



**2017-2018 Year 1 Annual Report**  
**Contract DTFH61-13-D-00026**

**Task 0015**

**Support for the Transportation Safety Advancement Group (TSAG)**

**Period: June 2017 – May 2018**

Part 1 of the following report includes a compilation of the four quarterly reports that provide a task-by-task summary of the key accomplishments of the support services provided for TSAG for the 1<sup>st</sup> year of the contract. Part 2 of the report provides an assessment of the progress made on the measurable objectives as defined in the strategic plan. The period of this report extends from project start date of June 1<sup>st</sup>, 2017 through May 31<sup>st</sup>, 2018. In general, the project is moving forward without any significant red flags.

**PART 1 – Overview of Year 1 Activities and Progress**

**Task 1 – Project Management**

- Meetings—A project management team (PMT) kick-off meeting was held on June 13, 2017. The first full group TSAG meeting was held via Webinar on August 18, 2017 to introduce the members and to discuss ITE's contract for TSAG support. The second full group TSAG meeting (first in person meeting) was held on September 28, 2017 to discuss the TSAG strategic plan and by-laws. A full group TSAG group conference call was conducted on November 30, 2017. A full group TSAG meeting conference call was conducted on March 12 and the next full group in person meeting is scheduled for August 20<sup>th</sup>, 2018. Additional PMT meetings were held on a regular basis to keep project leaders informed on project status and to seek input from DOT on key items. Meeting summaries with action items were prepared for all meetings.
- Schedule—A master schedule was updated and submitted approximately every two months during this period with up to date assignments of subtask deliverable dates.
- Project Management Plan—A draft and final project management plan were submitted and approved during this period.
- Membership—The TSAG membership list was established and updated throughout this period.
- Contract—A modification to the Performance Work Statement was prepared to accommodate outreach and engagement travel.
- Progress Reports/Invoices—Progress reports and invoices were submitted on a monthly basis during this period.

**Task 2 – Prepare TSAG Strategic Plan, Briefings, and Quarterly and Annual Reports**

- TSAG Strategic Plan—A September 28<sup>th</sup> facilitated in-person meeting was conducted for the entire TSAG to discuss updates to the strategic plan and the TSAG by-laws. An updated strategic plan and by-laws were prepared based on the feedback received during the meeting. An electronic survey of TSAG members was used to prioritize technical work plan priorities within the strategic plan. A final draft of the strategic plan and by-laws was prepared and circulated for ballot in November 2017. The final 2018-2019 plan was approved in December 2017.



- Quarterly Reports—Quarterly Reports were prepared for all four quarter of this reporting period.
- TSAG Strategic Plan—After several meetings and significant discussion, the TSAG adopted a revised Strategic Plan. The final plan was approved in December 2017.
- Annual Report—A year one annual report was prepared.

### **Task 3 – Conduct TSAG Program Activities**

- Completed final 2017-2018 Work Plan with prioritized technical activities in December 2017. Developed a scope of work and project schedules for two new technical products on the topics of I2R and AACN. Task forces were established for each of these projects and kick of conference calls were conducted for both technical activities. Technical work is now underway. It is anticipated that technical products for each of these projects will be complete during the first half of 2019. A third technical project on the topic of NextGen 911 is expected to be initiated in August 2018.

### **Task 4 – Perform TSAG Business Meeting Management**

- Developed presentation materials and held first full group TSAG meeting on August 18<sup>th</sup>, 2017. Conducted a second full group TSAG meeting (and first in person meeting) on September 28, 2017 in Washington DC. Coordinated travel arrangements, reserved hotel room block and arranged for reimbursement of all TSAG member travel expenses. Prepared meeting summary to document meeting discussions. Conducted a full TSAG conference call was on March 12, 2018. The next in person meeting is scheduled for August 20, 2018.

### **Task 5 – Conduct TSAG Public Engagement and Website Management**

- Public Engagement - Three TSAG members attended TRB meeting in Washington DC in January 2018 to conduct TSAG outreach.
- Website Management - Worked with Web developer to establish a communication protocol for Web development through set up of Project BaseCamp. Provided on-going guidance to Web developer on website development including conduct of a website needs assessment survey, development of draft web design criteria and a website development checklist. Worked with ITS America to enable transfer of website materials to ITE website. Conducted several rounds of review and distributed solicitations for new/updated content materials for the new TSAG web site. The TSAG communities of interest document contained on the TSAG web site was substantially updated. The new TSAG web site was launched at the end of May 2018.



## **PART 2 – Assessment of Year 1 Progress on Strategic Plan Objectives**

This section provides an overall assessment of the progress made on the measurable objectives as defined in the strategic plan.

As background, the TSAG was in a significantly dormant state at the time this contract year began. The governing documents including the group's bylaws and strategic plan were significantly outdated and no technical activities were currently underway. The content on the website was out of date and the site was no longer active. We found it necessary to restore the group to a "functional mode" prior to initiating work on technical activities. The group participated in several full group sessions and adopted new bylaws and set a new strategic direction for the group. These activities were completed in December 2017. Technical activities were initiated following the adoption of these key documents.

The focus since early 2018 has been to restore the technical content on the TSAG website and to begin work on the technical activities identified in the newly approved strategic plan. To restore the content on the website, many conversations were conducted and communications were made to obtain old project files and to begin to build content for the new website. A new TSAG website was released in May 2018. Updates to the website are expected on a regular basis.

In early 2018, progress was also made in initiating the technical work goals of the 2018-2019 work plan as defined in the approved TSAG strategic plan. The following section includes an excerpt of the approved 2018-2019 work plan with notes added to provide progress updates and proposed schedule for delivery of the products (in red).

### [2018-2019 Special Projects \(from approved TSAG 2018-2019 Strategic Plan\)](#)

TSAG has identified the following special projects for the 2018-2019 Work Plan. These special projects are described briefly below and presented in priority order:

#### 1. I2R Future Opportunities

Infrastructure-to-responder (I2R) technologies include location/GIS information of facilities, signal prioritization and other technologies that allow infrastructure to communicate with responders. Future opportunities for responder and handheld-friendly communication will improve information sharing and responder safety. This project will develop a state of the practice synthesis of infrastructure to responder technologies and communication.

A scope of work and schedule for the completion of this project was approved in May 2018. As project activities began, it was determined that the scope needed further refinement. Conference calls were held in June with TSAG and DOT leadership and the task force responsible for project oversight met in early July. The scope is currently being finalized and it is anticipated that final products will be available in early 2019. The final products are anticipated to include a technical memo outlining research and development needs, a



whitepaper to summarize findings, a PowerPoint presentation with speaker note and a boilerplate article that can be adapted to different disciplines with examples. It is also anticipated that webinar will be conducted by ITE to disseminate the results.

## 2. NextGen 911 – What's Next?

This project will look at the state of the practice in NextGen 911 and develop recommendations for next steps. This will include review of the current NHTSA updates and advanced messaging around the safety of responders and traveling public. The product will be a white paper to document the state of the practice with recommendations on where to go from here.

See notes for topic 3 below. These topics will be further segregated after discussion at ITE Annual Meeting.

## 3. NextGen 911 – DSRC – FirstNet – Future?

This project will refine current work summarizing the physical interface between networks. This includes consideration of proprietary interface limitations. The anticipated product will be a white paper and presentation looking at current conditions and recommendations for the future.

It is anticipated that this project will be initiated in August 2018. Kevin McGinnis has confirmed his attendance and accepted his role as a speaker at the in person meeting of TSAG in Minneapolis, MN in August 2018 to kick off this project activity. Kevin's bio is below.

Kevin McGinnis' career in Emergency Medical Services (EMS) spans 40 years, and he is a nationally recognized advocate for broadband communications within the EMS community. Mr. McGinnis is currently Community Paramedicine Chief of North East Mobile Health Services, the largest paramedic service in Maine. He has been the chief of volunteer, hospital based and private paramedic services, has been the director of a teaching hospital emergency department and was the state EMS director in Maine for ten years. Mr. McGinnis was the primary EMS community supporter of the several year initiative that led to FirstNet. He is the FirstNet Board liaison to America's tribes, helping to facilitate FirstNet planning for their public safety and telecommunications efforts. He was named by the Government Technology/Solutions for State and Local Government magazine as one of its 2013



#### 4. AACN New Ideas

Advanced automated collision notification (AACN) provides life-saving information by reducing the time required for detection, notification and response to an incident. It can also enhance patient care through provision of real time patient information. This project will look at existing and future AACN applications and develop a white paper to demonstrate the opportunity for this technology to improve patient outcome and future possibilities.

A final scope and schedule for this project was developed in June 2018. Project activities are currently underway. The goals of this project are to (1) review the benefits of AACN, (2) identify current and future opportunities for AACN deployment and (3) identify and address institutional challenges to implementing AACN. This project will address benefits and challenges for all the TSAG interest groups and will focus the final products on providing 'boots on the ground' responders and their agencies information about AACN applications and opportunities to advance the use of AACN technology in dispatching, response and transport decisions.

This project will focus on a literature search to document AACN benefits, current technology and applications, architecture, and barriers to broader user. It will outreach to experts in AACN development, deployment, and dispatching to identify emerging trends and institutional considerations for advancing AACN. The project will consider these findings to develop case studies and recommendations to advance the use of AACN across agencies to improve patient outcomes.

This project will develop a white paper on current and future opportunities to improve patient outcomes through the application of AACN. It will look at new ideas to enhance AACN technology and ways to shift the culture to support broader use. The following products will be developed through this project (1) Whitepaper summarizing findings, case studies, and recommendations; (2) PowerPoint presentation with speaker notes; and (3) boilerplate article that can be adapted to different disciplines with examples. The primary audience for the products will be TSAG member organizations and their interest groups.

Final products are anticipated to be completed in February 2019 and a Webinar on this topic is expected to be held in March 2019.

#### 5. X2R Wearables

This project will develop a state of the practice report on emerging practice in vehicle-to-responder and other technology communications to responder (X2R) that would enhance the safety of transportation public safety responders. It will document a variety of case studies of applications in transportation public safety and actual practice, and share the information through the TSAG website and presentations.

No progress to date. Topic will be considered upon completion of existing on-going projects.



6. TMC - PSAP Interface

Real time information sharing and interoperability between traffic management centers (TMC) and public safety answering points (PSAP) provide enhanced detection, notification and response to incidents. This project will look at case studies on effective integration (automated, speed dial, other) and review pooled-fund studies to develop a synthesis of best practices for TMC/PSAP data sharing and integration. It will look at locations that have an extraordinary level of interface, document experience to share with others and develop case studies on effective integration.

No progress to date. Topic will be considered upon completion of existing on-going projects.

7. Transportation Public Safety Apps

This project will develop a white paper looking at the opportunities to advance transportation public safety apps through activities such as “hack-a-thons” or development of an app store for responders. The final product will look at creating a transportation-centric app store for public safety.

No progress to date. Topic will be considered upon completion of existing on-going projects.

Each project will be developed to include outreach strategies and measures of effectiveness. ITE will work with the TSAG Executive Committee and the project committee, if one is designated, to develop a scope of work, cost and schedule for the project.

In addition to targeted outreach around the special projects, TSAG will continue to help bring together the emergency responder and general transportation/ITS communities whenever the opportunity presents itself, through webinars, presentations at conferences, demonstrations or other events, and in coordination with the National Operations Center of Excellence.