

Meeting Date: 06-14-05
Meeting Time: 1:30 PM
Location: PBC Traffic Engineering Building 160 Australian Avenue, Suite 303, WPB, FL
Attendees: See Attendee List

Call Meeting to Order

Charlie Robbins of DMJM Harris called the meeting to order and proceeded with self-introductions.

Other TIM Issues

Guy Francese reviewed a few publications regarding the TIM team. One manual is from University of South Florida and they covered topics district by district on incident management. The next publication was by Cambridge Systematic. They reviewed information on performance measures on incident management.

Mr. Francese also discussed how the Incident Management training went on June 9th. He stated that the one thing that was beneficial to him was that NIMS is a course you can do online. There was a food portion of the meeting spent on discussing emergency lighting, and whether red is a good color or if lime green should be the new emergency color. Mr. Francese stated that the group broke into smaller groups for a table top exercise and the exercise was based on scenarios. Barry Stewart made a comment on the Incident Management training class; he stated how well he thought all agencies did and that it was a beneficial training class. All agencies were able to discuss their concerns with other agencies.

Other TIM Issues

Kelley McDonald requested to discuss an issue about an incident that occurred regarding clean up. Mr. Robbins informed her of the current PIA process and that she should contact John Scarpellino (ITMS) for more information on the event in preparation for a PIA.

Working Groups

Prior to the start of the meeting, the following items were distributed to guide the exercise:

- FHWA Self – Assessments 4.1, 4.2, 4.3
- FHWA Self – Assessment Guide

Mr. Robbins explained that there were three teams, the Clearance team, The DVR (detection, verification, & response) team, and the Communications team. Each Working Group focused on one section. Mr. Robbins went over the directions on the front page of the self-assessment page. Each Working Group identified a score, reason for the score and action items to increase the score.

The Working Groups conducted the FHWA Self-Assessment. Mr. Robbins will email the results (see attachment) to everyone with the meeting minutes for comment. Mr. Robbins concluded this meeting and stated that a PIA (Disabled Vehicle on May 27th, 2005) will follow for anyone who would like to stay.

Attendees List

<i>County</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>
P/Beach	McDonald	Kelley	FDOT - West Palm Beach	7900 Forest Hill Blvd	West Palm Bch	FL	33413	(561) 432-4966	(561) 432-4642	kelley.mcdonald@dot.state.fl.us
P/Beach	Berg	Gwen	Florida Turnpike	P.O. Box 9828	Pompano Bch	FL	33310	(954) 934-1148	(954) 934-1351	gwen.berg@dot.state.fl.us
P/Beach	Bichara	Reinaldo	Sunshine Towing - Supervisor	222 SW 21 st Terrace	Ft. Lauderdale	FL	33307	(954) 797-0407	(954) 797-8608	sunshinebroward@cs.com
P/Beach	Cataldo	John	FHP	1299 W Lantana Road	Lantana	FL	33462	(561) 540-3300	(561) 540-1144	cataldo.john@fhp.hsmv.state.fl.us
P/Beach	Churchill	John	PBSO	32328 Gun Club Rd	West Palm Beach	FL	33406	(561) 668-3672	(561) 688-3729	churchilli@pbsso.org
P/Beach	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
P/Beach	Guzman	MJ. Miguel	FHP	P.O. Box 8148	Lantana	FL	33462	(561) 540-3302	(561) 540-1208	Guzman.miguel@fhp.hsmv.state.fl.us
P/Beach	Holloway	Joe	FDOT	7900 Forest Hill Blvd	West Palm Beach	FL	33413	(561) 432-4966		
P/Beach	Letts	Gregg	DMJM Harris	1100 Park Central Blvd. So.	Pompano Beach	FL	33064	(954) 972-0895	(954) 590-3593	Gregg.letts@dmjmharris.com
P/Beach	Littlefield	Steve	DMJM Harris	2300 West Commercial Blvd	Ft. Lauderdale	FL	33309	(954) 847-2785	(954) 847-2683	stephen.littlefield@smartsunguide.com
P/Beach	McDonald	Kelley	FDOT - OPS	7900 Forest Hill Blvd.	West Palm Bch	FL	33413	(561) 432-4966		kelley.mcdonald@dot.state.fl.us
P/Beach	Moore	David	FDOT - Turnpike	P.O. Box 9830	Ft. Lauderdale	FL	33310	(954) 975-4855	(954) 321-5538	david.moore@dot.state.fl.us
P/Beach	Robbins	Charles	DMJM+HARRIS	1100 Park Central Blvd, Ste 1800	Pompano Bch	FL	33064	(954) 972-0895	(954) 590-3593	charles.robbins@dmjmharris.com
P/Beach	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
P/Beach	Stewart	Barry	FDEP	3000 NE 30 th Pl. #210	Ft. Lauderdale	FL	33306	(954) 958-5575	(954) 958-5580	Barry.stewart@dep.state.fl.us
P/Beach	Werner	Catherine	FDOT	P.O. Box 9828	Ft. Lauderdale	FL	33310	(954) 975-4855		Catherine.werner@dot.state.fl.us

Table 1: TIM Self Assessment Score Sheet

Traffic Incident Management (TIM) Self Assessment	Overall TIM Program Score: (6/04)	Overall TIM Program Score: (6/05)
Score each question applicable to your TIM program using the categories listed below. Also, the reasons for each question scoring should be documented, if the opportunity exists.	58.3%	70.4%

0 - No progress in this area.

- a. Has never been discussed
- b. Has been discussed informally but no action has been taken

1 - Very little being done in this area.

- a. Minimal activity, primarily in one agency
- b. Issue has been acknowledged and is being investigated

2 - Efforts in this area are moderate. Some good processes exist, but they may not be well

- a. Has been put into practice on a limited or experimental basis.
- b. Some multi-agency agreement cooperation

3 - Efforts in this area are strong and results are promising. However, there is still room for improvement.

- a. Has become a generally accepted practice but refinements or changes are being discussed or pursued
- b. Good multi-agency cooperation but not yet integrated in operations of all agencies as "standard procedure"

4 - Efforts in this area are outstanding. There is good integration/coordination with good to excellent

- a. Excellent coordination and cooperation among agencies
- b. Policies and procedures are well integrated in operations of all agencies as "standard procedure"

Section 1	Section Score (6/04) 15.0%	Section Score (6/05) 20.8%	Reason For 2005 Score	Action Items
4.1 Program and Institutional Issues - 30%	Subsection Score 1.25	Subsection Score 2.17		
4.1.1 Formal Traffic Incident Management Programs				
4.1.1.1. Have multi-agency, multi-year strategic plans detailing specific programmatic activities to be accomplished with appropriate budget and personnel needs identified?	0	2	Statewide effort to develop TIM Strategic Plan. Plan is expected to be completed 2005, which includes multi-agency effort at a high-level.	Develop local strategic plan and establish annual updates and incorporate into planning process.
4.1.1.2. Have formal inter-agency agreements on operational and administrative procedures and policies?	1.75	2.5	Existing Open Roads Policy between FDOT and FHP and Turnpike RISC program.	Get local agencies to sign Open Roads Policy, pursue contracts similar to Turnpike Enterprise RISC Program along I-95.
4.1.1.3. Have field-level input into the plans ensuring that the plans will be workable by those responsible for their implementation?	2	2	No change in process to date, all procedure changes are handled internally	Increase workshops that involve all levels, target agency district meetings, create material that agencies can present on their own at internal meetings
4.1.2 TIM Administrative Teams	Subsection Score 2.25	Subsection Score 2.95	Reason For 2005 Score	Action Items
4.1.2.1. Have formalized TIM multi-agency administrative teams to meet and discuss administrative policy issues?	3	3.5	The TIM Team meetings are held regularly and attendees actively work on issues. However, the attendance can improve from other agencies.	Reach out to agencies that don't come or come occasionally to establish consistent participation. Agencies to focus on in clued; EOC, Medical Examiner, Palm Beach County Traffic Engineering, local and county Fire Rescue and Police.
4.1.2.2. Hold regular meetings of the TIM administrative team?	3.5	3.5	Meetings are held regularly on a bi-monthly basis. Also, hold regular regional TIM meetings on a quarterly basis. Representing agencies regard meetings as important to achieve TIM goals.	None at this time.
4.1.2.3. Conduct training through simulation or "in-field" exercises?	1	2	One multi-agency TIM training was held in the second quarter of 2005. Also, the team held one table-top exercise.	Conduct regular table-top exercises and develop a regularly scheduled multi-agency training. Conduct review of earlier cross training for feedback on ways to improve multi-agency TIM training.
4.1.2.4. Conduct post-incident debriefings?	1	3	Do have multi agency debriefings, with established process with identifying need for post-incident debriefings.	Develop MOU to standardize multi-agency PIA process. Restart discussion of recent incidents during TIM team meetings with the focus of lessons learned from incidents and ways to improve incident management procedures.
4.1.2.5. Conduct planning for "special events": (Composite score for 4.1.2.5.a thru 4.1.2.5.d below)	2.75	2.75	Construction, weather and catastrophic event information is distributed with limited coordination across all TIM agencies.	Increase communication between local government and TIM team for local special events.
4.1.2.5.a. Construction and maintenance?	3	3		
4.1.2.5.b. Sporting events/concerts/conventions/etc.?	2	2		
4.1.2.5.c. Weather-related events?	3	3		
4.1.2.5.d. Catastrophic events?	3	3		
4.1.3. Performance Measurement	Subsection Score 2.25	Subsection Score 3.00	Reason For 2005 Score	Action Items
4.1.3.1. Have multi-agency agreements on what measures will be tracked and used to measure program performance?	3	3	Open Roads Policy identifies a performance measure agreed upon two agencies; FDOT and FHP. Efforts to develop more specific performance measures are underway.	Develop performance measures to include other responding agencies.
4.1.3.2. Have agreed upon methods to collect and analyze/track performance measures?	3	3	Performance measures are collected by each agency. One multi-agency agreement exists between FDOT and FHP (Opens Roads Policy) with one defined performance measure.	Need to develop more multi-agency performance measures and method for collecting data from multiple agencies.
4.1.3.3. Have established targets for performance? (Composite score for 4.1.3.3.a and 4.1.3.3.b below)	2	3	Broad goals have been established between FHP and FDOT through the Open Roads Policy.	Get all agencies to buy into Open Roads Policy, get local agreements, find out what agreements are already in place, if any.
4.1.3.3.a. Response?	2	3		
4.1.3.3.b. Clearance?	2	3		
4.1.3.4. Conduct periodic review of whether or not progress is being made to achieve targets?	1	3	The TIM Team uses the FHWA Self-Assessment to establish broad goals for improving the TIM Program, as well as, conducting the Self Assessment on an annual basis to track progress. In addition, there are broad goals in the Open Roads Policy.	Formalize the goals into a local TIM Strategic Plan and include a regular review of progress towards goals.

Section 2 4.2 Operational Issues - 40%	Section Score (6/04) 27.9%	Section Score (6/05) 30.9%	Reason For 2005 Score	Action Items
4.2.1. Procedures for Major Incidents	Subsection Score 3.25	Subsection Score 3.50		
4.2.1.1. Have established criteria for what is a "major incident" – incident levels or codes?	4	4	Currently have 3 levels of incidents based on traffic impacts, don't need to change.	None at this time, however, the group will review and consider revisions to incident level definitions to be more structured around response needs, such as roadway damage.
4.2.1.2. Identify high ranking agency members available on 24/7 basis to respond to a major incident?	4	4	Supervisors/Maintenance Supervisors are available and do respond.	None at this time
4.2.1.3. Have a pre-identified (approved) contact list of resources (including special equipment) for incident clearance and hazardous materials response?	4	4	Comprehensive list is available.	None at this time
4.2.1.4. Have the response equipment pre-staged for timely response?	1	2	Some equipment is pre-staged throughout the county, but is privately owned and not consistently staged.	Reiew current plans and develop pre-staged strategy for a more consistent response.
4.2.2. Responder and Motorist Safety	Subsection Score 1.63	Subsection Score 2.13	Reason For 2005 Score	Action Items
4.2.2.1. Train all responders in traffic control procedures?	2.5	2.5	Efforts are underway to train. RR Statewide training, Fire/Rescue has inquired as to receiving rudimentary training	Develop training program and make it available for all agencies. Part of the training will identify MOT standards.
4.2.2.2. Utilize on-scene traffic control procedures for various levels of incidents in compliance with MUTCD?	2	3	Traffic control training is available for agencies by individual agencies, but it is not consistent across all agencies.	Add specific traffic control standards to PBC Incident Response Manual.
4.2.2.3. Utilize traffic control procedures for the end of the incident traffic queue?	2	3	Attempts are made at this time to warn drivers of incidents through portable DMS operated by ITMS.	As more ITS field devices are deployed, coverage for advance warning at end of queues will be expanded.
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	No change, nothing done.	Reach out to responding agencies to develop policies on emergency lighting, and on placement of equipment and mutual agreement between agencies
4.2.3. Response and Clearance Policies and Procedures	Subsection Score 3.25	Subsection Score 3.46	Reason For 2005 Score	Action Items
4.2.3.1. Utilize the Incident Command System?	3.5	3.75	Training has increased in the last year	Continue the training that is already underway
4.2.3.2. Have specific policies and procedures for fatal accident investigation?	2	3	FHP is in the process of deploying photogrammetry investigating technologies Statewide.	None at this time
4.2.3.3. Have specific policies and procedures for hazardous materials response?	4	4	Response continues to be swift and efficient	None at this time
4.2.3.4. Have quick clearance policies?	3	3	Nothing changed.	None at this time
4.2.3.5. Have a pre-qualified list of available and contracted towing and recovery operators (to include operators' capabilities)?	3	3	Rotation list is in place, but need for certification/training for recovery professionals is needed.	Develop requirements for training / certification for recovery professionals. Coordinate this effort on a statewide basis.
4.2.3.6. Use motorist assist service patrols?	4	4	Have existing 24/7 coverage.	Conduct Road ranger Asseswssment study to identify improvements in Road Ranger Program.

Section 3	Section Score (6/04) 15.5%	Section Score (6/05) 18.8%		
.3 Communication and Technology Issues - 30%	Subsection Score 1.00	Subsection Score 1.50	Reason For 2005 Score	Action Items
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	1	Develop requirements for training / certification for recovery professionals. Coordinate this effort on a statewide basis.	Develop a protocol for establishing a central point of contact by expanding Broward County's SIRV Program into Palm Beach County and/or utilizing ITMS as central point of contact.
4.3.1.2. Provide data and video information transfer between agencies and applications (TMC-CAD integration)?	2	2	Use of agency websites (FHP, ITMS) for data sharing.	Monitor current statewide efforts for data mining FHP CAD data. Also, continue to look for opportunities to co-locate agency operations.
4.3.2. Transportation Management Systems	Subsection Score 2.67	Subsection Score 2.67	Reason For 2005 Score	Action Items
4.3.2.1. Use Traffic Management Center(s) to coordinate incident notification and response?	3	2	There are no outside agencies are co-located within existing the ITMS and TE TMCs. Current plans do not include co-location of agencies. The TIM Team may need to redefine scoring to define improved two-way communications without co-location.	Follow-up on plans for Broward County Transit and FHP to be co-located at the SMART SunGuide TMC in Broward.
4.3.2.2. Have a developed technical infrastructure for surveillance and rapid detection of traffic incidents?	2.5	3	Significant advances in surveillance have been installed, planned, programmed, etc.	Monitor the progress of planned and programmed efforts for additional surveillance.
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)?	2.5	3	Policies in place to share information between ITMS and PBC Traffic Engineering. Diversion routes are being updated	Complete diversion routes for full closures and review/revise routes as group.
4.3.3. Traveler Information	Subsection Score 2.17	Subsection Score 3.00	Reason For 2005 Score	Action Items
4.3.3.1. Have the ability to merge/integrate and interpret information from multiple sources?	3.5	3.5	Traffic and incident data is shared via agency websites.	No action at this time, waiting for SunGuide software to improve center to center information sharing.
4.3.3.2. Have a real-time motorist information system providing incident-specific information?	3	3.5	511, media, agency websites provide real-time information. As more surveillance is deployed the information will be more comprehensive and accurate.	Monitor surveillance deployments.
4.3.3.3. Provide motorists with travel time estimates for route segments?	0	2	SunGuide software and central office discussion underway. 511 will sometimes provide travel times.	Monitor the development of SunGuide software's requirement to post travel times on DMS.