**TIM Coalition Meeting**

**Department of Transportation Highway Operations TIM Room**

**2800 Berlin Turnpike Newington, CT**

Minutes Approved 03.29.23

# **March 29, 2023**

# **9:30 a.m. to 12 Noon**

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| **Name** |  **Organization** |
| Terri Thompson | CRCOG Trans. Planner, TIM Program Coord. /Coalition Chair |
| Aidan Neely | CTDOT TIM Coordinator |
| Sonia Watson  | Deputy Chief- Hartford Police Dept. |
| Rob Haramut | Senior Transportation Planner- River COG |
| Rob Derry | IBI Group, CTDOT Consultant for TIM program |
| Scott Leonard | IBI Group, CTDOT Consultant for TIM program |
| Diane Duva | CT DEEP - Director Emergency Response Planning & Support |
| Timothy Snyder | Federal Highway Administration – CT Division |
| Angela Roper (Call-in) | Executive Director, TRPC- Towing & Recovery Professionals of CT |
| Tim Vibert | TRPC- Towing & Recovery Professionals of CT |
| Abraham Rosario | CT Dept. of Motor Vehicles - Commercial Vehicle Safety Division |
| Pete Silva  | CTDOT Bridgeport Operations Manager (IBI Group) |
| Jenna Nicol | CT Department of Consumer Protection |

**MEETING MINUTES**

The meeting was called to order by T. Thompson at 9:46 a.m.

1. ROLL CALL
2. ADOPTION OF MEETING MINUTES
* Motion to approve March 16, 2022, meeting minutes by Aidan Neely and seconded by Diane Duva. The adoption of minutes was approved unanimously.

3. LEGISLATIVE UPDATES – reviewed updates provided in agenda and an additional legislative update

* **AN ACT CREATING A TASK FORCE TO EXAMINE THE MOTOR VEHICLE ACCIDENT REPORT FORM USED BY LAW** <https://www.cga.ct.gov/2022/act/sa/pdf/2022SA-00007-R00HB-05288-SA.pdf>

*Section 1. (Effective from passage) (a) There is established a task force to examine the uniform investigation of accident report form prescribed under subsection (a) of section 14-108a of the general statutes and consider modifications to such form to address issues including, but not limited to, the length of such form and the time needed by police officers and other individuals investigating an accident to complete such form*.

There is a concern as to what will be suggested for removal from the current form and how it will impact crash analysis for safety programming and performance measures.

**Follow-Up –** T. Thompson contacted Joe Cristalli, Transportation Principal Safety Program Coordinator for the CTDOT Highway Safety Office. He has indicated that all the deadlines cited in Special Act No. 22-7 were moved. The task force is not scheduled to begin in January 2023. Dr. Eric Jackson, Ph.D., Executive Director of the Connecticut Transportation Institute will be the lead.

4. UPDATES ON ACTIVITIES

1. CTDOT and TIM Training status report – Aidan Neely

Training classes are going extremely well and so far, there have been a total of 612 persons trained. They include, DOT, law enforcement, Fire, Towing and others that have a role in incident scene management. Aidan mentioned that the trainers which include himself, Rob Derry, and Scott Leonard are reaching out to expand the training classes outside of the DOT TIM Training facility in 2023. Aidan will provide an updated training schedule when available and Terri Thompson will transmit to Coalition members.

1. Diversion Plan update on progress
* Rob Derry provided an overview of the diversion plan process and presented a PowerPoint used during the diversion plan update sessions with Milford stakeholders. The link to the presentation is included in the Attachments to the meeting minutes.
* Rob Derry mentioned that many of the plans are outdated and do not depict current highway system and detour routes.
* Scott Leonard and Rob Derry have been assigned by CTDOT to be the leads for this effort.
* CRCOG currently has the diversion plans on their website <https://crcog.org/public-safetyhomeland-security/esf/resf-1-transportation/diversion-plans-highway-to-highway/> and retains a spreadsheet of all the locations. This will be updated once all the routes are completed and CRCOG will coordinate with CTDOT on who will be responsible for retention of documents. Will be working to place these in an electronic format for use by response personnel.
1. After Action Reviews – Discussed most recent AAR held for incident on I-95 in Clinton. AAR’s are important to highlight best practices that can be used in future responses as well as make improvements to existing guidance and policy. AAR’s are an element of the annual TIM Capability Maturity Self-Assessment for CT-Hartford. The key elements should include:
	* Participants – all that were on scene
	* Incident Summary
	* Photos
	* Dispatch logs from various agencies
	* Chronological timeline
	* Summary
	* Open discussion on best practices and ways to improve response.

**Side Note-** After Action Reviews is included in the FHWA Capability Maturity Self-Assessment Area titled TIM TRAINING AND AFTER-ACTION REVIEWS. For Question 9, “Does the TIM program conduct multidiscipline, multi-agency after-action reviews (AARs)?”

CRCOG/DOT Response scored a ‘2’ out of ‘4’ and provided comment: *“TIM Coalition and CTDOT are the primary requesting organizations for conducting reviews. Encouraging local agencies to have less formal post-incident reviews as a routine effort to improve response and recovery.”*

To progress from a ‘2’ to a ‘3’ the FHWA recommendations are:

* 1. Conduct AARs on a routine basis.
	2. Establish criteria/thresholds for conducting AARs
	3. Develop a standard form for documenting results of AARs.
1. Unified Response Manual – Still in process of updating the manual and hope to have draft completed in January 2023. T. Thompson mentioned that it will be distributed to the Coalition members for review and comment on sections specific to their role.
2. 2022 FHWA Capability Maturity Self-Assessment – Tim Snyder, Aidan Neely and Terri Thompson participated in this year’s assessment. FHWA made some recommendations that include having more stakeholders participating in future assessments.

Comment provided from Tim Snyder, FHWA:

*“Based on our submission, the CT-Hartford area is anticipated to be the* ***Top 75 metropolitan (metro) areas****. This is due to the submission ranking 45th for primary statistical areas. Our scores show a strong TIM presence in the state, especially related to formal meetings, TIM training and associated laws.*

*In addition, FHWA’s TIM contractor’s have noted some opportunities for consideration:*

*Developing goals for ICT, RCT and Secondary Crash Reduction seem to be areas for future enhancements. Pulling recent years’ average times and basing preliminary goals and strategies on benchmarked data is an easy way to get started. Setting simple goals, such as 30 minutes for minor crashes and 90 minutes for commercial/major crashes may be an easy way to start this initiative. Based on your response, it seems the data is already in place, especially along interstates and including secondary crash information.*

*Also, providing more focus on advance warning training may be an area of focus to reduce secondary crashes. Please use this information to align your future focus on items such as collecting and utilizing Incident Clearance Times. “*

5. OPEN DISCUSSION

1. A request was made to get a copy of the State Police Troop Barracks locations and numbers for use by emergency responders when communicating for crash response. Link to information can be found at <https://portal.ct.gov/DESPP/Division-of-State-Police/_old/Connecticut-State-Police-Troops-and-Districts>
2. Emergency Lighting should be on all responder vehicles to better identify these vehicles for ingress and egress to a scene and high visibility protection during response. Jenna Nicol mentioned that emergency lighting packages were needed on their vehicles and there is also a need for Medical Examiner vehicles. Aidan Neely will be facilitating a discussion with the Department of Administrative services in 2023 to support the need for emergency lighting and work towards acquiring proper emergency lighting for these agencies.
3. Angela Roper (on-call participant) discussed her role and provided a brief overview of the recent training sponsored by the TRPC on November 12, 2022, for Hybrid/Electric Vehicle Operations. The training course was conducted by a private firm, the Energy Security Agency (ESA), <https://energysecurityagency.com/> at the Eastern Connecticut Fire School in Willimantic. ESA provided Electric Vehicle and High Voltage system response training. In the course it was recommended to practice allowing an electric vehicle to burn versus trying to suppress it with water due to the hazards associated with reignition of fire at power source. Discussed best practice to drag to safe area off road if possible and some towing services dedicating a storage area to confine vehicles in case of reignition of fire in batteries. This is an ongoing discussion and training is needed. There have been several forums, articles and guidance sent out related to EV/Hybrid fires by response organizations and associations to better educate emergency responders on the issue.
4. FireRescue1 article by Patrick Durham, August 1, 2022, **Electric vehicle fires: Where the waiting game wins.** Go to <https://www.firerescue1.com/electric-vehicles/articles/electric-vehicle-fires-where-the-waiting-game-wins-f934UedqIpVqc1k2/>
5. Some resources available through Energy Security Agency (ESA) are:
	* + **Towing Hybrid & Electric Vehicles – Can we roll them?** <https://energysecurityagency.com/towing-hybrid-electric-vehicles-can-we-roll-them/>
		+ ESA houses the most extensive library of Electric and **Hybrid Electric Vehicle Emergency Response Guides** provided by the manufacturers. These ERG’s are free to download by anyone. Go to <https://energysecurityagency.com/erg/>
		+ ESA offers free **HEV Risk Analysis / Guidance**. Call 1(855) ESA-SAFE or 1(855) 372-7233
6. Tim Vibert, representing the Towing and Recovery Professionals of CT, presented information regarding a public hearing that was held by the Connecticut Department of Motor Vehicles on December 6, 2022, concerning towing rates for non-consensual wrecker services. Mr. Vibert mentioned that there is an opportunity to provide comments to the Connecticut Department of Motor Vehicles and was asking for support from the members of the Coalition. The comment period was extended to December 21 and is to be submitted to email address: dmv.publichearing@ct.gov

Mr. Vibert indicated that the costs associated with towing and recovery have increased and the use of equipment such as rotators to facilitate quick clearance has resulted in a substantial investment by towing services.

**Follow-up**- An email was sent to Coalition members on December 12, 2022, at the request of Mr. Vibert.

1. CTDOT is currently utilizing the HAAS Alert and Samsara for their fleet to enhance motorist notification system. CTDOT has fully deployed the HAAS Alert Safety Cloud through Samsara since November 2021. A link to the document is included in the Attachments to the meeting minutes.

1. Adjournment – Motion to adjourn by Tim Snyder and second by Tim Vibert.

The meeting adjourned at 11:39 a.m. and a tour of the CTDOT Operations Center was provided following adjournment.

ACTION ITEMS CARRYOVER AND NEW (\*)

* Completion of Diversion Plan updates. CTDOT scheduling meetings with stakeholders with IBI Group conducting update sessions. **Action by CTDOT/IBI Group**
* Update policies on quick clearance and incident management. **CTDOT with assistance from coalition**
* Complete and distribute 2023 calendar year TIM Coalition meetings- **Action by T. Thompson**
* Unified Response Manual draft to Coalition completed draft moved to January 2023. **Action by T.Thompson.**

\*\*CRCOG is in the process of developing a new website. All requests for previous meeting minutes can be sent to Terri Thompson, tthompson@crcog.org

Minutes Prepared and Distributed by



*Terri Thompson*

*Greater Hartford TIM Coalition Chair*

*Traffic Incident Management Program*

[*http://crcog.org/traffic-incident-management-update/*](http://crcog.org/traffic-incident-management-update/)

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Electronic Distribution

TIM Coalition members

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Attachments:

[CT DOT Diversion Plan Update PP MILFORD CT TIM COALITION.pdf](https://crcogfoundation-my.sharepoint.com/%3Ab%3A/g/personal/tthompson_crcog_org/ESYGnROo-mdBkLBKdjjUOBcBLDRr4anyKs_AOfuQ6zScaA?e=UHKiPd)

[HAAS Alert Case Study-ConnDOT.pdf](https://crcogfoundation-my.sharepoint.com/%3Ab%3A/g/personal/tthompson_crcog_org/EVkaeTqymldOsRVamYwADaMBp7Nz3vKz0ekuLwRz0YaTAQ?e=E7XmUk)