

MEMORANDUM

To: Traffic Incident Management Group and Interested Parties

From: Tom Reinauer, Transportation Director

Date: March 14, 2008

RE: Meeting Notes from Traffic Incident Management Group on March 7, 2008

Those in attendance included: ; Scott Carr, NH State Police, Troop A; Jim Colburn, NHDOT; Kevin Donovan, Maine State Police; Gary Eaton, Kittery PD; Gil Emery, Portsmouth PD; Jon Hanson, New Hampshire DOT/Turnpike; Mark Kirouac, NHDOT – Bureau of Highway Maintenance; Denise Markow, NHDOT, TMC Director; Arthur Murdock, Maine State Police; Tom Reinauer, SMRPC; Greg Stone, Maine Turnpike Authority.

The meeting was held at the New Hampshire Emergency Operations Center (EOC) and Transportation Management Center (TMC).

1. Welcome and Introductions

2. Updates

Routing Maps: Tom explained to the group that Staff met with Rochester, NH and Lebanon, ME to continue the discussion of detour plans and mapping. They are working on these maps and have them completed shortly. So far routing maps have been created for Berwick, Dover, Eliot, Kittery, Portsmouth, South Berwick, Somersworth, Wells and York. One of the next steps will be to have a larger meeting, with as many communities as possible, to review all of the routing scenarios that have been created.

Jon Hanson pointed out that we should be considering the Spaulding Turnpike project as we develop routing maps in the area. Work has begun on the southern section, and will continue up to Exit 16.

Call Tree: Tom informed the group that they had made minor changes to the tree based on input from communities. Julia Dawson also met with both the York and Gray dispatch center staff, and received several recommendations on how to proceed to the “testing” phase. These, along with next steps, include:

- Ø Send a letter to each of the participating communities/agencies explaining the purpose of the process and include a copy of the Call Tree. A draft of the letter has been shared with the York Dispatch director, and we are waiting for some feedback.
- Ø When we test the process, calls should be made via land-line and cell phone, as well as from different locations in the area.
- Ø The calls should be made to 911.
- Ø Participants will be asked to record both when they received the call, and when they made the calls they are responsible for. SMRPC will collect the information (primarily by email) and see how well the system works.
- Ø The test will most likely take place in April, when things quiet down a bit in terms of dispatch volumes.

Mutual Aid Agreements: Tom is still waiting on MEMA for their approval of the draft agreement. The next step will be to meet with the Maine Municipal Association to get their input. Tom will follow up with MEMA next week.

Training: Pete Coughlan from MaineDOT gave a presentation on March 6th regarding traffic control at emergency scenes. Approximately 25 people were signed up for the event.

MaineDOT assistance on Action Plan Items: Tom explained that Dale Peabody at MaineDOT has offered to amend their current Incident Management contract with Telvent Farrydine to include some assistance for our Traffic Incident Management Group. The first task will most likely be working on a communications plan.

Maine Statewide TIM Group: The next meeting of the statewide group is scheduled for April 24th at 9:00am at MaineDOT in Augusta. Members are completing a Self-Assessment document, and MaineDOT will be collecting these for discussion at the next meeting. They are also planning to work on a Memorandum of Understanding between all of the agencies involved as a first step in developing a statewide traffic incident management plan.

MaineDOT and Maine Turnpike Updates: Greg Stone mentioned that he had just returned from a Towing Summit organized by the I-95 Corridor Coalition. Greg has some information from the summit if anyone is interested. He also explained that MaineDOT will be closing 19 miles of I-295 for most of the summer in order to complete a large paving project. The Turnpike Authority will be postponing some of their projects so that there are no delays on the Turnpike in that area during the summer.

New Hampshire DOT Updates: Denise mentioned that she is working on protocol for use of the information housed at the TMC, particularly the traffic video cameras, and should have something completed in the next few weeks. NHDOT has a smart work zone in place on I-93 in the Exit 1 area. The group viewed many aspects of the site when they toured the TMC facility.

3. Summary of Post Incident Review Meeting held on February 19th

Tom briefly reviewed the meeting, and SMRPC will be producing an After Action Report. Discussion followed regarding the various communication options currently used during incidents, and whether the Communications subcommittee should reconvene and work on this. It was agreed that they should meet again, perhaps every other month, and report back to the larger TIM group on progress. Tom will send out an email with some possible dates in April, and also see if Paul Muzzey from Telvent can attend and assist with communications items. It was pointed out that the I-95 Corridor Coalition is soliciting projects to fund, which are due in September. Improving communications between agencies and States may be a good candidate for funding. Homeland Security was also mentioned as a possible funding source.

4. Other Business

Denise gave the group a tour of the facility after the meeting was adjourned.

The next meeting was scheduled for May 9 at noon at the York Library.