



**Collier – Lee - Charlotte**  
**Traffic Incident Management Team**  
*December 11, 2019*  
*Meeting Minutes*

**Attendees:**

<u>Name</u>	<u>Agency</u>	<u>Name</u>	<u>Agency</u>
Kevin Smith	Parsons	Kevin Salsbery	FDOT
Charles Stratton	Metric Engineering, Inc.	Bill Floyd	Lee Co. Emergency Management
Brandy Boccuti	Metric Engineering, Inc.	Richard Leatherwood	Uh-oh Towing
Brian Raimondo	Lee Co. MPO	Rob Low	Greater Naples Fire Rescue
Raul Corbo	Anchor Towing	Ray Mikol	TMC/HNTB
James Lear	Cape Coral PD	Lyndsay Sutton	DBI Services
Tom Arsenault	FDOT-LEL	Travis Taylor	DBI Services
Sammy Edara	Charlotte County-MPO	Brent Doll	HNTB

**Call to Order:** The Collier-Lee-Charlotte TIM Team meeting was held on Wednesday, December 11, 2019 at 9:30 AM at SWIFT SunGuide Center, 10041 Daniels Parkway, Fort Myers, Florida 33913. Charles Stratton, Brandy Boccuti, and Kevin Smith facilitated the meeting.

**Introductions:**

Team members introduced themselves and the agencies they represent.

**Agency News:**

Road Rangers

Road Rangers informed the team that they are fully staffed. Additionally, the team was informed that Road Ranger staff are signed up to take the National First Responder (SHRP2) training taking place in District One on December 12<sup>th</sup> at the Swift SunGuide Traffic Management Center in Fort Myers and the Satellite TMC in Bradenton on December 13<sup>th</sup>.

Towing and Wrecker News

No agency updates

### Other Agency News

The Traffic Management Center (TMC) informed the team that they are currently fully staffed at both the Satellite TMC location in Bradenton and the SWIFT SunGuide, location in Fort Myers.

The TMC also informed the team that their TMC staff and the Road Rangers are cross-training help better understand each others roles and their perspective when working on the local highways and during traffic incidents.

Additionally, TMC informed the team that communication from first responders out on traffic scenes during nighttime hours is important as the TMC cameras/operator have a more limited view.

FDEP informed the team about their concerns with uninsured motorist involved in an incident and uncovered cost associated with damages.

### **Update on TIM Initiatives:**

#### National/State/Regional

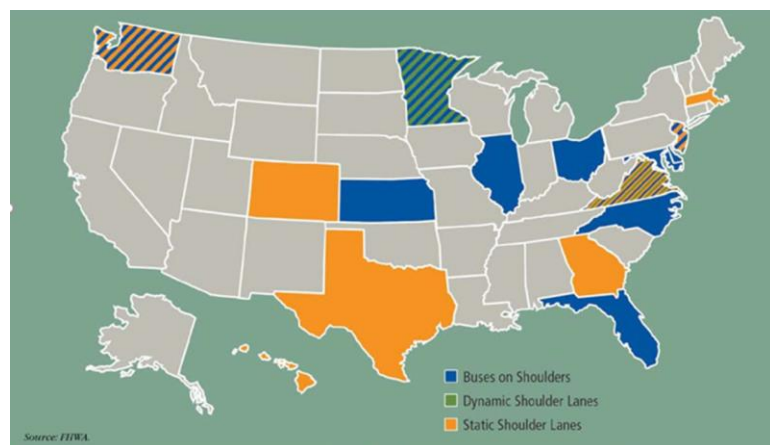
Kevin Smith, Parsons Corporation, presented to the team on part time shoulder use and traffic congestion.

#### Part Time Shoulder Use:

- Use of the safety shoulder as a travel lane during congested conditions – Not a permanent conversion of a shoulder
- Add capacity only when needed
- Keep shoulder intact for most hours of the day
- Low cost option to reduce congestion

#### Types of Part Time Shoulder Use:

- Static shoulder use – open to passenger vehicles during predetermined hours of operation
- Dynamic shoulder use – open to passenger vehicles based on need and real-time conditions
  - Bus-on-Shoulder (BOS) – open only to buses, usually at driver's discretion
    - Shoulder use typically implemented on freeways; but can be applied to arterials



#### FHWA Shoulder Use:

- There are no national guidelines
- Growing interest nation-wide in TSM&O solutions
- Not a standard/policy, but a reference for best practices
- Consistent with FHWA initiatives

To view the FHWA guideline, please click on the following link:

<http://www.ops.fhwa.dot.gov/publications/fhwahop15023/index.htm>

Additionally, reference map above for states currently using part time shoulder use. To view the full presentation, please visit our TIM team website at: <http://www.swfltim.org/>

Richard Fimbel, DBI Services, informed the team about an upcoming first responder training for the Skyway Bridge.

For additional information, please contact Richard Fimbel, DBI Services, at [rfimbel@dbiservices.com](mailto:rfimbel@dbiservices.com) and/or (239) 229-0682.

Steve Litschauer, Chief Emergency Management, Manatee County Emergency Management updated the team on the progress of the Simulated Incident Training Exercise.

First-In-Teams (FIT), teams will be the first to enter an area that has been subjected to the impact of the hurricane or other major event, conduct preliminary impact assessments, clear routes to critical facilities and engage in operational roadway clearance for critical resource access.

#### Situation:

1. An initial impact assessment is critical to the organization of response and recovery measures in the immediate aftermath of a major storm or destructive event. This initial assessment is essential for obtaining State and/or Federal emergency declarations in order to mobilize external assistance from these and other sources.
2. Since immediate post-impact over flight may not be feasible due to lingering severe weather and/or lack of daylight, initial damage estimation will have to be conducted from the ground. Also, certain damages cannot be accurately determined from the air.
3. Early rescue efforts can be delayed by downed power lines and debris in roadways. The FITs will have the advantage of appropriate utility personnel in accompaniment for immediate authorization for clearance.
4. Random response and recovery efforts can waste response capabilities, cause duplication of services, fragmentation of command, and can potentially cause further damage to critical facilities and citizen interests.
5. A variety of public and private entities have valid reasons for reentry into impacted areas.
6. Priority routes have been identified in advance of any storm or serious event that will be cleared by FITs. See Route Maps.
7. There are few facilities where First-In-Team personnel can find refuge and secure essential equipment during a major storm.
8. Communication capabilities are likely to be seriously impaired for an undefined period of time after a storm or other destructive event. This could interfere with dispatch of Damage Assessment Teams and rescue units.

Each FIT will be assigned operational responsibilities in a specified geographical region of the County and secondary responsibilities in other areas as directed by the EOC. The FIT Coordinator shall be a designee of the Manatee County Public Works Department.

#### Coverage of staffing:

Bradenton Police Department shall cover Teams 1 and 2

Manatee County Sheriff's Office shall cover Teams, 3, 4, 5, 6, 7 and 7 and could supplement to Team 2

Florida Power & Light (contract companies) shall cover Teams, 1, 2, 3 and 4

#### Incident Command

1. Manatee County FIT will follow the Incident Command System (ICS) structure in daily and emergency duties. This command structure incorporates coordinated efforts in planning, operations, logistics, and administration as outlined by ICS procedures.
2. During emergency activations, the FIT Coordinator will coordinate directly with the EOC Infrastructure Support Coordinator for instructions and then will coordinate field operations with Team Leaders. Each team should have an Assistant Team Leader whose primary responsibility will be to serve as Safety Officer for the team. During field operations, Team leaders have overall control of the mission and response of the team. Once emergency duties of the teams are complete, staff and equipment may be released to their agencies for additional duties.

#### Team Makeup

FIT members will be assigned by their respective disciplines to achieve the teams' mission. Each member is to be equipped with appropriate personal protection equipment (PPE) and mission equipment. Each member of the team represents unique technical and professional expertise. Every member of the team is expected to defer to the member whose expertise is foremost in any given situation.

#### Concept of Operations

##### Pre-Storm

1. The FIT will be placed on standby and prepared to deploy following the activation of the EOC to a level 1 (Agency Representatives to advise internal staff). Upon a decision to activate the team, the EOC Infrastructure Support Coordinator will have the FIT Coordinator contacted and informed to prepare the teams for activation. FIT members will then be alerted as early as possible by their Team Leader in order for them to make the necessary arrangements for their families. Individual members of the FIT may be required to provide their agency with a copy of their designated family emergency plan.
2. Team Leaders brief will take place at the Public Safety Center, 2101 47th Terrace East, Bradenton, Florida 34203.
3. FIT Teams shall report to their assigned Staging Area.
4. The briefing will include review of maps, mission priorities, team coordination, communication specifics and other issues as needed. This briefing shall also include methods and plans of execution for missions.
5. Team Rosters will be provided to Team Leaders at the briefing.
6. The FIT Coordinator will notify the operators of FIT refuge facilities to alert them to prepare the facility for use.
7. FIT members will "pull-back" to their assigned staging area in accordance with their agency protocols. The members shall secure equipment and establish communications within the team and with FIT Coordinator upon arrival at the predetermined staging area. Each member is required to bring all individual items as outlined in Section V, Item B to the designated area.

##### Trans-Storm:

The FIT will remain in place and maintain contact with ESF 4/9 by radio until the storm has lifted enough for them to move out. Teams must not mistake the eye of the storm for the passage of the storm itself. Once sustained winds have reached less than 39 MPH, FIT members will be instructed by the Team Leaders to begin their missions.

##### Post-Storm

1. The primary function of the FIT is to re-enter an area impacted by a hurricane or other serious event as soon as conditions permit, ahead of all others to complete the following:
  - a. Render only immediate life saving techniques and call for EMS response.

- b. Emergency debris clearance on routes to critical facilities.
- c. Identify major damage to ESF4.
- d. Identify additional resources needed and prioritize.
- e. Limit additional infrastructure damage.

It is expected FIT operations will last no more than 72 hours. Then, they can be withdrawn for possible reassignment to assist with Urban Search and Rescue Operations, extended debris clearance, or return to their parent agency, as directed by the EOC Infrastructure Support Coordinator.

2. The areas to be checked automatically by FITs are depicted in maps showing various routes. These routes may be used as suggested guidelines or may be adopted for any given emergency situation at the recommendation of the Team Leader. Priorities and missions may be altered by the County Administrator, Incident Commander, or EOC Infrastructure Support Coordinator as necessary.
3. Upon storm passage, as determined by either direct observation, or as advised by the EOC Infrastructure Support Coordinator or other authority, the team will:
  - a. Start/maintain efforts to establish radio contact with ESF4/9 FIT Coordinator until successful in accordance with the established Radio Communication Plan-ICS 205 (Attachment 1). The ESF4/9 Coordinator will be responsible for the formulation of the ICS-205.
  - b. Check personnel for injuries and vehicles/equipment for damage.
  - c. Finalize a plan to fit the situation, load equipment, and prepare to start on identified routes. The Team Leader should ensure an Incident Action Plan - ICS 202 and Individual Medical Forms have been completed in preparation of the team mission being initiated. The Team Leader (or designated scribe) should maintain a Team Unit Log - ICS 214 during operations. Upon initiation of the plan, teams should bypass major obstacles as necessary to avoid major delays.
  - d. Where possible, paint Street names on pavement with spray paint at intersections where street signs have been blown down.
  - e. Due to safety concerns, FIT members will:
    - Always work in pairs.
    - Work only during hours of daylight.
    - Report hazardous materials/conditions to FIT Coordinator upon discovery. ESF4/9 will coordinate response with ESF 10 Hazmat Coordinator.

#### End of Mission:

When the mission is completed, teams will assemble and account for all personnel and equipment, and return to the initial assembly area or other designated point, as directed by the EOC Infrastructure Support Coordinator FIT Coordinator or Team Leaders and prepare to brief and /or escort EOC personnel. Prior to dismissal, all members must undergo debriefing. Individual Team Leaders will be responsible to ensure this is completed.

1. Team notes mapping, photographs, and debriefing information should be delivered to the EOC as soon as possible by the Team Leader.
2. Team equipment and/or team members may be needed for missions elsewhere. Team members are not to be released to other tasks until they are debriefed. The Team Leader or other team member may debrief all Team members and collect team reports for presentation in the EOC.
3. Team members will be assisted through the EOC to obtain status regarding their families and homes. This should be accomplished as early in the event as possible to establish mission focus of team members.

Updates will be provided at upcoming TIM team meetings.

Charles Stratton, Metric Engineering, and Brandy Boccuti, Metric Engineering, spoke to the team about on-going actions and suggested improvements for future TIM team meetings.

The following items were recommended from the TIM team members and will be an on-gong process:

- Send out survey to all responders to confirm contact info, questions they may have and their territory and job responsibilities.
- Update and bring notification list to the next meeting
- Periodically conduct a hands-on table top exercise
- Challenge each attendee to bring someone with them to the meetings.
- Develop a "Frequently Asked Questions" hand-out.
- Rotate through each Responding Agency to present and discuss their duties and responsibilities on scene.

The team was reminded that a survey was sent out requesting their updated contact information along with any suggested frequently asked questions. A hard copy of the survey was also given at the meeting.

After Action Reviews (AAR) provide agencies with actionable intel on an incident or event that can be used for improved strategies for future occurrences, demonstrating the benefit of quick clearance practices and improve cross-agency coordination and communication.

AARs were performed on the following recent major incidents:

10/30/2019

Event Numbers 762203

I-75 Southbound at Mile Marker 164 (US 17 Duncan Road)

RISC Event

Punta Gorda/Charlotte County

Timeline:

1439	FHP	Notified
1444	TMC	Notified roadway completely blocked
1451	TMC	DBI en route
1458	TMC	Traffic detoured onto Exit 164SB
1500	TMC	Notified is a hazmat spill (~250 gals polyurethane). FHP will advise on RISC
1503	FHP	Lt VanArsdale activates RISC
1506	TMC	Prompt notified
1509	TMC	Paul at Prompt accepts
1516	TMC	DBI calls IMS for spill cleanup, no ETA
1528	TMC	1 <sup>st</sup> Prompt truck on scene
1533	TMC	Prompt advises IMS should arrive shortly
1533	TMC	NTP given (FHP Gomez)
1537	TMC	2 <sup>nd</sup> Prompt on scene
1540	TMC	Prompt truck 53 on scene
1549	TMC	Prompt advises flat bed, IMS truck and skid steer on scene (all equip on scene)
1550	TMC	Prompt requests add'l equipment
1553	FHP	Detour now set at MM 167SB (Harborview Rd)
1557	TMC	Prompt has vehicle removed from roadway, spill still there

1611	TMC	Per Mike (Prompt), sand truck en route 30 minutes
1707	TMC	skid steer brushing roadway, soak up being put in barrels
1732	TMC	flatbed used to haul away barrels. Another flatbed on scene
1749	TMC	#1 and 2 lane opening.
1802	TMC	This event closed, and a minor #3 lane blockage event opened (762251)
1805	TMC	Incident clearance
1842	FHP	Roadway open

#### Lessons Learned:

Early activation of RISC (when warranted) expedites the roadway clearance time. Good communication between dispatch and RISC vendor about overall scene and what is needed can speed up response of appropriate equipment and roadway clearance.

A table-top After Action Review was performed with the team on the incident as a lessons learned exercise.

#### **FDOT Construction Update**

Brandy Boccuti requested that all TIM Team members make sure they are receiving the District One Weekly Road Watch Reports and to contact him if there were any concerns.

#### ***Active Construction:***

No updated information was provided by the TIM Team.

#### ***Completed Construction:***

No updated information was provided by the TIM Team.

#### ***Anticipated Future Construction:***

No updated information was provided by the TIM Team.

Additional construction information is available on the FDOT Road Watch website located at <http://www.dot.state.fl.us/publicinformationoffice/D1/news/newsreleases/default.shtm>.

#### **Future Meetings:**

The next Collier-Lee-Charlotte County TIM Team will be held on February 12, 2020 at 9:30 AM at the SWIFT SunGuide Center, 10041 Daniels Parkway, Fort Myers, Florida 33913.

As always, please continue to visit the TIM Team website for updates, and also help support our TIM Team by providing the TIM Team website to others that may be interested in joining our team! <http://www.swfltim.org/>

If you have any questions or need additional information, please contact Brandy Boccuti, Metric Engineering, Inc. at (407) 644.1898 or via email at [bboccuti@metriceng.com](mailto:bboccuti@metriceng.com)

COLLIER-LEE-CHARLOTTE TIM TEAM  
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Initials	Last Name	First Name	Company Name	Phone Number	Email Address
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	Althouse	Brent	Estero Fire Rescue	239.390.8020	althouse@esterofire.org
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	Anderson	Ron	All-Florida Towing	2399362958	allfloridatowing@comcast.net
	Anderson	Mark	Florida Independent Towing & Recovery Association	(561) 352-5001	marks1948@aol.com
	Anderson	Jay	Stay Alive Just Drive	9419527285	justdrivefla@embarqmail.com
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	Barnett	Bill	City of Naples	(239) 213-1000	mayor@naplesgov.com
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	Bowers	Joseph	FHP	239.344.1740	josephbowers@flhsmv.gov
	Bridges	Michael	Lee County Sheriffs Office	(239) 335-1665	michaelb@leegov.com
	Brown	Robbie	FDOT	239-225-1901	robbie.brown@dot.state.fl.us



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Gruher	Stephen	Bald Eagle Towing & Recovery, Inc	(239) 403-0000	steve@baldeagletow.com
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Hamer	Robbie	A Budget Towing	239-314-6325	thamer73@yahoo.com
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Hancock	Robert	Punta Gorda, City of	(941) 575-5529	rhancock@ci.punta-gorda.fl.us
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Harrell	Gary	Charlotte/Punta Gorda MPO	(941) 883-3535	harrell@ccmpo.com
Harrison	William	FHP	239.344.1718	williamharris@flhsmv.gov
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Hartstein	Wayne	Florida Department of Transportation	(239) 656-7841	wayne.hartstein@dot.state.fl.us
Hays	Henry	511 Tampa Bay	(813) 637-0183	hhays@traffic.com
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Heland	Misty	Gene's Towing	239.334.7427	genesautoframe@aol.com
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Horsting	Mike	Lee County	(239) 533-0333	mhorsting@lee.gov.com
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<del>Lee</del>	<del>Richard</del>	<del>Lee County Emergency Management</del>	<del>239.229.1461</del>	<del>richardlee@leegov.com</del>
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Lewis	Thomas	Punta Gorda Police Department	(941) 575-5539	tlewis@ci.punta-gorda.fl.us

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Macomber	Dena	Lee County 911 Center	(239) 477-1217	dmacomber@sherifflefl.org
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McClaskey	Rick	South Trail Towing	239.936.7074	rvmducat04@gmail.com
McClaskey	Rick	South Trail Towing	239.936.7074	NA
McClead	Mike	Coastland Auto Road Rangers, Inc.	(239) 253-5582	mmcclead175@aol.com
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McInerney	Steve	Naples, City of	(239) 213-4900	fire@naplesgov.com
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	Moyer	William	Naples Fire Rescue Dept.	Phone Number not available	wmoyer@naplesgov.com
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	Murphy	Bob	FDOT/AECOM	561-214-0005	robert.murphy@aecom.com
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	Norwood	Troy	FDOT	239.225.1978	troy.norwood@dot.state.fl.us
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	Otero	Brandy	Collier MPO	239.252.5859	brandyotero@collier.gov.net
	Page	Jeff	Collier County	2392523740	jeffpage@collier.gov.net
	Palmore	TIM		941.204.3296	palmorevl1955@gmail.com
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Passos	Marianna	FDOT	239.321.4751	nana_pinho@hotmail.com
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Rodriguez	Carrissa	Lee County Port Authority Police Department	239.590.4810	cdrodriguez@lycpa.com
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	Scott	Mike	Lee County Sheriff's Office	(239) 477-1000	mスコット@sherifflee.fl.org
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	Serrano	Roman	Lee Co. Sheriff's Office	239.839.6153	rserrano@sherifflee.fl.org
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	Simmons	Clay	Lee County Department of Transportation	(239) 694-3334	wsimmons@leegov.com
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	Smith	Kevin	Parsons	470.316.5044	kevin.r.smith@parsons.com
	Snyder	Jason	Bayshore Fire Control & Rescue	(239) 543-3443	jsnyder576@hotmail.com
	Sparks	John	Delcan Corp	(954) 214-8835	j.sparks@delcan.com
	Spears	Chris	G & C Auto - Towing	(239) 947-1555	gandclowing@aol.com
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	Starney	Bill	United Rentals Highway Tech	(239) 334-3919	kdeems@hwy-tech.com
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	Stone	Larry	WaterPro USA	Phone Number not available	Lstone@wasteprousa.com
	Stratton	Charles	Metric Engineering, Inc.	(407) 644-1898	cstratton@metriceng.com
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	Sumoza	Moises	DBI Services	2392234113	msumoza@dbiservices.com
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Thompson	Adam	Lee Government	239-229-3835	athompson@leegov.com
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