



**Governor's Traffic Safety Advisory Commission
 Michigan Traffic Incident Management (TIM) Action Team
 Meeting Minutes
 December 9, 2015
 9:30 AM
 MDOT Horatio Earle Learning Center**

Attendance	
Name	Agency
Terry Adams	Adam's Towing
Oladayo Akinyemi	Michigan Department of Transportation - Metro Region
Gary Bubar	AAA
Gregg Brunner	Michigan Department of Transportation - Bay Region
James Flegel	Michigan State Police
Bobby Gwizdz	Secretary of State
Angie Kremer	Michigan Department of Transportation - Operations
Stephen LaBrecque	Grand Rapids Police Department
Kim Lariviere	Michigan Department of Transportation - Traffic & Safety
Lisa Marsh-McCarty	Michigan Department of Transportation - Southwest Region
Dawn Miller	Michigan Department of Transportation - Operations
Lyn Nelson	Marquette Alger Co EMS Med Control Authority, MGH Police & Fire
Craig Shackelford	Retired - Bloomfield Township Police Department
Karen Stippich	Federal Highway Administration - Indiana
Paula Wiese	Michigan Department of Transportation - Operations

Agenda Item: 2016 TIM Action Team Meeting Schedule
Discussion:
<ul style="list-style-type: none"> • Maintain existing 2016 meeting schedule: February 3, April 6, June 1, August 3, October 5 and December 7, all meeting times are from 9:30 AM to 11:30 AM. • Travel the meeting location of the TIM Action Team to grow the team. <ul style="list-style-type: none"> ✓ February meeting: presentation at SEMTOC (Southeast Michigan Transportation Operation Center) in Detroit: How SEMTOC Can Help TIM, then tour of SEMTOC ✓ Angie Kremer shared her experience with tour at California Highway Patrol offices ✓ Suggestions included Gaylord, Grand Rapids or Kalamazoo area ✓ Possible location for October 5th meeting in Gaylord or Traverse City to coordinate with EMS conference in area.
Action:
<u>Team</u> : Bring speaker suggestions for future TIM Action Team meetings.
<u>Angie Kremer</u> : Include announcement in Mi-TIME newsletter inviting Mi-TIME instructors to join TIM Action Team.

Agenda Item: TIM Action Plan 2013-2016

Discussion:

- Needed: photos showing best practices in Traffic Incident Management.
- Promote and educate the use of high-visibility apparel for first responders:
 - ✓ Surveys are out and collecting policies to create toolbox. Lyn Nelson starting to obtain Standard Operating Procedures (SOP's) for EMS wearing high-visibility apparel. Law enforcement has not provided SOP. Surveys can be sent to Angie Kremer.
- Coordinate traffic incident response between all responders:
 - ✓ Implemented plan for the Federal Highway Administration (FHWA) SHRP 2 TIM TtT Program/Mi-TIME: 4 Train-the-Trainer sessions to date (most recent was held August 18th & 19th in Lansing training 29 new instructors); 158 total instructors trained; Michigan is one of the few states to give training kits to trainers.
 - ✓ Still accepting applications for new instructors. Need more trainers from all disciplines in Upper and Northern Lower Peninsulas and more trainers from the fire discipline in Southwestern Michigan, especially the Lakeshore area. More train the trainers sessions will be scheduled when there are enough applicants.
 - ✓ Over 2,661 first responders now trained as of 11/30/15; exceeded goal of 1,500 trained first responders by end of 2016.
 - ✓ New SMART goal having 6,500 first responders (20% of all responders in Michigan) trained by end of 2016.
 - ✓ Michigan State Police (MSP) has goal to have all troopers and motor carrier officers trained in TIM by August 2016.
 - ✓ First responders can request training on Mi-TIME website.
 - ✓ Mi-TIME instructors need responders attending Mi-TIME training to check all disciplines that apply to each responder (e.g. "Fire and EMS", or only "Fire", or "Transportation and Fire").
 - ✓ Accreditations for TIM training have been endorsed by Fire (MFFTC), MCOLES (Law Enforcement), Professional Engineers and EMS. No accreditations available for towers.
 - ✓ Angie Kremer (MDOT), Jim Flegel (MSP) and Dan Besson (Van Buren Twp. Fire Dept.) will represent Michigan by sharing best practices at National Fire Academy in Emmitsburg, MD on January 15-17, 2016.
- Update of SMART goals and extension of TIM Action Plan due July 30, 2016.
 - ✓ Has public education campaign moved awareness of Steer It, Clear It Law from 13% to 50%?
 - ✓ MDOT research project will measure effectiveness of Steer It, Clear It Law education campaign.
 - ✓ Researcher to be selected by February 3, 2016.

Agenda Item: TIM Action Plan 2013-2016 (continued)

Action:

Team: 1) Submit TIM photos, SOP's and surveys to Angie Kremer. 2) Updates on TIM Action Plan activities to be reported at next meeting February 3, 2016 and due to Kim Lariviere by March 31, 2016. 3) Bring suggestions for update of SMART goals and extending Action Plan for 2017-2018 mini update. 4) Promote Mi-TIME responder training to first responder community and continue training in Michigan. 5) Mi-TIME instructors need to have responders attending Mi-TIME training to check all disciplines that apply to each responder (e.g. "Fire and EMS", or only "Fire", or "Transportation and Fire"). 6) Send concerns and issue areas for Angie Kremer, Jim Flegel and Dan Besson to bring to the National Fire Academy. 7) Attend area planning meetings for Local Roads Safety Plans to represent and promote TIM.

Angie Kremer: 1) Promote Mi-TIME responder training available in Upper Peninsula (UP) when informed by Lyn Nelson that UP Mi-TIME responder training is scheduled.

Lyn Nelson: 1) Continue to work with Michigan Municipal League (MML), Michigan Municipal Risk Management Authority (MMRMA), and Michigan Townships Association (MTA) to obtain SOP's for EMS wearing high-visibility apparel. 2) Tell Angie when Upper Peninsula Mi-TIME responder training is scheduled and Angie will promote the session.

Agenda Item: Fill the Boot Fundraiser for Muscular Dystrophy Association (MDA)

Discussion:

- Is the event still safe? Are changes in the process needed?
- Difficult for contributors to donate when traffic has green light.
- Some fire departments partner with big box stores so firefighters are off roadway but MDA gets less contributions.
- Collecting contributions in roadway conflicts with TIM message.
- "Fill the Boot" signs placed within roadway right of way need to be crashworthy.
- Local ordinances prohibit interference with vehicle traffic.

Action:

Gregg Brunner: 1) Send link to Angie Kremer about local ordinance that prohibits interference with vehicle traffic.

Angie Kremer: 1) Discuss this topic with Paul Jodoin (FHWA) and check with permits for guidelines. At a later date, check with fire marshal.

Agenda Item: Move Over Michigan Inc. (MOM)

Discussion:

- New non-profit organization being formed.
- Board members are currently being established including: Chair is Bill Byers (Byers Wrecker)
- Website: moveovermichigan.com

Action: N/A

Agenda Item: 2016 Traffic Safety Summit

Discussion:

- No response from OHSP yet on TIM submission for general session: **National Traffic Incident Management Perspective** with Major Tom Melville (retired Indiana State Police) and Captain Tom Martin (retired Virginia State Police).
- TIM Breakout topic selected: **Impact of Major Winter Weather on Traffic Safety**
 - ✓ Session title came back from OHSP different than our submission. Angie will resubmit with original title: **Major Winter Traffic Incident Management Impacts.**
 - ✓ Suggested panel composed of Lyn Nelson (Marquette Alger Co EMS Med Control Authority, MGH Police & Fire), Aaron Johnson (Manager, MDOT Ishpeming Transportation Service Center), Alger County Road Commission staff, and Alger County Sheriff, MSP & Chocolay Twp. Police Dept.
 - ✓ Detouring traffic when multiple routes are closed simultaneously for the same incident/event.
 - ✓ Target various disciplines and identify different types of impacts resulting from incident.
 - ✓ Drills to practice next steps as incident causes closure of successive parts.
 - ✓ Beneficial to tie in weather related impacts.
 - ✓ Discuss global impacts for 2 types of events: Winter – “stranded in place” and Evacuation.
 - ✓ Highlight how road closures go out and consequences of closure to community.
 - ✓ Does law enforcement understand the impact of such a closure to various agencies (e.g. EMS access to hospitals)?
 - ✓ Evacuation procedures for large planned events.
- Breakout session: GTSAC SHSP2 2016 (Governor’s Traffic Safety Advisory Commission/Strategic Highway Safety Plan)
 - ✓ Scheduled for March 22, 2016, 2:15 PM – 3:15 PM.
 - ✓ Short presentation then series of questions presented to attendees in each group.
 - ✓ TIM will be one of 6 groups.
 - ✓ Every group will be asked same questions.
 - ✓ SHSP2 2016 will be updated based on discussion of questions by group.
 - ✓ Some questions include: what hurdles encountered, what are effective strategies, which persons involved to action, how to get public buy-in, how to increase participation?

Action:

Angie Kremer: 1) Check with Jamie Dolan about selection for general session. 2) Send GTSAC SHSP2 breakout session questions to Action Team for reflection and feedback.

Team: 1) Submit feedback to presentation questions for GTSAC SHSP2 2016 breakout session and additional ideas for other questions for GTSAC session to Angie Kremer.

Agenda Item: New Modules on ResponderSafety.com

Discussion:

- Great website with lots of good materials available for free.
- Website applies to all responder disciplines.
- Two new modules available:
 - ✓ Law Enforcement and High Visibility PPE
 - ✓ Traffic Incident Management on Rural Roads (want to incorporate into future Mi-TIME training)

Action:

Team: Visit website and check resources available.

Agenda Item: Governor's Traffic Safety Advisory Commission/Strategic Highway Safety Plan (GTSAC/SHSP) Update

Discussion:

- Cycle will be changed to coincide with current governor's term of office
- Mini update to program for 2017-2018 with no change in emphasis areas but goals may change.
- Full 2019 SHSP update signed by new governor in 2018.

Action: N/A

Agenda Item: "Did You Know?" Messages at Secretary of State Offices - Bobby Gwizdz (MSP)

Discussion:

- Messages displayed on monitors at Secretary of State branch offices promoting a message from each of the GTSAC/SHSP Action Teams.
- TIM was first Action Team to be selected.
- Message has no audio, is 30 seconds long and uses 5-6 PowerPoint slides.
- Team selected topic: Steer It, Clear It Law and incorporating Mover Over Law if can do two messages.
- Text and graphics for message is submitted to motor vehicle network people and they will put the message together.

Action:

Angie Kremer will submit Steer It, Clear It Law and Move Over Law text and graphics for message.

Future Meeting Date

Next meeting at SEMTOC (Southeast Michigan Transportation Operation Center) in Detroit on February 3, 2016 9:30-11:30 AM. Meeting will include tour of SEMTOC.