

**TIM Coalition Meeting
Capitol Region Council of Governments
241 Main Street, Hartford, CT
Board Room, 3rd Floor
Thursday, September 26, 2019**

ATTENDANCE

See attached Sign in sheet

Approved 1/15/2020

MEETING MINUTES

The meeting was called to order at 9:41 a.m.

- 1) Attendee Introductions – Attendance attached
- 2) Public forum- No public present
- 3) Approval of July 10, 2019 meeting minutes. Motion to approve by Robin Denny and second by John Aceto. Votes taken and Approved with one abstention (J Morrissette).
- 4) 2019 FHWA Traffic Incident Management Capability Maturity Self-Assessment for Hartford Urbanized Area. Discussion led by Terri Thompson and Robert Ramirez, FHWA CT Division, ITS Traffic & Safety Engineer.
- 5) FHWA provided handouts of two (2) documents to assist Coalition in better understanding the self-assessment. *Sample TIM SA Question and Scoring Guidance* and *How to Use TIM SA Scores*. Discussion focused on following:
 - a. Reviewed questions that had Scores of 1 or 2 and ways to improve scores in the three areas: Section 1- Strategic, Section 2- Tactical, and Section 3- Support. Many of the questions that had low scores were in the areas of TIM Training and After-Action Reviews, TIM Performance Measures, and Data Collection/Integration/Sharing.
 - b. The region continues to receive high scores in the areas covering Formal TIM Programs, TIM Laws, Policies and Procedures for Incident Response and Clearance, and Responder and Motorist Safety.
 - c. It was noted that some additional TtT classes have been held recently and that should further improve scores related to Formal TIM training.
 - d. Amy Jackson-Grove mentioned that there is a meeting of the Commissioners (DOT, DEEP, DESPP, DMV) and she would investigate getting TIM on the agenda at next meeting. This may assist in bolstering leadership buy-in and improving agency leadership involvement which is a lower scoring item in the assessment. **ACTION ITEM – A. Jackson-Grove**
 - e. Establishing Performance Measure targets has been difficult. Aidan Neely mentioned that DOT is working on data collection efforts along with the State Police. Sgt. Leonard stated that additional training may help with secondary crash reporting. However, the training requirements and curriculum for new recruits is substantial already and getting training time may be difficult. All agree that more must be done to capture correct information, establish realistic targets for the accurate measuring and reporting of TIM measures.
 - f. Development of a standard procedure/guideline for Emergency vehicle lighting and safe positioning of vehicles were also low scoring items. Aidan Neely indicated that replacement cycles on equipment is a problem along with different response agencies have differing equipment procedures and standards.

Frank Greene from Consumer Protection was looking for information on the appropriate personal protective equipment (PPE) and equipment lighting. A suggestion was made to ask Whelen Engineering to do a presentation on emergency lighting at next TIM meeting. Whelen has equipped many of the response vehicles in Connecticut and is very knowledgeable of standards and practices in emergency lighting. **ACTION ITEM – T. Thompson will reach out to Whelen Engineering**

- g. Traffic timing changes to support TIM - Unsure of whether any towns have a plan, process or the ability to do this in case of major incident. Roger Krahn indicated he would be willing to reach out to UConn's Traffic Signal Circuit Rider Program Manager, Teresa Schwartz. Roger also stated that he could propose that signal timing for TIM be added to the agenda for a future Traffic Circuit Rider Meetings. **ACTION ITEM- R. Krahn**
- h. Terri Thompson will distribute a copy of the 2019 FHWA Traffic Incident Management Capability Maturity Self-Assessment and guide docs provided by Robert Ramirez. Each Coalition member is to choose two (2) low scoring items within the self-assessment that should be added as a priority effort by the Coalition. **ACTION ITEM – Coalition Members**

- 6) Exit Numbering changes – A copy of CRCOG memo dated September 13 that provides details on the CTDOT efforts to renumber interchange exit numbers was distributed and discussed by Roger Krahn. The Traffic engineering unit is notifying towns and Roger wanted to make sure that the information is getting out to Coalition stakeholders as well. Aidan Neely mentioned that any diversion plans being updated will include the proposed exit numbers if the change is coming up in near future.
- 7) Diversion Plan layers – Terri Thompson mentioned that Median Cross overs and additional layers could be added to diversion plan base maps to assist response personnel. The CTDOT has provided data on locations of median crossovers. Building layers of different information onto a base map will assist responders depending on the type of incident that is occurring and many agreed that having this information would be helpful.

Subsequent to the TIM meeting, CRCOG has been informed by the CTDOT that the use of turnarounds should be left at the discretion of the fire officer and state police and prefer they not be included on diversion plans. According to CTDOT, the plans should be "...as simple to read as possible keeping in mind that they should be able to be used by any first responder and or maintenance person setting out the plan." The decision was based on discussions CTDOT had with the State Police as well as a few fellow first responders in the fire service.

- 8) Presentation by Jeff Chandler, Supervisor – Southern Region CT Department of Energy and Environmental Protection (DEEP) Emergency Response Unit. Key points of discussion were:
 - a. DEEP has the authority to hire contractors to assist with clean up and back charge to responsible party. Also, can utilize traffic control contractors if needed based on recovery operation duration and the availability of DOT in assisting. For most situations DOT and police do traffic control.
 - b. Saddle or fuel tanks or stored materials on vehicles especially commercial types may not be leaking at first look but during recovery operation they may become compromised. Need to assess the potential risk of spills of vehicular fluids, hazardous material cargoes, or a combination of both. Knowing the proximity to waterways, catch basins, drainage pipes, housing, etc. requires good communication, proper planning and preparation.
 - c. Important that have protocols in place to receive immediate notifications of incident so can do a risk-based assessment of location, type of incident and required response to complete recovery operation. Note- Immediate notification has also been brought up by Towing & Recovery, EMS and Consumer Protection for correct and quick response to scenes.
 - d. DEEP does have a UAS and utilizes it for investigating fuel leaks and impacts.
 - e. Presentation included some differing incidents that DEEP Response unit has handled.

DEEP Resources:

CT DEEP Emergency Response Unit Webpage

https://www.ct.gov/deep/cwp/view.asp?a=2692&q=322570&deepNav_GID=1648*Emergency Response Guidebook (ERG) and App* <https://www.iafc.org/topics-and-tools/hazmat/fusion-center/hfc-resource-detail-alt87/emergency-response-guidebook-erg>9) ACTION ITEMS CARRYOVER AND NEW (*)

- a. Updating of Diversion Plans received by CTDOT and schedule stakeholder meetings.
 - Review by City of Hartford Diversion Plans – sent to City of Hartford PD and DPW, CSP
 - * Workshop with Cromwell and Rocky Hill to review and update plans scheduled
- b. Updating of the Unified Response Manual Draft version – sent to members
- c. Performance Measures- data collection and setting of targets
 - Secondary Crashes
 - Responder Struck
 - Time for Roadway to Clear
 - Time for Incident to Clear
- d. CTDOT update policies on quick clearance and incident management.

The meeting was adjourned at 11:49 a.m.

The Next Greater Hartford TIM Coalition Meeting is scheduled for Tuesday, December 17th, 2019 @ 9:30 am - 12:00 pm

Minutes Prepared and Distributed by



Terri Thompson
TIM Coalition Chair

Copies of meeting minutes, handouts, presentations and other information are available for download on CRCOG's website at <http://crocog.org/event/greater-hartford-tim-coalition-meeting-4/>
Information is provided in Portable Document Format (PDF)

-) 2019 FHWA Traffic Incident Management Capability Maturity Self-Assessment for Hartford Urbanized Area
-) Sample TIM SA Question and Scoring Guidance
-) How to Use TIM SA Scores
-) CRCOGmemo_RKrahn_092319_Interchange Exit Numbering
-) Mapped locations of turn arounds from CTDOT file
-) Presentation by CT Department of Energy and Environmental Protection (DEEP)
-) 092619mtg_TIMAttendance Roster

Electronic Distribution

TIM Coalition Members and guest attendees