



**Governor's Traffic Safety Advisory Commission
 Michigan Traffic Incident Management (TIM) Action Team
 Meeting Minutes
 April 1, 2014
 9:30 AM
 MDOT Horatio Earle Learning Center**

Attendance	
Name	Agency
Allan Avery	Michigan State Police
Charles Black	Michigan State Police
Tom Bruff	Southeastern Michigan Council of Governments
Karen Chadwick	Grand Rapids Police Department/APCO
Zach Clothier	Michigan Department of Transportation
Joe DeGrazia	Michigan Department of Environmental Quality
Jamie Dolan	Michigan State Police/Office of Highway Safety Planning
James Flegel	Michigan State Police
Diana French	University of Michigan Autopsy & Forensic/Washtenaw Co ME Office
Tim Haagsma	Kent County Road Commission
Matt Hill	Bloomfield Township Police Department
Morris Hoevel	Federal Highway Administration
Angie Kremer	Michigan Department of Transportation
Steve LaBrecque	Grand Rapids Police Department
Kevin Lucidi	Michigan State Police
Dawn Miller	Michigan Department of Transportation
George Morehouse	Southeastern Michigan Association of Fire Chiefs
Craig Shackelford	Bloomfield Township Police Department

Agenda Item: ITS World Congress September 7-11, 2014 at Cobo Hall Detroit, MI
Discussion:
<ul style="list-style-type: none"> • Emergency Responder Day, September 9, 2014 – Angie Kremer, Co-Chair • Traffic Incident Management on Belle Isle- PM session will showcase a mock traffic incident management to show ITS/Transportation people first hand incidents and first responders the ITS equipment of now and the future. • Free admission to any first responders in uniform on Emergency Responder Day. Angie working to allow polo shirt with agency logo as substitute for uniform requirement. • ITS attendees have opportunity to ask questions and learn about TIM • Southeast Oakland County Crash Investigation Team (SOCCIT) will attend and be part of the mock incident.
Action:
Submit suggested activities to be planned for Emergency Responder Day. Contact Angie Kremer for information and ideas regarding Emergency Responder Day activities. George Morehouse will send out Save-the-Date cards to fire agencies.

Agenda Item: TIM Action Plan 2013-2016**Discussion:**

- Surveys ongoing to determine compliance with high-visibility apparel requirements for all 'workers' at traffic incidents
- Toolbox for first responders to use for training and examples of Standard Operating Procedure (SOP). Agencies were reluctant to share SOP's - didn't think own policies were satisfactory to share. Agencies will have option to use SOP's from Mi-TIME website (under development) if have no SOP's of their own.
- Promotion of hi-visibility requirements in newsletters and through associations.
- Education of new first responders on hi-visibility apparel compliance requirements and benefits in basic academies.
- Incorporation of TIM tabletop exercises to satisfy FEMA training requirement for Emergency Management. Had successful TIM tabletop exercises with Kalamazoo County. Will be working with Van Buren County to hold TIM tabletop exercises.
- Suggestions for speakers to present at future Action Team meetings. RITIS demonstration illustrating user delay cost and connection with TIM database was suggested.

Action:

Acquire high-visibility apparel compliance surveys from towing agencies. Craig Shackelford will contact Craig McDonald (McDonald's Towing) and Terry Adams (Adam's Towing) regarding surveys and SOP's on hi-visibility apparel use by towers. Morrie Hoevel will check with FHWA for any manuals with SOP best practices. Tim Haagsma will contact CRAM office promoting hi-visibility apparel requirements. Angie will send SOP for hi-visibility apparel to Tim Haagsma. Determine speakers for future Action Team meetings.

Agenda Item: Traffic Safety Summit March 25-27, 2014**Discussion:**

- Introduction of Captain Clear-It image to promote awareness of Steer It, Clear It law. Attendees posed for photos with Captain Clear-It which were posted on MDOT's Facebook page so would be seen on extended network. Use of Captain Clear-It image is encouraged on agency brochures, newsletters, etc. to promote Steer It, Clear It law.
- Breakout session, "Using Shared Resources for Efficient Crash Investigation", was presented by Cmdr. Michael Bailey, Virginia State Police; Sgt. Rick Leonard, Auburn Hills Police; Sgt. Craig Shackelford. After presentation, 3 agencies expressed interest in developing their own crash investigation teams.

Action:

NA

Agenda Item: Steer It, Clear It Law**Discussion:**

Jim Flegel contacted Jim Santilli at Traffic Improvement Association (TIA) to help promote Steer It, Clear It law.

Action:

Angie Kremer will send jpeg image of Captain Clear-It to the team for widespread use. Tim Haagsma will use image of Captain Clear-It on Kent County Road Commission newsletter.

Agenda Item: Video: “Who’s In Charge In Michigan?”
Discussion:
Need to develop a script for the TIM video based on Michigan laws.
Action:
Jim Flegel will head development of a script outline.

Agenda Item: SHRP2 Train-the-Trainer(TtT) Program in Michigan & Mi-TIME
Discussion:
<ul style="list-style-type: none"> • Michigan Firefighters Training Council (MFFTC) has approved Mi-TIME training but still working for inclusion of training in FIREI & FIRII. Macomb County will submit applications for their own fire trainers to be TtT trainers. • Michigan Fire Service Instructors Association (MFSIA) wants own TtT training during annual conference in Traverse City October 24-25, 2014. Angie & Michigan TIM trainers will do some of training on Friday and FHWA TIM Master Trainer will do some of the training on Saturday. Other disciplines (law enforcement, towing, etc.) will be at this training to have responder diversity. • Wayne County Community College District has offered to host SE TtT training at own facilities and has offered use of facilities for other trainings as well. • Jim Flegel reports Mi-TIME training has been approved by Michigan Commission of Law Enforcement Standards (MCOLES). “302” funds may be used for both Mi-TIME training & TtT training. Craig Shackelford still working with MCOLES to get Mi-TIME training in police academies. • Mi-TIME announcement for TtT application requests was sent out to fire agencies by George Morehouse & Rich Marinucci. Jim Flegel emailed announcements to headquarters and Inspectors for law enforcement. • Angie has started receiving applications for TtT trainers. Applications due April 15, 2014. Applications will be available in dropbox for sub-team to review prior to selection meeting. • First training session takes place May 28-29, 2014 at MDOT Aeronautics in Lansing, MI. Angie has requested instructors Major Melville (alternate Chief Grady) representing law enforcement and Jack Sullivan (alternate Ron Moore) representing fire for first TtT session. • Third TtT training to be scheduled in northern Michigan • Angie would like to visit TtT training in Ohio with some Action Team members. George Morehouse and Greg Brunner interested in attending.
Action:
<p>Angie will send “After Actions” guidelines and templates out to group. All Action Team members will send dates for conferences to schedule TtT sessions around. Schedule training for Mi-TIME TIM TtT program for SE Michigan & northern Michigan. Assure MFSIA conference training includes more than one discipline. Development of Mi-TIME website to list trainings requested and post scheduled trainings.</p>

<u>Future Meeting Dates</u>
Next meeting at MDOT Horatio Earle Learning Center on June 10, 2014 from 9:30-11:30 a.m.