001	Neil.shemo@aecom.com
Stacey Slover	DSP PSAP Manager	302-395-8220	stacey.slover@state.de.us

Item	Comments	Responsible Party/Action	Date Due
1.	<p><b><u>Purpose</u></b></p> <p>This New Castle County TMT Meeting was the first TMT meeting to be held in the new daytime format in an attempt to bolster attendance of those agencies who could not attend evening meetings due to overtime restrictions. Agenda items included: review of March 19<sup>th</sup> North New County TMT minutes and April 10<sup>th</sup> South New Castle TMT Minutes, an update on the new TMT format, response trailers update, crossovers, special events update, a presentation on the various plans that have been created, project updates, and a discussion about Hurricane Sandy. Dwayne Day (DeIDOT) started the meeting with a round of introductions.</p>	None	None

Item	Comments	Responsible Party/Action	Date Due
2.	<p><b><u>Review of March 19th, 2012 New Castle County and April 10<sup>th</sup> South New Castle County Meeting Minutes</u></b></p> <p>The minutes of the March 19<sup>th</sup>, 2012 New Castle County TMT and April 10<sup>th</sup> South New Castle County TMT Meeting were accepted without comment.</p>	Jacobs will finalize minutes	ASAP
3.	<p><b><u>TMT Program Approach</u></b></p> <p>Gene Donaldson presented to the group the new TMT meeting format. Gene explained that the evening format was not working as there were only a few folks attending and not every agency was present due to overtime issues within certain agencies. More agencies were available to attend during the afternoon. There will be an effort to reach out to the volunteer fire departments to see if there is a way they can get representation to the day meetings. Gene explained that future meetings will be held at various facilities with optional tours of the facilities following the meetings. If anyone has ideas for facility tours, please let Gene know. He added that he'd like to include a briefing or critique at each meeting of a recent incident.</p>	None	None
4.	<p><b><u>Response Trailers</u></b></p> <p>Dwayne Day gave a presentation about the 8 response trailers that DeIDOT has recently put into service. Dwayne advised the group that the trailers are equipped with signs in the incident management color of fluorescent pink and sign stands, cones, barricades, and a generator. The trailers are currently located for rapid deployment at the Biddles and I-95 toll plaza, with one to be located at the Dover toll plaza soon. Additional trailers are located at the TMC, Middletown, Gravel Hill, and Georgetown maintenance facilities. These trailers are available to any agency requesting them for rerouting traffic during major incidents. Anyone needing one of these trailers can contact the TMC and they will arrange for deployment.</p>	None	None
5.	<p><b><u>Crossovers</u></b></p> <p>Gene spoke about the crossovers that have been looked at by DeIDOT based on concerns from the TMT group. The one concerning this group is the I-95 crossover near the PA border that was removed by PennDOT due to safety issues. DeIDOT has formed a small committee to review crossover requests and identify what can be done to standardize the inclusion of crossovers in new projects. Gene warned the group that there are standards that must be followed for the placement of crossovers and they will follow these requirements in the design of new crossover locations. He also mentioned that DeIDOT would like to look into the placement of movable barriers in median locations as another way to relieve trapped traffic.</p>		
6.	<p><b><u>Special Event Updates</u></b></p>		

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	<p>Gene provided an update to recent and upcoming special events. These updates included:</p> <p><b>FireFly Music Festival</b> – This event was a so successful last year that the promoter has signed a three year contract. They will be back next year three weeks after the NASCAR race. There were approximately 25,000 in attendance and it is expected the crowd size will grow for future events. The event was successful in part due to the fact that the same people who had worked the NASCAR event had worked the FireFly event. The event did stretch DeIDOT and other agencies resources. Daily briefings helped with the success as well.</p> <p><b>NASCAR</b> – The NASCAR event went very well although attendance was down from last year. There is a committee which meets every month throughout the year to plan the event. There were no complaints following the event and there were not many surprises.</p> <p><b>Punkin Chunkin</b> – This event is growing in popularity and every year the attendance increases especially with sponsors such as the Discovery Channel. The challenge is bringing the folks in through many back roads and manning the many road closures which must be put into place. The attendance numbers are now around 80,000 and during the peak time 9:30 – 11:00 it is expected that they will have approximately 1400 cars per hour per lane entering the event. One issue raised which needs to be addressed is the fact that there are no markers in the parking areas identifying locations which makes it hard for emergency responders to locate issues which may be reported to them. Gene mentioned that the state is looking into how to better manage these large private events. He recently attended a meeting last week where they discussed the use of state resources for these events and possibly requiring permits or other requirements of the organizers.</p> <p>Dave Carpenter (NCC EMA) asked if DeIDOT is considering a consolidated permit process for Special Events. Gene said DeIDOT would like to better manage these events without being so restrictive that it discourages them from coming to the state. A process is something to consider when you are requiring a large number of emergency responders to be available and there may be more than one event going a weekend.</p>	None	None
7.	<p><b><u>TMT Plan Review</u></b></p> <p>Jen Duval gave a PowerPoint presentation with a brief overview of the most recent plans which have been developed to include the Snow Emergency plan, the Bridge Closure plan, and the Toll Plaza Modified Operations plan. Dwayne added that these plans are the direct result of after actions sessions that took place after the winter 2010-2011 snowstorms and Hurricane Irene.</p> <p>Gene advised the group that the DeIDOT Traffic Information App is now ready in the Android format. The iPhone version is ready and a press release should be going out for this app. The app includes live broadcast of DeIDOT’s radio station: 1380 AM, WTMC.</p>		

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	<p>Dave Carpenter asked who updates the DeIDOT website with the real-time traffic information. He felt like the EOC sometimes has more recent data than what is being displayed on the real-time traffic page of DeIDOT’s website. Gene said this information comes out of the TMC, but welcomes all to call the TMC at #77 immediately when they see a discrepancy with information or have more up-to-date information to share.</p> <p>Gene shared that DeIDOT is working on building an Extranet that would allow outside agencies to access DeIDOT’s website. He would also like to get the TMC’s internal application, EOPs, into the EOC and requested a meeting with Dave Carpenter to facilitate this process. Gene asked Dave to send him an email with guests to be invited to a meeting discussing this topic.</p>	<p>Dave Carpenter to send Gene list of attendees for EOC/DeIDOT meeting.</p>	<p>ASAP</p>
<p>8.</p>	<p><b>Projects</b></p> <p>Gene talked about the need for coordination of roadwork projects with the emergency response community to keep all informed and to aid in responders having a plan to traverse through major roadwork projects as part of the design process. He provided an example of how this can work, such as the requests which DeIDOT has been receiving from responders on crossovers. A result of these requests is that DeIDOT has convened a crossover review committee to review requests.</p> <p>Dwayne added that DeIDOT has been meeting quarterly with the Fire Police. DeIDOT is tracking action items, however, Dwayne encouraged everyone to submit requests via #77 instead of waiting until meetings to report on them.</p> <p>The roadwork projects which were discussed included:</p> <p>I-95/SR 202 (Jim Lating and Vernon Lawton)</p> <ul style="list-style-type: none"> <li>• This project is progressing nicely and completion should be on time.</li> <li>• They will be lowering I-95 SB in the vicinity of the existing SR 202 bridge over I-95 to address an existing vertical clearance problem and the beams are being set for this bridge over 95.</li> <li>• There will be closures on 95 when the beams are pulled on 202 over 95 and when the old structure is removed at Ramp 5.</li> <li>• Temporary re-stripping will be completed for entrance onto ramps 2 and 5 from I-95 NB to improve the split movement off of I-95 to 202 North or South.</li> <li>• The team is actively working on Phase 1 of this project and expected project completion is set for December 2014.</li> </ul> <p>Dave Carpenter asked if the two lanes striped from I-95 NB to SR 202 NB will be continued as merge to Foulk Road. Yes, these lanes will require a merge onto 202 NB at Foulk Road, which is similar to how it operates today.</p>	<p>None</p>	<p>None</p>

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	<p>Newport Viaduct Project (Chris Duke)</p> <ul style="list-style-type: none"> <li>•Chris explained that the project is going well and they have been closely monitoring traffic in the area through ITS devices.</li> <li>•The project is estimated to be completed by Summer 2014.</li> <li>•He explained that in January 2013 there will be a change in traffic patterns through the interchange as the project progresses from Stage 2A to 2B.</li> <li>•Phase 2B will bring a three lane cross section on DE-141 NB (instead of two, as in Phase 2A) from the I-95 SB on-ramp through Exit 4: one “cattle chute” lane and two local lanes. The remainder of MOT through the work zone essentially remains unchanged from Phase 2A to 2B.</li> <li>•Minquas Fire Company receives direct video feed from the project area so they can monitor real-time traffic conditions and further identify incident locations in and near the work zone.</li> <li>•Several detours are planned for implementation during the project and will be intermittent on weekday evenings from 10 PM to 5 AM and on weekends. All detours will be signed and announced ahead of time.</li> <li>•Travelers can continue to tune into WTMC 1380 AM for traffic conditions and check DelDOT’s website for the latest project notifications.</li> </ul> <p>I-95/SR 1 (Jen Duval and Vernon Lawton)</p> <ul style="list-style-type: none"> <li>•The realignment of NB SR 1 will be completed this weekend (11/16-11/17/2012) and traffic will be switched over. This work includes opening the mall ramp by Penneys.</li> <li>•The goal is to have all ramps open by the end of the year, 2013.</li> <li>•I-95 NB and SB have been realigned so that the new bridge piers can be built in the middle of the roadway.</li> <li>•Steel girder erection began on October 5<sup>th</sup> and more steel will be coming in February.</li> <li>•The project is scheduled for major completion at the end of 2013 with final work in Spring 2014.</li> <li>•Completed work so far is the construction of the new Mall Road Bridge over SR 1 and the widening of the SR 1 Bridge over Eagle Run.</li> </ul> <p>Gene added that all projects are reviewed to determine where technology can be added.</p>		
9.	<p><b><u>Hurricane Sandy</u></b></p> <p>Gene asked the group for experiences and lessons learned during Hurricane Sandy. George Giles (Wilmington EMA) said that they had mandatory evacuations, but not many people left.</p> <p>Dave Carpenter said that the City of New Castle east of 4<sup>th</sup> Street, Delaware City, and east of Rt. 9 all had mandatory evacuations, but people here also did not leave. The biggest problem area was 3<sup>rd</sup></p>		

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	<p>Street in the City of New Castle and Augustine Beach where dykes were heavily damaged.</p> <p>Gene said there were several evacuations in Kent County, but little flooding. Sussex County had mandatory evacuations for the back bay areas because the tides were the highest that they had ever experienced. The Indian River Inlet Bridge flooded and in this area Rt. 1 was under sand. Gene shared that DelDOT is the lead agency for debris management and this was the first time they had to perform this role. They were fielding calls for debris cleanup along with the 911 centers. Gene is looking for input on what to do with debris.</p> <p>Dave Carpenter asked if they could utilize roadway barriers in the areas where they expect flooding will occur to prevent usage during a storm. Dwayne suggested that Dave attend the working group finance committee on 11/26, they will be discussing FY10 grant money and looking for projects.</p> <p>Gene also mentioned that the All Hazards Evacuation plans that had previously been developed are going to be looked at for updating these plans. These would be done through the help of the TMT has as they had been in the past.</p>		
<p><b>10.</b></p>	<p><b><u>Open Discussion</u></b></p> <p>Gene advised the group that he would like to include post incident debriefings at the TMT meetings.</p> <p>Dave Carpenter mentioned that it is important to contact the EOC and 911 Centers with construction project information so that emergency responders are made aware of what is occurring and there are no closures in their way.</p>	<p>None</p>	<p>None</p>
<p><b>11.</b></p>	<p><b><u>Next Meeting</u></b></p> <p>Jacobs will send out a meeting announcement for the next meeting once scheduled.</p>	<p>All – please submit ideas for meeting topics and facility tours</p>	<p>On-going</p>
<p><b>12.</b></p>	<p><b><u>Tour of EOC/911 Center</u></b></p> <p>Dave Carpenter and Bob Coyle gave the group a tour of the EOC and 911 Center.</p>		