

DRAFT – Pending approval by TIM Coalition

TIM Coalition Meeting
Capitol Region Council of Governments
241 Main Street, Hartford, CT
3rd Floor Board Room
Wednesday, January 15, 2020

Name	Organization
Aidan Neely	CTDOT Hwy Ops- TIM Coordinator
Andrew McCaul	Pioneer Valley Planning Commission (Massachusetts)
Anthony Carpenter	CT Fire Police Association
Andrew McCaul	Pioneer Valley Planning Commission, Mass.
Brian Baldwin	North Central CT EMS Council
Diane Duva	CT DEEP Director of Emergency Response and Spill Prevention
Lt. Donald Bridge	CT Dept. of Motor Vehicles - Commercial Vehicle Safety Division
Ed Brickner	USDOT Federal Motor Carrier Safety Administration - CT Office
Frank Greene	CT Dept. of Consumer Protection - Food, Standards and Product Safety
John Aceto	CT Dept. of Energy & Environmental Protection -Emergency Response & Spill Prevention Div.
Ken Hanks	CT Fire Academy
Paul Krisavage	IBI Group (CTDOT Consultant)
Robert Haramut	Senior Transportation Planner, Lower CT River COG
Robin Denny	Robin Denny and Associates Consulting, LLC
Roger Krahn	CRCOG Transportation
Sgt. Stafford Browne, Jr.	CT Dept. of Motor Vehicles - Commercial Vehicle Safety Division
Terri Thompson	Capitol Region Council of Governments TIM Program

MEETING MINUTES

The meeting was called to order at 9:35 a.m.

- 1) Roll Call
- 2) Public forum- No public present
- 3) Adoption of September 26, 2019 meeting minutes. Motion to approve by John Aceto and second by Ken Hanks. Vote for approval - Unanimous
- 4) Selection of Coalition TIM priorities based on 2019 FHWA TIM Self-Assessment
Each low scoring item from the FHWA TIM Capability Maturity Self-Assessment 2019 was discussed at length. The two main areas that encompassed low scoring items were Training, and items related to policies, procedures and guidelines. Points of discussion for each low score item are noted below.
 - a) *ITEM #4 – Is agency leadership actively involved...*
Efforts to engage leadership has been a challenge. It was suggested to place TIM on the agenda for one of the quarterly meetings attended by the Commissioners of State agencies including DOT, DMV, DESPP, DEEP. **ACTION - Aidan Neely will work to facilitate this.**
 - b) *ITEM Nos. 12, 14, & 15 – Related to the SHRP2 TIM Responder Training Program*
There are several hurdles to engage more people in the TIM Training program around the State. Points made during discussions and any actions to be taken are noted as follows:
 - FHWA does not fund training classes, therefore getting budget and commitment to host and support training has been difficult.

- Difficult to get responder agencies and organizations to set aside time and funding to send members to be trained.
- Lack of previously certified trainers actively holding classes. Need to get a list of active trainers and remove any not doing training anymore. Paul Krisavage who is TIM Trainer for CTDOT did not have that information,

ACTION- CTDOT will work with FHWA to get an updated list of trainers through the National TIM Responder Training Program and provide the list to TIM Coalition members.

- Dr. Eric Jackson, Executive Director of the Connecticut Transportation Safety Research Center has initiated a feasibility assessment exploring the design and construction of a Connected and Automated Vehicle testing and public safety and Transportation Training Facility. The facility would be able to host multidisciplinary training for TIM. CRCOG and CTDOT are part of a group participating in preliminary discussions.
- The University of Connecticut CT Training and Technical Assistance Center (T2) Safety Circuit Rider Program is considering adding the SHRP2 TIM training course. The program is designed to provide safety-related information, training, and direct technical assistance to agencies responsible for local roadway safety. Paul Krisavage, Aidan Neely and CRCOG have been in discussions with the Director and program coordinator about implementation.
- Training curriculum provides a limited amount of information regarding HazMat and Spill response.

ACTION- John Aceto will review the 2014 TIM training modules, and suggest edits regarding HAZMAT to Paul Krisavage, for his review and incorporation into updated training.

- Fire Police are being trained currently according to Anthony Carpenter. Both Anthony and Robin Denny are active trainers for this responder group. There are classes held at least one per month and both are willing to assist in training other responders.
- Terri Thompson mentioned that there is a potential to also train Community Emergency Response Teams (CERTs) in region utilizing a modular training approach offered through the Responder Safety Learning Network (RSLN). A National TIM Training Certificate is received by registered RSLN users who complete ten specific online self-paced programs. This may be something that would provide an easier means for responders to fulfill training because its online and they can pace learning.

ACTION- Terri Thompson will check to see if those that receive TIM certificate are included in the National Traffic Incident Management (TIM) Responder Training Program Status Report and Implementation Progress Maps maintained by the FHWA through the SHRP 2 TIM Responder Training Program. UPDATE as of 1/29/20- Responder Learning Network system automatically notifies FHWA with the number of TIM Certificates issued from each state. (No names or other identifying data). Those numbers are tallied each month and distributed by the FHWA. This was part of our partnership with FHWA.

- Aidan Neely and Paul Krisavage have been training DOT personnel and working to implement more classes this year (2020).

c) *ITEM # 16 – Does the TIM program conduct multidiscipline, multi-agency after-action reviews?*

Aidan Neely who is assigned as the TIM coordinator within the CTDOT Highway Operations Division, is doing incident scene evaluations and conducting post incident reviews as needed. These evaluations followed by reviews by multidisciplinary stakeholders from the scene can provide an opportunity to assess what happened, understand the why, identify what was done well, and work on any needed improvements.

ACTION- Aidan Neely has agreed to do a presentation on scene management including proper blocking and parking techniques for the next TIM Coalition meeting scheduled for Tuesday, March 24.

- d) *ITEM #'s 48, and 49 - Is there a mutually understood procedures/guidelines in place for safe vehicle positioning, use of emergency lighting...?*

All agreed as part of the adoption of a Regional Unified Response Manual, these items should be included into the manual except for Item #54 related to signal timing change for traffic management.

- e) *ITEM # 54 – Are there policies or procedures...signal timing changes...?*

According to Aidan Neely, only two towns currently have connectivity capability, Stamford and Norwalk. There is a project for the Berlin Turnpike (Route 15) in Newington and Berlin, but it will take several years to incorporate changes to these signal systems. Police do have the ability to manually set signals to flashing function if needed otherwise no other ability to control signals through separate system.

A question was posed by the Chair for each attending member to identify the area(s) they wish to have the Coalition add as priority efforts in the year 2020. The two priorities chosen by consensus were Training and Unified Response Manual adoption.

- ✓ **Training** – Hazmat, vehicle positioning, and emergency lighting should be included if not already along with suggested TIM equipment to have on hand and safety apparel requirements. Continue to pursue training opportunities and work with stakeholders to promote importance of TIM training and avenues for getting trained. Continue to be active participant in Training and Technical Assistance Center (T2) Safety Circuit Rider Program and Connecticut Transportation Safety Research Center study group for the Connected and Automated Vehicle testing and public safety and Transportation Training Facility.
- ✓ **Unified Response Manual** – Completion and adoption of a Regional Unified Response Manual (RURM) that will provide standards, best practices, polices, procedures, regulations, and guidelines that are part of a traffic incident management program. It was suggested to work towards approval at the regional level initially, and not focus on a statewide effort at this time.

ACTION- Receive input from each responding organization be incorporated, and then send out for review by selected response stakeholders; and Coalition vote for adoption.

- 5) Emergency Lighting Presentation - Scott Potter. Scott Potter is the Managing Partner of Patriot Fleet Group, LLC, and has been a representative of Whelen Engineering, Co. A compressed version of the presentation is available at <https://crcog.org/event/greater-hartford-tim-coalition-meeting-5/>

Lt. Bridge and Sgt. Browne from the CT Dept. of Motor Vehicles - Commercial Vehicle Safety Division discussed some of the changes they have made to improve emergency vehicle lighting and their work with Whelen Engineering.

Talking points from presentation included:

- Differing requirements and no set of standard lighting requirements for all responders. Each responder association or organization develops their own for the most part. There is a classification system for vehicle warning lights established by the Society for Automotive Engineers (SAE) and the National Fire Protection Association has a set of lighting requirements.
- The adage of more lights is better is being rethought. Glare from light intensity at night is an issue.
- Important to consider ambient light conditions, flash patterns, and synchronization when developing lighting specifications.

- Color of lights is normally dictated by law. *Note that meeting handouts posted on CRCOG webpage have various documents related to this. However there is still general confusion, especially by the general public, regarding emergency lighting colors.*
- Massachusetts has implemented new emergency lighting packages and so has CT DMV.
- It would benefit to have a specification template for use by Town Police and Fire Departments when developing a Request for Proposal for emergency lighting.
- Lighting configurations are important and need to consider advance warning sightlines, responder visibility and management of incident scene.

6) New Business

Diane Duva from CT DEEP mentioned they are looking to have a CRCOG representative on the State Emergency Response Committee. **ACTION-** Terri Thompson will solicit to get a potential member and have them reach out directly to her.

7) 2020 Meeting Schedule

Tuesday, March 24, 2020

Tuesday, June 23, 2020

Tuesday September 22, 2020

Tuesday, December 22, 2020

In addition to the meetings listed above, Special Meetings/Workshops may be scheduled. A meeting notice will be sent to all members with a minimum of two weeks' notice provided.

8) ACTION ITEMS CARRYOVER AND NEW (*)

- a. Completion of Diversion Plan updates. CRCOG is scheduling stakeholder meetings with towns. CTDOT and IBI are completing updates of the diversion plans and incorporating revisions that are suggested at the stakeholder meetings.
- b. CTDOT to update policies on quick clearance and incident management.

Next meeting is scheduled for March 24, 2020 at CRCOG Boardroom, 241 Main Street, 3rd Floor, Hartford, CT

Adjournment - The meeting was adjourned at 12:00 pm

Minutes Prepared and Distributed by



Terri Thompson

Greater Hartford TIM Coalition Chair

Traffic Incident Management Program

<http://crcog.org/traffic-incident-management-update/>

Capitol Region Council of Governments (CRCOG)

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Electronic Distribution

Meeting Attendees and
the following members not in attendance:

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Copies of meeting minutes and information from meeting are available for download on CRCOG's website at <https://crcog.org/event/greater-hartford-tim-coalition-meeting-5/>