



Palm Beach Traffic Incident Management Team

Meeting Date: Tuesday, June 1, 2004

Meeting Time: 1:30 pm

Location: West Palm Beach Operations Center, 7900 Forest Hill Blvd., WPB, Florida

Attendees:

Blanchard, Paul – FDOT

Castro, Javier – Eisman & Russo

Cosme, Gerardo – DMJM+HARRIS

Echevarria, Even – FDOT

Francese, Gaetano – FDOT

Garcia, Erika – DMJM+HARRIS

Madiban, Marycatherine – PBCFR

Moley, David – FDOT D4

Moore, David - FDOT Turnpike

Murphy, Bob – PB ITMS

Obannon, Sean – PBCFR

Peacock, Sarah – FDOT

Robbins, Charles – DMJM+HARRIS

Scarpellino, John – ITMS

Simpkins, Mollie – Metro Networks

Troy, Robert – FDEP

Werner, Catherine – FDOT Turnpike

Call Meeting to Order

Charles Robbins, DMJM+HARRIS called the meeting to order and self-introductions for all attendees followed.

Comments on Minutes

No comments were made on the minutes from the previous meeting.

Other TIM Issues

Guy Francese, FDOT advised team members that the old exit signs along I-95 would be removed.

Construction Updates

Sarah Peacock provided I-95 construction updates.

Team Assessment

The FHWA Self-Assessment was reviewed as a group (see Exhibit 1). Many of the TIM members that participated in the 2003 Self-Assessment were not at this meeting and it was difficult to confirm justification for some scores.

Review TIM Meeting Format

Palm Beach TIM Members made the following suggestions with regards to the meeting format.

- Continue with the working groups
- Have working groups develop scope and obtain assistance from TIM consultant for action items.
- The chair of each committee should meet more frequently; possibly monthly
- Hold Palm Beach TIM Meetings at different locations. It was suggested that the next meeting should be held at Palm Beach EOC.



Palm Beach Traffic Incident Management Team

Working Groups Updates

Team members did not break-up into working groups.

Exhibit 1(a) – Palm Beach TIM Team Self-Assessment

TIM Assessment Measure	Palm Beach County		Comments / Action Items
	2003	2004	
Section 4.1: Program / Institutional Issues (30%)	13.1	15.0	
4.1.1 Formal TIM Programs - Does the TIM program:			
4.1.1.1 Have multi-agency, multi-year strategic plans detailing specific programmatic activities been accomplished with appropriate budget and personnel needs identified?	0.0	0.0	No action required, waiting for Statewide Strategic Plan
4.1.1.2 Have formal inter-agency agreements on operational and administrative procedures and policies?	1.0	1.75	Distributed “Open Roads Policy” to TIM Members and need to follow-up.
4.1.1.3 Have field-level input into the plans ensuring that the plans will be workable by those responsible for their implementation?	1.0	2.0	Some field level input into PB County Incident Response Manual, need to provide input into Statewide Plans
4.1.2 TIM Administrative Teams – Does the TIM program:			
4.1.2.1 Have formalized TIM multi-agency administrative teams to meet and discuss administrative policy issues?	3.0	3.0	Yes, can improve on participation from other agencies, such as County Traffic
4.1.2.2 Hold regular meetings of the TIM administrative team?	3.5	3.5	Yes, can improve on participation from other agencies, such as County Traffic
4.1.2.3 Conduct training through simulation or “in-field” exercises?	1.0	1.0	Road Rangers have in-field exercises as part of Statewide training. TIM members to develop and have table top and field exercises.
4.1.2.4 Conduct post-incident debriefings?	0.0	1.0	Currently have within agencies, but need to have a TIM Post-incident debriefing for incidents lasting longer than 90 minutes.
4.1.2.5 Conduct planning for “special events”	2.5	2.75	
4.1.2.5.a Construction and maintenance?	2.0	3.0	Good coordination for special events exist, need to reach out to Chamber of Commerce to establish regular coordination for Sporting events, concerts and conventions
4.1.2.5.b Sporting events / concerts / conventions / etc.?	2.0	2.0	
4.1.2.5.c Weather-related events?	3.0	3.0	
4.1.2.5.d Catastrophic events?	3.0	3.0	
4.1.3 Performance Measure – Does the TIM program:			
4.1.3.1 Have multi-agency agreements on what measures will be tracked and used to measure program performance?	3.0	3.0	The “Open Roads Policy meets this requirement, however, the group agreed to expand performance measures by developing a timeline for incidents and assign performance measures for each agency. Once the performance measures are established, then develop means for tracking and conducting periodic reviews.
4.1.3.2 Have agreed upon methods to collect and analyze / track performance measures?	3.0	3.0	
4.1.3.3 Have established targets for performance?	2.0	2.0	
4.1.3.3.a Response?	2.0	2.0	
4.1.3.3.b Clearance?	2.0	2.0	
4.1.3.4 Conduct periodic review of whether or not progress is being made to achieve targets?	1.0	1.0	

Exhibit 1(b) – Palm Beach TIM Team Self-Assessment

TIM Assessment Measure	Palm Beach County		Comments / Action Items
	2003	2004	
Section 4.2: Operational Issues (40%)	23.6	27.9	
4.2.1 Procedures for Major Incidents - Does the TIM program:			
4.2.1.1 Have established criteria for what is a “major incident” – incident levels or codes?	3.0	4.0	Existing, incidents are classified into three levels.
4.2.1.2 Identify high ranking agency members available on 24/7 basis to respond to a major incident?	4.0	4.0	Existing.
4.2.1.3 Have a pre-identified (approved) contact list of resources (including special equipment) for incident clearance and hazardous materials response?	3.0	4.0	Existing and was updated this year
4.2.1.4 Have the response equipment pre-staged for timely response?	1.0	1.0	Need to create maps showing resources and response times (using circles) for each resource to identify gaps.
4.2.2 Responder and Motorist Safety – Does the TIM program:			
4.2.2.1 Train all responders in traffic control procedures?	2.0	2.5	Road Rangers has had some training and it will continue. The group agreed to add this to the Incident Response Manual
4.2.2.2 Utilize on-scene traffic control procedures for various levels of incidents in compliance with MUTCD?	1.0	2.0	Road Rangers provide traffic control at scene, which is compliant with MUTCD for short durations. Need to address procedures for longer incident durations.
4.2.2.3 Utilize traffic control procedures for the end of the incident traffic queue?	0.0	2.0	
4.2.2.4 Have mutually understood equipment staging and emergency lighting procedures on-site to maximize traffic flow past an incident while providing responder safety?	0.0	0.0	Add to Incident Response Manual
4.2.3 Response and Clearance Policies / Procedures			
4.2.3.1 Utilize the Incident Command System?	3.5	3.5	Existing
4.2.3.2 Have specific policies and procedures for fatal accident investigation?	2.0	2.0	Needs to be addressed through Incident Response Manual
4.2.3.3 Have specific policies and procedures for hazardous materials response?	3.5	4.0	Already in place and are currently updating them
4.2.3.4 Have quick clearance policies?	3.0	3.0	Turnpike (RISC) has initiated new incentive based policy and it will be evaluated for effectiveness, seems to be working well. Have “move it” law.
4.2.3.5 Have a pre-qualified list of available and contracted towing and recovery operators (to include operators’ capabilities)?	3.0	3.0	FHP has list and an established policy for wrecker allocation. Look at it for improvements.
4.2.3.6 Use motorist assist service patrols?	4.0	4.0	Existing services provided

Exhibit 1(c) – Palm Beach TIM Team Self-Assessment

TIM Assessment Measure	Palm Beach County		Comments / Action Items
	2003	2004	
4.2.3 Response and Clearance Policies / Procedures			
4.2.3.1 Utilize the Incident Command System?	3.5	3.5	Existing
4.2.3.2 Have specific policies and procedures for fatal accident investigation?	2.0	2.0	Needs to be addressed through Incident Response Manual
4.2.3.3 Have specific policies and procedures for hazardous materials response?	3.5	4.0	Already in place and are currently updating them
4.2.3.4 Have quick clearance policies?	3.0	3.0	Turnpike (RISC) has initiated new incentive based policy and it will be evaluated for effectiveness, seems to be working well. Have "move it" law.
4.2.3.5 Have a pre-qualified list of available and contracted towing and recovery operators (to include operators' capabilities)?	3.0	3.0	FHP has list and an established policy for wrecker allocation. Look at it for improvements.
4.2.3.6 Use motorist assist service patrols?	4.0	4.0	Existing services provided
Section 4.3: Communication and Technology Issues (30%)	9.8	15.5	
4.3.1 Integrated Interagency Communications			
4.3.1.1 Have a two-way interagency voice communications system allowing for direct on-site communications between incident responders?	0.0	0.0	Need to address
4.3.1.2 Provide data and voice information transfer between agencies and applications (TMC-CAD integration)?	0.5	2.0	ITMS has allowed for some video sharing, no integration between TMC and CAD
4.3.2 Transportation Management Systems – Does the TIM program:			
4.3.2.1 Use Traffic Management Center(s) to coordinate incident notification and response?	2.0	3.0	ITMS participates in coordination. Need to better define their role in Incident Response Manual
4.3.2.2 Have a developed technical infrastructure for surveillance and rapid detection of traffic incidents?	1.0	2.5	ITMS provides partial coverage of I-95
4.3.2.3 Have specific policies and procedures for traffic management during incident response (i.e., signal timing changes, opening/closing of HOV lanes/ramp metering)?	1.0	2.5	FDOT is in the process of developing detour routes and signal timing plans
4.3.3 Traveler Information – Does the TIM program:			
4.3.3.1 Have the ability to merge / integrate and interpret information from multiple sources?	3.0	3.5	SmartRoute (511) gathers information from multiple sources, ITMS, FHP, Road Rangers, etc.
4.3.3.2 Have a real-time motorist information system providing incident-specific information?	2.0	3.0	511 plus ITMS, provide some coverage, but need more field devices to provide more coverage in a more accurate/timely manner.
4.3.3.3 Provide motorists with travel time estimates for route segments?	1.0	0.0	No. Need more field devices.
Overall TIM Program Score	46.5	58.3	

Palm Beach Traffic Incident Management Team

<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>
Blanchard	Paul	FDOT - West Palm Bch. Maint.	7900 Forest Hill Blvd	West Palm Bch	FL	33413	(561) 432-4966	(561) 432-4642	paul.blanchard@dot.state.fl.us
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Madiban	Marycatherine	Palm Beach Co. Fire Rescue	50 S. Military Trail	West Palm Bch	FL	33415	(561) 616-7000		mmadiban@co.palm-beach.fl.us
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