



MINUTES OF MEETING
TMT Training Review Committee Meeting
January 8, 2007
DeIDOT Administration Building
Farmington-Felton Conference Room



Meeting Date: January 8, 2007
Location: DeIDOT Administration Building, Farmington-Felton Conference Room
Purpose: Kick-off Meeting to review training materials

List of Meeting Attendees:

| <u>Last Name</u> | <u>First Name</u> | <u>Agency</u> | <u>Email/Phone</u> |
|------------------|-------------------|--------------------|----------------------------|
| Austin | Steve | DVFA | steveaustin@earthlink.net |
| Brennan | Gerald | DSFS | Jerry.brennan@state.de.us |
| Chelton | Brian | Edwards and Kelcey | bchelton@ekmail.com |
| Cubbage | Jim | DVFA | exsec@dvfasn.com |
| Donaldson | Gene | DeIDOT/TMC | gene.donaldson@state.de.us |
| Durham | Jason | DeIDOT/Safety | Jason.durham@state.de.us |
| Duval | Jen | Edwards and Kelcey | jduval@ekmail.com |
| Eckrich | Paul | DSP HQ | Paul.eckrich@state.de.us |
| Fantini | Maria | DeIDOT | Maria.fantini@state.de.us |
| Faust | Tricia | DeIDOT/TMC | Patricia.faust@state.de.us |
| Hardy | Donna | DeIDOT/Safety | Donna.hard@state.de.us |
| Homiak | Skip | DSP HQ | Albert.homiak@state.de.us |
| Hutson | Bob | DeIDOT | Bob.hutson@state.de.us |
| Thatcher | Bill | DeIDOT | Bill.thatcher@state.de.us |
| Wagner | Regis | Edwards and Kelcey | rwagner@ekmail.com |
| Willey | Roger | DSP Troop 7 | roger.willey@state.de.us |
| Wormley | Jim | DeIDOT | Jim.wormley@state.de.us |

Handout provided during the meeting:

- Draft Training Materials

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 opened the meeting with a brief welcome and introductions from the meeting attendees. Gene expressed interest in having a joint training program where all disciplines (DeIDOT, fire, and police) would be trained together. He stated that the draft training materials are currently weak on incident set-up, and that the input of fire and police is necessary to flesh this out. He suggested having representatives from each of the disciplines work on expanding the presentation, including positioning of vehicles and personnel. The goal is to have a training package that includes a powerpoint for training and manuals for vehicles.

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II. Review of DRAFT On-scene Transportation Management Supervisor Training

Gene mentioned that today's meeting is to review the supervisor training. There will be subsequent meetings to review the field technician level training. He also mentioned that the photos in the current presentation are just placeholders.

Slide 38: Starting in 2008, everyone working in the roadway will be required to wear safety apparel.

Slide 40: The group cautioned against using specific times to distinguish between the incident levels.

Slide 42: Gene told the group that the TMTs are currently working on Quick Clearance for Delaware. The I-95 Corridor Coalition will be conducting quick clearance workshops – one might occur in Delaware. Steve Austin recommended using the term “safe quick clearance.” He also stated that education is necessary to distinguish between the move-it law and move-over law.

Slide 47: Skip Homiak reported that there were many troopers struck last year while working in roadways; this training is imperative.

Slide 48: Gene distributed copies of “FHWA-PL-06-002: Traffic Incident Response Practices in Europe” for the group to review. Copies of this document are available to the public at www.international.fhwa.dot.gov free of charge.

Slide 55: Gene told the group that DeIDOT has begun purchasing pink incident signs to stand out at incident scenes.

Steve Austin mentioned that there is a meeting of the 6I Committee on the 17th. He said that best practices of vehicle placement at incident scenes are lacking, but forthcoming. He also cautioned against drawing emergency vehicles in government-published documents due to litigation concerns. He recommended instead using language such as, “large fire apparatus placed strategically.”

Slide 60: Gene mentioned that the group needs to work on incident management at intersections. It is better to merge traffic further back from the scene so that vehicles do not need to merge directly in an intersection. He also suggested that work needs to be done on how to transition from first responder on the scene to multiple.

Gene reported that 15-30% of incidents on urban roadways are secondary.

Steve Austin suggested working advance warning into the equation early on.

Skip Homiak inquired how citizens can be trained. He stated that an education component is imperative. Gene responded that Texas has a good education component of their Quick Clearance “Move It” program. He also mentioned that Maryland distributes informational brochures along with vehicle registrations.

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Roger Willey stated that everyone has different responsibilities so it would be beneficial for everyone to train together. Steve Austin mentioned that there is a track record of fire and police working together, especially for fire investigations.

Skip Homiak said it is most important for the uniformed troopers to participate in the training program. Training could occur during an in-service training day or a special training session could be arranged. Most incident scenes are small, and might not have a supervisor present.

Websites of Interest

www.deldot.net (click on "live maps" link)
www.respondersafety.com

III. Next Steps

No future meetings have been scheduled at this time.

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 DeIDOT in coordinating the efforts. Regis Wagner can be reached at rwagner@ekmail.com / (610) 701-7000.