

**Meeting Record
Transportation Safety Advancement Group
Business Meeting
June 19, 2008**

Date/Location:	June 19, 2008	ITS America Headquarters, Wash, DC	Start: 8:00 am EST
Chair / Vice Chair	Dia Gainor / Raymond Fisher		
ITSA Staff:	W. Gouse, M. Puentes, R. Hapsari, F. Azmi		End: 3:30 pm EST

ATTENDANCE ROSTER

Members	ITS America Staff & Support	
▪ Dia Gainor, Chair	▪ Bill Gouse, ITSA VP Programs	
▪ Ray Fisher, Vice Chair	▪ Manny Puentes, TSAG Coordinator / ITS Consensus	
▪ Michele Bunn	▪ Cheryl Janklow, Robert Sharp & Associates (RSA)	
▪ Jim Goerke	▪ Rona Haspari, ITSA	
▪ Bill Ball	▪ Fiaza Azmi, ITSA	
▪ Bill Hinkle	TSAG Friends	
▪ T.J. Nedrow	▪ Chris Gast, US DOT Intern	▪ Kevin Dopart, Noblis
▪ Mike Brown	▪ Carol Thielman, Open Roads	▪ Mark Bush, AASHTO
▪ Nancy Pollock	▪ Rob Martin, ATX	▪ G. Cooney, E-Copernicus
▪ Harriett Cooley	▪ Paul Sullivan, FHWA - Ops	▪
▪ Skip Yeakel	▪	▪
▪	▪	▪
▪ Linda Dodge, US DOT	▪	▪

MEETING NOTES

By Agenda Item

Opening / Introductions / Announcements (Gainor)

TSAG Chair Dia Gainor opened the meeting at 8:30 am, welcoming members and guests and inviting self-introductions. Following introductions, Dia invited comments and additions to the meeting agenda, and hearing none, adopted the agenda as presented.

Dia then noted that this meeting was the first official meeting of the *Transportation Safety Advancement Group* (TSAG), noting that through a mail-ballot, members had earlier approved the name change (from previous *PSAG*) as proposed by the Executive Committee. Manny reported that following the adoption of the name change, an ITS America Media Alert had been prepared and distributed on June 4 by RSA (Cheryl). Cheryl then reported that at last check, the name-change media alert had been picked up by 167,000 sites, with 3,800 'reads' of the story, and 190 'forwards' to others.

Chair Gainor then moved to the regular Agenda:

February 21 Meeting Highlights

Chair Gainor invited comments / approval of the February 21 Meeting Highlights. The highlights were approved with the following changes:

- Page 2, item 4, should read "Comment and Discussion"
- Page 5, Bullet 5, Section 8B: for vehicle location technology NG9-1-1 should be changed to "*Phase II capability*", plus, add the term "*what the carrier has in place*".
- Page 4 Bullet: Change "t" to "T".

Member Reports

Chair Gainor acknowledged that this agenda item was new, proposed earlier as a standing agenda item by the Executive Committee. Members acknowledged that the concept was a good idea and supported its incorporation into all future agendas as an element of Member Roles & Responsibilities. Members then reported the following activities:

Ray Fisher Reported the Colorado State Patrol's procurement of safety vests through the Highway Safety Bill. Ray cited that similar purchases by North Dakota, noting that the program served a significant safety need.

Ray continued that the Democratic National Convention scheduled in Denver during August would require some very precise coordination and communications efforts between multiple safety and security agencies. Ray will report on the outcomes of the DNC at our Fall meeting.

N. Pollock Noted that the Republican National Convention in Minnesota also presented an opportunity to identify 'event' coordination and management strategies for our Case Studies Workshop. Nancy added that the APCO annual meeting was scheduled for August 3-7 in Kansas City.

TJ Nedrow Reported that the Fire Chiefs Association is also meeting one week before DNC, and he would be attending (for later reporting to TSAG).

J. Goerke Reported that a focus of the Fire Chiefs Association conference would be NG9-1-1, noting that NG9-1-1 has emerged as a key technology deployment program for first responders and for transportation safety.

B. Hinkle Reported that in Birmingham, EMS personnel have been given access to OnStar data to help locate the medical facility where crash victims would be received. Bill added that the National Center for Missing & Exploited Children is very supportive of being represented on TSAG.

Bill Ball Reported that Ford has developed a new telematics system through OnStar. Training videos on the system will be available soon. Also, OnStar, in association with ATX are developing telematics applications to develop triage criteria for managing crash sites.

M. Bunn Reported that Mike Frietas has assumed the chairmanship of ITS America's Coordinating Council (CC). The CC is pursuing a reorganization of its various

Forums (of which HSPS is one), to better align with the recently adopted ITSA Strategic Plan. Mickey added that she's asked that the Forum, if it is held intact, may be renamed the Public Safety Forum, rather than the current Homeland Security and Public Safety (HSPS) Forum.

Dia Gainor Reported that Idaho has developed a statewide EMS Communications Center, operating 24/7. The Center will use the 511 Traveler Information "pipe" to receive OnStar telematics data. As reported elsewhere, the data will support triage management at crash sites. Idaho is working with Western Research Institute in Bozeman to develop a research model to identify triage management strategies to enhance victim survival.

ACTION: Chair Gainor concluded receipt of TSAG Member reports, thanking contributors and noting that the reports were informative and helpful in understanding member interest-areas and involvement opportunities. Dia noted that future reports should also focus on opportunities that have engaged TSAG goals, and that have publicized the TSAG mission. (*promoting technologies for transportation safety*).

TSAG Strategic Plan

Chair Gainor asked Ray Fisher, Mickey Bunn and Manny to present the TSAG 2008 – 2010 Strategic Plan, Final Draft for member discussion. Ray reported that he and Mickey and on separate occasions, he and Manny had met to pursue edits and refinements identified through earlier discussions and member mail-in feedback. Ray also acknowledged John Corbin's input, specifically as related to the NTIMC, and also to further refinements of the Plan.

Ray provided a Plan overview, identifying areas where earlier recommended edits had been incorporated and noting that additional refinements reflecting member and input were completed. Specifically, the TSAG Mission and Vision statements, the Strategic Direction, and, the Strategic Goals were refined to reflect such input. Discussion noted:

- On Vision statement, change "ensure" to "ensuring"
- Do not use the numeral "8" in referencing Communities of Interest but rather spell "eight"
- Reference to "roadways" and "highways" needs clarification to "roads" and "highways"
- Organizational Chart needs some "cleanup" (Org Chart will be reformatted)
- Org Chart edits include Fire & Safety, not Fire & Rescue / FHWA Operations / FHWA Safety
- Reformat diagrams and illustrations in final document
- Revise the description of Fire & Safety to reflect the EMS function served by this community
- Add reference to "prevention" in referencing TSAG membership

Discussion then centered on the TSAG 2008 Work Plan, an element of the Strategic Plan. Members noted specific Work Plan enhancements to better reflect Strategic Plan goals. Specific Work Plan edits include:

- Element #6 (Support US DOT CM & NG9-1-1 Initiatives), include "Rural Safety Initiative"
- NTIMC support to address reference to Public Safety Technology Council

ACTION: Following additional broader discussion members voiced approval of the Strategic Plan with noted edits and with Manny's recommendation that all members would be identified on the final Section of the Plan, and that the Plan would be professionally formatted and printed for use by members and interested stakeholders. Ray and Mickey thanked members and noted that the Strategic Plan should serve as a tool for members' use in advancing the TSAG mission and strategic goals.

TSAG Membership Report

Chair Gainor opened this item, noting that since the addition of the Academic & Research Community of Interest, the Executive Committee and staff have continued to identify nominees from three communities where vacancies have been held pending formal contacts and nominations. Manny reported on the status of the referenced vacancies, including:

- **Law Enforcement** - - One vacancy. Ray Fisher has contacted the National Sheriff's Association and a nominee is being interviewed
- **Emergency Medical Services** - - One vacancy arising from Mr Yancey's inactive status
- **Emergency Management** - - One vacancy, contact with IAEM completed, pending response
- **Academic & Research** - - Two vacancies (New Community of Interest). Executive Committee will appoint Dr. Bunn at the end of her HSPS Chair term (Calendar Year 2008). Contact with California Center for Innovative Technologies (CCIT) has been completed.

ACTION: Discussion proposed that contacts be pursued for early filling of these vacancies. While contacts with other state University Transportation Centers (UTC) might be pursued, Linda noted that UTCs are funded by RITA and often receive earmarks, so that TSAG may wish to preserve an arms-length relationship.

National Incident Management Coalition (NTIMC) Report

In John Corbin's absence, member T.J. Nedrow reported on the NTIMC meeting of the previous day. TJ reported that NTIMC has itself been focused on completing their Strategic Plan. At yesterday's meeting the Plan was reviewed at length, with members setting October 2008 for final adoption. The Plan will focus on the National Unified Goal, on building a national consensus for its implementation, and, on strengthening relationships among NTIMC members for promoting awareness of incident management and responder safety.

TJ added that the NTIMC will organize an NTIMC Foundation and apply for 501-C3 status. The NTIMC Foundation would receive financial support to advance NTIMC traffic incident management programs and projects.

ACTION: Members emphasized that the TSAG relationship with NTIMC was important, noting that the 2008 Work Plan and future Work Plans include an element to reinforce TSAG support for NUG and related programs of mutual interest.

Technical Information Exchange (TIE)- - NTIA Public Safety Interoperability Communications (PSIC) Program SAG 2008 Work Plan - - (RESCHEDULED)

Due to an unexpected last-minute conflict Ms Schagrin of the National Telecommunications & Information Administration (NTIA) asked to reschedule her technical presentation on the Public Safety Interoperable Communications (PSIC) Program. Manny and TSAG friend Paul Najarian will work to reschedule to a future meeting.

Members reinforced the concept of a standing Technical Information Exchange (TIE) item on our regular agenda. Suggestions for future TIE sessions included:

- VII Technologies
- EMS
- License Plate Reader (LPR) Technology
- NG 9-1-1 Initiative

ACTION: Staff should pursue future TIE presentations, including rescheduling of PSIC at an early opportunity.

Working Lunch: NG911 & Congestion Management Initiatives

As a standing working-lunch agenda item, Linda Dodge provided status reports on the two US DOT initiatives, noting that:

- **Congestion Management**
New York is no longer an 'Urban Partner' for the Congestion Management Initiative, as the recommended sites could not do tolling. While San Francisco sites are currently on hold, Seattle will proceed with its test plan on I-67 for future implementation. Los Angeles is expected to legislatively adapt HOV lanes to HOT lanes for pursuing similar testing. Future status reports will detail individual projects deployments.
- **NG9-1-1**
With the NG9-1-1 Concept of Operations completed, the program now moves to testing NG9-1-1 through Proof of Concept testing / demonstrations at four test-sites. Tests will run NG9-1-1 functionality through PSAPs at various emergency management centers, likely in early June. Test sites include Seattle, WA, Rochester NY, St. Paul MN, Helena, MT, and Indiana State 9-1-1 Board. The US DOT NG9-1-1 Initiative is an R&D program funded by ITS JPO.

Members continue to be complimentary of the ongoing work with these initiatives, adding that the **Rural Safety Initiative** should be added to this standing agenda report.

TSAG Publications & Outreach Plan - - Status Report

Publications Plan

Since the February meeting and from the Publications and Outreach Plan component of the TSAG 2008 Work Plan, members had been engaged during April – May to provide "First-Thoughts" input to a set of draft publication for each Community of Interest. Cheryl Janklow reported that RSA has assembled this input into a complete TSAG Publications packet,

including a carrier-folder imprinted with general TSAG copy, and carrying eight publication pieces, one for each interest community. Cheryl distributed sample copies of the packet and publications, noting that the final package will include a CD with high-quality PDF files of all materials for further printing / publishing by TSAG stakeholders, allied organizations, and associated interests.

Members expressed strong satisfaction with the prototype, complimenting Cheryl for her work. Individual members offered constructive comment, edits, and format/layout suggestions to improve the publications for final printing. Manny illustrated and discussed a production and distribution schedule, targeting final printing and distribution of a first-run series by the end of September, early October.

ACTION: Members agreed to move forward with the publications as designed, and to provide their final thoughts, edits and high-quality photos within the next 10 days to allow pursuing a tight production schedule.

Outreach Plan

Discussion continued on the elements of the TSAG Outreach Plan, in the context of the 2008 Work Plan element, and in conjunction with the publications production and distribution plan.

ACTION: Members agreed that they will play a more active role in TSAG outreach activity, not only as described in the Bylaws Member Roles & Responsibilities, but also in a proactive fashion, whereby they identify opportunities to advance the TSAG mission and Strategic Goals.

Staff, supported by RSA, will prepare a TSAG Outreach Guide that identifies outreach paths and candidate venues, plus outreach 'tools' and materials for discretionary use by members.

TSAG Fall Meeting & Case Studies Workshop

Chair Gainor asked Manny to review the status of the Case Studies Workshop as it had progressed from its first being discussed in concept at the February meeting. Manny reported that the 2008 Work Plan proposed an inaugural "TSAG Transportation & Incident Safety Workshop". Since then, the concept has evolved to be simply referred to the TSAG Case Studies Workshop, with a specific set of objectives as detailed in a draft 'guidelines' document prepared for discussion. The guidelines propose an 'objective' statement:

From recent events, incidents, or activity, prepare (or secure) a post-event analysis or report that can reviewed as a Case Study, for purposes of:

- *Summarizing circumstances of the event*
- *Understanding emergency response procedures*
- *Identifying any extraordinary circumstances*
- *Discussion successes, failures, and lessons-learned from all aspects of the event (special focus on technologies)*
- *Identify important items to be communicated to US DOT, ITS JPO in keeping with the TSAG mission and charter*

The guidelines proposed a schedule for members to identify and prepare Case-Study presentations with the TSAG Fall Meeting date as the target and venue test the concept.

Members continue to endorse the concept and were enthusiastic about the prospect that an annual TSAG Case Studies Workshop would become an important forum for public safety stakeholders and allied interests.

ACTION: Continue to pursue the Workshop through additional staff guidance, and target the TSAG Fall Meeting date and venue to test and, as appropriate, refine the concept for broader launch in 2009.

ITS America 2008 Annual Meeting & HSPS Forum Sessions

Bill Gouse opened this item, reporting that planning advance registrations and arrangements for the 2008 ITS World Congress and companion ITS America Annual Meeting scheduled for November 16 – 20 in New York City were proceeding on schedule. The combined meetings are expected to draw up to 10,000 registrants and Exhibitor space had been sold out for some time. Technology demonstrations, including the TMC of the Future, VII and others, are expected to serve as major event highlights. Conference programs and schedules are posted on ITSA Website.

Mickey Bunn continued the report, noting that four HSPS Forum sessions plus an HSPS Forum Roundtable were under development, with speaker and moderator slots being identified and filled in the next several weeks. Mickey noted that an earlier TSAG action to have the Executive Committee represent TSAG at the ITS America 2008 Annual Meeting will provide important support to the HSPS Forum Sessions and Roundtable, with TSAG officers serving as Session Moderators and Roundtable Leaders.

ACTION: This item presented for information only, although the Executive Committee will discuss the need to finalize plans and budget for their participation.

Administrative Report

Manny provided an administrative report, noting the following administrative activity underway or planned to be completed by the next TSAG meeting:

- **PSAG-To-TSAG Bylaws Update** - - Recent member actions, including the addition of the Academic & Research interest community and the PSAG name-change require editing and otherwise updating the PSAG Bylaws to reflect these and other updates identified by members and staff. Manny will provide an updated version at the October meeting.
- **TSAG Case Studies Workshop** will be refined through the Executive Committee and staff will provide members more specific and uniform guidelines and support in identifying and reporting on events or incidents.
- **ITS America Councils and Forums** are being kept apprised of TSAG activity and programs, and will be engaged in understanding and supporting the TSAG mission as appropriate and as opportunities are developed.

- **ITSA Website** is now being used to post TSAG events and meetings. Manny noted that as the unique TSAG website is launched, a full compliment of TSAG member-support tools, TSAG materials and information, and allied organization links will be provided.

Other Business / Set Fall Meeting Date & Location

Chair Gainor invited additional business or member comments. There being none, members agreed that the Executive Committee should consider Fall Meeting date options and perhaps poll members for a best-date, noting that early-to-mid October would likely be the best window for a combined Fall Meeting and Case Studies Workshop.

Adjourn - - The meeting was adjourned at 3:00 pm.

Meeting Notes: Manny Puentes (mpuentes@itsa.org)