

## **South Florida Regional TMC Operations Committee (SEFRTOC) Meeting Minutes**

Date and Time of Meeting: July 9, 2004 – 10am – 1pm

Attendees: Angel Reanos, District 6  
Dee McTague, Broward TMC  
Fred Levinson, Florida Turnpike  
Ollie Jones, Broward TMC  
Gerardo Cosme, Broward TMC  
Bob Murphy, Palm Beach TMO  
Aurelio Carmenates, MDX  
Steve Corbin, District 4

The meeting commenced with Steve welcoming a new member to the Operations Committee, Aurelio Carmenates who is with the Miami-Dade Expressway. With new members joining Steve Corbin conducted a brief overview of what the committee has accomplished and will send out the previous meeting minutes to everyone.

Aurelio questioned why this committee does not also include each County signal department. The question posed by the existing members was what would the Counties bring to this committee and the answer was to develop cooperation between the Freeway Management side and the Traffic Signal side of transportation management. The committee decided to look at expanding the group after certain work products are completed.

Steve Corbin discussed the importance of assigning task and responsibilities to keep the involvement high and work toward accomplishing finished products. As part of this commitment, draft minutes of meetings will be sent to committee members for their review within one business day of the meeting.

As part of the ITS Coalition movement to evenly distribute responsibilities amongst the members, a change in the executive committee was made. The co-chair position previously held by Charles Robbins (Broward TMC) was elected to Angel Reanos (District 6 TMC).

A post incident debriefing form will be created to assist in collection of information by TMCs that participate in regional DMS messaging for severe incidents. Angel Reanos volunteered to create a draft form and send it to all members for edits and additions. This form will be sent to all members by July 16<sup>th</sup> that will allow enough time for review prior to the committee's next meeting. From the post incident debriefing form, debriefing will be conducted within 36 hours of the incident.

Standard Operating Guidelines (SOG):

After last months meeting where the committee created a draft table of contents for the SOG, each member was asked to bring certain sections of their local guidelines. Steve

Corbin stated with the infusion of new members that a review of the draft was important. During the review, assignments were given to committee members to work on sections of the SOGs for the new committee meeting.

These guidelines and their assignments to committee are listed below:

- |  |                    |
|--|--------------------|
| I. Executive Summary                           | Steve Corbin       |
| II. Partner Description                        | Ollie Jones        |
| i. Infrastructure                              |                    |
| ii. Service                                    |                    |
| iii. Picture                                   |                    |
| III. Regional ITS Infrastructure Map           | All                |
| IV. Criteria/Strategy                          | Fred Levinson      |
| V. Interagency Communication                   | Bob Murphy/Fred    |
| i. When  |                    |
| 1. Initial                                     |                    |
| 2. Updates                                     |                    |
| 3. Termination                                 |                    |
| ii. Who  |                    |
| iii. Method                                    |                    |
| VI. DMS Messaging Structure                    | Steve Corbin       |
| VII. Shared Resources                          | Angel Reanos       |
| i. Road Rangers                                |                    |
| ii. Highway Advisory Radio (HAR)               |                    |
| iii. Portable DMS                              |                    |
| iv. SIRV/TMV                                   |                    |
| VIII. Documentation                            | Dee McTague        |
| i. Debriefing Form                             |                    |
| ii. Incident Summary Report                    |                    |
| iii. Monthly/Quarterly/Yearly Reports          |                    |
| iv. Meeting Format                             |                    |
| IX. Performance Measures                       | Dee McTague/Steve  |
| i. Operations Review                           |                    |
| ii. DMS Utilization/Regional Map               |                    |
| iii. Road Ranger Utilization                   |                    |
| iv. Regional Affect                            |                    |
| X. Standard Operating Guideline Review Process | Aurelio Carmenates |
| i. TMC Updates                                 |                    |
| ii. Policy                                     |                    |
| iii. Future Members                            |                    |
| XI. Appendix                                   | Jerry Cosme        |
| i. Acronyms                                    |                    |
| ii. Contact List                               |                    |

#### Next Meeting

The next meeting will be held on July 27<sup>th</sup> at the new District 4 Regional TMC at 10am.