

South Florida Regional TMC Operations Committee (SEFRTOC) Meeting Minutes

Date and Time of Meeting: May 24, 2004 – 1:30pm – 3:30pm

Attendees: Angel Reanos, District 6
Dee McTague, Florida Turnpike
Fred Levinson, Florida Turnpike
Charles Robbins, Broward TMC
Gerardo Cosme, Broward TMC
Bob Murphy, Palm Beach TMO
John Scarpellino, ITMS
Steve Corbin, District 4

The meeting commenced with Steve announcing that Evelin Legcevic has transferred back to the Safety section of Traffic Operations in District 4. With her departure the group decided to create an Executive Committee. By election, Steve Corbin was named the Chair, Fred Levinson & Charles Robbins was named the Co-Chairs.

The group decided that meetings will be held once a month approximately two weeks prior to the South Florida ITS Coalition Meetings. This would provide enough time for the executive committee to create the minutes and to brief the Coalition.

1) Notification Procedures:

As part of the regional DMS messaging for severe incidents, the group members decided that C2C notification would be the responsibility of the TMC Managers. This notification process would be conducted by placing a telephone call between the TMCs. It would also be the responsibility of the affected TMC to request assistance from all partners if the event's impact required greater DMS coverage.

These guides will be incorporated in the Standard Operating Guidelines that are being developed by this committee.

2) Post incident debriefings:

The committee discussed how we could evaluate regional messaging. The group decided that a form for operations to used to collect information real time during the incident was required. This form would be the baseline for event/C2C information collection. The creation of this form would be assigned at the next meeting.

3) Standard Operating Guidelines (SOG):

All committee members agreed as part of this Operations Group that Standard Operating Guidelines would be required. These guidelines will be incorporated in each TMCs current guideline for operators to use regarding partnering agency notification. The

group worked on creating a table of contents/guidelines that will be reviewed by the next meeting. These guidelines will then be assigned to the committee members to create a draft.

The draft table of guidelines is;

- I. Policy
- II. Regional Diversion Strategies
 - i. Infrastructure
 - ii. Messaging Structure and Format
- III. Communications
- IV. Media
- V. Disaster Planning
- VI. Documentation
 - i. Debriefing Format (36 hours)
 - ii. Monthly Report
- VII. Road Rangers
- VIII. Performance Measures
 - i. Awareness (Regional Activation)
 - ii. Equipment Utilization

4) Task Assignments

As part of the ongoing work efforts of the committee, individual tasks were assigned and need to be completed prior to the next meeting.

- Electronic Copy of GIS Map (ITS Infrastructure Map) – Angel Reanos
- TMC Descriptions – All
- Local SOG Notifications – All
- Local DMS Messaging Structure – All
- Distribution Contact List – Steve Corbin

5) Next Meeting

The next meeting will be held on July 9th at the new District 6 Regional TMC at 10am.