

## MEMORANDUM

**To:** Traffic Incident Management Group and Interested Parties

**From:** Josh Mack, Transportation Planner

**Date:** June 4, 2007

**RE:** Meeting Notes from Traffic Incident Management Group on June 1, 2007

---

Those in attendance included: Robert Bohlmann, York County EMA; Doug Bracy, Lt. York Police; Jim Colburn, NHDOT; Sgt. Kevin P. Donovan, Maine State Police – Troop A; Sgt. Gary Eaton, Kittery Police; Gil Emery, Portsmouth Police; Capt. David Ferland, Portsmouth NH Police; Josh Mack, Southern Maine Regional Planning Commission (SMRPC); Denise Markow, NHDOT; Paul Muzzey, Telvent Farradyne; Dale Peabody, MaineDOT; Tom Reinauer, SMRPC; Gregory J. Stone, Maine Turnpike Authority; Sgt. Chuck Winters, New Hampshire State Police—Troop A; . The meeting was held at the Maine Turnpike Authority's York Maintenance Facility.

### 1. Updates

- **Plan Update:** Staff submitted an updated version of the Traffic Incident Management Plan to the Group. The draft provides updates (written in italics) beneath each action plan that has been worked on. The last update was on April 27<sup>th</sup>, 2007.
- **Meeting Locations:** Josh noted that attendance to the Traffic Incident Management Group has been growing and some attendees have suggested we look at other location possibilities for future meetings. Also, new locations for meetings might make it easier for certain members to attend. Josh noted that Daniel Moore from Wells has offered facilities in Wells. It was suggested at the meeting that the group meet at the Pease Conference Room in Portsmouth, NH.
  - Bob Bohlman agreed to check and see if the NH facility is open for our next meeting.
- **SMRPC budget for Traffic Incident Management Group:** Tom Reinauer explained that SMRPC has requested funds from the KACTS MPO and Maine DOT Bureau of Planning to continue staffing of the Traffic Incident Management Group. There are numerous action items listed in the plan. Although the SMRPC budget items will help keep the planning initiative going, the group may want to seek additional funding if all items in the plan are to be sufficiently addressed. Tom opened it up to the floor to discuss other possible funding streams.
  - Maine Turnpike may have some funds as this planning effort fits in with some of its other planning initiatives.
  - There may be Homeland Security money down the road. York County EMA is currently putting together a three-year plan, which might leverage some of these funds.

- ü Maine DOT is interested in stepping up its planning on Traffic Incident Management and may be interested in partnering more formally with the Southern Maine Group.
- **Transferable Technology Grant:** Josh Mack announced that Jon Perry from the Federal Highway Administration recently contacted SMRPC to see if in any of its planning initiatives could use grant money to fund future training on transportation-related technologies. The money cannot be used for buying equipment. Josh went down a short list of items that may qualify and might be useful to the Traffic Incident Management Group such as a presentation on photogrammetry.
  - ü Besides photogrammetry other idea issued by the group were having a consultant come in and help the group facilitate ITS coordination with New Hampshire.
  - ü Though a grant would not be needed, NH was asked to do a presentation on its ITS Deployment Plan, headed up by Denise Markow, for the Spaulding Turnpike. This is a \$6 million effort, which will require coordination with Maine and Massachusetts partners. The plan should be completed around March of 2008.
- **Maine DOT Workshops:** Josh spoke with Pete Coughlin from the Local Roads Center about training opportunities offered through MaineDOT that might be of interest to the Traffic Incident Management Group. Pete noted that he can offer a customized training on traffic flagger procedures and safety, as well as a workshop through Electric Light Co. on Traffic Signals. Josh passed out flyers to the attendees on both training opportunities. There was consensus among attendees that pursuing both training opportunities would be worthwhile. Josh will follow up with Pete Coughlin on the details.
- **Traffic Incident Management Routing Meetings:** Josh reported that he has met so far with Kittery, Portsmouth, Wells and York to discuss how local police route vehicles during major traffic incidents. Josh is focusing on towns that share an exit with Interstate I-95 and other hotspot areas where arterials cross, such as in downtown South Berwick. Josh is close to completing the Wells and York maps and will distribute those maps to the rest of the group once those are completed and accepted by the respective towns. Josh plans on continuing these meetings working on major arterial routes that serve the region. An important benefit of the routing meetings is that Josh has been able to start putting together a traffic control device needs assessment for the towns.
  - ü Bob Bohlman asked that Josh do routing scenarios clear up to Saco on Interstate 95.
  - ü Tom clarified that a major purpose of these meetings is for communities to see how each other is expected to route traffic, to enhance communication between communities.
- **Portsmouth, NH and Augusta Maine Incident Management Meetings:** Tom reported that he and several other members of the Traffic Incident Management Group had attended two meetings recently focusing on incident management.
  - ü The US Coast Guard recently held a tabletop incident management exercise with law enforcement and transportation agencies from ME and NH. This is a multiple year project focused on tightening up protocol and communications between various agencies. The Coast Guard is expected to meet in June of next year for an on-the-ground exercise.

- ü Maine DOT hosted a Traffic Incident Management workshop on April 3<sup>rd</sup> up in Augusta. The workshop was based on a scaled down version of a National Highway Institute workshop on Traffic Incident Management. Dale Peabody noted that MaineDOT is expecting to do a follow up the Augusta workshop with a “Quick Clearance” workshop sometime in July or August. The workshop will focus on policy and legislation opportunities.
- **I-95 Corridor Coalition Update:** Dale Peabody reported that he has been working with the I-95 Corridor Coalition, a coalition of states and agencies working on I-95 issues from Maine to Florida. One of the things the group is currently pursuing is holding a series of National Highway Institute Incident Management Courses throughout the I-95 Corridor. Dale said that he is trying to arrange for one of the NHI Course in Maine. Perhaps he will look at hosting it in Southern Maine.

## 2. Communications Interoperability Task Force Report

- **Call List:** Tom Reinauer reported that a task force met in between the larger group meetings to discuss the development of a call list protocol for traffic incidents in the region (minutes are available for that meeting upon request). The group decided that it would be best to have a call down list for various levels of major traffic incidents, noting that communication is important and smaller incidents can evolve into larger incidents through secondary crashes or other means. Staff presented a call list flow chart to the group for review. The chart basically starts with a call that leads to one of three PSAP’s: York, Gray and Portsmouth and filters down through state agencies, county agencies and down to the local level. Town to town call lists still need to be developed. Tom noted that several features, such as who to call in a town need to be worked out.
  - ü Jim Colburn noted that the Strafford County Sheriff, EMA and towns should be included. Also the Maine Turnpike Authority should call the Transportation Management Center (TMC) in Concord. In addition Mass Highway should ideally be called.
  - ü Tom noticed that Chambers of Commerce should be included on the chart.
  - ü Dale Peabody asked how other communications technologies fit into this scheme. Josh explained that it is a call down list only. Hopefully Maine DOT would distribute information via the 511/SWIMS when it got the information. Likewise, York County EMA and the other EMAs could use their Pagegate technology to send people information. Group said that having redundant messages is a good thing, and that these systems should not replace the call list.
  - ü Greg Stone noted that he has seen other call lists that may take 45 minutes to an hour to get from the original call to the last call on the list. We should keep that in mind. Tom said one way to tighten up the timing is to give people more calls. The current flow chart shows most entities making only one or two calls. Gary Eaton said that most towns could probably call their neighbors. Doug Bracy said it shouldn’t be a problem making a few calls from a dispatch. There was consensus that these details might be worked out after a test is done.

- Tom mentioned that many of the models staff looked at show the person receiving the last call to call the first person on the list, but not sure if this would work for this particular call list.

Staff took down feedback and said they will work on the flow chart based on the comments received at the meeting for another review. Bob Bohlman said his agency would help in getting names and numbers to start attaching to the call list.

- **Incident Command Centers:** Tom Reinauer reported that the group thought it would be more appropriate to have an Incident Command Center if needed in New Hampshire, where there are existing technologies and communications equipment already available. If needed the York Maintenance Facility could be used, but it should be adequate to move incident command center people across the Piscataqua River even in the case of a bridge being down. The Newington IFO and the Pease Facility were recommended as possible incident command centers.
- **Development of Training Program & Monitoring Plan:** The task force said that it is imperative that the final call list product should be tested and training should be provided to dispatchers and should also be monitored.
- **Traffic Control Device Inventory:** Josh announced that he is trying to put together a database to be shared between all the stakeholders on traffic control devices. He has information from MaineDOT and Portsmouth PD so far. He will be developing a form that the other communities can fill out.
  - Jim Colburn suggested taking a look at the New Hampshire Mutual Aid Agreement system for public works crews as a resource for developing a database. Bob Bohlman said that York County has a Mutual Aid Agreement also with about 10 participating towns.
  - Dale Peabody said that MaineDOT has a template and existing inventory that might be helpful.
  - Josh noted that staff expect to approach MaineDOT in the near future about possible use of its York Maintenance facility as a possible storage area for traffic control devices. The Town of York believes there might be additional storage space at this area.
  - Bob Bohlman and Jim Colburn noted that the resources would be most helpful if they were equipped on trailers—for quick mobilization. Any public employee with a hitch would be able to use the trailer.

### 3. Development of Other Plan Priorities

- The Traffic Incident Management Group decided to table this agenda item until the next meeting.

### 4. Other Business

- The next meeting was scheduled for Friday, August 10<sup>th</sup>, location to be determined. Bob Bohlman will check on the availability of the Pease facility.