



**Governor's Traffic Safety Advisory Commission  
 Michigan Traffic Incident Management (TIM) Action Team  
 Meeting Minutes  
 April 1, 2015  
 9:30 AM  
 MDOT Horatio Earle Learning Center**

<b>Attendance</b>	
<b>Name</b>	<b>Agency</b>
Terry Adams	Adam's Towing
Oladayo Akinyemi	Michigan Department of Transportation - Metro
Allan Avery	Michigan State Police
Charles Black	Michigan State Police
Karen Chadwick	Grand Rapids Police Department/APCO
Kim Cole	Mason County Sheriff
Kim Comerford	Bloomfield Township Police Department
James Flegel	Michigan State Police
Charlotte Kilvington	Michigan State Police
Angie Kremer	Michigan Department of Transportation
Kim Lariviere	Michigan Department of Transportation – Traffic & Safety
Dawn Miller	Michigan Department of Transportation - Operations
Lyn Nelson	Marquette Alger Co EMS Med Control Authority, MGH Police & Fire
Tom Schmiedeknecht	Pro Med

<b>Agenda Item: Driver's Training &amp; Quick Clearance Laws Education –Christan Trabulsy, AAA</b>
<b>Discussion:</b>
<ul style="list-style-type: none"> <li>• Christan explains Move Over Law and Quick Clearance in courses to her teen driving students.</li> <li>• Dangers of distracted driving (cellphones and other passengers) discussed with students.</li> </ul>
<b>Action:</b>
Christan will check for inclusion of Move Over Law and Quick Clearance topics in remedial courses.

<b>Agenda Item: TIM Action Plan 2013-2016</b>
<b>Discussion:</b>
<ul style="list-style-type: none"> <li>• Update is due in May 2015.</li> <li>• Need updated photo for cover of Action Plan.</li> <li>• With passing of Hold Harmless legislation, changing goal to education of first responder community about Hold Harmless Law.</li> <li>• Tpr. Scott Carlson is accepting comments as manual for new UD-10 is developed.</li> </ul>

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

- Promote and educate the use of high-visibility apparel for first responders:
  - ✓ Surveys are out and collecting policies to create toolbox. Sheriff's Association had 60 out of 83 sheriffs respond. EMS also completed surveys. Kim Cole will provide Standard Operation Procedure (SOP) for Sheriff. Still need surveys from Fire. Terry Adams will contact Craig McDonald for towing response to survey. Tom Schmiedeknecht did EMS survey through survey monkey. Lyn Nelson will ask Medical Control Authority about SOP for EMS wearing high-visibility apparel. Law enforcement has not provided SOP besides MSP. Surveys can be sent to Angie Kremer.
  - ✓ MDOT co-op students will survey media articles to obtain updated numbers for responder compliance.
  - ✓ Education about high-visibility apparel can be presented during roll call.
  - ✓ Promotion and education being placed into any type of presentation.
  - ✓ Office of Highway Safety Planning (OHSP) will include promotion in OHSP newsletters.
- Coordinate traffic incident response between all responders:
  - ✓ Implemented plan for the Federal Highway Administration (FHWA) SHRP 2 TIM TtT Program/Mi-TIME: 3 Train-the-Trainer sessions to date (one more in 2015 to be scheduled); 128 instructors trained; 2 training coordinators: Gilbert Solis & Russ Nowiski; Michigan is only state to give training kits to trainers.
  - ✓ Now have 1300 first responders trained; goal of 1500 trained first responders possibly reached mid-summer or Fall 2015.
  - ✓ Accreditations for TIM training have been approved/endorsed by Fire, MCOLES and EMS. No accreditations available for towers.
  - ✓ Angie Kremer waiting to hear about additional Train-the-Trainer (TtT) session. Session would likely be held in Lansing. Angie investigating scholarship possibilities for responders attending TtT.
  - ✓ Development of source for "Michigan Master Trainers". Auditing process to require minimum experience for consideration to be Master Trainer.
  - ✓ Modification of SHRP2 TIM TtT/Mi-TIME Program to be responsive to responders and their training needs.
  - ✓ Development of guidelines and templates on when/how to implement After Action Reviews for traffic incidents.
- Creation of video to help mutual understanding of each first responder's roles and responsibilities at a traffic incident. Need script and to begin work on video.
- Conduct training in traffic incident management for all stakeholder groups:
  - ✓ Continue to have breakout session on TIM at Traffic Safety Summit and promote inclusion of general session on TIM.
  - ✓ Encourage selection of general session speaker who works/lives in Michigan or Michigan-based co-speaker partnered with out-of-state presenter.
- Provide public education on safe, quick clearance and vehicle removal laws:
  - ✓ Lyn Nelson and Terry Adams request video of "How to Use Push Bumpers Properly".
  - ✓ Kim Lariviere will assist getting brochures on "Steer It, Clear It" for distribution at Secretary of State Offices.

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

**Action:**

Team: 1) Submit photos for updated cover of Action Plan. 2) Send SOP and surveys to Angie Kremer. 3) Develop TIM ideas for 2016 Traffic Safety Summit.

Angie Kremer: 1) Have co-op students at MDOT check media articles for compliance with high-visibility apparel requirements of all “workers” at traffic incidents. 2) Send numbers of trainers and first responders trained in Superior region to Lyn Nelson, and number of towers trained to Terry Adams. 3) Refine existing article on high-visibility apparel use by first responders to include in agency newsletters. 4) Modify SHRP2 TIM TtT/Mi-TIME Program to be responsive to responders and their training needs. 5) Work on development of guidelines and templates on when/how to implement After Action Reviews for traffic incidents. 6) Get video for Lyn Nelson and Terry Adams of “How to Use Push Bumpers Properly”.

Lyn Nelson: 1) Ask Medical Control Authority about SOP for EMS wearing high-visibility apparel. 2) Give MML contact information to Angie for promotion of high-visibility apparel use by first responders. 3) Send contact information for Bob Strauk to Angie with regard to TIM training in the UP.

**Future Meeting Dates**

Next meeting at MDOT Horatio Earle Learning Center on June 3, 2015 from 9:30-11:30 AM.