

**BALTIMORE REGIONAL OPERATIONS COORDINATION COMMITTEE**  
**SHA Statewide Operations Center Training Room**  
**7491 Connelley Drive, Hanover, Maryland**  
**June 6, 2007**  
**10:00 A.M.**

**ATTENDEES**

Alfred Cardona – Anne Arundel County OEM  
John Contestabile – Maryland Department of Transportation  
Richard Fike – Transportation Authority Police CRO  
George Frangos – Howard Co. DPW  
Sgt. Janet Harrison – Maryland State Police  
Lt. Mark Henry – Maryland Transportation Authority Police/Tunnel Command  
Breck Jeffers – Federal Highway Administration  
Tanya King – Daniel Consultants, Inc.  
Carl Lee – Maryland Emergency Management Agency  
Wayne LeRoux – Anne Arundel County OEM  
Chris Letnaunchyn – Carroll County DPW – Bureau of Engineering  
Earl Lewis – Maryland Transit Administration  
Larry Mabe – Harford County EOC  
Alvin Marquess – State Highway Administration/CHART  
Roxane Mukai – Maryland Transportation Authority  
Patty Murawski – State Highway Administration/CHART  
Donna Nelson – Daniel Consultants, Inc.  
Kathie Raynor – Maryland Transportation Authority  
Eileen Singleton – Baltimore Metropolitan Council  
Jack Titus – Office of Chief Medical Examiner

**WELCOME AND INTRODUCTIONS:** 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 an overview of the Management & Operations (M&O) Strategic Deployment Plan, discuss the idea of having post incident lesson learned discussions at future meetings, discuss regional evacuation planning priorities, and planning for a regional traffic incident management conference.

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

**APPROVAL OF MINUTES FROM THE APRIL 11<sup>TH</sup>, 2007 MEETING:** The meeting minutes were approved.

**OVERVIEW OF MANAGEMENT AND OPERATIONS (M&O) STRATEGIC DEPLOYMENT PLAN:** Eileen Singleton provided detailed information on the M&O Strategic Deployment Plan. The Plan was developed as an update to the 1998 ITS Strategic Deployment Plan (ITS SDP). The ITS SDP established nine high priority projects, five of which have been initiated on a regional level. The B-ROC Committee has been involved in 2 of the projects, Expand Incident Management and Enhance Information Exchange.

Ms. Singleton presented several reasons for why we need an M&O Strategic Deployment Plan:

- Since 1962 the daily vehicle miles traveled has increased greatly while the centerline miles of roadway has had a slight increase.
- The annual delay in person hours has also increased greatly.
- Congestion impacts all counties in the Baltimore region.
- The congestion will still impact all jurisdictions even with construction of expansion projects.

The M&O Strategic Deployment Plan used the ITS SDP as a framework and expanded the scope to include:

- Transportation system M&O
- M&O projects that improve security and emergency response
- Addressing SAFETEA-LU requirements
- Proposing updates to the Maryland ITS Architecture.

The Plan has nine sections:

1. Introduction
2. M&O SDP Development Scope and Approach
  - A framework was developed to include the vision, needs, goals and objectives, and project/strategies.
3. Regional M&O Issues
  - Issues were gathered by a survey of regional stakeholders and visioning workshop.
4. Regional M&O Vision, Goals, Objectives, Strategies, and Projects
  - The vision that was developed:
    - The Baltimore regional transportation system will be managed and operated such that people and goods arrive at their destinations safely, securely, reliably, and efficiently; thereby protecting the environment and supporting economic vitality.
  - Six goals were developed and each goal has 1 to 2 objectives.
5. Regional M&O Vision Realization
  - Three things have to happen to realize the vision:
    1. Enabling Initiatives
    2. High priority projects
    3. Deployment Framework
6. Regional Planning for Operations
  - SAFETEA-LU requires regional transportation plans to have a section on M&O, but separate funding is not included. FHWA has identified mechanisms for linking planning and operations.
7. Summary and Next Steps
  - Present M&O SDP to stakeholders to gain support and explain their role.
  - Initiate M&O SDP Implementation Steering Committee
  - Implement Enabling Initiatives and Early Winners
  - Begin work on other high priority projects.
8. References and Useful Links
9. Definitions and Acronyms

The role of the B-ROC Committee in implementation of the M&O Strategic Deployment Plan is to begin work on the High Priority Project C: Facilitate Incident Management Training Opportunities.

**[Handouts: Baltimore Regional Management and Operations Strategic Deployment Plan]**

**POST INCIDENT LESSONS LEARNED DISCUSSIONS AT FUTURE MEETINGS:** Eileen Singleton noted that at the last meeting there was concern that we need to include agenda items that are interesting to all members and items that would invoke discussion among all participants. A subcommittee met and it was suggested that we have presentations from response agencies on recent incidents to spark discussions, inform other agencies of the different type of equipment/material that was used, and discuss what was learned from the incident.

Tanya King noted that Lt. Ricko from MdTA has been asked to present information at the September meeting on the Bay Bridge incident that occurred on May 10, 2007. Lt Ricko will provide background information on the incident and focus the presentation on the coordination that occurred between the multiple agencies involved with responding to the incident.

Committee members were in favor of discussing regional incidents. If any agency is interested in presenting information on an incident, please contact Tanya King at [tking@danielconsultants.com](mailto:tking@danielconsultants.com) or Eileen Singleton at [esingleton@baltometro.org](mailto:esingleton@baltometro.org).

One discussion topic suggested is how to use paging systems based on the level of incident.

**PRIORITIES FOR REGIONAL EVACUATION PLANNING:** Eileen Singleton asked what the next steps should be in the area of regional evacuation planning now that the Regional Protective Action Coordination Guidelines are complete.

Committee members noted some of the activities and issues that they would like to see addressed in the evacuation plans.

- The MTA has an agreement with the FTA to have a 50 bus contingency fleet to respond to emergencies. What still needs to be determined is the prioritizing of where and who gets the buses during an emergency.
- National Guard personnel should have CDL to be able to support different agencies during an emergency, if necessary.
- There should be plans on how to accommodate pets during an emergency.
- Plans need to be approved by the Governor or MEMA. The plans that MEMA has are high level (i.e., which agencies are responsible for what tasks during an emergency) and the transportation evacuation plans for the region are more detailed (i.e., which roads would be used for evacuation routes, which interchanges would be closed); there is a need to integrate the two types of plans. It was also noted that the MEMA plans sometimes assign tasks to agencies that the agencies would not be able to complete in an emergency.
- The plans that have been created need to be stored in one location. It was suggested that the plans go onto WebEOC and provide a link to where people can load the different pages that have been updated.
- Plans should include provisions for taking care of the responder's families (e.g., a shelter for responder families, a family preparedness plan that can be distributed to field responders, etc.).

It was suggested that at the next B-ROC meeting, the group reviews the list of issues/next steps in the handout to determine who, if anyone, is working on them and to identify a responsible agency/committee.

**[Handout: Regional Protective Action Coordination Guidelines – Next Steps]**

**PLANNING FOR REGIONAL TRAFFIC INCIDENT MANAGEMENT CONFERENCE:** Ms. Singleton discussed the possibility of holding an incident management conference in the Fall. The goal of the conference would be to have responders gather to learn more about incident management and identify future B-ROC initiatives. Funding for the conference still has to be identified.

It was suggested that the conference be pushed back to the early spring since there will be an Operations Summit in the Fall or see about adding a day to the Operations Summit to target the Baltimore region responders. It was also suggested that one topic item for discussion during the conference be on the tools that are available to field responders in the Baltimore region (e.g., Office of Chief Medical Examiner (OCME) Field Guide, Spanish Language Aid Field Guide, etc.).

**OTHER BUSINESS:**

**Operations Summit:** The State Highway Administration plans to host a regional Operations Summit in the Fall. The target audience is both managers and operations personnel. The purpose of the summit is to inform the audience of what is currently being done and discuss what can and should be done in the future in the area of transportation operations. The agenda is being developed and more information will be provided to the committee at the next meeting.

**Training:** Larry Mabe invited B-ROC members and all regional field responders to participate in the Command School TTX which is being hosted by the Harford County Division of Emergency Operations and the Harford County LEPC. This is the 16<sup>th</sup> year Harford County is sponsoring the simulator training and finds it to be one of the best and most realistic situations you can put students in to learn the complexities of a major event. The focus of the sessions will be Incident Command at large scale, disaster type situations. Training will focus on use of the National Incident Management System. The training is free to all participants and it does include lunch. Individuals have 5 sessions to choose from beginning on July 23 and ending on July 27.

**NEXT MEETING SCHEDULE:** The next meeting will be held on **Monday, September 17, 2007**, at the Statewide Operations Center Training Room in Hanover, Maryland.