

**BALTIMORE REGIONAL OPERATIONS COORDINATION COMMITTEE**  
**SHA Statewide Operations Center Training Room**  
**7491 Connelley Drive, Hanover, Maryland**  
**April 19, 2006**  
**10:00 A.M.**

**ATTENDEES**

Kevin Anderson – Maryland Transportation Authority Police  
Ra'id Breiwish – Daniel Consultants, Inc  
David Dabkowski – Maryland Transportation Authority Engineering  
Mike Donahue – Daniel Consultants, Inc.  
Mammen Daniel – Daniel Consultants, Inc.  
George Frangos – Howard County DPW  
Mark Harris – Maryland Department of Transportation  
Janet Harrison – Maryland State Police  
Egua Igbinosun – State Highway Administration –CHART  
Breck Jeffers – Federal Highway Administration  
Tanya King – Daniel Consultants, Inc.  
Chris Letnaunchyn – Carroll County DPW, Bureau of Engr.  
Leah Littlefield – MIEMSS  
Alvin Marquess - State Highway Administration -CHART  
Patty Murawski – State Highway Administration/CHART  
Bill Pross – Baltimore City DOT Traffic Engineering  
Edward Sherlock – Annapolis Emergency Management  
Eileen Singleton – Baltimore Metropolitan Council  
Tom Stout – Federal Highway Administration  
Toby Valmas – State Highway Administration–CHART

**WELCOME AND INTRODUCTIONS:** The B-ROC Committee Chair, Mr. Chris Letnaunchyn, called the meeting to order at 10:00 a.m.

**TODAY'S MEETING OBJECTIVES:** The primary objectives of the meeting were to provide updates on various regional projects and the 2005 B-ROC initiatives.

**[Handouts: B-ROC Agenda and B-ROC Meeting Presentation]**

**APPROVAL OF MINUTES FROM THE FEBRUARY 9<sup>th</sup>, 2006 MEETING:** The meeting minutes were approved for posting on the BMC web site at [www.baltometro.org](http://www.baltometro.org).

**UPDATE ON THE REGIONAL PROJECTS OF INTEREST**

**Baltimore Wireless Integrated Network (B-WIN):** Eileen Singleton reported that there were 3 requirements in the original B-WIN report that are not currently part of CapWIN, which are:

- Current status of hospital beds available to mobile field units
- Communications channel and data format transformation to reassign a particular incident to be dispatched from one CAD system to another within the region

- Information regarding the availability of emergency response assets throughout the Baltimore region. The asset types would include a broad range of equipment.

It was noted that the three requirements would be satisfied by the use of other software currently in use, including Facility Resources Emergency Database (FRED), Regional Integrated Transportation Information System (RITIS), and Web EOC.

It was suggested that a RITIS presentation be provided at an upcoming meeting.

**Transportation System Redundancy Analysis:** Eileen Singleton reported that scenarios will be analyzed to determine their long-term impact on the regional transportation infrastructure. The travel demand model will be run for nine scenarios. The regional travel demand model network has been converted to Dynasmart-P format for further analysis. The network is currently being calibrated. The project is expected to be complete in November 2006.

**Multi-Modal Traveler Information System:** Eileen Singleton reported that this is a 2-year project that is scheduled to be complete in September 2006. Part of the project uses cell phones as probes to get traffic speed data and travel times. The University of Maryland (UMD) is evaluating the data for reliability. UMD is tracking the cell phone data and evaluating it against State Highway Administration (SHA) owned roadway sensors and information collected from vehicles equipped with GPS. The project is also trying to incorporate MTA and Howard County transit data. A draft 5-1-1 report was submitted to SHA in January.

**Management & Operations (M&O) Strategic Deployment plan:** Eileen Singleton reported that a visioning workshop was held on March 30, 2006. The following was accomplished at the workshop:

- Developed Vision for M&O
- Identified Needs
- Made preliminary identification of projects

**Memorandum of Regional Cooperation (MORC):** Chris Letnaunchyn reported that Carroll County implementation of the MORC is underway. The county dispatchers call in all incidents that will close roads for long durations or during peak hour (if they don't forget). The number of incidents that are not reported has decreased with time as dispatchers become familiar with the new procedure. Another meeting is desired with the county and CHART to figure out what else should be done.

**Regional Protective Action Coordination Plan (RPACP):** Eileen Singleton reported that the consultants are working on revising the document with comments provided by the different agencies. The major comments are as follows:

- Rename the Plan the Regional Protective Action Coordination Plan.
- The Plan should provide a Regional Coordination Strategy rather than a Concept of Operations. Remove operational language from the Plan.
- A Memorandum of Agreement was drafted as the first section of the Plan.
- The quarantine section will be removed.
- The Plan should be shorter, with supplementary and supporting information in appendices.

It was noted that drills and tabletop exercises would be needed once the plan is complete.

**[Handout: Memorandum of Agreement from RPACP]**

**DISCUSSION OF B-ROC 2005 INITIATIVES:** Ra'id Breiwish recapped that there have been two initiatives being pursued by the B-ROC Committee: Work-Zone Information Coordination and Traffic Incident Training Manual.

**Work-Zone Information Coordination:** The work-zone task goal is to establish a framework for sharing current work-zone information among agencies in the region. There are discussions underway with Anne Arundel County for a pilot program to be performed in their county. The pilot program would consist of a website that will manage the permit process from the submitting to inspecting steps.

**[Handouts: Work-Zone Summary Matrix]**

**Traffic Incident Management Training Manual:** Ra'id Breiwish recapped that a draft course outline is complete and the training modules are being created. Mike Donahue showed the committee a demo of one of the training modules that is part of the course. The demo included slides that contain text, picture, and audio.

The committee generally liked the demo that was presented but had a few comments. The committee felt that a small training module on how to use the software was needed and that if there was an action item that the user needed to perform on the slide that they were reminded of it. It was suggested that the text being displayed should be delayed. The committee also felt that there should be a place where users could provide comments.

The committee also felt that it was important to get the training accredited. It was suggested that the Maryland Fire and Rescue Institute (MFRI) and Police Training Academies be contacted to see about accreditation.

The course material will be distributed on a CD. It was recommended that an on-line evaluation form be created to track training.

**DISCUSSION OF FUTURE B-ROC COMMITTEE PROJECTS:** The two current B-ROC Committee initiatives are about half complete. We would like to have a discussion at the next meeting to identify other issues of concern to the committee members. These issues will be used to identify future committee projects.

**OTHER BUSINESS:**

Breck Jeffers reported that the Federal Government has a focus state initiative to create performance measures for incident management. Eleven (11) states have been chosen to participate and Maryland is one of the states. The initiative is looking to see what agencies have data and study the current process to see how it works. The goal is to develop well defined measures for incident management.

The committee was asked if they are experiencing any problems with heavy duty towing in the Baltimore region. The MSP and SHA CHART have experienced some problems in the Baltimore region with regard to heavy duty towing, but the other agencies in the region did not indicate that they were experiencing any problems.

**NEXT MEETING SCHEDULE:** The next meeting is scheduled for **June 28, 2006**, at 10:00 A.M. at the SHA SOC Training Room in Hanover, Maryland.