

**BALTIMORE REGIONAL OPERATIONS COORDINATION COMMITTEE**  
**SHA Office of Maintenance Training Room**  
**7491 Connelley Drive, Hanover, Maryland**  
**February 4, 2008**  
**10:00 A.M.**

**ATTENDEES**

Bala Akundi – Baltimore Metropolitan Council  
David Dabkowski – Maryland Transportation Authority, Engineering  
Joe David – Whitman Requardt  
Mark Harris – Maryland Department of Transportation  
Janet Harrison – Maryland State Police  
Breck Jeffers – Federal Highway Administration  
Tanya King – Daniel Consultants, Inc.  
Carl Lee – Maryland Emergency Management Agency  
Chris Letnaunchyn – Carroll County DPW – Bureau of Engineering  
Leah Littlefield – MIEMSS  
Larry Mabe – Harford Co. EOC  
Alvin Marquess – State Highway Administration/CHART  
Patty Murawski – State Highway Administration/CHART  
Eileen Singleton – Baltimore Metropolitan Council

**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 update on the Traffic Incident Management Conference, an update on the Traffic Incident Training Modules, discuss Regional Incident Management Goals, and identify incidents for future post-incident lessons learned.

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

**APPROVAL OF MINUTES FROM THE NOVEMBER 28, 2007 MEETING:** The meeting minutes were approved.

**UPDATE ON THE TRAFFIC INCIDENT MANAGEMENT CONFERENCE:** Eileen Singleton noted that the conference is tentatively scheduled for April 15, 2008. The location of the conference will be near the Baltimore Beltway. Several locations are being looked at, one of which is the Pikesville Fire Station Hall. Venues have been invited to submit bids. The conference will be held at the location offering the lowest bid. The bidding will be complete in the next couple of weeks. The intended audience for the conference is first level responders and first level supervisors from agencies in the region. The theme for the conference is "Keeping Yourself Safe So You Can Keep Others Safe". The conference would start at 8:00 am and end at 3:30 pm. The most current draft program is attached.

The next meeting of the subcommittee followed this B-ROC meeting. They will discuss the agenda. If you are interested in being on the sub-committee or would like to provide suggestions on potential topics, please contact Eileen Singleton.

**UPDATE ON THE TRAFFIC INCIDENT MANAGEMENT TRAINING MODULES:** Tanya King informed the group that the training modules are on-line for review. The web site is: [www.dci-projects.com/TIM](http://www.dci-projects.com/TIM). The website is not currently password protected so no special directions are needed to access the site. Please send any comments to Donna Nelson ([dnelson@danielconsultants.com](mailto:dnelson@danielconsultants.com)) or Eileen Singleton ([esingleton@baltometro.org](mailto:esingleton@baltometro.org)).

It was suggested that before the next B-ROC Committee meeting a sub group convene to review the training modules, if you are interested in participating in the review process please contact Eileen Singleton.

**DISCUSSION OF REGIONAL INCIDENT MANAGEMENT GOALS:** Eileen Singleton informed the group that regional goals are often hard to determine but by asking and discussing five (5) questions, we will be better able to determine goals for incident management as well as for the B-ROC Committee. Below are the questions that were discussed:

1. What is going well with incident management coordination in the region?
2. Why specifically are these things working well?
3. What are our regional incident management goals?
4. What will the benefits be of achieving these goals?
5. What can we do more / better / differently to work toward these goals?

**IDENTIFY INCIDENTS FOR FUTURE POST-INCIDENT LESSONS LEARNED DISCUSSIONS:** Eileen Singleton reminded people to contact either her or Tanya King ([tking@danielconsultants.com](mailto:tking@danielconsultants.com)) if they would like to discuss an incident. It was suggested that we look into having a discussion on pre-planned incidents, especially with how to deal with events at the stadiums in downtown Baltimore.

**NEXT MEETING SCHEDULE:** The next meeting will be held on **Wednesday, April 2, 2008**, at the SHA **Office of Maintenance Training Room** in Hanover, Maryland. Meetings will be held on the first Wednesday of every month starting in April. Future meeting dates are provided below:

- Wednesday, April 2, 2008
- Wednesday, June 4, 2008
- Wednesday, August 6, 2008
- Wednesday, October 1, 2008
- Wednesday, December 3, 2008