

**TIM Coalition Meeting
CTDOT Headquarters, Newington
Conference Room A
Monday, July 9, 2018**

ATTENDANCE

Name	Organization
Andrew McCaul	Transportation Planner, Pioneer Valley Planning Commission, Mass.
Barry Julian	District 1 Maintenance Manager, CTDOT Bureau of Highway Operations
Betty Morris	Executive Director, North Central CT Emergency Medical Services Council, Inc.
Chris Henry	Division Administrator, USDOT-FMCSA CT Office
Lt. Daniel Loughman	Commanding Officer, Troop H and BIA, CT State Police
Sgt. Dave Gannon	Avon Police Department
Lt. Donald Bridge	CT DMV Commercial Vehicle Safety Division
Harold Decker	Principal Engineer, CTDOT Bureau of Highway Operations TMC
James Sorenson	Associate Director, Transportation Engineering, IBI Group
Jeff Morrisette	State Fire Administrator, DESPP, Connecticut Fire Academy
Jennifer Carrier	Director of Transportation, Capitol Region COG
Joanna B. Rogalski	Regional Planner, Naugatuck Valley COG
John Aceto	Program Coordinator, Emergency Response and Spill Prevention Division, DEEP
Lt. John Schmalberger	Avon Police Department
Ken Hanks	CT Fire Academy
Paul Krisavage	TIM Trainer, IBI Group for CTDOT
Peter Silva	Operations Manager, IBI Group, Bridgeport CTDOT Operations Center
Robert Haramut	Senior Transportation Planner, Lower CT River COG
Robin Denny	TIM Trainer, Robin Denny and Associates Consulting, LLC
Sgt. Stafford Browne, Jr.	Inspector, CT DMV Commercial Vehicle Safety Division
Stacey Durante	Region 3 EMS Coordinator, Department of Public Health
Terri Thompson	TIM Coordinator, Capitol Region COG
William Turley	Region 3 Coordinator, DESPP, Div. of Emergency Services and Homeland Security

DRAFT - To be approved by TIM Coalition

MEETING MINUTES

The meeting was called to order at 9:40 a.m.

- 1) Attendee Introductions
- 2) Public forum- No public present
- 3) Approval of January 31, 2018 meeting minutes. Motion to approve by Jeff Morrissette and seconded by Betty Morris. Vote for approval - Unanimous
- 4) Mr. James Sorenson provided an overview of the work IBI Group is completing for CTDOT to convert diversion plans to GIS format. Terri Thompson discussed importance of having diversion plans and the need to communicate amongst responders to ensure all are aware and in agreement when there is a need to divert traffic at an incident scene. The discussion was opened to attendees and points and comments during session included:
 - Approximately 500 diversion plans being converted over with some that date back to 1997. Plans will be in ArcGIS version 10.3 and pdf's will be made available as well for those that do not have the GIS platform.
 - Many motorists use their electronic devices such as WAZE or other GPS apps to find alternate routes. Many times, the choice to seek alternate routes happens quicker than responders being able to review diversion plan, install detour and begin diversion.
 - Make sure aware of any potential restrictions when placing traffic on alternate routing especially commercial vehicles due to potential overhead clearance issues, weight restrictions or turning radius limitations.
 - Permitted loads for oversize/overweight are not included in any diversion plan routes and will need to remain on incident roadway.
 - Be aware that many times there are secondary roads outside of diversion route that will experience increased traffic volumes due to locals knowing their way around. Need to work with local responders (i.e. EMS, fire and police) to take this into account in planning.
 - Having CTDOT store the updated plans on their website versus individual COGs or CRCOG who's currently hosting a link to all the plans. Should be single source of information whether DOT or maybe DEMHS? Additional discussion needed on this.
 - Typically, any detour signing for diversions are along state roads and CTDOT installs signs and devices for detouring of traffic. Assistance by the town or city only if needed.
 - Important to keep the lines of communication open especially when diverting traffic off expressways onto local or secondary state roads. Need to make sure all emergency services are aware of diversion.
 - Route 8 incident command has used diversion plans for rerouting of traffic for some long duration incidents or road shutdowns.
 - Plan numbering system being reviewed since there are some routes that are using same plan number sequencing. Considering not revising extensively but maybe including route number as

prefix i.e. I91RPS-1. There are also Highway to Highway plans for Hartford area that have been developed and will also need to be reviewed.

- Funding mechanism for support services and traffic control needs is not available and many towns express concern on the amount of time, manpower and equipment needed for some major incidents that include long term recovery operations.
- A Diversion Plan for Route 44, an unlimited access roadway on Avon Mountain was developed following major truck crash on that route. There is potential that plans along other principal arterials or high volume secondary roadways may need to be considered.
- The review of diversion plans will be an opportunity to focus on the overall TIM initiatives that include TIM training, Unified Response Manual (URM) and the work by the Coalition.

No. 4 Action Items- Diversion Plan Next steps include:

- a. Develop process review outline for stake holder meetings to review plans. Use NVCOC process as a foundation for development.
 - b. Develop draft schedule for review meetings based on available plans that are completed and have gone through CTDOT review. In the past this included state and local police, fire, and town. and will also include regional planning organizations that oversee the specific areas.
 - c. Focus first set of reviews to begin in the Capitol Region since many of the plans are 20 years old. Will be based on when plans have been completed.
 - d. Group diversion plans based on route and town locations to minimize the number of review meetings required.
- 5) Mr. James Sorenson provided an overview of the development of the Unified Response Manual (URM) which IBI Group assisted with. Most recent version is 2008. Terri Thompson discussed next steps and opened discussion to attendees for comments.
- The URM was developed as part of an initiative by the Statewide Incident Management Task Force (Task Force) established under the Transportation Strategy Board (TSB). Both entities no longer exist and a desire to have a similar group back in place would be beneficial and provide the needed support from top level decision makers on importance of TIM in transportation safety.
 - The TSB recommended adoption in 2008 but was not formally processed and signed. Department of Homeland Security (currently DEMHS) was sent documents to get signatures and approval but as far as everyone knows it never was signed. The URM was only adopted by the Task Force.
 - The URM provides a summary of incident command principles and is consistent with National Incident Management System (NIMS) and the National Unified Goal (NUG).
 - o NIMS is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. It is intended to:
 - Be applicable across a full spectrum of potential incidents, hazards, and impacts, regardless of size, location or complexity.
 - o The National Unified Goal for Traffic Incident Management (NUG) was developed under the direction of the National Traffic Incident Management Coalition (NTIMC) through a

consensus process, and has been ratified by many regional and national organizations. The Traffic Incident Management National Unified Goal is

- Responder safety
 - Safe, quick clearance
 - Prompt, reliable, interoperable communications
- Discussion on having a “field flipbook” as a reference guide and was part of original URM development discussion. Should research best practices from other TIM organizations to see if one already exists. If not, consider developing the flip book once complete update to URM.
 - URM doesn’t supersede any regulations or requirements at a state or local level and is really a guide for reference on the incident command system and how it is applied during TIM events.
 - Consider expanding Section 3 titled “Agency Actions” to include other TIM stakeholders that participate in response. Suggestion to add information from the CT DMV Commercial Vehicle Safety Division, Consumer Protection, and the Federal Motor Carrier Administration. These stakeholders are involved in some commercial vehicle incidents and matters related to recovery and transport.
 - Need to update two statewide policy documents as part of the URM.
 - Quick Clearance Policy dated November 2, 1995
 - State of Connecticut Highway Incident Management Policy – Original dated November 5, 1992 and updated December 2006.
 - Recommendation by CTDOT that the URM be developed as a “regional” URM versus statewide since there is not a statewide group reviewing it and approving it. Stakeholders not included in the Greater Hartford TIM Coalition should have a say on a statewide manual. Areas of discussion included:
 - Who signs off on the document for adoption. Not being statewide would need endorsements from top management in agencies and organizations that are part of URM.
 - Regional version would be limited to those stakeholders in Hartford Urbanized Area.
 - Provide to legislature as a companion document to the *Enhanced Accident Response Plan* that that was submitted to the General Assembly in response to Public Act No. 15-5, Senate Bill 1505 Sec. 164¹.

No. 5 Action Items - URM Next steps include:

- a. TIM Coalition members to review, edit and submit any changes to Terri Thompson, tthompson@crcog.org for the *Section 3 Agency Actions* in URM that applies to their organization. CRCOG will begin work on reviewing Section 1, 2, Appendices and review statutory laws and regulations cited in document to ensure up to date. Other sections will be worked on as updates are submitted and applicable. Incorporate any diagrams, details that your organization thinks would be useful as part of the manual. There are references in many sections of the URM that relate to all responders. Begin work in Section 3. Refer to Table 1 below for recommended organization(s) to review.

¹ Submitted to the General Assembly in response to Public Act No. 15-5, Senate Bill 1505 Sec. 164. Public Act link <https://www.cga.ct.gov/2015/act/pa/pdf/2015PA-00005-R00SB-01502SS1-PA.pdf>

TABLE 1 – Unified Response Manual - PROCESS REVIEW ASSIGNMENTS
 *Others may also be asked to participate if have information relevant to sections.

Sec.	Title	Reviewing Organization
1	Introduction	ALL
2	Operational Considerations	ALL
3.1	Law Enforcement	State Police, CPCA
3.2	Fire and Rescue	FIRE (State Fire Admin, Fire Chiefs Assoc., CT Fire Police, State Fire Assoc.), DEMHS-OEM
3.3	Emergency Medical Service	DPH OEMS, EMS Council, FIRE
3.4	Traffic Control/Transportation	CTDOT, DEMHS [Emergency Support Function 1 Transportation (ESF-1) and RESF-1 in COGS/RPOs]
3.5	Towing and Recovery	TRPC, FMCSA, DMV-CVS Div., MTAC, FIRE
3.6	Environmental Protection	DEEP-ERD, DMV-CVS, FMCSA, Fire, MTAC
3.7	Medical Examiner	DPH, EMS, Chief Medical Examiner
4	Post incident Considerations	COGS/RPOs, DEMHS-OEM
5	Summary of Duties & Responsibilities	ALL responders
	Appendices	CRCOG

- b. Update two statewide policy documents as part of the URM. Need to determine signatories since it includes statewide policy.
 - Quick Clearance Policy dated November 2, 1995
 - State of Connecticut Highway Incident Management Policy – Original dated November 5, 1992 and updated December 2006.
- c. Incorporate into URM by reference, the *Enhanced Accident Response Plan*¹.
- d. Develop draft schedule for review meetings based on available plans that are completed and have gone through CTDOT review. In the past this included state and local police, fire, and town. and will also include regional planning organizations that oversee the specific areas. Will attempt to group diversion plans for review to minimize the number of meetings required.
- e. Focus first set of reviews to begin in the Capitol Region since many of the plans are 20 years old. Will be based on when plans have been completed by IBI and review done by CTDOT.

6) Open Business – None noted

7) Adjournment - The meeting was adjourned at 10:45 a.m.

Copies of meeting minutes and information handed out at the meeting are available for download on CRCOG’s website at <http://crcog.org/event/greater-hartford-tim-coalition-meeting/>

Minutes Prepared and Distributed by



Terri Thompson
Traffic Incident Management Planner
TIM Coalition Chair

Electronic Distribution 7/11/18

Meeting Attendees and

James Romano (CTDOT Crew leader, Highway Operations Center)
Kenneth Rulnick (CTDOT General Supervisor)
Sgt. Patrick Sweeney (CSP C.A.R.S Unit)
Peter Zack (Acting Director DEEP Emergency Spill Response)
Jeff Chandler (DEEP Supervising Coordinator)
Robert Ramirez (FHWA - ITS, Traffic & Safety Engineer)
David Nardone (FHWA - Engineering Team Leader)
Tim Vibert (President, Towing & Recovery Professionals of CT- TRPC)
Lee Telke (Executive Director, TRPC)
Joseph Sculley (President, Motor Transport Association of CT- MTAC)
Chief Mark Rinaldo (Avon Police)
Chief Kevin Cooney (President CT Fire Chiefs Assoc.)
Chief Richard Bailey (Wethersfield Fire – Alt CFCA)
Stephan Brown (President, CT State Firefighters Association)
Chief Jeff Tucker (President, CT Fire Police)
David Kosciuk (Chair, Capitol Region Emergency Planning Council)
Richard Lynn (Executive Director, NWHills COG)
Mark Nielsen (Director of Planning, NVCOG)
John Field (Region Coordinator, DEMHS Region 2)
Robert Kenny (DEMHS Region 2)

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Attachments provided in Portable Document Format (PDF)

Presentation, J. Sorenson - Diversion Planning
Presentation, J. Sorenson - Unified Response Manual
Diversion Plan Spreadsheet by CRCOG
Connecticut Enhanced Accident Response Plan
Attendance Sheet