

MEMORANDUM

To: Traffic Incident Management Group and Interested Parties

From: Miranda McGowan, Senior Transportation Planner

Date: December 08, 2010

RE: Meeting Notes from ME-NH Traffic Incident Management Group from November 18, 2010

Those in attendance included: Tony Attardo (Scarborough FD); Richard Brooks (National Wrecker); Rob Brown (Eliot PD); Sam Cresta (National Wrecker); Kevin Donovan (State Police); John Duross (Saco FD); Gary Eaton (Kittery PD); Ruth Farnsworth (Wells PD); Tim Hamilton (DPS Gray); Brian Keezer (MaineDOT); Mark Kirouac (NHDOT); Michael Lampart (Al's Automotive & Truck); Rob Martin (Saco FD); Miranda McGowan (SMRPC); Daniel Moore (Wells FD); Patrick Moulton (York PD); Derek Olson (MaineDOT); Dave Parenteau (NHSP); Jason Ready (ATRC); Charles Szeniewski (York PD); Tom Reinauer (SMRPC); Ed Smith (Ogunquit FD); Greg Stone (Maine Turnpike);

The meeting was held at the York Public Library.

1. Welcome and Introductions

2. Viewing of brief TIM video

The group watched a video of Tom Martin (I-95 Corridor Coalition) giving a presentation, *Who's in Charge*. In the video, Tom introduces several people that are involved in incident management, police officer, paramedics, news reporters, drivers, etc. who all discussed why there are in charge at the crash scenes. At the end, Tom reminds everyone of the lessons we learned in kindergarten can also be used in incident management; share everything and play fair.

3. Review and Discussion of Operating Guidelines

This document is a result of the Post Incident Review that took place after a truck fire on the Maine Turnpike at the end of April. A subcommittee has been meeting for the past few months to create/review the operating guidelines. It is the hope of the subcommittee that the operating guidelines are endorsed by each fire/police department.

- Front page – should include version number so that people can track revisions.
- Page 6 – under C, 3 DOT approved reflective safety cones, why are 3 cones needed?
- Page 7 – The group likes the following bullet: *Turnpike toll collectors or other personnel located at toll booths should alert Turnpike dispatch when any emergency response vehicles pass through in route to the incident.*

- Call Tree Change – Towing companies would like to be notified earlier in the process.
- Page 7 – under the last bullet (E. Arriving on Scene section, Size up the scene for any towing/recovery needs), Maine State Police have cameras, could they start taking pictures of the scene and then send pictures via e-mail to tow truck companies so that they have a better idea of what equipment to bring to the scene?
- Dispatch has access to command, but not to CONOPS.
- Based a new report issued by the legislature, there was a thought that the PSAPS would also become the regional dispatch centers, meaning that the phones would move, but the people would stay at the regional dispatch centers.
- Could we use the York County EMA channel, MaineDOT Region 1 channel?
- Grants were available 3 year ago through the York County EMA to program radios to new system.
- It is easy to set the police radios to the fire frequencies; this could be a common frequency that all departments use during an incident.
- Page 8 – There is no description/picture of the high speed break down lane. However, the group decided that there should be no mention of a high speed break down lane because its purpose is a median and not a lane and this system is based on a national system for lane designation.
- Page 9 – first bullet, *responders shall take one additional lane* should be changed to *responders should take ONLY one additional lane*.
- Page 12 – first bullet should read that class 3 safety *apparel* should be used.
- Page 12 – six bullets should read that updates should be given to dispatch every 15 minutes.
- Page 12 – seven bullets down – is the use of a spotter effective? The intent is that if someone cannot be facing traffic and if there are enough people that it would be helpful for that person to watch traffic for the person that cannot. SMPRC uses this practice while setting traffic counts.
- In NH, they are required to contact a coroner to come to the incident. This is not the case in Maine.
- Page 19 – this diagram was made for highway applications, there would need to be tape around the curve. These diagrams can be altered and were there as placeholders. Each scene is different and needs to be reviewed on an individual basis.
- Are radio frequencies able to go from one to another? For example, Gray dispatch does not have the ability go from the state fire frequency to the car-to-car frequency.

Next Steps – What is the process for Fire and Police Departments in endorsing the operating guidelines?

- Maine Turnpike Authority is meeting with MaineDOT staff on December 1.
- If departments have questions about the document, fire chiefs will meet with the fire departments and police chiefs will meet with the police departments.
- We will send the draft operating guidelines with revisions from today's meeting to all fire and police departments and town managers. We will provide them with a deadline for comments and then have another meeting of the subcommittee in early January to discuss their comments.
- Ideally, the group would like to start using the operating guidelines after Memorial Day. That would give departments a chance for training.

4. Next Meeting?

January 27, 2011, 12:00pm – York Library