



I-95 CORRIDOR  
COALITION

**MEETING MINUTES  
TRAINING TASK FORCE  
OCTOBER 10, 2001  
MARYLAND SHA**

**Agenda:** Follows Minutes.

**Attendees:** See chart on page 3.

**1. Welcome and Introductions**

Mike Zezeski, Chair of the Training Task Force, welcomed the group. He indicated that Kathy Frankle had spearheaded the development of the meeting agenda and indicated that she would be leading the meeting today.

**2. Status of Existing Coalition Training**

- a. Incident Management – Bernie Wagenblast stated that the scheduling of the Train the Trainer sessions have been held off until there was a better idea of how the Incident Management Training Program would fit into the overall training program the Coalition is/might be planning. Noreen Hazelton indicated that there is currently \$85,000 set aside for Incident Management training.
- b. CVO – Marygrace Parker is the Coalition staff person in charge of the CVO group. She was unable to attend the meeting. However, she forwarded the following status of CVO training. “Maine and New Hampshire have begun their CVISN training. They have each conducted the Introduction to CVISN course and have tentatively scheduled the next two Intro courses (intro course for technical program managers and overview of design) for late November/December. Once these are complete, they will have their design series workshops in late winter/early spring. It is also possible now that PA may join them for the intro series if they can get their team together and the project team can give them their initial intro course in time. The project team is also meeting with RIDOT and RISP executives this week and hope that RI will be ready and willing to join in for the design workshops in the winter/spring.”
- c. Standards – Al Karoly gave the group an update on the activities of Standards Training. The Coalition has already hosted a series of standards training. The question that needs to be addressed is whether there is a need for another cycle of the same training. The standards training that is currently available is being conducted by ITE and funded by FHWA. There are four courses that have been developed to date: 1. DMS, 2. Signals, 3. Center to Center and 4. General Overview. Kurt Aufschneider stated an interest in the “Incident Management Message Set Standards” training (SDO 1512). Steve Clinger and Emiliano Lopez from FHWA stated that that course has not been developed yet and is currently not in the budget for development. Subsequent to the meeting, Emiliano indicated that this course might be developed soon. Apparently, this is significant interest in the course. There is one course coming out on Roadway Weather. There was a discussion on the fact that these standards courses are very detailed. The group felt that a short 2-hour course on the “Basics of Standards and Why They are Important” would be a good course for development. It was suggested that we should put the standards training modules on the web if possible. There



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was Airtrain Training that was conducted already. There were 50 people per session from New Jersey Transit, Amtrak, Port Authority Airport Personnel and Airport Personnel.

### **3. Year 9 Projects**

The Training Task Force submitted two projects that were both approved by the Coalition's Executive Board. There was a discussion of each.

- a. Intermodal Operations Centers Tours – Bernie Wagenblast is working on the scope of this project. When it is complete, Kathy Frankle will forward it to all group members for review and comment.
- b. Practical Project Management for Transportation Professionals – This course was being led by Dick Worrall from Virginia Tech. Unfortunately, Mr. Worrall passed away in late September from liver cancer. The project is already approved and ready to go. Noreen Hazelton and Kathy Frankle will explore options for implementing a one-day project management course in January or February similar to the one that Mr. Worrall had outlined.

### **4. Operations Training**

Thru CITE, Kathy Frankle indicated that she has had discussions with agencies across the US and training for operators is a very big need. Gene Donaldson from Delaware, JR Robinson from Virginia and Mike Zezeski from Maryland recently formed a Delmarva Group. Their first meeting was on September 26, 2001 and their main topic of discussion was training. Minutes to that meeting were distributed. The primary issue discussed during their meeting was training, specifically the need for traffic management center operators/technicians to have: (1) basic training on traffic operations fundamentals to help them understand how their role fits into the big picture of system operations and management; and (2) detailed operator/technician training on use of an agency's system. The Delmarva group also agreed on the need for a forum for agency operators/technicians/dispatchers to get together on a periodic basis. Mike Zezeski stated that the target group is supervisors and lead technicians to start. Kurt Aufschneider indicated that he was very interested in participating in such an event. Kathy Frankle stated that Tom Jacobs at the University of Maryland was putting it together based on direction from the Delmarva Group and she would inform Tom to include Kurt in the discussions and the actual meetings. It was stated that a good model for this are the meetings of the Traffic Signal Technicians.

A draft proposal to survey the Transportation Operations Centers (TOC's) of all Coalition members was distributed to the group. Bernie Wagenblast explained the purpose to the group. Understanding how each of the TOC's located within the corridor operate can be helpful in deciding what training programs are needed and how the Coalition might best assist member agencies. Currently, there is no listing that summarizes the roles and operations of these TOCs. The purpose of this project would be to gather that information and put it in an easy-to-use format. The project would involve surveying all agencies which representatives on the Executive Board of the Coalition. Information sought through this survey would include a summary of current operations at the centers (i.e., hours of operations, responsibilities, areas of jurisdiction), job descriptions of staff assigned to these centers, training provided to new hires and to those receiving promotions. Gene Donaldson indicated that the "functional requirements" of the center were missing from the proposal. He indicated that it is vital to discover the skill set required for operators and the ladder they can climb within the agency. It was noted that there is a TMC Pooled Fund Study currently underway between many Coalition states and FHWA. Bernie needs to check into what the activities of that group so there is no overlap with what they are doing and what this project would accomplish. The contacts



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from FHWA are Tom Granada (973-777-6554 ext. 312) and John Ovenburger (202-366-2221). The web site for the pooled fund study is: <http://209.120.144.41/>. The group felt that the survey was an excellent idea. **ACTION:** Bernie Wagenblast will update the proposal based on the feedback given. Kathy Frankle will draft the letter to submit to John Baniak from Mike Zezeski asking for permission to move forward with the project.

It was noted that there are varying levels of technicians within any TOC: new hires, those that have been there for a few years and those that have been there for a long time and want to move up within the organization. Gene Donaldson suggested that the Training Task Force develop a tiered curriculum to cover all three levels of operators. At least one course should then be developed from each tier simultaneously so that each level of operator could benefit from the training. It was suggested that the training should be combined with what the operators do on a daily basis. Mr. Donaldson stated that when he was at Montgomery County, they had six questions they used to ask potential new operators. He indicated that he would get a copy of those and forward them on to the group. They might be useful in developing the tiered curriculum.

## **5. Training Needs Survey**

Besides targeting the TOC's for information about training, Kathy Frankle indicated that we should send out a survey to the Coalition's Steering Committee members to gather additional training information. Gene Donaldson stated that it is important for us to remember that we are training for Transportation Management not ITS. The group felt that asking the Steering Committee was a good idea but suggested having telephone surveys rather than a paper survey.

Potential training ideas that were discussed by the group included:

- Develop regional training that would feed the Coalition member agencies. It was suggested that we set up regional training centers throughout the corridor like the Research Lab at UVA.
- For gathering new operations personnel, agencies should target the military.
- Maintenance is just as important as operations but not as much emphasis has been placed on it.
- This is what we have: control systems, monitoring systems, information systems and communications systems. We need to target our training to these things.

## **6. Training White Paper Outline for Joint Steering Committee/Executive Board Leadership Workshop on December 13-14, 2001**

Noreen Hazelton stated that the Coalition is about to embark on its second decade of program planning. The Executive Board and Steering Committee are going to have a joint meeting in early December to begin the Strategic Planning Process for the next decade. A series of white papers are being developed to outline some important issues that should be addressed in the future. One of the papers will address training. The ideas discussed during this meeting will be incorporated into some project ideas for that white paper. She expressed her appreciation for everyone's ideas and suggestions. A copy of the white paper will be sent out to the group to review prior to being submitted to the Program Management Committee and the Executive Board/Steering Committee.



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### Meeting Attendees

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