

Meeting Date: October 7, 2003  
Meeting Time: 1:30 pm  
Location: West Palm Beach Operations Center

**Attendees:**

Brochard, Gordon – Sisters Towing	Main, Jeff – PBG Police
Ciminelli, John – WRS/FDOT	McClane, Ed – PBC Traffic
Corbin, Steven – DMJM+HARRIS	Moody, Susan - FDOT
Cosme, Gerardo – DMJM+HARRIS	Obannon, Sean - PBCFR
Echevarria, Even –FDOT	Reilly, John – Boca Traffic Eng.
Egeli, I.A. – FHP	Robbins, Charles – DMJM+HARRIS
Evans, Angela – FDOT	Ross, Artie – Lyons Towing
Fuller, Troy – I-95 Public Info Mgr.	Scarpellino, John – FDOT
Gass, Richard - PBCFR	Sparks, John – FDOT
Gold, Allan – Lyons Towing	Stravino, Charles – Delray Beach FR
Jerauld, Steve – PBCFR	Tomaszewski, John – Delray Beach FR
Kinchen, Vana – FDOT	Washburn, Mike – FDOT
Krejci, Scott – Lyons Towing	Werner, Catherine – FDOT
Legcevic, Evelin – FDOT	

**Call Meeting to Order**

Charlie Robbins – DMJM+HARRIS called the meeting to order at 1:35 pm on Tuesday, October 7, 2003 at the West Palm Beach Operations Center.

**Introduction**

Charlie Robbins welcomed the group and invited the group to conduct self-introductions. He went over the meeting agenda. Charlie advised the group, Fred Levinson was not present at the meeting, therefore would not be able to give an update on 511.

**Comments on Minutes**

Charlie asked the group to look over the minutes from the previous Palm Beach County meeting and welcomed any comments. No comments were made.

**Construction Updates**

Troy Fuller gave a detailed update on Six Construction Projects on I-95.

- Delray Project – bridge work, closing SB entrance to I-95 at Linton Blvd. for about 2 months

- HOV Boynton Beach Area - moving barrier wall, finishing landscaping
- Lantana Project – mainly doing bridge work around 12<sup>th</sup> Ave, project completed end of 2006
- I-95 Palm Beach Int'l Airport Connector project – completed end of May 2004
- I-95 HOV Blue Herrin through PGA Blvd - completed most of bridge demolition; working on MSE walls; project completed end of 2006
- Resurfacing Project PGA Blvd. (Martin County Line) – ramp closure due to pavement operation at Indian Town entrance ramps and exits

### **Working Groups**

Attendees were asked to join one of the four working groups.

### **Working Group Updates**

#### **Detection, Verification and Response Team**

Chair: John Tomaszewski

Issue: Improve response time of incident responders to events on entrance/exit ramps

Results: In order to address this issue, 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. DVR Working Group members identified the following tasks and assigned some of the task to be addressed for the next meeting. They include:

- Develop scope/goals - John T.
- Build test sign and take pictures at various distances to provide input into recommended sign placed – Charles Stravino / Steve Corbin
- Straight line diagrams – Steve Corbin
- Funding (Call Elizabeth/DOT) – Evelin
- Getting approval from DOT – Evelin
- Spacing/placement - Future task
- Single vs. double sided signs – Future Task
- Develop marker location map – Future task

#### **Clearance Team**

Chair: Steve Jerauld substituted for Richard Kauff

Issue: Establish clear roles and responsibilities of Incident Responders

Results: At the last meeting, the Clearance Working Group identified the need to clarify roles and responsibilities among the various incident responders. The

Clearance Working Group members decided to communicate this through an Incident Response Manual. D+H brought incident management guideline documents from around the country for the team to review and begin to create a manual for Palm Beach County. The Clearance Working Group members review the documents and selected the Minnesota Traffic Incident Management Recommended Operational Guidelines, March 2002 as a baseline. The Clearance Working Group members reviewed the document and began to mark-up the document. D+H will transfer the comments into a workable media and bring it to the next meeting for the working group to continue customizing the manual to Palm Beach County's needs. The team identified subsequent needs associated with developing the manual, such as:

- The manual will need input from over TIM Members not in the Clearance Working Group. The TIM Team members in the other working groups agreed to review the document and provide input. For example, the Clearance Team identified the need to have a flow chart of information in the manual. This can be developed by the Communications Working group.
- Training – Once the document is completed, the incident responders will need to be trained on the policies and procedures established in the document. The overall TIM members agreed that as each logical section is completed, it will be turned over to the Training Working Group for implementing the necessary training.

Overall, developing the manual will required input from various TIM members and the TIM Team agreed to distribute the responsibility of developing various sections as appropriate and include work from other working groups in the manual. For example, the Clearance Team is developing ramp reference marker guidelines that would be included in the manual.

**Communication Team**

Chair: John Scarpellino

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

Results: At the previous PB Team meeting, the Communications Working Group decided to document an initial list of TIM Team Contact information and times to be contacted. John Scarpellino was assigned the task to develop the list. John Scarpellino brought the draft list to the meeting and the Communications Working Group marked-up the draft list. The Communications Working Group

members identified the need to circulate the list to other TIM Team members for input. D+H will distribute the list for input from all TIM Team Members. In addition, as noted by the Clearance Working Group, the Communications Working Group members will work on the flow charts for various incident types. This exercise will help identify additional contacts and begin to clearly identify roles and responsibilities of incident responders.

In preparation for the next meeting, D+H will distribute the contact list (see attachment) for comment and bring flip charts for the members to use in developing their flow charts.

### **Training Team**

Chair: Gaetano Francese

Issue: Recruit Training Members

Results: Gaetano Francese had other commitments and no other Training Working Group Members attended. The rest of the TIM Team members identified the Training Working Group would become more involved as policy is developed and training needs are further required.

### **Proposed Future Meeting Dates**

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

Agency	Contact Name	# Type	Contact Numbers	Business Hours	Detailed Explanation
FDOT Maintenance WPB Operations	1) Front Desk 2) Mike Atkins 3) Larry Bauer 4) Don Archibald 5) Paul Blanchard 6) Ricardo Estripeaut  If unable to reach the Contacts listed above: 1) Mike Atkins 2) Larry Bauer 3) Don Archibald 4) Paul Blanchard 5) Ricardo Estripeaut		Work: (561) 432-4966 Work: (561) 432-4966 X1126 Work: (561) 432-4966 X1205 Work: (561) 432-4966 X1130 Work: (561) 432-4966 X1125 Work: (561) 432-4966 X1104  Cell: (561) 723-2141 Cell: (561) 723-2145 Cell: (561) 723-2189 Cell: (561) 723-2153 Cell: (561) 719-7786	M-F: 0700-1730	Only call during normal business hours. Call the EOC (below) for after hours information.
EOC, Palm Beach Co. (Emerg. Ops. Center)	Operator Wayne Hinnant		Work: (561) 712-6428 Work: (561) 712-6326 Fax: (561) 712-6464 E-Mail: <a href="mailto:whinnant@co.palm-beach.fl.us">whinnant@co.palm-beach.fl.us</a>	24/7	After hours, the EOC will contact all appropriate FDOT personnel.
Palm Beach Co. Interim Traffic Management Syst. (ITMS)	Operator		Work: (561) 682-3366 Main: (561) 682-3350 Fax: (561) 682-3388 E-Mail: <a href="mailto:WPB-TMO@pbworld.com">WPB-TMO@pbworld.com</a>	M-F: 0530-2200 - -	
PB – Alltech ITMS TMO Operations Manager	John Scarpellino Jr.		Nextel: 158*24*35231 Work: (561) 682-3351 Cell: (954) 214-9629 Pager: (954) 214-9629	24/7	
PB – Farradyne ITMS TMO ITMS Project Manager	John Sparks		Nextel: 158*24*34650 Work: (561) 682-3352 Cell: (954) 214-8835 Pager (954) 214-8835	24/7	

Agency	Contact Name	# Type	Contact Numbers	Business Hours	Detailed Explanation
FDOT ITMS Project Manager	Tahira Faquir		Nextel: 158*880*35 Work: (954) 777-4370 Fax: (954) 777-4398 Cell: (954) 605-7674 E-Mail: <a href="mailto:tahira.faquir@dot.state.fl.us">tahira.faquir@dot.state.fl.us</a>	M-F: 0700-1730 -	
FDOT ITMS Project Manager	Evelin Legcevic		Nextel: (954) 347-6134 Work: (954) 677-7899 Fax: (954) 777-4398 Cell: (954) 347-6134 E-Mail: <a href="mailto:evelin.legcevic@dot.state.fl.us">evelin.legcevic@dot.state.fl.us</a>	M-F: 0700-1730 - - -	
Florida Highway Patrol	Shift Commander D.O.S. Shift Supervisor  Troop L/K		Work: (561) 357-6317  Work: (561) 357-6319 Fax: (561) 433-2617 Work: (561) 357-6320	24/7	
Metro Networks	Operator  Mollie Simpkins		Nextel: 159*19436*5  Work: (561) 686-2446 Fax: (561) 686-3770 E-Mail: <a href="mailto:mollie_simpkins@metronetworks.com">mollie_simpkins@metronetworks.com</a>	M-F: 0500-1900 Su-Th: 2230-0500	

Agency	Contact Name	# Type	Contact Numbers	Business Hours	Detailed Explanation
511 TMC SmartRoute Systems	Fred Levinson TMC Operator	E-Mail: <a href="mailto:flevinson@smartroutes.com">flevinson@smartroutes.com</a> Work: (305) 914-3900		24/7	If you have traffic/incident information that needs to be disseminated to the general public, please contact the 24/7 TMC. smartroute.com / smartraveler.com
Broward TMC FDOT District 4 Traffic Operations DMJM Harris	Operator  Steven Corbin	Nextel: 158*940*36 Work: (954) 777-4299 Fax: (954) 777-4398 Cell: (954) 818-4211 E-Mail: <a href="mailto:steve.corbin@dot.state.fl.us">steve.corbin@dot.state.fl.us</a>		M-F: 0500-1900	
FDOT Fort Pierce Operations Center	Operator On-Call Supervisor Tom Greene	Work: (772) 465-7396 Cell: (772) 519-1063 Cell: (772) 519-1048		M-F: 0630-1730	After hours, contact the On-Call Supervisor first and then Tom Greene, if necessary.
FDOT District 4 PIO Public Info. Officer	Barbara Kelleher	Cell: (954) 249-4521 Work: (954) 777-4090 SC/436-4090 Work: (866) 336-8435 Fax: (954) 777-4197 SC/436-4197 E-Mail: <a href="mailto:barbara.kelleher@dot.state.fl.us">barbara.kelleher@dot.state.fl.us</a>			
Asst. Public Info. Officer	Chuck Joyce	Work: (954) 777-4090 x4093			
Florida's Turnpike TMC	Operator Kendra Blackford	Work: (954) 975-4855 x1370 Vo-Mail (954) 975-4855 x1287 E-Mail: <a href="mailto:turnpike.traffic@dot.state.fl.us">turnpike.traffic@dot.state.fl.us</a>		24/7	
Palm Beach County Traffic Engineering	Computer Room Jack Hoffman	Work: Work: (561) 684-4030 Fax: (561) 478-5770 E-Mail: <a href="mailto:jhoffman@co.palm-beach.fl.us">jhoffman@co.palm-beach.fl.us</a>			
Boca Raton Traffic Engineering	L.K. Nandam	Work: (561) 416-3387 Cell: (561) 239-0388 (After Hours)		24/7	
Broward County Traffic Engineering	Emmanuel Posadas	Work: (954) 484-9600 Fax: (954) 735-8564 E-Mail: <a href="mailto:eposadas@broward.org">eposadas@broward.org</a>			
Palm Beach Road Rangers Lyons Towing FDOT Project Manager	Dispatcher  Gaetano Francese	Work: (561) 842-3450 Fax: (561) 842-6831 Work: (561) 719-4529		24/7  M-F: 0700-1730	Call the Palm Beach County ITMS M-F from 0530-2200.

**Agencies we still need information from:**

Environmental Protection Agency / DEP

Fire Departments

Motor Carrier Compliance

Working Group Members

<i>Group</i>	<i>Last Name</i>	<i>First Name</i>	<i>Agency</i>	<i>Address</i>	<i>City</i>	<i>State</i>	<i>ZIP</i>	<i>Phone</i>	<i>Fax</i>	<i>E-Mail</i>
DVR	Corbin	Steven	DMJM+HARRIS	1100 Park Central Blvd #1800	Pompano Beach	FL	33064	(954) 972-0895		steven.corbin@dmjmharris.com
DVR	Legcevic	Evelin	FDOT-D4	3400 W Commercial Blvd	Ft Lauderdale	FL	33309	(954) 677-7899	(954) 777-4398	evelin.Legcevic@dot.state.fl-us
DVR	Moody	Susan	FDOT-OPS	7900 Forest Hill Blvd	West Palm Bch	FL	33415	(561) 432-4966		susanmoody@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	Stravino	Charles	Delray Beach Fire Rescue	501 W. Atlantic Avenue	Delray Beach	FL	33444	(561) 243-7412		Stravino@ci.delray-beach.fl.us
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	Brochard	Gordon	Sisters Towing	6907 Southern Blvd	West Palm Bch	FL	33406	(561) 471-1861	(561) 686-8307	sisterst@bellsouth.net
Clearance	Ciminelli	John	WRS/FDOT-4	3400 Commercial Blvd	Ft. Lauderdale	FL	33309	(954) 777-4286	(954) 777-4310	john.ciminelli@dot.state.fl.us
Clearance	Cosme	Gerardo	DMJM+HARRIS	1100 Park Central Blvd #1800	Pompano Beach	FL	33064	(954) 972-0895	(954) 590-3593	
Clearance	Gass	Richard	Palm Beach County Fire Rescue	50 South Military Trail #101	West Palm Bch	FL	33415	(561) 616-6901	(561) 616-7085	rgass@co.palm-beach.fl.us
Clearance	Gold	Allan	Lyons Towing	1107 Old Dixie Highway	Lake Park	FL	33403	(561) 842-3450	(561) 842-6831	lyonsfla@earthlink.net
Clearance	Jerauld	Steve	PBC Fire Rescue	50 South Military Trail #101	West Palm Bch	FL	33415	(561) 616-7000	(561) 616-7080	sjerauld@co.palm-beach.fl.us
Clearance	Krejci	Scott	Lyons Towing	1107 Old Dixie Hwy	Lake Park	FL	33403	(561) 840-3450	(561) 842-6831	lyonsfla@earthlink.net
Clearance	Main	Jeff	Palm Beach Gardens Police	10500 North Military Trail	Palm Beach Gdns	FL	33410	(561) 799-4536	(561) 799-4589	jmain@pbgfl.com
Clearance	O'Bannon	Sean	PBC Fire Rescue	50 South Military Trail #101	West Palm Bch	FL	33415	(561) 641-1093		sobannon@co.palm-beach.fl.us
Clearance	Reilly	John	Boca Traffic Engineering	201 W Palmetto Park Rd	Boca Raton	FL	33432	(561) 416-3374	(516) 416-3418	jreilly@ci.boca-raton.fl.us
Clearance	Robbins	Charles	DMJM+HARRIS	1100 Park Central Blvd #1800	Pompano Beach	FL	33064	(954) 972-0895	(954) 590-3593	charles.robbins@dmjmharris.com
Clearance	Ross	Artie	Lyons Towing	1107 Old Dixie Hwy	Lake Park	FL	33403	(561) 840-3450	(561) 842-6831	lyonsfla@earthlink.net
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	Echevarria	Even	FDOT –Turnpike –Traffic	PO Box 9828	Ft. Lauderdale	FL	33310	(954) 975-4855	(954) 970-1505	even.echevarria@dot.state.fl.us
Communication	Egeli	I.A	FHP Troop K					(561) 433-3618	(561) 433-2617	egeli.ia@fhp.hsmv.state.fl.us
Communication	Evans	Angela	FDOT D4 Community Traffic	3400 W Commercial Blvd	Ft. Lauderdale	FL	33309	(954) 777-4361	(954) 777-4498	angela.evans@dot.state.fl.us
Communication	Fuller	Troy	Public Information Office	2405 Mercer Avenue	West Palm Bch	FL	33401	(561) 802-4409	(561) 802-3409	wpb95pi@aol.com
Communication	Kinchen	Vana	FDOT Ft. Pierce	3601 Oleander Ave	Ft. Pierce	FL	34982	(772) 489-7093	(772) 489-7120	vana.kinchen@dot.state.fl.us
Communication	McClane	Ed	PBC Traffic	160 Australian Ave	West Palm Bch	FL	33405	(561) 684-4030	(954) 478-5770	emcclane@co.palm-beach.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
Communication	Washburn	Mike	FDOT – Turnpike	PO Box 9828	Ft. Lauderdale	FL	33310	(954) 975-4855	(954) 970-1505	michael.washburn@dot.state.fl.us