

MEETING NOTES

*JOINT MEETING*

**TRANSPORTATION PLANNING BOARD MANAGEMENT,  
OPERATIONS, AND INTELLIGENT TRANSPORTATION SYSTEMS (ITS)  
POLICY TASK FORCE**

**CHAIR:** Honorable David Snyder, City of Falls Church

**and**

**TPB M&O/ITS TECHNICAL TASK FORCE**

**CHAIR:** Alex Verzosa, City of Fairfax

**VICE CHAIRS:** John Frankenhoff, D.C. Division of Transportation  
Donald McCanless, Washington Metropolitan Area Transit  
Authority  
Jean Yves Point-du-Jour, Maryland State Highway  
Administration

**DATE:** Friday, November 16, 2001

**TIME:** 10:30 A.M.

**PLACE:** COG, 777 North Capitol Street, NE  
First Floor, Rooms 4/5

**ATTENDANCE:**

Roy Austin, Arlington County Police, [rausti@co.arlington.va.us](mailto:rausti@co.arlington.va.us)  
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**TPB M&O/ITS Policy and Technical Task Forces**  
**Notes from the November 16, 2001 Joint Meeting**  
**Page 2**

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**ACTIONS:**

**1. Review from the October 26, 2001 M&O/ITS Policy and Technical Task Force Meetings**

Chairman David Snyder called the meeting to order at 10:45 am. Minor changes were made to the M&O/ITS Technical Task Force meeting notes, removing an erroneous notation about the Regional ITS Architecture being flawed.

**2. Update on Overall COG and TPB Efforts on Developing Transportation Emergency Response Policies and Procedures in the National Capital Region**

Ron Kirby briefed the committee on upcoming TPB activities on regional transportation emergency response policies and procedures. Mr. Kirby referred to a presentation given by TPB

**TPB M&O/ITS Policy and Technical Task Forces**  
**Notes from the November 16, 2001 Joint Meeting**  
**Page 3**

Chairman John Mason to the newly established ad hoc Task Force on Homeland Security. The Task Force, Chaired by the Honorable Carol Schwartz was intended to address regional preparedness in an emergency.

He also discussed the following TPB efforts in developing transportation emergency response policies and procedures.

- ***TPB Resolution R12-2002.*** A resolution declaring proposed actions to strengthen transportation emergency response policies and procedures as regional transportation priorities— Mr. Kirby stated that at the November 21, 2001 TPB meeting, the Board should adopt and support this resolution which would identify actions to strengthen immediate, medium-term, and longer-term emergency response capabilities of the region's transportation operating agencies. Examples of immediate actions to be taken included a proposed concept that coordinates decision-making in a regional emergency.
- ***Activities deemed regional priorities.*** Mr. Kirby stated that the proposed activities in the resolution would be presented to a congressional delegation at the November 28 *Report to the Region* meeting. These regional emergency preparedness projects will be highlighted along side other regional priorities such Metro rehabilitation and air quality conformity.
- ***Identify regional funding mechanisms.*** Funding needs to be identified in order to pay for these priorities. Federal, state and local agencies should discuss ways in which regional priorities identified during the November 28 meeting could be paid for.
- ***Regional priorities + Dedicated Funding = Implementation.*** Direct the TPB Chairman to convey to a congressional delegation on November 28, that funding priorities need to be established in order for implementation to take place.

**3. Improving Communications for Coordination of Decision Making Among Multiple Jurisdictions/Agencies in Emergencies**

Mr. Kirby reviewed the proposed regional communications chart/diagram identifying specific agencies that should be involved in decision-making in the event of an emergency. The concept envisioned that immediately following the occurrence of an emergency, a conference call would take place among key transportation operating agencies, providing an opportunity for them to share information and to collaborate on decision-making.

The chart depicted two communication levels between regional agencies— Primary agencies in Level A would communicate with one another in the event of an emergency. The lead agency (probably the agency at the site of the incident) would initiate the call to other Level A agencies. All Level A agencies would have to have a designated person on call 24 hours a day, seven days a week. Secondary communication to Level B agencies would occur from the Level A lead agency. Level B agencies include local bus and rail systems, and Maryland and Virginia local jurisdictions.

**TPB M&O/ITS Policy and Technical Task Forces**  
**Notes from the November 16, 2001 Joint Meeting**  
**Page 4**

In some situations a Level B agency could be involved in the conference call if necessary. It could be possible for Public Safety officials to initiate the call. Mr. Kirby said that police and emergency level officials have their own procedures to follow in the event of an emergency, however, it is important for both public-safety and transportation officials to communicate in the event of an emergency.

Although this concept is quite general, the specifics and details would be fleshed-out in a proposed 'play-book'. The regional comprehensive plan/play book was highlighted as a potential longer-term project to be implemented if additional funding were available.

The conference call could use a previously identified telephone number and code that would be given to all Level A agencies to call into. Other potential ways to communicate would be via email, Nextel two-way phones, or pagers. Verizon's capability to provide priority codes was discussed. This would allow the members of the conference call to override all other non-priority codes and go through at times, as in emergencies, when the telephone system may be overloaded.

Mr. Kirby also stated that providing information to the public was of extreme importance in the proposed communication concept. In the event of an emergency, the lead agency would be designated to consolidate information provided by the involved agencies and to provide it to the media and real-time public information resources like Partners In Motion. All of the involved agencies would also continue to provide their own agency-specific information to the media at their discretion. Activities to identify the upgrade of Partners In Motion are ongoing and will be incorporated into this concept when finalized.

There was general consensus on the proposed concept for immediate coordination/communication improvements for transportation/public safety agencies with the following changes:

- The third bullet on the chart should be changed to clarify that the Central Point for communication will maintain consistent communication with all involved parties throughout the duration of the incident. All involved agencies may provide information to the public and the media, but this would help ensure that consistent data would be provided across agencies.
- It was noted that the transit agencies represented at the meeting felt secondary communication with all transit agencies on a separate conference call was necessary for – making regional transit decisions. This transit conference call could be initiated and maintained by WMATA if appropriate.

**4. Lunch Break**

## **5. Discussion of Unfunded Opportunities for Transportation Emergency Response in the National Capital Region**

Andrew Meese discussed the strawman handout on unfunded opportunities for potential emergency related transportation activities. The committee reviewed a strawman proposal of unfunded opportunities for transportation management and operations as they relate to emergencies. The projects were grouped in the following three categories:

- Short-Term—(30-60 days)
- Mid-Term – (Six months)
- Long-Term—(Six months, two-years or longer)

Mr. Meese stated that staff consulted written sources, discussed with some Task Force members and used contractor estimates to derive back-of-the-envelope cost-estimates for the projects/activities in the proposal. These projects would identify potential opportunities for funding if additional funding were available for management and operations as they relate to emergencies. Total cost estimates for FY 2002 for all projects (short to long-term) were calculated to be about \$16 million.

In response to a comment from Joanne Sorenson, Chairman Snyder stated that this exercise should not be considered an exhaustive, final list of projects that will go to the TPB. The committee should consider the list as opportunity to identify enhancements to regional programs if additional funding were available. The federal appropriations process was fast approaching and this list of projects would prove useful in identifying regional priorities.

Mr. Meese noted that there were regional considerations being discussed in the dialogues on multimodal emergency related activities being convened by the DDOT group, held every Thursday at the Reeves Center. Kathleen Donodeo was concerned that this forum was not a 'regional' forum and suggested that the TPB provide such a forum.

The committee made changes and corrections to the proposed programs/project. Staff was to integrate these corrections and share the revised version with the TPB at its November 21 meeting and work session. They would also be discussed at the next M&O/ITS Task Forces meeting. The group scheduled a next joint meeting of the Policy and Technical Task Forces to take place on Friday, December 14, time to be determined [later set for 12:30 p.m., Meeting Room 1]. The previously scheduled November 30 meeting of the M&O/ITS Technical Task Force was not cancelled as of this time, though this was to be considered by staff and decided subsequent to the November 21 TPB meeting. [The November 30 meeting ended up being cancelled in favor of the December 14 joint meeting.]

Mr. Snyder adjourned the meeting at 2:30 p.m.