

Meeting Date: December 2, 2003
Meeting Time: 1:30 pm
Location: West Palm Beach Operations Center

Attendees:

Barhydt, Wendy – Handex Group	Mitinger, Rick - FDOT
Corbin, Steve - DMJM+HARRIS	Moore, David - FDOT - Turnpike
Cosme, Gerardo - DMJM+HARRIS	Obannon, Sean - PBCFR
Echevarria, Even - FDOT Turnpike – Traffic	Pages, Mauricio - Handex Group
Francese, Guy - FDOT - Traffic Operations	Robbins, Charles - DMJM+HARRIS
Garcia, Erika - DMJM+HARRIS	Scarpellino, John - FDOT ITMS Traffic Mgt. Office
Jerauld, Steve – PBCFR	Sparks, John - FDOT Palm Beach ITMS
Kauff, Richard - Kauff's Towing	Tomaszewski, John - Delray Beach Fire Dept.
Kinchen, Vana - FDOT Ft. Pierce	Werner, Catherine - FDOT - Turnpike TMC
Maloney, Dave - FDOT	

Call Meeting to Order

Steve Corbin – DMJM+HARRIS called the meeting to order at 1:30pm on Tuesday, December 2, 2003 at the West Palm Beach Operations Center.

Introduction

Steve Corbin welcomed the group. Charlie Robbins advised that Fred Levinson would not be present at the meeting, therefore would not be able to give an update on 511. Troy Fuller would not be present either, therefore would not be able to give a construction update.

Comments on Minutes

Steve reviewed the minutes from the previous meeting and welcomed any comments from group members.

At the previous meeting the DVR Working Group identified a need to design signs with a number scheme for entrance/exit ramps, allowing incident responders to properly identify ramps. One of the action items that were established was to build a test sign. Steve brought in a test sign to demonstrate to group members what the actual sign would look like.

Rick Mitinger, District 4 Assistant District Traffic Operations Engineer, advised the DVR Working Group that the DOT would cover the cost for a number of signs. He advised the group that not all signs would be able to be put up at once, the DVR Working Group would have to come up with a list of areas where the signs are needed the most. The Working Group would have to develop straight-line diagrams and the lettering on the signs would need to be much larger.

Other TIM Issues

Guy Francese advised that the Road Rangers’ contract with Lyons Towing would end 12/19/03. The contract will not be renewed. When the contract expires, the Road Rangers services will only have daytime coverage. There will be a public information release and FHP will advise who will be covering.

Working Groups Updates

Detection, Verification and Response Team

Chair: John Tomaszewski

Issue: In order to improve response time of incident responders to events on entrance/exit ramps, several tasks the DVR Working Group identified need to be addressed.

- Ramps - prioritize order of importance
- Scope and Goals - review and edit
- Sign - review size of sign and font
- Straight line diagrams - acquire complete set
- West Palm Beach Fire Department - participation
- Deployment Plan - choose test sites for deployment
- Sign feature - single vs. double sided

Results: Scope and Goals

Scope was rewritten based on information presented by Rick Mitinger, District 4 Assistant District Traffic Operations Engineer.

Sign

Increase font size to 6-inch letters with the size of sign increasing according to the required size based on the letters.

Straight line Diagrams

Straight-line diagrams set will be sent to construction for mark up. Guy Francese will get set and will ask Troy Fuller for assistance. From reviewed diagrams, create a quantity/cost figure and then prioritize based on critical areas and funding.

Sign feature

Single sided sign were chosen.

West Palm Beach Fire Department

John Tomaszewski will call Ray Carter, Fire Chief for West Palm Beach to ask their participation in the Ramp Reference Marker project and attendance at TIM meetings.

Deployment Plan

"To develop and deploy a Ramp Reference Marker (RRM) program throughout I-95 On/Off Ramps in Palm Beach County."

Deployment test sites will be looked at during next meeting.

Clearance Team

Chair: Steve Jerauld

Issue: Establish clear roles and responsibilities of Incident Responders

Results: In an effort to establish clear roles and responsibilities of incident responders, the Clearance Working group continued to customize the Minnesota Traffic Incident Management Recommended Operational Guidelines. The group focused on several sections. Following are some of the revisions they made.

Section 2.4.1 *Traffic Management Center Responsibilities*

- Incident detection, verification, response and notification
- Operate DMS, HAR
- Tracking system for current incident, construction, and special events.
- Inform Road Ranger and Wrecker
- Provide traveler information to the public and media
- Coordinate with law enforcement the establishment of alternate routes and assist in their operation as necessary

Section 2.4.2 *Road Ranger Responsibilities*

- Incident detection and verification
- Secure the incident scene
- Provide emergency traffic control
- Relocate vehicles from travel lanes
- Contain and mitigate vehicle fluid spills

Section 2.5 *Hazardous Materials Responders*

The first line should read:

Hazardous Material Specialist from the Florida DEP/Bureau of Emergency Response

Section 2.6 *Media/Information Service Providers*

Information Service Providers (ISP) plays an important role in distributing traveler information via Traffic Operation Center (TOC), 511 (SmarTraveler), radio, television and Internet. They are responsible for reporting the traffic impact of incidents and providing alternate route information to travelers.

The group discussed several references that could assist in the revision of the Incident Response Manual.

- The Unified Command Manual, which set the standard response to incidents
- Palm Beach County Fire Rescue Fire Operations Officer at 561 712-6562 would be helpful in getting information on who and what fire department covers what section of the roadway.
- The Florida Turnpike has a model set up for Hazmat response.
- District 4 David Maloney advised the D4 has a response plan that is available, the contact person is Earl Jacobs-Safety Engineer at 561-432-4966 x 4966

A question came up on who is responsible to open the roadway after a Hazmat fuel spill.

Does FDOT maintenance maintain the responsibility? Earl Jacobs may have the answer to that question.

Communications Team

Chair: John Scarpellino

Issue: Identify the key players and their roles and responsibilities for various types of incidents.

Results: After reviewing the TIM Team Contact list, the Communications Working Group members determined it would be helpful for users if the contact list listed the agencies by counties. This would allow users to locate an agency or contact within a county with greater ease. The counties would be listed from North to South.

Additional agencies and counties that will be added to the contact list:

- FDOT – City Employees
- City of Port St. Lucie
- Martin County Sheriff's Department
- City of Sebastian Sheriff's Department
- Indian River County
- County Road Department
- Palm Beach County Fire Rescue

In addition to restructuring and expanding the TIM contact list, the Communications team will create flow charts in order to help identify additional contacts and begin to clearly identify roles and responsibilities of incident responders.

John Scarpellino was assigned the task of creating several flow charts for various types of incidents. Some factors that will be considered when creating the flow charts will be the location of the incident, type of incident, time of day and the initial call.

Training Team

Chair: Gaetano Francese

Issue: Recruit Training Members

Results: The TIM Team members identified the Training Working Group would become more involved as policy is developed and training needs are further required.

Proposed Meeting Dates

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|---------------------------|----------------|----------------|
| ○ Tue 08/05/03 | ○ Tue 04/06/04 | ○ Tue 12/07/04 |
| ○ Tue 10/07/03 | ○ Tue 06/01/04 | ○ Tue 02/01/05 |
| ○ Tue 12/02/03 | ○ Tue 08/03/04 | ○ Tue 04/05/05 |
| ○ Tue 02/03/04 | ○ Tue 10/05/04 | ○ Tue 06/07/05 |

DVR	Corbin	Steve	DMJM+HARRIS	1100 Park Central Blvd, Ste 1800	Pompano Bch	FL	33064	(954) 972-0895	(954) 590-3593	steven.corbin@dmjmharris.com
DVR	Francese	Guy	FDOT - Traffic Operations	3400 W. Commercial Blvd	Ft. Lauderdale	FL	33309	(954) 777-4366	(954) 777-4398	gaetano.francese@dot.state.fl.us
DVR	Sparks	John	FDOT Palm Beach ITMS	2200 Centrepark West Drive	West Palm Bch	FL	33401	(954) 714-4910	(954) 714-6979	sparks@pbworld.com
DVR	Tomaszewski	John	Delray Beach Fire Dept.	501 W. Atlantic Avenue	Delray Beach	FL	33444	(561) 243-7487	(561) 243-7461	tomaszewski@ci.delray-beach.fl.us
Clearance	Barhydt	Wendy	Handex	2055 S. Congress Avenue	Delray Beach	FL	33445	(561) 243-9551	(561) 243-8707	wbarhydt@handexmail.com
Clearance	Cosme	Gerardo	DMJM+HARRIS	1100 Park Central Blvd, Ste 1800	Pompano Bch	FL	33064	(954) 972-0895	(954) 590-3593	gerardo.cosme@dmjmharris.com
Clearance	Echevarria	Even	FDOT - Turnpike - Traffic	P.O. Box 9828	Ft. Lauderdale	FL	33310	(954) 975-4855	(954) 970-1505	even.echevarria@dot.state.fl.us
Clearance	Jerauld	Steve	PBCFR	50 South Military Trail	West Palm Bch	FL	33408	(561) 616-7006	(561) 616-7080	sjerauld@co.palm-beach.fl.us
Clearance	Kauff	Richard	Kauff's Towing	1440 53rd Street	Magnolia Park	FL	33409	(561) 844-5283	(561) 840-1093	richardkauff@aol.com
Clearance	Maloney	Dave	FDOT	7900 Forest Hill Blvd	West Palm Bch	FL	33413	(561) 432-4966	(561) 432-4642	david.maloney@dot.state.fl.us
Clearance	Moore	David	FDOT - Turnpike	P.O. Box 9830	Ft. Lauderdale	FL	33310	(954) 975-4855	(954) 321-5538	david.moore@dot.state.fl.us
Clearance	Obannon	Sean	PBCFR	50 South Militaray Trail	West Palm Bch	FL	33415	(561) 616-7000		sobannon@co.plam-beach.fl.us
Clearance	Pages	Mauricio	Handex Group	2055 S. Congress Avenue	Delray Beach	FL	33445	(561) 243-9551	(561) 243-8707	mpages@handexmail.com
Clearance	Robbins	Charles	DMJM+HARRIS	1100 Park Central Blvd, Ste 1800	Pompano Bch	FL	33064	(954) 972-0895	(954) 590-3593	charles.robbins@dmjmharris.com
Clearance	Werner	Catherine	FDOT - Turnpike TMC	PO Box 9828	Ft. Lauderdale	FL	33310	(954) 975-4855	(954) 970-1505	catherine.werner@dot.state.fl.us
Communication	Garcia	Erika	DMJM+HARRIS	1100 Park Central Blvd, Ste 1800	Pompano Bch	FL	33064	(954) 972-0895	(954) 590-3593	erika.garcia@dmjmharris.com
Communication	Kinchen	Vana	FDOT Ft. Pierce	3601 Oleander Ave	Ft. Pierce	FL	34982	(772) 465-7396	(772) 489-7120	vana.kinchen@dot.state.fl.us
Communication	Scarpellino	John	FDOT ITMS Traffic Mgt. Office	2200 Centrepark West Drive	West Palm Bch	FL	33401	(561) 682-3351	(561) 682-3388	scarpellino@pbworld.com