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**I-95 Corridor Coalition**  
**Coordinated Incident Management Program Track**  
**HOGs LEADERSHIP MEETING**  
**April 17, 2013**  
**at DVRPC, Philadelphia, PA**

**MINUTES**

Capt. Tom Martin, I-95 Corridor Coalition Operations Coordinator, convened the HOGs Leadership Meeting at 10:00 a.m. The meeting agenda and handout materials are contained in the Addenda to these Minutes. The following persons were in attendance:

Sgt. Ira Promisel, NYS DOT/New York State Police  
Lt. Kevin Donovan -- Maine State Police  
Mary Hirschhorn, Maine Medical Center  
Michael Pilsbury – New Jersey DOT  
Dave Wolfe, PennDOT  
Sgt. Joe Zito - Delaware River Port Authority Police  
Joey Sagal – Maryland State Highway Administration  
Sgt. Mike Tagliaferri – Maryland State Police  
Brian Purvis – North Carolina Turnpike Authority  
Eric Rensel – Gannett Fleming  
Capt. Henry de Vries, NY State Police Ret.  
Alvin Marquess - Jacobs  
Jim Austrich – Parsons Brinckerhoff  
Gary Millsaps – Delcan Corporation  
Karl Ziemer – URS Corporation  
Paul Jodoin – FHWA  
John Ward, DVRPC  
Chris King, DVRPC  
Laurie Matkowski, DVRPC  
Stan Platt, DVRPC  
George Schoener, I-95 Corridor Coalition  
Capt. Tom Martin, I-95 Corridor Coalition  
Dotty Drinkwater, I-95CC Support

Tom extended a special welcome to all, noting current HOGs Regional Co-Chairs, including new appointments, and also expressed the group's gratitude to the past HOGs Co-Chairs in attendance today. Two of the Regional HOGs Co-Chair positions are currently open (New England and Southern HOGs), and Tom requested recommendations from the group. He also expressed special thanks to DVRPC for hosting this meeting. After self-introductions, CIM Co-Chair Sgt. Ira Promisel added his welcome to the group and his thanks to DVRPC, and noted that all are here today because of a passion for incident management. Personal relationships are key to the success of the HOGs, and meetings such as these reinforce and refresh those relationships which span jurisdictional boundaries. Tom noted that this is an "in-person" group, not a "virtual" group. Knowing one's counterparts in other jurisdictions enables very efficient and effective communications particularly when cross-jurisdictional incidents

occur. FHWA's Paul Jodoin further observed that the I-95CC HOGs have produced high quality work products such as the Quick Clearance Toolkit, the NUG Summit, the Milemarker Study, and the Service Patrol Benefits Study, which have been utilized nationwide. All of these projects bubbled up through the HOGs Regional Groups.

Updating the group, Tom reviewed the status of current CIM projects; these projects are approaching completion, expending the last of the historical funding:

1. Responder Workshops – The Coalition will be conducting an FHWA/SHRP2 Train-the-Trainer workshop in Maine on June 4-5, 2013.
2. 3-D IM Training System – A new delivery model will be implemented – the Coalition will install the system on State Platforms as opposed to conducting onsite training sessions.

Tom provided a brief historical overview of funding status for the I-95CC. Previously funded by an FHWA set-aside, Congress eliminated all such funding over a year ago. To continue operating, the Coalition asked Member States for support, and all 16 Member States have agreed to contribute. I-95CC Executive Director George Schoener expressed the Coalition's especial gratitude to the States for their support. He recognized that the HOGs have been part of the heart and soul of the Coalition since its inception in the early 1990's, and that this is an important activity to continue. With limited funding, George noted that new delivery models are being explored and that the Coalition is looking to leverage this limited funding to the greatest extent possible, including the potentials of forming new partnerships.

Paul Jodoin next updated the HOGs on FHWA's TIM Program. Paul's presentation slides are contained in the Addenda to these Minutes. Group discussion included the idea that there may be a role which the Coalition can play in terms of assisting the states in their follow up on conducting responder training sessions within their states once the FHWA/SHRP2 Train-the-Trainer workshop has been held. It was also suggested that perhaps getting the training into such places as the Fire Academies' Basic Training courses would be beneficial, for IACP and Fire have noted their support for TIM. Another role for the I-95CC could be education and outreach to gain executive level support in each state for TIM, in addition to getting responders trained. And perhaps the Coalition's 3-D IM Virtual Training System could be woven into the national program.

Tom Martin next reviewed the proposal submitted to FHWA earlier this month under the "Multistate Corridor Operations and Management Program." In incident management, the Coalition proposed the following:

1. Incident Management Best Practices Training - FHWA Incident Management Training Framework Tier 1, 2, and 3 Training Programs and/or Traffic Incident Management Responder Course Train-the-Trainer Workshop at various sites in the Corridor to include reference and handout material.
2. Regional Highway Operations Groups (HOGs) Forums - HOGs regional planning and information sharing sessions in the five HOGs regions and a corridor wide annual meeting.
3. Southern Traffic Information Exchange (STIX) - STIX meetings including incident debriefings in the southern states, along with ongoing webinars and the production and distribution of a STIX-specific newsletter update.
4. 3-D Virtual Incident Management Training - Development of a 3-D IM System Train-the-Trainer program and implementation of the 3-D Virtual Incident Management Training System and

software on interested Coalition States' agency computers, plus continued online delivery of the Core Competencies Training.

Next on the agenda was an update by Eric Rensel on the TIM Network. A copy of Eric's slides are included in the Addenda to these Minutes. The TIM Network now encompasses 44 states, and engages in a number of activities as delineated in Eric's presentation slides. "The Responder" newsletter reaches about 15,000 people through various channels including TRAA distribution lists, the Transportation Communications Newsletter, etc. Everyone is encouraged to join – there is no membership fee. The website is at: <http://timnetwork.org>. Group discussion noted that this could be an opportunity for the HOGs to partner with the TIM Network and leverage resources and information exchange. Eric noted that the TIM Network has found that, prior to in-person meetings, use of webinars to prepare and update meeting attendees saves time during the actual in-person meetings, thereby allowing more time during the actual meeting for attendees to engage in productive discussions. The TIM Network utilizes FHWA's webinar capabilities. This webinar meeting preparation approach could be utilized through an I-95CC HOGs – TIM Network partnership. Further the TIM Network could be a communications backbone for the HOGs in between the HOGs' in-person meetings. Group discussion further noted that such things as the I-95CC's Ops Academy List-Serve is a very useful tool. The group agreed that the HOGs will pursue a partnership with the TIM Network, and Tom Martin and Eric Rensel will followup.

The group next engaged in a discussion of the future direction of the HOGs. All unanimously agreed that the HOGs activities are very important and need to be continued. The group also agreed that the Coordinated Incident Management name for the Committee should be retained for there is branding already in place, particularly re. the HOGs identify. Additional group discussion included the following:

- Perhaps look to do more regional training sessions, possibly on a multi-state basis where practical.
- Look to piggyback HOGs meetings with pertinent meetings of other organizations (e.g. DHS/ disaster preparedness meetings, New Jersey's Annual Emergency Ops Conference, evacuation planning workshops, etc.). Similarly HOGs Meetings could be held in conjunction with Local/Regional IM Task Forces Meetings such as those coordinated by DVRPC for Southern New Jersey-Southeastern Pennsylvania – northern Delaware. This approach would also help reinvigorate the HOGs groups with local involvement, a key factor to HOGs perpetuation.
- Look at other organizational models such as AASHTO's and IBTTA's use of meeting sponsorships.
- Do Train-the-Trainer workshops near state borders to encompass multi-state coordination and enable travel to the workshops by multiple state representatives. This could include Canadian provinces as well.
- For HOGs Meetings, perhaps structure a common core of agenda items for each Regional HOGs Meeting, and then focus the remainder of the agenda on regional issues for group discussion. Two meetings per year per HOGs Region plus an Annual Corridor-wide HOGs Meeting were suggested as a potential meeting schedule. Sharing of Best IM Practices is a key element to every HOGs Meeting agenda. It is important to make others aware of successful programs and activities which have worked well in each state/region – i.e. share success stories of programs that are really working very well. There may even be an opportunity to compile such Best Practice Programs into a reference manual for reference by new IM personnel throughout the Corridor.

- Also suggested was the potential of a legislative approach to encourage more IM training. Though perhaps more difficult to achieve, if recognized legislatively, the demand for IM training will naturally emerge.

Thanking the group for a very productive discussion, Tom Martin summarized the results:

1. Yes, the overall HOGs are important and should definitely continue activities. The Regional HOGs groups are key, for things “get done at the regional/local level.”
2. Keep the group’s name as is.
3. Need to explore partnerships or sponsorships for meetings and training sessions.
4. Keep the Incident Management/HOGs Group visible wherever and whenever possible through such things as presentations at meetings and conferences.
5. Regional and Multi-State and even International Relationships are important and need to be explored.
6. Need to exploit and use Best IM Practices and share this important information throughout the Corridor. Regionally-based training is also key.
7. Be careful to keep and maintain the identify of the HOGs. The HOGs should not get absorbed into larger groups.

Next on the Agenda was a conference call with the HOGs and other I-95CC Committees (Traveler Info and Commercial Vehicle Operations) on the potential of conducting a “Significant Events Information Sharing and Coordination” project. The notes from this conference call are contained in the Addenda to these Minutes. Group discussion noted the following:

- Can the I-95CC bring together all the groups needed to formalize a process for traveler and incident management information sharing during a significant event such as that needed during the unplanned Hurricane Sandy event last fall? There were many issues which arose, such as trucks coming in from southern states to assist but needing proper permits, truck parking availability, getting information out to travelers and truckers alike, etc.
- There are three distinct facets of such a project: general public information; operational information; and incident response information.
- Items needing exploration: What are all the tools available? What is the role of the I-95CC during events – for example, making sure STIX States are updated with D.C. or TRANSCOM information, etc. Also need to look at the Multi-Modal aspects/impacts.
- The group noted that any formal process should be kept simple – i.e. convey: What’s going on there (in the states affected)? What are you doing there? In short, quick information to be disseminated to the group to keep all up-to-date and informed.
- Perhaps could use existing systems such as STIX, RITIS, and TRANSCOM; or perhaps there may need to be a central information repository into which information can be inputted, updated, and transmitted across regions. Could also look at things such as the FEMA phone alert system – “NAWAS” (National Warning System) circuit. But, the group quickly flagged that person-to-person information exchange and situational awareness are still critical regardless of information available through systems.

Wrapping up the conference call, Ira Promisel summarized the discussion, noting the following prospective deliverables:

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1. Explore electronic systems to share data, including prospective linking of the systems.
2. Need to identify “what we do now” and “what we have now.” This includes multi-modal systems/tools available.
3. Need to explore how to engage truckers.
4. Look at how I-95CC Staff can be utilized on the front-end to coordinate information sharing.

Concluding the HOGs Leadership Meeting, Tom Martin again expressed the group’s thanks to DVRPC for hosting this meeting, and noted special gratitude to all of today’s attendees and particularly for their very valued ideas and suggestions. The meeting adjourned at 2:00 p.m.