



Jacobs Engineering Group, Inc.  
 1247 Ward Avenue  
 West Chester, PA 19380  
 Tel 610.701.7000 Fax 610.696.3550

## Meeting Minutes

<b>Meeting Location</b>	Seaford Volunteer Fire Department	<b>Minutes No.</b>	1516/WSC-1
<b>Meeting Date/Time</b>	May 17, 2011 7:00 – 8:30 PM	<b>Client</b>	Delaware Department of Transportation
<b>Issue Date</b>	May 24, 2011	<b>Type</b>	<input checked="" type="checkbox"/> Meeting <input type="checkbox"/> Conf. Call
<b>Subject</b>	Western Sussex County TMT Meeting	<b>Project</b>	Transportation Management Team Program
<b>Prepared By</b>	Derek Voight	<b>Project No</b>	Jacobs E3X36701

Attendees	Organization	Telephone	Email Address
Jack Cannon	Bridgeville Volunteer Fire Company	302-337-3000	bvillefire@comcast.net
Jim Clacher	DeIDOT/TMC	302-659-4603	jim.clacher@state.de.us
Edward Coffman	MDSHA/CHART	410-582-5650	ecoffman@sha.state.md.us
Earl Conaway	Seaford Volunteer Fire Department	302-381-4238	cearlcon@aol.com
Dwayne Day	DeIDOT/TMC	302-659-4604	Dwayne.Day@state.de.us
Gene Donaldson	DeIDOT/TMC	302-659-4601	gene.donaldson@state.de.us
Jennifer Duval	Jacobs	610-701-7000	jennifer.duval@jacobs.com
Jay Hall	DeIDOT - South District Area 1	302-875-3081	joseph.hall@state.de.us
Gerald Nagyiski	DeIDOT/Safety	302-222-5977	gerald.nagyiski@state.de.us
Mark O'Bier	Seaford Volunteer Fire Department	302-629-9355	
Gregory Reed	Seaford Volunteer Fire Department	302-629-0984	reedys87@verizon.net
Lt. Darren Short	DSP - Troop 5	302-856-5850	darren.short@state.de.us
Derek Voight	Jacobs	610-701-7000	derek.voight@jacobs.com

Item	Comments	Responsible Party/Action	Date Due
1.	<p><b><u>Purpose</u></b></p> <p>This meeting reconvened the Western Sussex County TMT group which hasn't met in a few years. Gene Donaldson (DeIDOT) welcomed the group back and outlined some of the achievements that were a direct result of the valuable input provided through the TMT program. These achievements include statewide all-hazards evacuation plans, statewide major route detour plans, quick clearance legislation, multi-agency incident management training courses and exercises.</p> <p>Agenda items for this meeting included: a presentation on the DeIDOT Interactive Traffic Mapping Webpage, a presentation on the Yellow Trap Signal Operation Modification, a demonstration on accessing the Sussex County All-Hazards Evacuation Plan and multiple other updates (TMT Steering Committee, Snow Emergency Plan, Pilot Detour Tabletop Exercise, Pilot Towing Program, Crossovers and Detours).</p> <p>Gene Donaldson (DeIDOT) started the meeting with a round of introductions.</p>	None	None

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2.	<p><b><u>Presentation: Interactive Traffic Mapping Demonstration</u></b></p> <p>Gene gave a presentation on the data that is now available to the general public on DelDOT’s website (<a href="http://www.deldot.gov">www.deldot.gov</a>) under the Interactive Traffic Maps link on the left side of the home page. The maps display the information that is available to DelDOT from its traffic sensors, weather stations, and CCTVs. The messages that are displayed on the Department’s Variable Message Signs and the status of the Woodland Ferry can also be viewed. WTMC’s live radio program is also available on the map’s site. The map is based on Google Maps and can be zoomed into a particular area. The data to be displayed on the map (traffic sensors, CCTV, weather, etc) can be changed by clicking across the top of the map on the kind of data to be displayed. Clicking on the icon on the map will pull up the detailed live data or live camera image. The website is a work in progress and will continue to be updated to include more of the data that is available to the TMC.</p>	None	None
3.	<p><b><u>Presentation: Sussex County All-Hazards Evacuation Plan Access</u></b></p> <p>Gene reminded the group that hurricane season starts June 1. The plans are available on the TMT Project Page. Derek Voight (Jacobs) demonstrated to the group how to access the TMT Project Page and All-Hazards Evacuation Plans and Appendices. Additionally, CDs were also available at the meeting containing all three county level evacuation plans.</p> <p>Access to the TMT Project Page: go to <a href="http://www.deldot.gov">www.deldot.gov</a> &gt; select Projects (left side menu) &gt; scroll to bottom of page, select Transportation Management Team &gt; select Project Documents (right side menu). The Sussex County All-Hazards Evacuation Plan and Appendix A of maps and intersection diagrams can be found on this page.</p>	None	None
4.	<p><b><u>Presentation: Yellow Trap Signal Modification</u></b></p> <p>Jim Clacher (DelDOT) presented the “Yellow Trap” Signal Operation Modification that applies to most 5-Section Signal displays in Delaware. DelDOT is mandated by the 2009 Manual on Uniform Traffic Control Devices (MUTCD) to prevent the “yellow trap” situation. Jim noted that not all permissive left-turns will be affected; signs will be posted at non-affected intersections.</p> <p>The normal operation of a 5-Section Signal is as follows:</p> <ol style="list-style-type: none"> <li>1. Red ball/Green left arrow</li> <li>2. Red ball/Yellow left arrow</li> <li>3. Red ball</li> <li>4. Green ball</li> <li>5. Yellow ball</li> <li>6. Red ball (end of cycle)</li> </ol> <p>The “yellow trap” scenario exists on a highway when opposing directions have a green ball, and one direction changes to a yellow ball, while the opposing traffic continues to show a green ball. The</p>	None	None

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	<p>“yellow trap” occurs when a left-turning vehicle with the yellow ball believes the opposing direction also has a yellow ball, and decides to turn across oncoming traffic believing they will be stopping on the yellow/red ball (when in reality opposing traffic still has a green ball). This is an unsafe condition and the “yellow trap” scenario can cause angle crashes.</p> <p>According to the 2009 MUTCD, the modifications to the 5-Section Signal operation will prohibit a protected left-turn from being served without first serving the side street. This scenario will generally occur during low volume times.</p> <p>The new signal modification does affect Emergency Preemption operation and DeIDOT will be presenting the material to all the Emergency Service Providers in the county. Emergency vehicles equipped with opticom will have to use lights and sirens when turning left at traffic signals with permissive left turns. Additionally, when pre-emption is activated by an approaching emergency vehicle, permissive left turns with 5-Section signal heads will NOT display a green arrow, a change from the current operation.</p> <p>At this time two intersections in New Castle County have been modified, Kirkwood Highway &amp; Milltown Road, and Kirkwood Highway &amp; Delaware Park. If the permissive left-turn cannot be removed from an intersection because of high volumes signs will be posted at the intersection that read “Oncoming traffic may have extended green.”</p> <p>Gene added that pre-emption no longer guarantees that all approaches immediately stop as some clearance intervals cannot be pre-empted. Pedestrian clearance intervals are an example of an interval that cannot be pre-empted. If a signal is an all-red interval for pedestrian clearance (pedestrian has WALK signal), an approaching emergency vehicle cannot pre-empt, or interrupt, this clearance interval. Meaning that the emergency vehicle will not receive a green until the pedestrian clearance interval has past. This means that emergency vehicle operators must be aware that not all movements will immediately stop for a vehicle with an active opticom device. As signals are upgraded around the state, pedestrian movements are being added to them. The addition of pedestrian movements at more intersections increases the likelihood that emergency vehicles will face this conflict.</p>		
<p>5.</p>	<p><b><u>TMT Steering Committee</u></b></p> <p>Gene reported that a TMT Steering Committee was convened on April 18<sup>th</sup>. The TMT Steering Committee is comprised of the management level of the TMT member agencies. The committee will be instrumental in planning the future topics and focus for the TMT program on a statewide level. In the recent meeting, one development was the decision for DeIDOT to work through the Delaware State Fire School to coordinate better with the Fire Service.</p> <p>The TMT Steering Committee will be meeting every six months.</p>	<p>None</p>	<p>None</p>

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6.	<p><b><u>Snow Emergency Plan</u></b></p> <p>Gene provided an update on the Snow Emergency Plan (SEP) that is being developed to document the general operation of DeIDOT during a snow emergency. DeIDOT learned a lot during last year's major snow storms. The SEP outlines snow operations based on different levels of snowfall, including a snow emergency. Gene stressed that the SEP is a DeIDOT document. At this point it has only been circulated around the traffic department, and still needs to be reviewed internally by other DeIDOT departments before it is accepted.</p> <p>Gene is working on a separate effort with DVFA to address snow operations which support the 62 fire departments around the state. From these meetings, Rich Toulson and Bif Newnam will be disseminating the information out to the fire houses.</p>	None	None
7.	<p><b><u>Detour Authentication Tabletop Exercise</u></b></p> <p>Gene pointed out the Detour Authentication Tabletop Exercise (TTX) Flyer that was provided as a handout. The flyer highlights the purpose of the exercise, participants, and topics covered. The TTX evaluates the detour implementation process and not the participants. The Pilot TTX was held with Little Creek and Magnolia Fire Companies in Kent County and proved to be a great learning experience for all participants. The pilot group walked through a scenario to test the process of activating a TMT-developed detour (participants were not evaluated). The goal is to train all TMT members on the use of the detours as well as develop a Quick Reaction Checklist (QRC) for the TMC Technicians. The intent is to conduct a similar exercise with all of the TMT.</p> <p>DeIDOT will be working with the Delaware State Fire School to coordinate the TTX with Sussex County Fire Service. The likely players in the WSC TMT group would be SUSCOM, Delaware State Police (DSP), Fire Service and Fire Police.</p>	None	None
9.	<p><b><u>Pilot Towing</u></b></p> <p>Derek Voight (Jacobs) reported that the Pilot Towing Program is being developed by DeIDOT as a joint venture to share in DSP's responsibility of towing abandoned vehicles from Delaware's Highways. Developed with close guidance from DSP, the Pilot Towing Program mirrors the DSP process for stickering and towing vehicles which may be abandoned, immediate roadway hazards, or disabled. The program enjoys broad support within both DSP and DeIDOT and the intent is to quickly expand the program from the pilot area (along I-95, I-495 in New Castle County) to the major roadways throughout the state.</p> <p>The program has been designed to make use of a computer aided dispatch (CAD) connection that was recently established between the DeIDOT Transportation Management Center (TMC) and RECOM, KENTCOM and Kent Center. Additionally, DeIDOT is currently coordinating with DSP to gain access to E-TOW, a DeIJS</p>	None	None

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	<p>program. This program will allow DeIDOT to enter and track the tows in the same system as DSP reducing the communications burden between the agencies.</p> <p>Gerald Nagyiski (DeIDOT) asked if consideration has been given to the procedures followed by municipal police forces. At this point the pilot area falls within DSP jurisdiction so this hasn't been an issue. When the program is ready for expansion, consideration will be given to the prevailing jurisdictions procedures.</p> <p>Gerald asked if DeIDOT is towing these vehicles to shoulder, in a quick clearance fashion. The pilot has been designed to work with the towers that are under contract with DSP. These towers tow vehicles and store them in a tow yard at the owner's expense. DeIDOT is only involved in the process of establishing the tow service, not the actual towing of vehicles.</p>		
<p>10.</p>	<p><b><u>Crossovers</u></b></p> <p>Gene reported that he understands crossovers are an item of significant importance to the TMT groups in the northern portion of the State. Due to this, Gene is setting up an internal DeIDOT meeting to hopefully reach consensus on how crossovers are handled statewide. Once agreement is reached with this internal group it will be disseminated through the TMTs.</p>	<p>None</p>	<p>None</p>
<p>11.</p>	<p><b><u>Detours</u></b></p> <p>Gene reported that detours are being developed for DE 404 in the Western Sussex area and are planned to be completed shortly. The review of detours at meetings will be kept to a minimum and he would encourage TMT members to review the detours prior to the meeting and bring their comments with them. While detours are important, Gene wants the TMTs to focus on more than just detours during the meeting.</p>	<p>None</p>	<p>None</p>
<p>12.</p>	<p><b><u>Open Discussion</u></b></p> <p>A few items were discussed in the meeting but not noted on the agenda.</p> <p><i>Extranet</i> DeIDOT is currently working to develop an Extranet. Access to this Extranet would be provided to Fire Service who currently cannot access the state network. The Extranet would serve as an interagency information clearinghouse for everything not appropriate to place on the public website. As development continues on the Extranet more information will be disseminated through the TMTs.</p> <p><i>Safe, Quick Clearance</i> The TMTs were instrumental in championing the passage of legislation that provides for safe, quick clearance procedures in Delaware. Delaware has two different kinds of legislation that support this policy. The first provides that with police approval DeIDOT can push/pull/drag a disabled vehicle from the roadway. The second provides liability protection for the responders should</p>		

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	<p>damage occur to private property under the execution of the first; these liability protections only apply if proper judgment was used.</p> <p>Gene opened the meeting to discussion on any recent incidents or anything else that they group wanted to discuss. No items were aired for discussion.</p> <p>Gene explained to the group that Kent and New Castle County TMT groups have had roadway project presentations at their meetings. These presentations have been a valuable learning experience for all involved. With this in mind Gene asked if there are any upcoming projects in the Western Sussex area that the TMT would like to learn more about. Gerald noted that there is a project planned at US 13 &amp; Tharp Road/Herring Run Road (534) that will have significant impacts on US 13. Gerald recommended reaching out to Sonya LaGrand (DeIDOT) for more information on this project.</p>	<p>Jacobs will reach out to Sonya LaGrand for attendance at a future meeting</p>	<p>ASAP</p>
<p>13.</p>	<p><b><u>Next Meeting</u></b></p> <p>It was decided that the third Tuesday is a good night to hold Western Sussex County TMT meetings. The meeting will be scheduled for every other month to start. The next meeting is scheduled for Tuesday, July 19<sup>th</sup>, 7:00 pm at the Seaford Volunteer Fire Department.</p>	<p>Jacobs to send meeting notice with meeting minutes</p>	<p>ASAP</p>