



**Polk County  
Traffic Incident Management Team**

*Orientation Meeting*

*April 23, 2008*

*Meeting Minutes*

**Attendees:**

<u>Name</u>	<u>Agency</u>	<u>Name</u>	<u>Agency</u>
Patrick Odum	FDOT	Mark Barnes	FDOT
Charles Creel	PBS&J	Sharon McCall	FDOT
Jim Flint	Flint's Wrecker	Bruce Surrency	FDOT
Ken C. Straub	SWS First Response	Patricia Kirby	FDOT
Darwin Ryan	Ryan's Wrecker	William Burke	FDOT
Steve Webb	Webb's Towing	Michael Bryant	FDOT
Gary Zipprer	Division of Forestry	Joseph D. Smothers	FDOT
Dave Tilki	FDOT/Turnpike	Dennis Murray	FDOT
Jim Hilbert	FDOT/Turnpike	Chris Birozak	FDOT
Heather Cullaton	ARC Towing	Gary L. Weiss	A.C.T. Environmental
Joe Bolton	Bolton's Towing	Robert W. Pitman Jr.	Polk Fire
Bruce Doras	Florida Highway Patrol	Dean Empie	VMS, Inc.
Brad Brannan	Florida Highway Patrol	Jim Robson	Lakeland Fire
Kristina Quenneville	Florida Highway Patrol	Robb Knight	FHP
Cynthia Williams	Florida Highway Patrol	Chris Kaelin	City of Lakeland
Robert Sessions	Polk Co. Sheriff's Office	David Evans	FDOT
Steven Hough	Florida Highway Patrol	Ted Smith	Delcan Corp
Todd Stepp	Stepp's Towing	John O'Laughlin	Delcan Corp
Mike McArthur	Stepp's Towing	John Sparks	Delcan Corp
Tony R. Lewis	Lakeland Police	Don Olson	FDOT
Edwin Jett	Lakeland Police	Melvia Rogers	VANUS
Jo Jett	Lakeland Police	Megh Govindu	VANUS
Rick Grube	City of Lakeland		

**Call to Order:** The Polk County TIM Team Orientation meeting was held on Wednesday, April 23, 2008 at 1:30 PM at the Florida Department of Transportation District One Office, 801 N Broadway Avenue, Auditorium One, Bartow, FL 33831. Ted Smith, John O'Laughlin, and Don Olson facilitated the meeting.

**Introductions:** Don Olson introduced himself and welcomed all the attendees. Don Olson then turned the meeting over to Ted Smith and John O'Laughlin. Ted Smith and John O'Laughlin introduced themselves and started the discussions. Ted Smith mentioned about the handouts provided to all the attendees and information present in those handouts such as Open Roads Policy, examples of other TIM meetings, and TIM website. John O'Laughlin asked each of the attendees to introduce themselves and discuss their issues/concerns/perspectives related to incident management.

**Issues/concerns/perspectives of all attendees are listed below:**

1. Concerned about safety of personnel during the final haz-mat clean-up stage. Sometimes final haz-mat clean-up takes place two or three days after the incident occurred. No law enforcement officials or DOT crews are present at the clean-up scene.
2. John O'Laughlin presented a video on secondary incidents. The video showed a police car with flashing lights parked behind an incident scene on an interstate. The police car was hit by an oncoming vehicle resulting in a secondary crash. John O'Laughlin then asked the group for input on how secondary incidents at similar incident scenes can be avoided. The responses are listed below.
  - a. Protect the incident scene, by placing cones and/or arrow boards to channel traffic.
  - b. Revisit police squad positioning.
  - c. Training in maintenance of traffic (MOT) for all TIM responders.
3. Funding issues to Road Ranger program.
4. Sharing information and communication/notification of traffic incidents within emergency responders is the key for efficient incident management.
5. Tow operators are at risk.
6. Many drivers are not paying attention to the incident scene.
7. Incident details may be lost during the multi-dispatch process.
8. Need specific details so that towers can respond with appropriate equipment.
9. Need to maintain good communications with forestry.
10. Utilization of TRAA vehicle guide to request towers.
11. Emergency responders (and any construction vehicles) need to shut off non-essential flashing lights after they arrive at the incident scene. High intensity flashing lights blind the motorists and may cause secondary crashes. Ted Smith noted that the TIM team will look into this issue.
12. High power lights are not traffic control devices.
13. Consider variable power controls of emergency lights.
14. Educate drivers on many driver distractions.
15. Need a policy to avoid too many uninvolved vehicles at the scene.
16. John O'Laughlin mentioned effective November 24, 2008, everyone has to wear Type II safety vests at incidents on interstates. There are limited exceptions to this rule for law enforcement personnel.
17. Can specific equipment be dispatched to all incident scenes?
18. Need public education and enforcement about driving in work zones.
19. Concerned about safety of emergency responders and motorists.
20. Need to meet the 90 minute clearance requirement based on Open Roads Policy.
21. Information presented in the TIM meetings needs to be passed on after the attendees go back to their offices.
22. Staff presentations in emergency response offices in order to disseminate TIM team meeting information.
23. All responders need more coordination as well as communication at major incidents.
24. Educate responders regarding differences in tanker trucks for safety purposes.
25. City of Lakeland educates its staff on school buses and tanker trucks twice a year. Can other agencies participate?
26. TIM teams work to understand each team member's role.
27. Ted Smith mentioned that MUTCD has added a section (Chapter 6I) on incident management (temporary traffic control) in the 2001 edition and revised some content in 2003. The upcoming 2009 edition will have more specific details about incident management responsibility.
28. Need knowledge of state standards in conjunction with federal standards for traffic control devices.

29. John O’Laughlin mentioned that not wearing a safety vest may limit compensation to personnel if involved in a crash.
30. New statewide 511 system will be running soon in Florida.
31. Infrequent updates on radio stations about road closures. Radio stations need to broadcast up to date traffic information.
32. www.traffic.com in Tampa monitors and collects incident details and develops 511 announcements. Callers can assist the 511 system, by calling and leaving a tip if stuck in traffic jams.
33. Wrecker operators sometimes leave debris behind at the incident scene.
34. Asset managers and DOT don’t always get notified of incidents.
35. Protecting EMS vehicle should be a top priority at crash scenes.
36. Concerned about safety of towers on scene.
37. Need to develop more cross training opportunities in incident management.
38. Give tow operators full details about the incident so that they can respond with proper equipment.
39. Twenty-five cameras and other ITS devices for incident management will be deployed soon on Polk Parkway. The Turnpike’s FHP Troop K patrols the Parkway.
40. TIM teams work, but need a commitment from members.
41. ITS devices (cctv, dynamic message signs (DMS), computer aided dispatch (CAD)) are tools that help traffic management centers (TMC) manage incidents
42. Polk County Sheriff’s Office and FHP share fatal/felony investigations.
43. Irrespective of what happens in TIM meetings, sheriff’s office has to revert back to ICS 300/400 and FEMA regulations. Need a standard for all emergency responders.
44. Visit [www.floridadisaster.org](http://www.floridadisaster.org) for classes. Classes 300 and 400 are free.
45. All responders now must be trained in NIMS (National Incident Management Systems), it’s a free course offered throughout the State.
46. All emergency responders need to understand “Unified Command”.
47. Emergency Operations Centers are a valuable asset for TIM.
48. Good information comes out of TIM meetings.
49. For major multi-vehicle crashes more than one wrecker company should be called.
50. Can a resource guide be developed for the Polk County team?
51. Can we look at response vehicle placement and parking at scenes?
52. Ted Smith mentioned that a vehicle with flashing lights is not a traffic control device, unless equipped with an arrow board.
53. Typically, there is a 15 minute time limit to get the scene in control after arriving at the scene, and then make upgrades.
54. How can we help prevent secondary crashes? About 20% is the national average of secondary crashes. Lack of education about the Move Over Law.
55. Understand the responsibility to protect the queue. Need to place advanced warning signs, etc.
56. Enforcement of the Move Over Law is a challenge.
57. Lakeland traffic department can change traffic signal timing during incidents on major roadways.
58. Move Over Laws are for wreckers and DOT crews in Florida and some other states.
59. Tow companies like the Road Ranger program in Florida.
60. Removing abandoned vehicles from roadway shoulders should be a high priority.

I-95 Corridor Coalition Quick Clearance Responder Workshop will be held May 12, 2008 in Orlando, FL. ([www.i95coalition.org](http://www.i95coalition.org))

Based on the latest news, Chris Birosak mentioned that half of the Road Ranger program budget has been restored. He contemplated that there may be less service during the night due to limited budget.

John O'Laughlin presented a video, "Your Vest Won't Stop This Bullet", from the I-95 Corridor Coalition Coordinated Incident Management Tool Kit. He mentioned that the website also has details on the Move Over Law and other useful information. For safety purposes, everyone should maintain at least six feet distance from moving traffic.

John O'Laughlin mentioned the Atlanta, Georgia baseball team bus accident that happened in 2007. With similar TIM team clearance the incident scene was cleared in about four hours. If not, it could easily have been 12 to 14 hours.

Ted Smith and John O'Laughlin concluded the meeting by asking the group about future meetings schedule and the items that should be included in the future meetings. The responses are listed below.

- a. Two hour maximum meetings.
- b. After action review of recent incidents.
- c. Review vehicle positioning at incident scene.
- d. Incident scene management.
- e. Notification & Agency Resource Guide (NARG) and phone list.
- f. Status of current issues in the state.
- g. Adopt FL T I M standard on incident levels.
- h. Include traffic control during hurricanes as part of traffic incident management.

**Useful web sites:**

FDOT District 1 TIM Teams: [www.swfltim.org](http://www.swfltim.org)

I-95 Corridor Coalition: [www.I95coalition.org](http://www.I95coalition.org)

Go to Committees / Program Tracks / Incident Management Committee

**Scheduled 2008 Meeting Dates:**

Thursday, June 12, 2008  
Thursday, September 11, 2008  
Thursday, December 11, 2008

**Attachments:**

- Observations in Partnerships Presentation
- National Unified Goal (NUG) for Traffic Incident Management "Working Together for Improved Safety, Clearance and Communications"
- National Unified goal for Traffic Incident Management "Frequently Asked Questions"
- Florida Traffic Incident Management Program Strategic Plan, Executive Summary, February 2006
- State of Florida "Open Roads Policy"
- Polk County TIM Contacts
- Temporary Traffic Control (TTC) Zone / Emergency Responder Checklist
- Florida Highway Patrol "Troop F" wrecker dispatch Operational Memorandum
- Emergency Vehicle Lighting Memorandum of Understanding (MOU)
- T I M Team Times Semi-Annual Addendum, 1<sup>st</sup> Quarter 2008
- T I M Team Times Newsletter, 18<sup>th</sup> Edition Collier-Lee Counties, January 2008

Meeting Notes by Megh Govindu and Melvia Rogers, VANUS, Inc. (305) 823-5662