



**Collier – Lee - Charlotte  
Traffic Incident Management Team**

*October 12, 2011  
Meeting Minutes*

**Attendees:**

<u>Name</u>	<u>Agency</u>	<u>Name</u>	<u>Agency</u>
Lourdes Daniel	Anchor Towing	Michael McGee	FDOT
Andy Catalano	Andy's Towing	Owen Keen	Florida Highway Patrol
Glen Fox	Alligator Towing	James McPherson	Florida Highway Patrol
Bud Gruber	Bald Eagle Towing	Glenn Hedgecoth	Florida Highway Patrol
Teresa Ziko-Miller	Environmental Protection	Ron Hoffer	Hoffer & Associates
Anthony Khawaja	Collier County	Randy Hart	Lee County DOT/Traffic
Marinro Gnjidic	City of Fort Myers	Steve Jansen	Lee County DOT
Gary Millsaps	Delcan Corporation	Bill Ritz	Lee County DOT/Sign
Richard Fimbel	DBI Services	Brian Raimondo	Lee County MPO
Alex DeMarco	DBI Services	Brandy Boccuti	Metric Engineering, Inc.
Ben Abes	Emergency Management	Charles Stratton	Metric Engineering, Inc.
Chris Birozak	FDOT	Joe Saladino	Prompt Towing Service
Carlos Bonilla	FDOT	Patty Hill	Red's Auto & Truck Repair
Bill Fuller	FDOT	Bob Diezi	Road Rangers - Dist. 1
Ray DeGiovine	FDOT	Gene Rogers	South Trail Fire District
Wayne Hartstein	FDOT	Jay Anderson	Stay Alive Just Drive
Thomas Curran	FDOT	David Tarquino	S&T Towing of SW FLA
Patrick Odem	FDOT	Chris Oncken	Wanted Dead or Alive Towing
Michael Leis	FDOT		

**Call to Order:** The Collier-Lee-Charlotte TIM Team meeting was held on Wednesday, October 12, 2011 at 9:30 PM at SWIFT SunGuide Center, 10041 Daniels Parkway, Fort Myers, Florida 33913. Bill Fuller, Gary Millsaps, and Charles Stratton facilitated the meeting.

**Introductions:** Team members introduced themselves and the agencies they represent.

**Agency News:**

**Road Rangers**

Mr. Bob Diezi, Road Ranger in District One, briefly reviewed the District One Road Ranger response statistics for the third quarter, August, September, and October. The total incidents for the third quarter that were reported were 9,225.

**Towing and Wrecker News**

No wrecker

Other Agency News

No agency news

**Update on TIM Initiatives:**

National/State/Regional

Mr. Gary Millsaps spoke about the Traffic Incident Management (TIM) National Framework and Training Architecture Project.

The TIM national framework goals are as follows:

- ✓ Safe, quick clearance by responders hinges upon well-trained leaders and first responders invested in preparedness; developed, engaged partnerships; and the ability to achieve shared objectives.
- ✓ The teams' bench is constantly changing, creating a vacancy and need for a concise, common playbook that is flexible and adaptable enough to be recognized and approved by all agencies involved in traffic incident management. This TIM National Framework is intended to supply that essential playbook to practitioners and policymakers at all levels.

The TIM framework draft includes:

- ✓ Chapter 1 - Roles and Responsibilities
- ✓ Chapter 3 - TIM Response Actions (Concept of Operations)
- ✓ Chapter 4 – TIM Program Management
- ✓ Chapter 5 – TIM Planning
- ✓ Chapter 6 – Capacity Building and TIM Training Architecture
- ✓ Chapter 7 – Additional Resources and Annexes

The proposed stakeholder advisory committee would include the Department of Transportation, Law Enforcement, fire, construction, TIM association, Emergency Management Services (EMS), coroner, towing and recovery, and research.

Lastly, an example of some of the potential TIM data sources would include the

- ✓ The I-95 Corridor Coalition's Quick Clearance/Move It Toolkit,
- ✓ I-95 Corridor Coalition's Traffic Incident Management Teams Best Practice Report.
- ✓ FHWA's 2010 version of the Traffic Incident Management Handbook which includes the latest advances in TIM programs and practices across the country.
- ✓ The Manual on Uniform Traffic Control Devices (MUTCD), which is a compilation of national standards used by road managers nationwide to install and maintain traffic control devices.
- ✓ The Field Operations Guide FOG for Safety/Service Patrols, an FHWA-produced guide for use by safety/service patrol operators and supervisors.
- ✓ Florida DOT's TIMe4Safety campaign, which includes 5 video modules, each 7 to 10 minutes in length, a Traffic Incident Management (TIM) Handbook.
- ✓ Wisconsin DOT's Emergency Traffic Control and Scene Management Guidelines, established to provide incident responders within the state of Wisconsin a uniform approach to emergency traffic control and scene management.
- ✓ Georgia DOT's Traffic Incident Management Guidelines, which explain how to implement effective TIM strategies to ensure responder safety and quick clearance of traffic incidents.
- ✓ Arizona's Maricopa County Department of Transportation (MCDOT) is implementing TIM training involving REACT, ALERT (ADOT response team), DPS Service Patrol and the City of Phoenix.

- ✓ Nevada DPS and DOT have signed a statewide Joint Operations Policy (JOPS) that includes new Safe Quick Clearance policies with annual monitoring features.

Mr. Charles Stratton informed the team of the I-95 Corridor Coalition Quick Clearance Workshop that will be taking place on Wednesday, December 14, 2011 at the Morgan Family Community Center, 6207 West Price Boulevard, North Port, Florida 34291.

ITS Florida presented the ITS Florida Outstanding Achievement Award to the SWIFT SunGuide Traffic Management Center (TMC) which Mr. Chris Birosak, ITS Program Manager, District One, Florida Department of Transportation accepted on behalf of the Department.

Mr. Birosak informed the team that they are currently in the selection process for the Freeway Management and Satellite Traffic Center Project that will be located in Sarasota and Manatee Counties.

Mr. Charles Stratton reminded the team of the free admission day for the 2011 ITS World Congress. The 2011 World Congress is having an Incident and Emergency Responder day October 19<sup>th</sup>, 2011, will be a free admission day for all Incident and Emergency Responders. They are also offering a discount price to the Incident and Emergency responders for a 4 day delegate. The registration form is located on the TIM Team website at: <http://www.swfltim.org/default.htm>. To read more about the 2011 World Congress event please visit the following website: <http://www.itsworldcongress.org/>

### **Road Ranger Annual Report**

Mr. Bill Fuller presented the results of the District 1, April 2011 through June 2011, Road Ranger Comment Card Summary Report. The Department began funding this statewide program in December 1999. Documented program benefits are:

- ✓ Decrease in accidents
- ✓ Decrease in incident durations
- ✓ Assistance to disabled or stranded motorists
- ✓ Removal of road debris
- ✓ Decrease in air pollutants related to congestion
- ✓ Increase in safety at incident scenes

The Department designed the survey to gather data from those who work and communicate with the Road Rangers on a regular basis. This year's survey period was from January 26 through March 31, 2011, and a Total of 543 responses were received. Of these responses, six percent (31 responses) were received via hard copies. The online survey was a very successful method boasting 512 responses, 94 percent of the total responses.

### **Performance Measures**

Mr. Bill Fuller presented the roadway clearance performance measures for Collier, Lee, Charlotte, Sarasota, and Manatee. The data was broken down into three categories:

- Level 1 – Road Closed to an incident less than 30 minutes
- Level 2 – Road closure more than 30 minutes up to 2 hours
- Level 3 – Road closure 2 hours or more

Mr. Fuller informed the team that all Level 1 crashes indicated that on average it was 37 minutes over the ninety minute target for roadway clearance. However, as individual counties they all met the ninety minute target. Level 3 crashes met the roadway clearance target by eighteen minutes on average. However, The counties did not meet the ninety minute target for

Level 3 crashes (as a county); Collier at 184 minutes, Charlotte at 93 minutes, and Manatee at 94 minutes.

### **2010-2011 Seat Belt Usage and Crash Statistics**

Mr. Bill Fuller presented the 2010-2011 seat belt usage and crash statistics. The Florida Department of Transportation Secretary Ananth Prasad and Florida Department of Highway Safety and Motor Vehicles Executive Director Julie Jones stated that a record number of Floridians are wearing their safety belts. Statewide safety belt use reached 88.1 percent this year following the 2011 Click It or Ticket safety belt campaign. Following the Click It or Ticket campaign, an observational survey of Florida vehicles was undertaken in June 2011. The survey's results show an all-time high safety belt usage rate. Increases in 8 of 12 survey counties led Florida to an overall use rate of 88.1 percent compared to 87.4 percent in 2010. Pickup truck drivers and their passengers continue to be among the lowest users. During the Click It or Ticket campaign from May 23 to June 5, law enforcement agencies stepped up patrols and traffic safety efforts while instituting a zero tolerance policy for people not buckled up.

### **Crash Investigation Process**

The Florida Highway Patrol presented on the crash investigation process. The first step is the Trooper is dispatched to the scene where on arrival starts observing the scene. He will speak to the emergency personnel, locate witnesses, investigates for impaired drivers, records roadway evidence, calls for tow trucks, and completes crash reports.

Traffic Homicide Investigators go beyond the crash reports and investigate mostly criminal traffic homicides and fatality investigations. Some of the tools that the Traffic Homicide Investigators use are levelers, cameras, tire pressures, and drag sleds. Another tool that is used is the equation handbook which is used in the reconstruction of a traffic crash by incorporating mathematical formulas.

Additionally, the department has purchased the iWitness and the iWitness PRO photogrammetry software for accident reconstruction. In 2002 the Florida Department of Transportation and the Florida Highway Patrol agreed to utilize "close range photogrammetry" as a tool to reduce scene time at crashes which will help meet the goals of the Open Roads Policy. Close Range Photogrammetry allowed troopers to reduce their on-scene time by photographing the crash and later "mapping the crash" using a computer back in the office.

### **Strategic Direction for TIM Teams 2011**

Mr. Charles Stratton spoke to the team about the Traffic Incident Management (TIM) Program Self-Assessment TIM Team Goals for 2011.

The scoring of the Self-Assessment in 2010 verses 2011 is as follows:

#### **2010 Self-Assessment Score**

Overall Score 81.3%

#### **2011 Self-Assessment Score**

Overall Score 81.2%

Mr. Stratton spoke about the Local Traffic Incident Management (TIM) Memorandum of Understanding (MOU). The multi-agency Traffic Incident Management (TIM) Team has taken the initiative to establish a series of Agency Memorandums of Agreements or MOUs. The incident response agencies have the responsibility to do whatever is reasonable to enhance the safety of our transportation system. This is a team effort to reduce the risk to all incident responders, secondary crashes, and delays associated with incidents, crashes, roadway maintenance, construction, and law enforcement activities.

The TIM Team will work together to develop a "Local" TIM MOU signed by top officials from participating agencies that will address the following:

- A. Identify local Agencies that will support the TIM program and sign the agreement
- B. A local Open Roads Policy that will establish time goals for roadway and incident scene clearance times
  - a. Identify how the data will be collected, analyzed and reported to the TIM Team
  - b. Identify how often the reports will be reviewed to determine whether progress is made in achieving the established time goals
- C. Define Incident scene roles and responsibilities for each participating agency
- D. Establish a local incident scene Lighting Policy
- E. Establish a local incident Communication Policy or a commitment from each participating agency to notify FDOT's SWIFT SunGuide Center
- F. Define how often this document will be updated

The following representatives will be the lead in the efforts of their agency:

Ben Abes – Lee County Emergency Management

Bob Diezi – Road Rangers

Bill Fuller – Florida Department of Transportation

Richard Fimbel – DBI Services

Bud Gruber – Bald Eagle Towing

Lieutenant Gene Rogers – South Trail Fire Protection and Rescue Service

Anthony Khawaja, PE – Collier County

Dave Loveland – Lee County Department of Transportation

Jose Orama – San Carlos Park Fire and Rescue

Brian Raimondo – Lee County MPO

John Tower – Florida Highway Patrol

### **Communicating the Proper Location of an Incident**

Mr. Gary Millsaps presented on communicating the proper location of an incident. Mr. Millsaps went over the common response terminology i.e., Northbound Highway X, median, inside shoulder, outside shoulder, and right lane. He also defined the correct position of upstream and downstream which is approaching traffic is considered upstream and departing traffic is downstream. Also included was the common response terminology which included on-ramp/off ramp, service road/access road, distributor/collector road, and overpass/underpass.

Lastly, example slides were shown which included different incident scenarios and the team was asked to give the proper location of the example incidents.

### **FDOT Construction Update**

Mr. Bill Fuller requested that all TIM Team members make sure they are receiving the D1 Weekly Road Watch Reports and to contact him if there were any concerns.

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

Mr. Bill Fuller informed that there will be a bridge lengthening project on State Road 80 in Lee County.

#### ***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/construct/constmap/d1.shtm>. This resource is updated on a weekly basis.

### **Open Forum**

There was a concern expressed over the accessibility of the updated 2011 Notification and Resource Guide (NARG) at the last TIM team meeting. In conclusion electronic copies were provided at the current TIM team meetings.

### **Future Meetings**

The next Collier-Lee-Charlotte County TIM Team will be February 15, 2012 at 9:30 PM at 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 maybe interested in joining our team! <http://www.swftim.org/>

If you have any questions or need additional information, please contact the District One TIM Team Manager, Mr. Bill Fuller at (239) 225-9815 or via email at [William.fuller@dot.state.fl.us](mailto:William.fuller@dot.state.fl.us).