



BOARD OF DIRECTORS

Wednesday, November 14, 2018
12:00 - 2:00 P.M.
Walter A. Scheiber Board Room

AGENDA

- 12:00 P.M.** **1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
Matthew Letourneau, COG Board Chairman
- 2. CHAIRMAN'S REPORT**
Matthew Letourneau, COG Board Chairman
- 12:05 P.M.** **3. EXECUTIVE DIRECTOR'S REPORT**
Chuck Bean, COG Executive Director
- 12:15 P.M.** **4. AMENDMENTS TO THE AGENDA**
Matthew Letourneau, COG Board Chairman
- 5. APPROVAL OF THE MINUTES FROM OCTOBER 10, 2018**
Matthew Letourneau, COG Board Chairman
Recommended Action: Approve minutes.
- 6. ADOPTION OF CONSENT AGENDA ITEMS**
Matthew Letourneau, COG Board Chairman
- A. Resolution R44-2018 – Resolution approving the 2019 COG Board of Directors meeting dates
 - B. Resolution R45-2018 – Resolution authorizing COG to procure and enter into a contract to purchase robotic equipment for COG law enforcement members
 - C. Resolution R46-2018 – Resolution authorizing COG to procure and enter into a contract to provide preparedness technical and production services support
 - D. Resolution R47-2018 – Resolution authorizing COG to procure and enter into a contract to support the Metrorail station emergency response exercise series (continuation)
 - E. Resolution R48-2018 – Resolution authorizing COG to procure and enter into a contract to sustain, maintain, and enhance the situational awareness dashboard
 - F. Resolution R49-2018 – Resolution supporting reauthorization of the Passenger Rail Investment and Improvement Act to continue federal funding for Metro
- Recommended Action: Adopt Resolutions R44-2018 – R49-2018.**

Reasonable accommodations are provided upon request, including alternative formats of meeting materials.
Visit www.mwocog.org/accommodations or call (202) 962-3300 or (202) 962-3213 (TDD).

- 12:20 P.M.** **7. FY2018 YEAR END FINANCIAL REPORT**
Kate Stewart, COG Secretary-Treasurer
Leta Simons, COG Chief Financial Officer
- The board will be briefed on the Fiscal Year 2018 Year End Financial Report.
- Recommended Action: Receive briefing.**
- 12:30 P.M.** **8. FY2020 MEMBER DUES RECOMMENDATION**
Chuck Bean, COG Executive Director
Leta Simons, COG Chief Financial Officer
- The board will be briefed on the proposal for the Fiscal Year 2020 Member Dues and Regional Fees, as recommended by the Budget and Finance Committee.
- Recommended Action: Receive briefing and Adopt Resolution R50-2018.**
- 12:45 P.M.** **9. COG POLICY COMMITTEES 2018 ACCOMPLISHMENTS AND 2019 PRIORITIES**
Katie Cristol, Human Services Policy Committee Chair
Cindy Dyballa, Chesapeake Bay & Water Resources Policy Committee Member
- The board will be briefed by two of the policy committees that serve as technical think-tanks for the COG Board of Directors. Each committee will provide an overview of accomplishments in 2018 and present their priorities for 2019. The board will be asked to provide feedback and direction to each committee.
- Recommended Action: Receive briefing.**
- 1:15 P.M.** **10. TRAFFIC INCIDENT MANAGEMENT ENHANCEMENT (TIME)**
Joseph Sagal, TIME Task Force Chair
Michael Wood, TIME Task Force Vice Chair
- In January, the COG Board set an initiative to study opportunities for collaboration to improve traffic incident management in the region. The board will be briefed on the findings and recommendations from the TIME Task Force to enhance the response to traffic incidents and reduce the impacts on safety and congestion.
- Recommended Action: Receive briefing and adopt Resolution R51-2018.**
- 1:45 P.M.** **11. OTHER BUSINESS**
- 2:00 P.M.** **12. ADJOURN**
The next meeting is scheduled for Wednesday, January 9, 2019.

AGENDA ITEM #2

CHAIRMAN'S REPORT

2019 COG Board of Directors Meeting Dates

Note: The COG Board of Directors typically meet from 12–2 P.M. on the second Wednesday of every month except July and August.

- January 9
- February 13
- March 13
- April 10
- May 8
- June 12
- July 19 & 20 – Annual Retreat
- August – No Meeting
- September 11
- October 10*
- November 13
- December 11 – Annual Meeting

*Note: The October meeting has been moved to Thursday, October 10, since Yom Kippur is observed on Wednesday, October 9.

AGENDA ITEM #3

EXECUTIVE DIRECTOR'S REPORT



MEMORANDUM

TO: COG Board of Directors
FROM: Chuck Bean, COG Executive Director
SUBJECT: Executive Director's Report – November 2018
DATE: November 7, 2018

POLICY BOARD & COMMITTEE UPDATES

National Capital Region Transportation Planning Board (TPB) - At its October meeting, the TPB approved the region's new long-range transportation plan, *Visualize 2045*. The plan consists of more than 100 major projects that expand or change the region's highway or transit system capacity. For the first time, the plan also includes seven aspirational initiatives that the board identified for their potential to address some of the region's biggest transportation challenges.

Region Forward Coalition (RFC) – The RFC, which met at Kaiser Permanente's Center for Total Health, focused on the release of the Virginia Commonwealth University's report, *Uneven Opportunities: How Conditions for Wellness Vary Across the Metropolitan Washington Region*. The report was commissioned by COG's Health Officials Committee. A panel, including RFC Vice Chair Robert White, discussed strategies to improve health opportunities for all area residents.

OUTREACH & PROGRAM HIGHLIGHTS

Bike and pedestrian projects – The TPB approved about \$1.2 million in funding for four bicycle and pedestrian projects in the District of Columbia through the Transportation Alternatives program (TAP).

[TAP news highlight](#)

Housing needs – In October, Chuck Bean discussed COG's focus on the region's housing needs during presentations for the Northern Virginia Chamber of Commerce, Leadership Arlington, and the D.C. Chamber of Commerce. In addition, COG's Paul DesJardin and Hilary Chapman participated in a meeting with ULI Washington's housing task force to discuss opportunities for collaboration on addressing the region's shortage of affordably-priced housing.



STAFF FEATURE
COG's Nicholas Ramfos helps commuters across the region find the best travel options to get to work. He's also been helping the region establish the Washington Metrorail Safety Commission and overseeing COG's Enhanced Mobility program.

[View the Heart of COG](#)

IRE Graduation and Awards

– On October 12, COG’s Institute for Regional Excellence held a graduation ceremony for 31 new Certified Public Managers from across the region, and the program honored Loudoun County Administrator Tim Hemstreet and Arlington County Manager Mark Schwartz. Hemstreet was honored with the Visionary Leader Award; Schwartz received the Inspiring Leader Award. Both were honored for their contributions to COG’s Homeland Security Executive Committee and Chief Administrative Officers Committee.



(Tim Hemstreet, Chuck Bean, Mark Schwartz, and Joanne Gabor)

Public safety exercise - On November 3, the Maryland-National Capital Park Police hosted a regional search and rescue training exercise (SAREX) in Upper Marlboro, MD. The exercise was planned and coordinated through the Search Operations Subcommittee of COG’s Police Chiefs Committee.

Combatting drunk driving – At the Washington Regional Alcohol Program’s Annual Luncheon, COG received WRAP’s 2018 Community Partnership Award for supporting the annual *How Safe are Our Roads? Report*. COG’s Dave McMillion accepted the award at the event.

Festival del Rio Anacostia – On October 13, COG partnered with several public agencies and civic and environmental groups to organize the family-oriented event in Bladensburg, MD committed to connecting Latino residents with the Anacostia River.

Drug Take Back Day – The October 27 nationwide event was promoted in the region by COG and area partners, including law enforcement agencies, water and wastewater utilities, and health officials. The day reminds residents to do their part to prevent drug abuse, accidental ingestion, and the contamination of area water supplies by properly disposing of unwanted medication.

MEDIA HIGHLIGHTS

Regional leaders approve a vision for D.C. area commuters in 2045 – *Visualize 2045* featured. TPB Chairman Charles Allen (D.C.) and TPB Member David Snyder (Falls Church) quoted.

[Washington Post story](#)

Life expectancy varies dramatically depending on where you live in DC area – COG Health Officials Committee Member Reuben Varghese (Arlington County) quoted.

[WTOP story](#)

Georgetown Climate Center Honored– COG’s Climate and Energy Leadership Awards featured.

[Georgetown Law News story](#)

AGENDA ITEM #4

AMENDMENTS TO THE AGENDA

AGENDA ITEM #5

APPROVAL OF THE MINUTES

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 North Capitol Street, NE
Washington, D.C. 20002**

**MINUTES
Board of Directors Meeting
October 10, 2018**

BOARD MEMBERS AND ALTERNATES: See attached chart for attendance.

SPEAKERS:

Chuck Bean, COG Executive Director
Mary Lehman, COG Climate, Energy, and Environment Policy Committee Chair
Gretchen Goldman, COG Air and Climate Public Advisory Committee Chair
Mary Lehman, COG Climate, Energy, and Environment Policy Committee Chair
Daniel Sze, COG Climate, Energy and Environment Policy Committee Vice Chair
Leta Simons, COG Chief Financial Officer
Marybeth Connelly, COG Region Forward Coalition Vice Chair
David Mayer, Metrorail Safety Commission CEO
Scott Boggs, COG Department of Homeland Security and Public Safety Director

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

COG Board Chairman Matthew Letourneau called the meeting to order at 12:10 P.M. and led the Pledge of Allegiance.

2. CLIMATE AND ENERGY LEADERSHIP AWARDS

COG Board Chairman Matthew Letourneau, CEEPC Chair Mary Lehman, and ACPAC Chair Gretchen Goldman presented the COG Climate and Energy Leadership Awards to the Prince George's County Sustainable Energy Program, GRID Alternatives Mid-Atlantic, and the Georgetown Climate Center for their outstanding efforts to reduce greenhouse gas emissions, increase energy efficiency, and advance regional goals.

3. CLIMATE, ENERGY AND ENVIRONMENT POLICY COMMITTEE 2018 ACCOMPLISHMENTS AND 2019 PRIORITIES

CEEPC Chair Mary Lehman and Vice Chair Daniel Sze briefed the board on the work and accomplishments of the committee in 2018, including producing a dashboard to display the region's progress toward climate and energy goals, and leveraging EPA and U.S. DOE grants for efficient street lighting and electric and alternative fuel vehicles, among others. In the next year, CEEPC looks to establish a tree canopy technical committee, advocate on energy and climate policies, plan for electric vehicle implementation, and explore opportunities for clean energy financing, technical assistance, and cooperative procurements.

4. CHAIRMAN'S REPORT

- A. The Employment Compensation and Benefits Review Committee will be meeting on November 14 at 2:00 p.m.
- B. The COG Annual Membership Meeting and Awards Luncheon will be on December 12. Submit awards nominations for exemplary leaders and partners by October 19.

5. EXECUTIVE DIRECTOR'S REPORT

Executive Director Chuck Bean noted that the Transportation Planning Board will vote on Visualize 2045, the new long-range transportation plan for the region, at its October meeting. Additionally, he noted that on October 13, COG and partners are hosting the Festival del Rio de Anacostia event as part of the 2018 Year of the Anacostia campaign. Bean also noted that on October 26, the Region Forward Coalition will focus on a new report that examines the impact of different factors on health.

Bean noted that staff shared COG's *What the Region Grows Report*, which tracks the region's agriculture economy, at the Chesapeake Food Summit. Finally, Bean recognized the accomplishments of two COG retirees: Regional Water Quality Management Chief Tanya Spano and Travel Forecasting and Emissions Analysis Program Director Ron Milone.

6. AMENDMENTS TO AGENDA

There was one amendment to the agenda. Due to the sensitive nature of item number 12, the board approved a resolution to enter into executive session to discuss the results of the survey of the physical security of local government buildings.

7. APPROVAL OF MINUTES

The minutes from the September 12, 2018 board meeting were approved.

8. ADOPTION OF CONSENT AGENDA ITEMS

- A. Resolution R35-2018 – Resolution authorizing COG to change the micro-procurement threshold from \$3,000 to \$10,000 to coincide with changes made by the federal government's Office of Budget and Management
- B. Resolution R36-2018 – Resolution adopting Round 9.1 Cooperative Forecasts of population, households and employment
- C. Resolution R37-2018 – Resolution authorizing COG to receive and expend grant funds from the U.S. Department of Energy to support LED street light conversions
- D. Resolution R38-2018 – Resolution authorizing COG to receive a grant, procure and enter into a contract to repower diesel engines in marine passenger vessels operating in the region
- E. Resolution R39-2018 – Resolution authorizing appointments to the COG 2019 Nominating Committee
- F. Resolution R40-2018 – Resolution authorizing appointments to the COG 2019 Legislative Committee
- G. Resolution R41-2018 – Resolution authorizing COG to amend the existing contract to add the cloud modernization & managed services project to support the information technology & facilities management division in the enterprise datacenter infrastructure modernization efforts

Action: Adopted Resolutions R35-2018 – R41-2018.

9. APPROVAL OF THE FIVE-YEAR CAPITAL EXPENDITURE PLAN AND BUDGET

COG Executive Director Chuck Bean and Chief Financial Officer Leta Simons briefed the board on the proposed Five-Year Capital Plan and Budget as reviewed and recommended for approval by the COG Budget and Finance Committee. The board was also briefed on the next steps for the COG Office Refresh project.

ACTION: Received briefing and adopted Resolution R42-2018.

10. REGION FORWARD COALITION 2018 ACCOMPLISHMENTS AND 2019 PRIORITIES

Region Forward Coalition (RFC) Vice Chair Marybeth Connelly briefed the board on the work and accomplishments of the committee in 2018, including reviewing the coalition's goals and targets to support social equity and inclusion; receiving briefings on regional food systems and office vacancies, among others; and releasing the health opportunities report. In the coming year, RFC plan to look at re-assessing housing targets, tools and policies to meet the region's housing needs, and other subjects as they arise.

ACTION: Received briefing.

11. METRORAIL SAFETY COMMISSION UPDATE

Metrorail Safety Commission (MSC) CEO David Mayer briefed the board on the establishment of the MSC and their progress this year, including working toward certification of its State Safety Oversight Program by the Federal Transit Administration (FTA), filling key staff positions, and adopting a new logo. Mayer recognized COG for supporting the jurisdictions and the FTA in establishing the MSC.

ACTION: Received briefing.

12. REPORT ON SECURITY OF LOCAL GOVERNMENT BUILDINGS

The board was briefed on findings from a regional survey on the physical security of public buildings. Due to the sensitivity of the information that may impact the security of the buildings, the board proceeded with a closed executive session for this item.

ACTION: Received briefing.

13. OTHER BUSINESS

There was no other business.

14. ADJOURN

Upon motion duly made and seconded, the meeting was adjourned at 2:10 P.M.

October 2018 Attendance

<u>Jurisdiction</u>	<u>Member</u>	<u>Y/N</u>	<u>Alternate</u>	<u>Y/N</u>
<i>District of Columbia</i>				
Executive	Hon. Muriel Bowser		Brian Kenner Beverly Perry	Y
	Mr. Rashad Young			
Council	Hon. Phil Mendelson	Y		
	<i>Hon. Robert White</i>	Y		
<i>Maryland</i>				
Bowie	Hon. G. Frederick Robinson		Hon. Courtney Glass	
Charles County	Hon. Ken Robinson	Y	Hon. Amanda Stewart Hon. Peter Murphy	
City of Frederick	Hon. Michael O'Connor			
Frederick County	Hon. Jan Gardner		Mr. Roger Wilson	
College Park	Hon. Patrick Wojahn		Hon. Monroe Dennis	
Gaithersburg	Hon. Robert Wu		Hon. Neil Harris	
Greenbelt	Hon. Emmett Jordan		Hon. Judith "J" Davis	
Laurel	Hon. Craig Moe	Y	Hon. Michael Leszcz	
Montgomery County				
Executive	Hon. Isiah Leggett		Mr. Tim Firestine	
Council	Hon. Roger Berliner			
	Hon. Nancy Navarro			
Prince George's County				
Executive	Hon. Rushern Baker		Mr. Nicholas Majett	Y
Council	Hon. Todd Turner	Y		
	<i>Hon. Derrick Leon Davis</i>			
Rockville	Hon. Bridget Newton			
Takoma Park	Hon. Kate Stewart	Y	Hon. Peter Kovar	
Maryland General Assembly	Hon. Brian Feldman			
<i>Virginia</i>				
Alexandria	Hon. Allison Silberberg	Y	Hon. Redella Pepper	
Arlington County	Hon. Christian Dorsey	Y		
City of Fairfax	Hon. David Meyer	Y	Hon. Jeffrey Greenfield	
Fairfax County	Hon. Sharon Bulova	Y	Hon. Catherine Hudgins	
	Hon. Penelope A. Gross	Y	Hon. Patrick Herrity	
	Hon. John Foust	Y	Hon. Kathy Smith	
Falls Church	Hon. David Snyder		Hon. David Tarter	Y
Loudoun County	<i>Hon. Matt Letourneau</i>	Y		
Loudoun County	Hon. Phyllis Randall	Y		
Manassas	Hon. Mark Wolfe			
Manassas Park	Hon. Hector Cendejas		Hon. Suhas Naddoni	
Prince William County	Hon. Frank Principi			
	Hon. Ruth Anderson	Y		
Virginia General Assembly	Hon. George Barker	Y		

Total: 19

AGENDA ITEM #6

ADOPTION OF CONSENT AGENDA ITEMS

ADOPTION OF CONSENT AGENDA ITEMS

A. Resolution R44-2018 – Resolution approving the 2019 COG Board of Directors meeting dates

The board will be asked to approve the 2019 COG Board of Directors meeting dates. The COG Board of Directors shall convene from noon to 2:00 P.M. on the following meeting dates for the 2019 calendar year: January 9, February 13, March 13, April 10, May 8, June 12, July 19 and 20 (Annual Retreat), No August Meeting, September 11, October 10 (moved in order to observe Yom Kippur), November 13, and December 11 (Annual Meeting).

RECOMMENDED ACTION: Approve Resolution R44-2018.

B. Resolution R45-2018 – Resolution authorizing COG to procure and enter into a contract to purchase robotic equipment for COG law enforcement members

The board will be asked to authorize the Executive Director, or his designee, to receive and expend \$837,414 to purchase two sets of Regional-Mobile, Explosive Ordinance Robotic Equipment and associated accessories for Regional Bomb Squads. As the Secretariat for the Urban Area Security Initiative for the National Capital Region, COG has been requested by the District of Columbia Homeland Security and Emergency Management Agency to procure a contractor and enter into a contract to purchase Robotic Equipment for law enforcement members in the National Capital Region. Funding for this effort will be provided through a subgrant from the State Administrative Agent for the National Capital Region. No COG matching funds are required.

RECOMMENDED ACTION: Approve Resolution R45-2018.

C. Resolution R46-2018 – Resolution authorizing COG to procure and enter into a contract to provide preparedness technical and production services support

The board will be asked to authorize the Executive Director, or his designee, to receive and expend \$148,383.50 to provide preparedness technical and production services support to the District of Columbia Homeland Security and Emergency Management Agency (DC HSEMA). As the Secretariat for the Urban Area Security Initiative for the National Capital Region, COG has been requested by DC HSEMA to procure a contractor and enter into a contract to provide standby production and technical support services and on-site staff support on an ad-hoc basis through task orders. The purpose of the contract is to have a contractor available to develop products (e.g. policies, press releases, reports, maps, training courses, exercises, etc.). Funding for this effort will be provided through a subgrant from the State Administrative Agent for the National Capital Region. No COG matching funds are required.

RECOMMENDED ACTION: Approve Resolution R46-2018.

D. Resolution R47-2018 – Resolution authorizing COG to procure and enter into a contract to support the Metrorail station emergency response exercise series (continuation)

The board will be asked to authorize the Executive Director, or his designee, to receive and expend \$267,750 to develop and conduct three multi-jurisdictional exercises. As the Secretariat for the Urban Area Security Initiative for the National Capital Region, COG has been requested by the District of Columbia Homeland Security and Emergency Management Agency and WMATA to procure a contractor and enter into a contract to develop and conduct three multi-jurisdictional exercises. The project will include the development and conduct of two tabletop exercises and one full scale exercise focusing on a security incident involving the loss of one mode or a loss of all modes of WMATA transit services, utilizing the Metrorail Emergency Response and Evacuation Plan Rail Specific Annexes. Funding for this effort will be provided through the State Administrative Agent for the National Capital Region. No COG matching funds are required.

RECOMMENDED ACTION: Approve Resolution R47-2018.

E. Resolution R48-2018 – Resolution authorizing COG to procure and enter into a contract to sustain, maintain, and enhance the situational awareness dashboard

The board will be asked to authorize the Executive Director, or his designee, to receive and expend \$290,700 to sustain, maintain, and enhance the situational awareness dashboard to further regional coordination. As the Secretariat for the Urban Area Security Initiative for the National Capital Region, COG has been requested by the District of Columbia Homeland Security and Emergency Management Agency to procure a contractor and enter into a contract to assist in consolidating and managing information from multiple data sources and to enhance partners' ability to comprehend and share data, and identify events requiring attention. The contractor will provide project management and software maintenance for the dashboard to include 24/7 telephone/email support. Funding for this effort will be provided through a subgrant from the State Administrative Agent for the National Capital Region. No COG matching funds are required.

RECOMMENDED ACTION: Approve Resolution R48-2018.

F. Resolution R49-2018 – Resolution supporting reauthorization of the Passenger Rail Investment and Improvement Act to continue federal funding for Metro

The board will be asked to authorize the Executive Director, or his designee, to send a letter (see attached) to the regional congressional delegation and leadership of the necessary congressional committees stating COG's support of continued federal funding for Metro. The Passenger Rail Investment and Improvement Act (PRIIA) of 2008 will expire in September 2019 and continued federal dedicated funding is critical to the safety and reliability of the system. The board strongly urges reauthorization of the Passenger Rail Investment and Improvement Act of at least \$1.5 billion over a 10-year period to continue the federal governments existing funding commitment to Metro.

RECOMMENDED ACTION: Approve Resolution R49-2018.

November 14, 2018

PRIIA Funding Letter

Senator/Representative
Title
Address
Washington, DC 20002

Dear Senator/Representative:

In 2018, our local and state governments, with the strong support of the Metropolitan Washington Council of Governments (COG) and a coalition of business and civic organizations, worked together to pass unprecedented legislation in the District of Columbia, State of Maryland, and Commonwealth of Virginia to establish dedicated funding for the Washington Metropolitan Area Transit Authority (WMATA). Collectively, the region is committing an additional \$500 million a year to fund essential capital improvements to the Metro system.

As a valued partner in our Metro system, the federal government needs to continue to provide dedicated funding critical to the safety and reliability of the system. As the current 10-year \$1.5 billion commitment under the Passenger Rail Investment and Improvement Act of 2008 (PRIIA) is set to expire in less than one year, COG **strongly urges reauthorization of the federal governments existing funding commitments** that matches or exceeds the current 10-year commitment of \$1.5 billion in dedicated federal funds for Metro.

WMATA is critical to the federal government. More than half of Metrorail stations serve federal facilities and approximately 40 percent of morning peak-period customers are federal employees. Metrorail also allows for the evacuation of more than 120,000 people per hour during an emergency. Federal funding – together with the region's increased commitment – will support the major maintenance and capital rehabilitation activities that are necessary to restore and improve the aging transit system.

Addressing WMATA's long-term capital funding needs continues to be a top priority for COG and the jurisdictions in Metro's Compact. Your collaboration is essential to securing the additional funding our region needs to keep Metro safe and our economy thriving. We appreciate your leadership on this initiative and look forward to hearing your next steps to continue federal funding for Metro.

Sincerely,

Matt Letourneau
Chairman, COG Board of Directors
Supervisor, Loudoun County

Robert White
Vice Chairman, COG Board of Directors
Councilmember, District of Columbia

Derrick Davis
Vice Chairman, COG Board of Directors
Councilmember, Prince George's County

AGENDA ITEM #7

FY2018 YEAR END FINANCIAL REPORT



MEMORANDUM

TO: COG Board of Directors
THRU: Chuck Bean, COG Executive Director
FROM: Leta Simons, COG Chief Financial Officer
SUBJECT: Fiscal Year 2018 Financial Statements
DATE: November 7, 2018

We are providing the following preliminary, unaudited financial reports to the Board of Directors for the fiscal year ended June 30, 2018:

- Statement of Revenue, Expenditures and Changes in Net Position
- Comparative Statement of Net Position

SUMMARY AND HIGHLIGHTS

Statement of Revenue, Expenditures, and Changes in Net Position

Revenue from all sources totaled \$44.0 million, which is \$17.2 million less than the FY2018 revenue budget. This is attributable to a significant reduction in federal pass-through funds for Urban Area Security Initiative (UASI) and Secure the Cities (STC) projects, compared to the amount of funding anticipated when the FY2018 budget was prepared. Although most of the funds are used for regional training and equipment, the shortfall also reduced the funding available to support the cost of COG staff assigned to administer the program.

The negative variance in operations revenue is more than offset by a corresponding positive variance in operations expense, resulting in a fiscal year-end surplus of just over \$1.0 million, from an accounting perspective. However, there was an overall deficit of \$474,500 in COG's general funds. Of this, \$161,900 is due to the shortfall in UASI and STC funding described above. The FY2018 budget also included an amount of \$168,800 in revenue from the regional emergency responder radio procurement administered by COG's Cooperative Procurement Office. The timing of the procurement was such that revenue was not forthcoming in FY2018, but should be available starting in FY2019. A required accounting entry reduced the book value of COG's CD's by \$92,900, and the remainder of the deficit is due to late receipts that could not be recognized in FY2018, but will be recognized as revenue in FY2019.

There were positive balances in the Executive Office and Air Quality programs, which offset negative balances elsewhere in Water Quality Management, Water Security and Monitoring, and Anacostia Restoration. Program revenue increases, along with overall reductions in personnel and employee benefit expense, will help to balance the budget in these programs in FY2019.

Comparative Statement of Net Position

COG invests surplus funds in certificates of deposit. These investments are being cashed in as they come due in order to finance the office remodel, resulting in a reduction of funds in the investment account. The reduction in accounts receivable and accounts payable is due to timing of invoices and payments at fiscal year end, and is also reflective of the reduction in activity for UASI and STC projects. Revenue that was previously deferred has been recognized in FY2018, with a corresponding increase in net position for program and project funds, as per governmental accounting standards.

The board-designated operating reserve is fully funded at \$5.1 million, and the capital reserve has a fiscal year-end balance of \$5.8 million. An amount of \$318,400 remains available in undesignated net assets.

Audited financial statements will be presented to the Board of Directors at the January meeting.

**Metropolitan Washington Council of Governments
Statement of Revenue, Expenditures, and Changes in Net Position
For the fiscal year ended June 30, 2018**

ALL PROGRAMS

	Budget FY2018	Actual FY2018	Variance
Operations Revenue			
Federal revenue	16,635,800	14,829,200	(1,806,600)
State revenue	7,089,900	7,110,600	20,700
Member dues	4,058,200	4,058,200	-
Regional funds	2,083,200	2,081,400	(1,800)
Building & investment revenue	866,000	650,900	(215,100)
Other revenue	4,845,900	4,943,100	97,200
Total Operations Revenue	35,579,000	33,673,400	(1,905,600)
Operations Expense			
Salaries - Direct program	8,940,500	8,708,900	231,600
Salaries - Leave benefits	1,749,600	1,818,600	(69,000)
Other employee benefits	2,757,900	2,687,800	70,100
Consultants	9,056,600	7,661,400	1,395,200
Other direct program expense	4,475,600	3,136,600	1,339,000
Support services, rent & other allocated expense	9,003,300	8,607,000	396,300
Total Operations Expense	35,983,500	32,620,300	3,363,200
Net Surplus (Deficit) From Operations	(404,500)	1,053,100	
Decrease (Increase) in Restricted Program Funds	404,500	(1,748,800)	
Decrease (Increase) in Unavailable Funds		221,200	
Change in Undesignated Net Position	-	(474,500)	

Revenue - All Sources	Budget	Actual
Operations	35,579,000	33,673,400
Subrecipient Pass-Through	25,344,800	10,312,700
Contributed Services	307,700	
Total Revenue - All Sources	61,231,500	43,986,100

This management report excludes adjustments to the Net Pension Asset, which has a 6/30/2018 balance of \$2,760,088. Net Pension Assets are not available for COG operations.

Metropolitan Washington Council of Governments
Comparative Statement of Net Position
As of June 30, 2018 and June 30, 2017

	As of 6/30/2018	As of 6/30/2017
<u>Current Assets</u>		
Cash	2,520,200	2,766,700
Investments	5,836,600	7,600,800
Accounts receivable	11,198,200	12,993,600
Other current assets	759,400	491,900
Total Current Assets	20,314,400	23,853,000
 <u>Non-Current Assets</u>		
Capital assets, net of depreciation	1,634,600	1,479,800
Other non-current assets	164,200	121,700
Total Assets	22,113,200	25,454,500
 <u>Current Liabilities</u>		
Accounts payable	4,035,900	7,007,900
Accrued payroll	609,500	350,700
Accrued leave	960,000	904,700
Unearned revenue	27,700	1,806,900
Total Current Liabilities	5,633,100	10,070,200
 Other Non-Current Liabilities	 164,200	 121,700
 Total Liabilities	 5,797,300	 10,191,900
 <u>NET POSITION*</u>		
Net investment in capital assets	1,634,600	1,479,800
Board designated operating reserve	5,086,000	5,248,900
Board designated capital reserve	5,772,600	5,927,300
Restricted program funds	3,194,100	1,445,200
Unavailable	310,200	531,400
Undesignated	318,400	630,000
Total Net Position	16,315,900	15,262,600
 Total Liabilities and Net Assets	 22,113,200	 25,454,500

**This management report excludes the Net Pension Asset of \$2,760,088, since these funds are not available for COG operations.*

AGENDA ITEM #8

FY2020 MEMBER DUES RECOMMENDATION



MEMORANDUM

TO: COG Board of Directors
FROM: Chuck Bean, COG Executive Director
SUBJECT: FY-2020 COG Member Fee Assessment
DATE: November 7, 2018

On behalf of the Budget and Finance Committee, I am submitting for your review, and approval or modification, the proposed member dues and regional fee assessment for FY-2020.

The Budget and Finance Committee approved the proposed member dues and regional fee assessment at their meeting on October 10, 2018. The Chief Administrative Officers were also advised of a potential increase in the per-capita rate at their meeting on September 5, 2018.

MEMBER FEE PROPOSAL

Member dues in the current fiscal year total \$4,223,142, which represents 8 percent of COG's total revenue. The proposal for FY-2020 will raise the per-capita rate from 75.5 cents to 76.5 cents. This, along with a 1.74 percent increase in population, will provide an additional \$162,848 (total of 3.86 % increase) that will be used for required match in the Unified Planning Work Program, and for continuation and enhancement of COG's regional programs. The recommendation includes a corresponding increase of 3.86 percent in the Regional Water and Regional Environmental funds.

New in FY-2020 is the Regional Public Safety Fund, which was created to provide a sustainable solution for the region to support its long-term public safety needs. The COG CAO's have recommended establishment of this fund as part of the transition of funding from the federal Urban Area Security Initiative.

Your board packet includes the handout "FY2020 Member Dues and Regional Fees," which provides additional information on how member dues and fees are used to benefit the region and COG's members.

Thank you for your consideration of this recommendation and the accompanying resolution.

FY2020 MEMBER DUES AND REGIONAL FEES RECOMMENDATION

Working Together to Shape Strong Communities and a Better Region

COG Board of Directors
November 14, 2018



Metropolitan Washington
Council of Governments

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Year-Round Member Benefits

- Monthly meetings where members and subject matter experts **make connections** and develop consensus on issues to improve the region's quality of life.
- Access to COG research, publications, data, and planning documents.
- Consultation with COG staff and contacts, primed to help members think regionally, and act locally.
- Ongoing participation in local and regional forums, conferences, and a voice in shaping regional priorities and actions.



Prince George's County Council Members Mary Lehman, Dannielle Glaros, and Todd Turner with Virginia Lieutenant Governor Justin Fairfax at the 2018 COG Annual Meeting. (COG)

Member Savings

COG harnesses the purchasing power of member jurisdictions to save them time and money.

- Fuel contract leverages 40+ million gallons of buying power annually, saving thousands.
- Subscriber radio contract saves 40% on the cost per radio.

COG continually seeks out cooperative purchasing opportunities for members, like these upcoming contracts and procurements:

- Water and Wastewater Chemicals consortium contracts.
- Procurement of self-contained breathing apparatus for fire departments.
- Procurement of alternative fuel infrastructure - electric vehicle, propane, and natural gas fueling facilities.



COG Leadership and Members

COG Corporate Officers

Phil Mendelson, President
District of Columbia

Karen Toles, 1st Vice President
Prince George's County

Phyllis Randall, 2nd Vice President
Loudoun County

Kate Stewart, Secretary-Treasurer
City of Takoma Park

COG Board of Directors Leadership

Matt Letourneau, Chairman
Loudoun County

Robert White, 1st Vice Chairman
District of Columbia

Derrick L. Davis, 2nd Vice Chairman
Prince George's County

Members

District of Columbia
City of Bladensburg
City of Bowie
Charles County
City of College Park
Frederick County
City of Frederick
City of Gaithersburg
City of Greenbelt
City of Hyattsville
City of Laurel
Montgomery County
Prince George's County
City of Rockville
City of Takoma Park
City of Alexandria
Arlington County
Fairfax County
City of Fairfax
City of Falls Church
Loudoun County
City of Manassas
City of Manassas Park
Prince William County

Transportation Planning Board Leadership

Charles Allen, Chairman
District of Columbia

Martin Nohe, 1st Vice Chairman
Prince William County

Kelly Russell, 2nd Vice Chairman
Frederick County

Metropolitan Washington Air Quality Committee Leadership

Hans Riemer, Chairman
Montgomery County

Robert Day, 1st Vice Chairman
City of College Park

Redella Pepper, 2nd Vice Chairman
City of Alexandria

Brandon Todd, 3rd Vice Chairman
District of Columbia

Members Engage in Regional Planning

COG supports policy and technical committees that serve the interests of its member jurisdictions and the entire region, including:

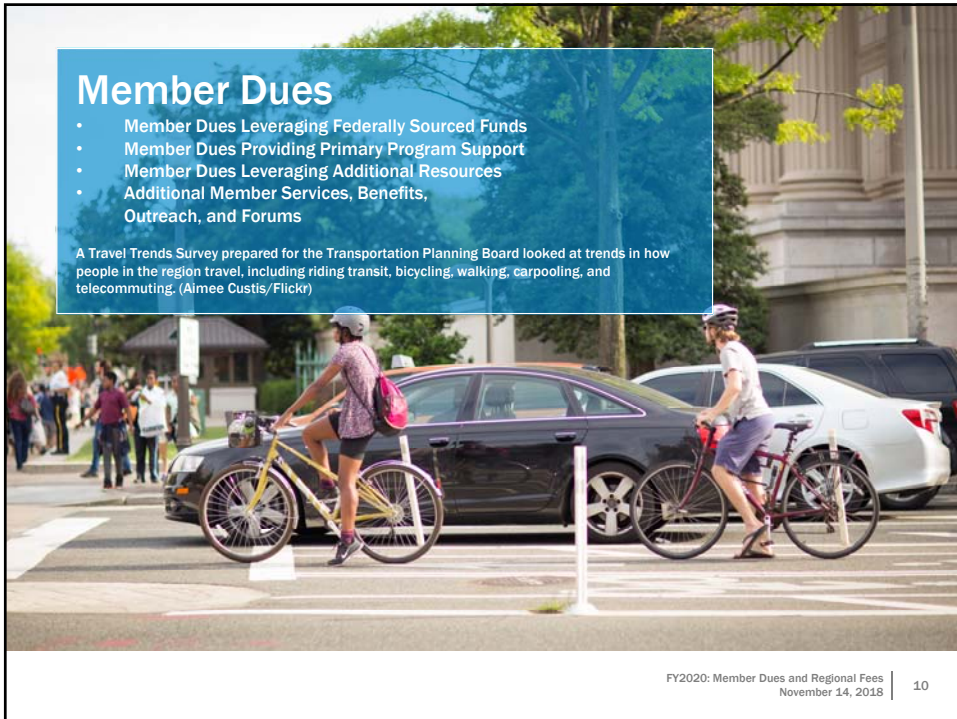
- Anacostia Watershed Steering Committee
- **Chesapeake Bay & Water Resources Policy Committee**
- Chief Administrative Officers Committee
- Chief Information Officers Committee
- Chief Purchasing Officers Committee
- Child Welfare Directors
- Clean Air Partners Board of Directors
- **Climate, Energy, and Environment Policy Committee**
- Community Engagement Campaign
- Community Forestry Network
- Emergency Managers Committee
- Fire Chiefs Committee
- Health Officials Committee
- Homeland Security Executive Committee
- Homeless Services, Planning, & Coordinating Committee
- Housing Directors Advisory Committee
- **Human Services Policy Committee**
- I-95 Landfill Committee
- **NCR Emergency Preparedness Council**
- Planning Directors Technical Advisory Committee
- Police Chiefs Committee
- Recycling Committee
- **Region Forward Coalition**
- Regional Tree Canopy Workgroup
- Snow/Winter Weather Briefings Committee
- Solid Waste Managers Group
- Substance Abuse & Mental Health Committee
- Water Resources Technical Committee

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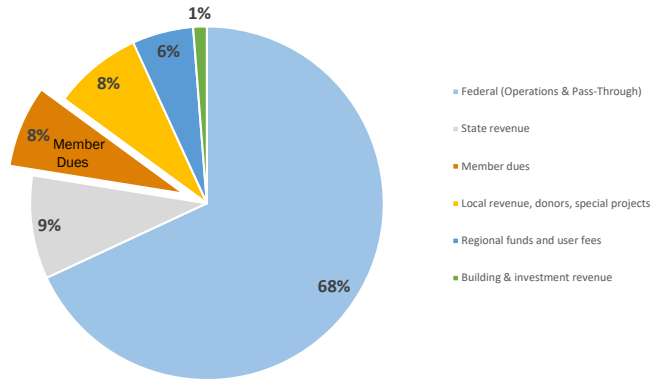
Member Dues

- Member Dues Leveraging Federally Sourced Funds
- Member Dues Providing Primary Program Support
- Member Dues Leveraging Additional Resources
- Additional Member Services, Benefits, Outreach, and Forums

A Travel Trends Survey prepared for the Transportation Planning Board looked at trends in how people in the region travel, including riding transit, bicycling, walking, carpooling, and telecommuting. (Aimee Custis/Flickr)



Member Dues Provide 8% of Total COG Resources



FY2020: Member Dues and Regional Fees | 11
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Member Dues Leveraging Federally Sourced Funds

Deliverables:

- Convene and staff the Transportation Planning Board, with representation from all member jurisdictions.
- Conduct federally mandated unified transportation planning activities to ensure flow of federal transportation funds to local, regional, and state transportation agencies.
- Complete analysis of biennial regional airport survey; update airport ground access forecasts; and update regional Air Systems Plan.
- Meet the requirements that allow member jurisdictions to receive and utilize Homeland Security funding.



As part of the development of Visualize 2045, the region's new long-range transportation plan, the National Capital Region Transportation Planning Board gathered public input at events in area jurisdictions. (COG)

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Member Dues Leveraging Federally Sourced Funds

- 35% of Member Dues
- For these programs, each \$1.00 in member dues leverages \$8.06 in direct federal funding.

	Member Dues	Direct Federal	District & States	Other	Total Resources
Regional Transportation Planning	1,322,500	10,608,300	1,326,000	3,500	13,260,300
Homeland Security Staff Support	181,200	1,462,900	-	18,300	1,662,400
Continuous Airport Systems Planning	25,000	250,000			275,000
Total	1,528,700	12,321,200	1,326,000	21,800	15,197,700

Member Dues Providing Primary Program Support

Deliverables:

- Conduct annual point-in-time count of homeless persons, with results and analysis.
- Convene regional health directors and coordinate response to health emergencies.
- Support regional economic development initiatives, including examining the region's shortage of affordably priced housing through an economic competitiveness lens.



In 2018, COG released *Homelessness in Metropolitan Washington*, the results of the 18th annual census, a one-day snapshot, of the region's residents experiencing homelessness within nine area jurisdictions. (COG)

Member Dues Providing Primary Program Support

- 12% of Member Dues
- \$511,400 supports regional coordination and planning efforts, where other funding is limited or not available.

	Member Dues	Other	Total
Health Planning & Community Svc.	320,100	16,700	336,800
Housing Opportunities	191,300		191,300
Total	511,400	16,700	528,100

Member Dues Leveraging Additional Resources

Deliverables:

- Prepare annual employment, population, and household forecasts by traffic analysis zone.
- Advance regional efforts to restore local waterways, reduce air pollution, increase renewable energy use, promote recycling, and enhance green space and agriculture.
- Conduct annual public awareness campaign to ensure pedestrian and bicycle safety.
- Convene regional Fire Chiefs, Corrections Officers, Emergency Managers, and Police Chiefs to address areas of mutual concern.
- Coordinate services to address emergency and severe weather situations.
- Implement the 2017-2020 Climate and Energy Action Plan.

See also the **Regional Environmental, Water, and Public Safety Funds** section (page 21).



In 2018, COG hosted a program at the Washington Auto Show's public policy day, "How Can We Accelerate Electrification of Transportation?" (COG)

Member Dues Leveraging Additional Resources

- 31% of Member Dues
- \$1.4 million in Member Dues leverages \$5.3 million from various funding sources, and provides baseline resources to ensure continuity of programs

	Member Dues	Federal, District & States	UPWP Funds (1)	Regional Funds (2)	Other	Total
Regional Environmental Resources Planning	433,300	81,000		525,500	74,000	1,113,800
Regional Planning & Coordination	222,000	-	616,700	-		838,700
Regional Air Quality Attainment Planning (1)	174,600	174,600	174,600			523,800
Regional Public Safety Planning	159,100	-	66,100			225,200
Regional Water Resources Management	101,000	-		1,337,000		1,438,000
Anacostia Watershed Program & Projects	93,500	426,000			289,000	808,500
Clean Air Partners	58,800	454,000			23,300	536,100
Air Quality Index, Monitoring & Forecasting	58,200	25,000				83,200
Street Smart Safety Education Campaign	50,400	575,000			150,000	775,400
Agriculture and Forestry Management	26,300	173,000		48,500	130,000	377,800
Total	1,377,200	1,908,600	857,400	1,911,000	666,300	6,720,500

(1) Included in Regional Transportation Planning Program total on page 11

(2) Regional Environmental and/or Regional Water Funds - See separate section starting on page 21

FY2020: Member Dues and Regional Fees
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Additional Membership Services, Benefits, Outreach, and Forums

Deliverables:

- Save members money through COG's Cooperative Purchasing Program, including cooperative bids and contract riding opportunities. Vendor-paid fees are helping to support the budget.
- Support of initiatives that diversify the economy, promote economic resiliency, and benefit the current and future workforce.
- Member-driven legislative advocacy and development of partnerships and peer-exchanges with the area business community and non-profits, and other regions.
- Spotlight COG members, partners, and major initiatives utilizing a variety of communications tools.



Libby Garvey joined Comcast Newsmakers to talk about the work of the Chesapeake Bay and Water Resources Policy Committee. (COG)

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Additional Member Services, Benefits, Outreach, and Forums

- 22% of Member Dues
- \$968,700 is available to support COG as a membership organization by coordinating and conducting cooperative purchasing, providing leadership training, convening and staffing the Board of Directors and other regional officials, sponsoring special studies and reports, creating and maintaining regional and national partnerships, and representing regional interests to the public and media.

	Member Dues	Interest & Bldg Revenue	Other	Total
Member Relations	219,400			219,400
Public/Media Relations & Communications	201,800			201,800
Cooperative Purchasing	190,500		30,500	221,000
Executive Office, Governance and Special Reports	307,900	413,100	12,800	733,800
Institute for Regional Excellence	49,100		121,900	171,000
Total	968,700	413,100	165,200	1,547,000

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FY2020 Member Dues

The FY2020 member dues increase is based on a forecast of general operating expenses and estimated changes in revenue and federal match requirements.

COG Member Dues

Increase of **\$162,848 (3.86%)**, from **\$4,223,142** to **\$4,385,990**

Basis for the increase: Increase in required match for Federal programs, and general cost increases

A table with the dues amount for each jurisdiction is included in the Appendix.

Dues increase factors:

Regional population increase	\$364,657
Per capita rate increase of 1.0 cent to 76.5 cents	\$ 60,766
Adjust for 5% cap	<u>(\$262,575)</u>
	<u>\$162,848</u>

FY2020: Member Dues and Regional Fees | 20
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FY2020 Member Dues by Category

Member Dues Leveraging Federally Sourced Funds	1,528,700	35%
Member Dues Providing Primary Program Support	511,400	12%
Member Dues Leveraging Additional Resources	1,377,200	31%
Additional Member Services, Benefits, Outreach, & Forums	968,700	22%
Total Member Dues	4,386,000	
Rounding Adjustment	(10)	
Total Member Dues FY2020	4,385,990	

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Regional Water and Environmental Funds



FY2020: Member Dues and Regional Fees | 23
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Regional Water Fund

Deliverables:

- Represent the region in the Chesapeake Bay Program.
- Support local stormwater management programs and compliance with stormwater permits.
- Assist water utilities with implementing resiliency and source water protection plans.
- Manage the region's Water and Wastewater Agency Response Network (WARN).
- Run the Wise Water Use Campaign, including TapIt, Protect Your Pipes, and the Drug Take Back Campaign.
- Implement the regional drought management plan.



The City of Fairfax issues a Chesapeake Bay Awareness Week proclamation, a part of a regionwide push to raise awareness about local restoration efforts. (COG)

FY2020: Member Dues and Regional Fees | 24
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Regional Water Fund

- \$1.5 million (two-thirds paid by water and sewer utilities) to protect the area's water quality and condition of its wastewater and drinking water infrastructure, and to represent the interests of local governments and water utilities as federal and state actions become increasingly complex and regulatory in nature.

	Regional Water Fund (1)	Service Fees and Sponsors	COG Member Dues (2)	Other	Total
Regional Water Resources Management	1,267,700	-	97,200	15,000	1,379,900
Drinking Water Quality, Security & Response	172,900	413,125			586,025
Community Engagement Campaign	42,700			115,000	157,700
Regional Water Fund FY2019	1,483,300	413,125	97,200	130,000	2,123,625

(1) Two-thirds of the Regional Water Fund is paid by water and sewer utilities

(2) Included in the Proposed Member Dues on page 15

Fee for service program established in 1985 to ensure efficient centralized support to members on complex regional policy and technical water resources issues

Regional Environmental Fund

Deliverables:

- Provide analysis and assessments that support energy system planning for the region's critical infrastructure.
- Run the regional Go Recycle and America Recycles Day campaigns.
- Coordinate the Food Policy Council and sustainable farm to table expansion, and update "What Our Region Grows."
- Improve the resiliency of the region's energy systems to lessen disruptions and shorten restoration time.
- Expand availability of energy financing solutions.
- Support purchase and installation of electric vehicles and infrastructure.
- Assist local and regional entities implement the Climate and Energy Action Plan.



COG performed a regional greenhouse gas (GHG) inventory for the region, showing a decrease in emissions over a 10 year period despite continued population and economic growth. (COG)

Regional Environmental Fund

- \$719,000 for special projects focused on facilitating the deployment of renewable energy, removing barriers to implementation of solutions, and installing technology solutions to reduce greenhouse gas emissions.

	Regional Environ Fund	COG Member Dues (1)	Other	Total
Environmental Resources Planning	525,500	433,300	155,000	1,113,800
Recycling & Solid Waste	125,000		104,100	229,100
Agriculture & Forestry Management	48,500	26,300	303,000	377,800
Water Resources Management	20,000	101,000	1,317,000	1,438,000
Regional Environmental Fund FY2020	719,000	560,600	1,879,100	3,158,700

(1) Included in the Proposed Member Dues on page 15

Fee for service program established in 1988 to ensure efficient centralized support to members on complex regional policy and technical energy, climate, solid waste/recycling, forestry, food policy issues

FY2020 Fee Structure: Regional Water and Environmental Funds

The fee increases for FY2020 are based on a forecast of general operating expenses and estimated changes in revenue and matching requirements for sponsor funds.

Regional Water Fund

Increase of \$57,317 (3.86%), from \$1,483,141 to \$1,540,458

Regional Environmental Fund

Increase of \$26,751 (3.86%), from \$692,277 to \$719,028

Basis for increases:

- Regional fees are increased in proportion to the annual dues increase, to maintain the balance between funding sources.

A table with the fees for each jurisdiction is included in the Appendix.

Regional Public Safety Fund



FY2020: Member Dues and Regional Fees
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Regional Public Safety Fund

Deliverables:

- Provide public safety support to the CAOs and supporting committees in identified focus areas.
- Facilitate and update regional agreements including regional mutual aid
- Develop and update regional public safety policies.
- Regional coordination including assistance with transition of HSEC identified UASI projects starting in FY 2020.
- Design and implement new regional public safety training program.



COG facilitated the procurement process and managed the project to send 25 first responders from around the region to Israel for training. (Advanced Security Training Institute)

FY2020: Member Dues and Regional Fees
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Regional Public Safety Fund

- **NEW IN FY2020:** The Regional Public Safety Fund was created to provide a sustainable solution for the region to support its long-term public safety needs. In FY2020, the fund, combined with administrative support from COG Member Dues, will be used to update regional Interjurisdictional Mutual Aid Communications MOU's and public safety policy, and to provide program coordination for regional initiatives and training.

Regional Public Safety Fund FY2020	\$536,199
---	------------------

Newly established by the COG CAOs starting in FY 2020 as part of transition of funding from the Urban Area Security Initiative (UASI)

FY2020 Fee Structure: Regional Public Safety Fund

The initial budget of \$500,000 for the fund will be shared among core participants on a per-capita basis. Core participants are City of Alexandria, Arlington County, District of Columbia, Fairfax County, Loudoun County, Montgomery County, Prince George's County, and Prince William County.

Other COG members have the opportunity to join in this initiative and provide additional funding and capacity. For jurisdictions with populations exceeding 51,000, the FY2020 per capita rate is 9.7 cents. For jurisdictions with populations of 51,000 or less, the fee for FY2020 is set at a flat rate of \$5,000.

A table with the fee for each participating jurisdiction is included in the Appendix.

Summary: FY2020 Member Dues and Regional Fees

	Proposed FY2020	Budget FY2019	Increase
Member Dues	4,385,990	4,223,142	162,848
Regional Environmental Fund	719,028	692,279	26,749
Regional Water Fund	1,540,458	1,483,141	57,317
Regional Public Safety Fund	536,199		536,199
Total	7,181,675	6,398,562	783,113
Population Estimate	6,090,855	5,986,487	104,368
Per Capita Rate	0.765	0.755	0.010
Population X Per Capita Rate	4,659,504	4,519,798	139,706
Adjust for Adjunct Members (50%)	(10,939)	(10,623)	(316)
Adjust for 5% Cap	(262,575)	(286,033)	23,458
Member Dues Assessment	4,385,990	4,223,142	162,848

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Appendix

- Member Dues by Jurisdiction
- Regional Fund Fees by Jurisdiction

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Member Dues by Jurisdiction

Metropolitan Washington Council of Governments PROPOSED FY2020 Schedule of Membership Dues				FY2019 Assessment Rate: 0.755		Increase of	
				FY2020 Assessment Rate: 0.765		1.32%	
Jurisdiction	POPULATION FIGURES			DUES AMOUNT			
	FY2019 Population Estimate	FY2020 Population Estimate	Compare to FY2019	FY2019 Adjusted Contribution (1)	FY2020 Adjusted Contribution (1)	FY2020 Increase (Decrease)	FY2020 Percent Increase
Alexandria, City of	156,100	159,000	1.86%	\$ 117,856	\$ 121,635	\$ 3,780	3.21%
Arlington County	226,600	238,300	5.16%	\$ 171,083	\$ 179,637	\$ 8,554	5.00%
Bladensburg, Town of (2)	9,640	9,600	-0.41%	\$ 3,516	\$ 3,672	\$ 156	4.44%
Bowie, City of	56,148	60,200	7.22%	\$ 42,392	\$ 44,511	\$ 2,120	5.00%
Charles County	159,550	167,000	4.67%	\$ 120,460	\$ 126,483	\$ 6,023	5.00%
College Park, City of (2)	32,275	33,000	2.25%	\$ 24,309	\$ 25,245	\$ 936	3.85%
District of Columbia	718,050	724,300	0.87%	\$ 542,128	\$ 554,090	\$ 11,962	2.21%
Fairfax County	1,150,074	1,161,800	1.02%	\$ 868,306	\$ 888,777	\$ 20,471	2.36%
Fairfax, City of	24,220	25,600	5.70%	\$ 18,286	\$ 19,200	\$ 914	5.00%
Falls Church, City of (2)	14,000	14,200	1.43%	\$ 10,256	\$ 10,863	\$ 607	4.90%
Frederick County (2)	250,627	267,800	6.85%	\$ 138,029	\$ 144,931	\$ 6,901	5.00%
Frederick, City of	70,428	72,050	2.30%	\$ 53,173	\$ 55,118	\$ 1,945	3.66%
Gaithersburg, City of	69,562	70,700	1.64%	\$ 52,519	\$ 54,086	\$ 1,566	2.98%
Greenbelt, City of	21,250	23,900	12.47%	\$ 16,044	\$ 16,846	\$ 802	5.00%
Hyattsville, City of	18,500	19,000	2.70%	\$ 6,984	\$ 7,268	\$ 284	4.06%
Laurel, City of	26,611	26,300	-1.17%	\$ 20,091	\$ 20,120	\$ 28	0.14%
Loudoun County (2)	402,167	424,000	5.43%	\$ 269,039	\$ 282,491	\$ 13,452	5.00%
Manassas Park, City of (2)	16,805	16,805	0.00%	\$ 12,331	\$ 12,856	\$ 524	4.25%
Manassas, City of	41,483	43,800	5.59%	\$ 31,320	\$ 32,886	\$ 1,566	5.00%
Montgomery County (2)	1,059,800	1,052,000	-0.74%	\$ 703,165	\$ 738,323	\$ 35,158	5.00%
Prince George's County (2)	912,016	923,100	1.22%	\$ 590,264	\$ 619,778	\$ 29,513	5.00%
Prince William County (2)	462,342	467,900	1.20%	\$ 345,436	\$ 357,944	\$ 12,507	3.62%
Rockville, City of (2)	70,474	72,200	2.45%	\$ 52,695	\$ 55,233	\$ 2,538	4.82%
Takoma Park, City of (2)	17,765	18,300	3.01%	\$ 13,360	\$ 14,000	\$ 639	4.79%
Totals	5,986,487	6,090,855	1.74%	\$ 4,223,142	\$ 4,385,990	\$ 162,848	3.86%

(1) Adjusted Contribution is calculated by multiplying the adjusted population by the approved rate, limited to 5% annual increase per jurisdiction.
 (2) For these jurisdictions, the FY2019 dues amount increase was capped at 5%.

Regional Fund Fees by Jurisdiction

FY2020 REGIONAL FUNDS Proposed Fee Schedule by Jurisdiction	Regional Water Fund (1)	Regional Environmental Fund	Regional Public Safety Fund (2)	Total Regional Funds
Alexandria, City of	30,508	21,692	15,436	67,636
Arlington County	45,478	31,980	23,134	100,592
Bladensburg, City of	-	-	-	-
Bowie, City of (WSSC)	11,269	7,660	-	18,929
Charles County	-	-	16,199	16,199
College Park, City of (WSSC)	6,332	4,502	5,000	15,834
District of Columbia (DC Water)	308,400	98,814	70,315	477,529
Fairfax County	308,400	158,501	112,787	579,689
Fairfax, City of	4,860	3,418	-	8,278
Falls Church, City of	2,725	1,937	-	4,662
Frederick County	-	-	-	-
Frederick, City of	-	-	-	-
Gaithersburg, City of (WSSC)	13,566	9,645	-	23,211
Greenbelt, City of (WSSC)	4,265	2,999	5,000	12,264
Hyattsville, City of	-	-	-	-
Laurel, City of	-	-	-	-
Loudoun County (Loudoun Water)	80,714	54,997	41,162	176,872
Manassas, City of	-	-	5,000	5,000
Manassas Park, City of	-	-	-	-
Montgomery County (WSSC)	308,400	131,339	102,128	541,867
Prince George's County (WSSC)	308,400	115,362	89,614	513,377
Prince William County	89,778	63,834	45,424	199,036
Rockville, City of	13,853	9,850	-	23,703
Takoma Park, City of (WSSC)	3,511	2,497	5,000	11,008
TOTAL	1,540,458	719,028	536,199	2,795,686

(1) Where indicated, water and sewer utilities support the Regional Water Fund on behalf of the local jurisdiction.
 (2) Additional jurisdictions may opt into the new Regional Public Safety Fund before the start of FY2020.

Chuck Bean

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COG REGIONAL PUBLIC SAFETY FUND

Stuart Freudberg
Deputy Executive Director

Scott Boggs
Managing Director, COG Department of Homeland Security and Public Safety (DHSPS)

Chief Administrative Officers (CAO) Committee
September 5, 2018



Metropolitan Washington
Council of Governments

Agenda Item #

Background

- Since 1957, COG has provided a discussion forum, coordination capacity, and decision support to enhance public safety in the National Capital Region (NCR).
- COG's role has evolved to meet the region's ever-changing public safety needs, help increase the effectiveness of regional response, and expand regional capacity.
- Urban Areas Security Initiative (UASI) grants have funded much of this effort.
- The Homeland Security Executive Committee (HSEC) has made it a priority to decrease regional dependence on UASI funding in order to increase capacity to address new and emerging threats.
- The HSEC is seeking ways to transition critical UASI-funded projects to more stable funding sources, and the Regional Public Safety Fund provides a sustainable solution to support long-term regional public safety needs.



Metropolitan Washington
Council of Governments

COG Regional Public Safety Fund | 2
September 5, 2018

Work Program: Overview

- COG's UASI grant funds its regional homeland security support to the HSEC, subject-matter expert (SME) committees, and the Emergency Preparedness Council to achieve collective goals and facilitate consensus on critical elements of regional policy.
- The Regional Public Safety Fund would transition four COG DHSPS tasks to local government funding:
 - Regional memoranda of understanding (MOU),
 - Regional policy,
 - Program coordination, and
 - Regional training coordination (new during fiscal year [FY] 2020).
- This new training task is intended to institutionalize regionalism among future generations of leaders to help ensure interoperability and a collective understanding of regional resources and capabilities.

Proposed Project Allocation

1. Regional MOUs	\$100,000
2. Regional policy	\$100,000
3. Program coordination	\$150,000
4. Regional training coordination	\$150,000

* *This allocation is subject to change based on the direction of the steering committee and identified regional priorities.*

Proposed Fee Structure

- The proposed initial budget of \$500,000 for the fund would begin in FY 2020 and would be shared among localities based on a per-capita fee. Each jurisdiction will determine its own method for funding its share.
- The per-capita rate using the population data below is \$0.09828688.

Jurisdiction	Population	Proposed Allocation
City of Alexandria	156,100	15,343
Arlington County	226,600	22,272
District of Columbia	718,050	70,575
Fairfax County	1,150,074	113,037
Loudoun County	402,167	39,528
Montgomery County	1,059,800	104,164
Prince George's County	912,016	89,639
Prince William County	462,342	45,442
TOTALS	5,087,149	\$500,000

Opt-in Fee Structure

- The proposed fund includes an opportunity for other local governments to join in this initiative. Additional contributions would increase funding and capacity.
- Amounts would be based on locality population as follows:
 - Population over 51,000 – use per-capita rate
 - Population under 51,000 – flat rate of \$5,000
- Potential to expand programs based on participation
- Not restricted to the NCR region or grant guidance
- Primary participation in governance

Proposed Governance and Oversight

- The CAO Committee would be responsible for oversight of the Regional Public Safety Fund and serve as the Steering Committee.
 - Review, edit, and approve the fund's annual work plan;
 - Provide feedback and guidance on the performance of the initiative;
 - Appoint separate SME subcommittee to advise on regional priorities and suggested changes to work plan
- The Regional Public Safety Fund would be incorporated into the annual COG work program budget, along with other existing regional funds and all other COG funding.

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**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 NORTH CAPITOL STREET, NE
WASHINGTON, DC 20002**

RESOLUTION ADOPTING THE FY-2020 COG MEMBER FEE ASSESSMENTS

WHEREAS, COG bylaws require that assessment of the annual fee for all members and other participating governments and agencies be fixed no later than January 31 for the subsequent fiscal year beginning July 1; and

WHEREAS, the Budget and Finance Committee comprised of the COG Board executive committee, the chairs of the Transportation Planning Board and the Metropolitan Washington Air Quality Committee, and the COG Secretary Treasurer and Corporate President, reviewed and approved the proposed FY-2020 COG member fees; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS THAT:

The board approves the proposed FY-2020 member fee assessment, and corresponding regional fund fees, as recommended by the Budget and Finance Committee.

Staff shall transmit the assessment to member jurisdictions and ask that the proposed assessments be integrated into local government FY-2020 budgets.

AGENDA ITEM #9

COG POLICY COMMITTEES 2018 ACCOMPLISHMENTS AND 2019 PRIORITIES

HUMAN SERVICES POLICY COMMITTEE (HSPC)

Katie Cristol
HSPC Chair
Arlington County Board Chair

Presentation to the COG Board of Directors
November 14, 2018



HSPC Committee Overview

The goal of the HSPC is to provide the oversight on all health and human service matters for the COG Board of Directors including:

- Public health
- Foster care
- Child care
- Housing
- Behavioral health
- Substance abuse programs



2018 Focus and Priorities

Organizing Framework: Behavioral Health

Focus Areas:

- Early Childhood Development & Early Interventions
- Youth Development
- Stable, Affordable Housing and Homelessness
- Public Safety

2018 Accomplishments

- Learning opportunities from subject matter experts in the region
- Discussions of regional and local strategies to overcome challenges
- Input to COG Board Regional Housing Strategy



Arlington Square (Dan Reed/Flickr)

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CHESAPEAKE BAY AND WATER RESOURCES POLICY COMMITTEE (CBPC)

Cindy Dyballa
CBPC Member
Takoma Park Councilmember

Presentation to the COG Board of Directors
November 14, 2018



Policy Committee Overview

Mission:

- Represents the region's interests before the Chesapeake Bay Program and provides a voice for local perspectives
- Conducts outreach about Bay restoration progress and water quality benefits
- Recommends water policy positions and actions to the COG Board
- Evaluates water quality, wastewater, stormwater, drinking water, and climate resiliency issues, and their evolving science and policy

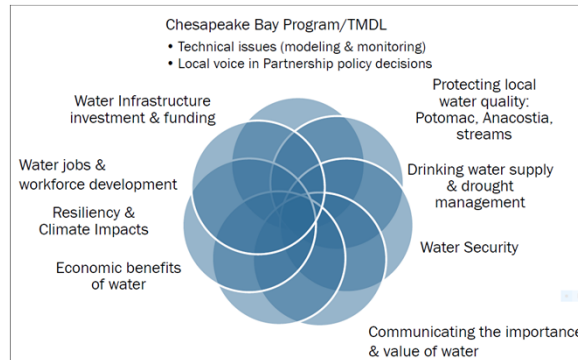
Membership:

- Members include elected officials and senior management from regional governments and water and wastewater utilities



2018 Focus and Priorities

- Contributions to Chesapeake Bay Program's Model and Bay TMDL Midpoint Assessment
- Outreach on Chesapeake Bay and local water quality issues
- Advocacy for water quality protection, and sound science



2018 Accomplishments

- **Chesapeake Bay Program**
 - Represented the region's wastewater and water quality programs on Chesapeake Bay Program's committees regarding the program mid-term assessment and setting revised targets
 - Held an engaging 8th Annual Bay & Water Quality Forum with EPA and state representatives
- **Outreach**
 - Year of the Anacostia (#YOTA)
 - National Infrastructure Week (May)
 - Chesapeake Bay Awareness Week (June)
 - TapIt, Protect Your Pipes, and Drug Take Back Days
- **Advocacy**

Looking Ahead

- **Chesapeake Bay Program**
 - State Watershed Implementation Plans
 - Conowingo Dam Watershed Implementation Plans
 - Protect wastewater capacity and achievable stormwater management
 - Climate change
- **Outreach and Advocacy** – Regional outreach pertaining to Bay and local water quality
- **Support and promote local actions to improve water quality**
 - Investments in wastewater, drinking water, and stormwater
 - Water infrastructure resiliency to acute events and chronic stressors
 - Water's role in economic growth and water sector jobs
- **Approve the annual Regional Water Fund Work Program and Budget**

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AGENDA ITEM #10

TRAFFIC INCIDENT MANAGEMENT ENHANCEMENT

TRAFFIC INCIDENT MANAGEMENT ENHANCEMENT IN THE NATIONAL CAPITAL REGION

Findings and Recommendations Report from the 2018 COG Traffic Incident Management Enhancement Task Force

November 2018



TRAFFIC INCIDENT MANAGEMENT ENHANCEMENT IN THE NATIONAL CAPITAL REGION

Prepared by the COG Traffic Incident Management Enhancement Task Force

November 2018

ABOUT COG

The Metropolitan Washington Council of Governments (COG) is an independent, nonprofit association that brings area leaders together to address major regional issues in the District of Columbia, suburban Maryland, and Northern Virginia. COG's membership is comprised of 300 elected officials from 24 local governments, the Maryland and Virginia state legislatures, and U.S. Congress.

CREDITS

Contributing Editors: Scott Fisher, Megan Goodman, Andrew Meese, Daivamani Sivasailam, and C. Patrick Zilliacus

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EXECUTIVE SUMMARY



Motorcade in DC (Mack Male/Flickr); 395 South (sabreguy/Flickr); (Patrick Zilliacus/COG)

The mobility, safety, and reliability of metropolitan Washington's transportation system are vital to its economic well-being. The region experiences disruptions to the transportation system daily due to incidents. It is estimated that approximately 100 regionally significant events occur each month with the potential to cause major traffic delays.¹ Examples of these diverse events might be a multi-vehicle crash cleanup and investigation, a highway hazardous waste spill, or emergency roadwork. Often, these incidents necessitate a coordinated, multi-agency response. This multi-agency response is referred to in the public safety and transportation professions as Traffic Incident Management, or TIM.

In January 2018, the Metropolitan Washington Council of Governments (COG) Board of Directors, under the leadership of Chairman Matt Letourneau, tasked COG with identifying recommendations and actions to enhance traffic incident management in the region. A multi-disciplinary task force, comprised of transportation, law enforcement, and fire and emergency medical services subject matter experts, was formed to oversee the effort. The Traffic Incident Management Enhancement (TIME) Task Force met seven times from February to October 2018 and hosted a May 22 regional workshop with expanded participation.

Traffic Incident Management (TIM) encompasses a wide range of topics. COG staff's review of national literature and initiatives found dozens of notable TIM strategies and practices in place. Although many of these initiatives are already being pursued in the region, there were many other new, innovative practices to consider. The region's high traffic volumes and continually growing population and economy mean the area roadway system has little spare capacity to absorb traffic incidents when they do occur.

¹ Metropolitan Area Transportation Operations Coordination (MATOC) program data.

Drawing from this research and the group's experience and expertise, the TIME Task Force put forward seven actionable, top priority items for the region to enhance its TIM.

1. **Update regional agreements and improve consistency of TIM laws and policies.** COG should lead an effort to develop a transportation incident management mutual aid operations plan. Jurisdictions should review and update, as necessary, their laws to ensure the concepts of "move over," "move it," and "hold harmless" are included consistently.
2. **Coordinate regional annual TIM self-assessments.** Convene state and local transportation agencies, public safety agencies, and private sector TIM stakeholders annually for a regional Traffic Incident Management Self-Assessment.
3. **Encourage and coordinate TIM trainings to promote best practices.** Member agencies should require those who have a role in responding to traffic incidents to attend TIM trainings, particularly through the Federal Highway Administration's National TIM Responder Training Program. COG should share information with its members about available TIM training opportunities and host its own regional sessions.
4. **Launch outreach initiatives that better engage the public and officials on TIM.** Identify funding for and develop a regional public outreach campaign that promotes educational messages on moving over for sirens, slowing down near incident scenes, and other TIM-related driver safety messages. Elected officials should also request periodic briefings from transportation and public safety agencies on TIM-related activities and data to inform future decision-making.
5. **Create a regional TIM program.** Identify resources to create and sustain a regional program and stakeholder committee that can coordinate training and exercises, compile and review data, track emerging technologies, and promote best practices. Practitioners are eager to collaborate but must be given a forum.
6. **Designate transportation incident responders as emergency responders regionwide.** As has been done in Maryland, jurisdictions must review and update legislation and policies to ensure transportation emergency responders can get to incident scenes quickly, using flashing lights and audible sirens.
7. **Expand roadway service patrols to federal parkways and other critical major roads not currently covered.** Convene the federal government, District, Maryland, and Virginia public safety agencies, and state and local jurisdictions to negotiate an agreement allowing for the funding and deployment of roadway service patrols on federal parkways and other key highways.

Beyond the seven key recommendations, the task force also identified additional strategies for enhancing TIM in the region that should receive further investigation and discussion.

- Expedite the use of cutting edge technologies, like unmanned aerial vehicles/systems and pan-tilt zoom cameras on roadway service patrol vehicles.
- Improve interjurisdictional communications capabilities by expanding deployment of equipment that allows interoperable communications among all first responders, including transportation responders.
- Expand and improve roadway surveillance cameras.

- Expand automated sharing (Computer Aided Dispatch) of information, particularly incident calls, between public safety and transportation agencies.
- Explore incentives for tow and recovery vehicle contractors for quick clearance of crash scenes.
- Develop a tablet or smartphone app that provides real time data sharing among responders at an incident scene.
- Develop pre-printed field operations guide documents for responders addressing issues that may be faced at the incident scene.
- Form teams that respond to incidents in critical corridors and boundary areas.

The report appendices contain a full listing of the strategies researched by COG staff, and a full listing of the topics discussed by the task force.

With the task force drawing to a close, the group emphasized the need for continued regional prioritization of TIM, including in conversations about transportation planning, construction, and maintenance.

The COG Board of Directors' approval of the findings and recommendations in this report will encourage area jurisdictions to better collaborate and consider innovative methods for fast and safe resolution of traffic incidents.

PURPOSE

The mobility, safety, and reliability of metropolitan Washington's transportation system are vital to its economic well-being. However, the region experiences disruptions to the transportation system daily due to incidents—one study indicates that 52 to 58 percent of the delays experienced by motorists are attributed to crashes and vehicle breakdowns.²

In January 2018, the COG Board, under the leadership of Chairman Matt Letourneau, tasked the organization with identifying recommendations and actions to enhance traffic incident management in the region. A multi-disciplinary task force, comprising transportation, law enforcement, fire and emergency medical services subject matter experts, was formed to oversee the effort.

52 to 58 percent of motorist delays can be attributed to crashes and vehicle breakdowns. (Source: FHWA)

The task force was largely motivated by the desire to improve safety of the traveling public and that of first responders, and especially wanted to call attention to how much is at stake in ensuring this safety—deaths and injuries are all too common. The task force also weighed the economic impact of frequent lane closures due to incidents.

The work of the task force is captured in this report, which has two main goals: advising COG Board action upon completion of the 2018 TIME Initiative, and providing strategic advice for future or ongoing regional activities. In addition, appendices provide more information on extensive information available nationally on TIM best practices and activities pursued in other metropolitan areas. It is hoped this information will be an ongoing resource for TIM practitioners in the region.

ABOUT TRAFFIC INCIDENT MANAGEMENT

Nationally, for each minute that a freeway travel lane is blocked during peak use, an estimated four to five minutes of traffic delay results. (Source: US DOT)

According to the Federal Highway Administration, “Traffic Incident Management is a planned and coordinated program process to detect, respond to, and remove traffic incidents and restore traffic capacity as safely and quickly as possible.” TIM involves a number of public and private sector partners, such as law enforcement, fire and rescue, emergency medical services, towing and recovery, and others.³

The anatomy of traffic and traffic incident management practices have been analyzed over many years and at many levels in search of the best approaches for increasing safety and decreasing incident duration.

² “21st Century Operations Using 21st Century Technologies: A NATIONAL REVIEW OF BEST PRACTICES,” FHWA, (December 2008) https://ops.fhwa.dot.gov/publications/fhwahop09005/quick_clear_laws.pdf

³ https://ops.fhwa.dot.gov/eto_tim_pse/about/tim.htm, last accessed October 31, 2018.

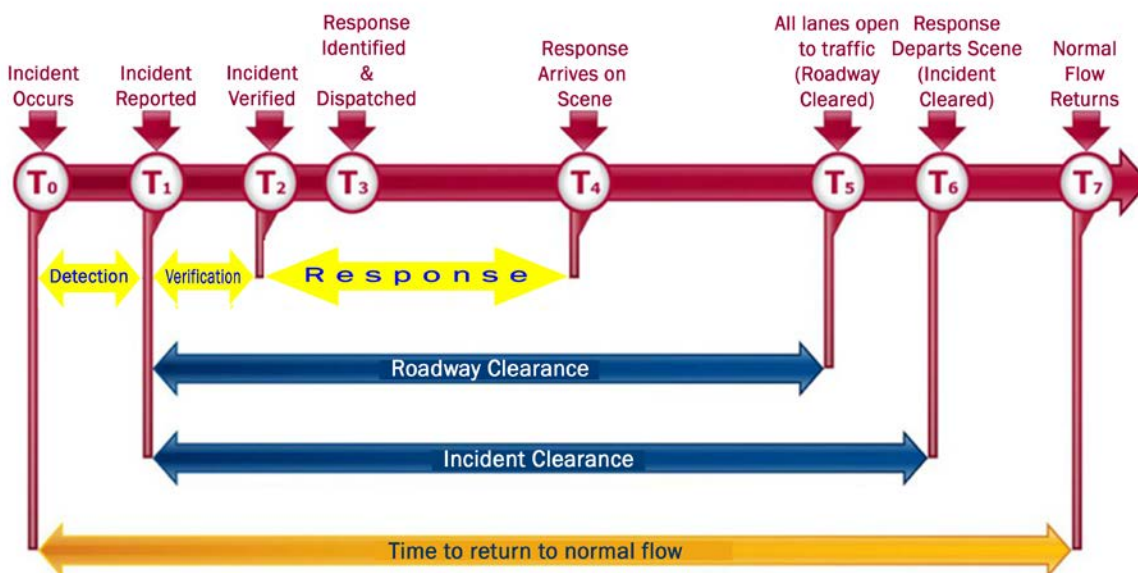
According to the U.S. Department of Transportation, nationally, for each minute that a freeway travel lane is blocked during peak use, an estimated four to five minutes of traffic delay results.⁴

The federal government provides guidance about defining and managing traffic incidents. According to the Federal Highway Administration’s Manual on Uniform Traffic Control Devices (MUTCD)⁵, a traffic incident is an “emergency road user occurrence, a natural disaster, or other unplanned event that affects or impedes the normal flow of traffic.” Further guidance on TIM is provided in the “National Unified Goal for Traffic Incident Management”, describing strategies to support the objectives of responder safety, safe, quick clearance, and communications. Details may be found in the national goal document included with this report as [Appendix E](#).

Temporary traffic controls (TTC) are set up in the incident area—which extends from the first warning device to the point where vehicles clear the incident—by a “public authority or the official having jurisdiction of the roadway.” The TTC’s primary function is to inform road users of the incident and provide guidance information on the path to follow through the incident area.

Figure 1 from the Federal Highway Administration illustrates the time duration of a traffic incident, from when an incident (such as a crash) first occurs, through the first notification to public authorities, to responders arriving on scene, to complete clearance of the incident, and return to normal traffic flows. Each segment of the duration of an incident has factors that contribute to lengthening overall incident duration; understanding these individual factors as well as pursuing strategies to address these factors, is key for traffic incident management practitioners and central to the TIME Task Force’s discussions.

Figure 1 – Traffic Incident Management Conceptual Timeline (Source: FHWA)



⁴ Vasconez, K. (2013). Successfully Managing Traffic Incidents is No Accident, Report No. FHWAHRT-13-005, Washington, DC, obtained from: <https://www.fhwa.dot.gov/publications/publicroads/13julaug/05.cfm>, last accessed October 26, 2018.

⁵ “Manual on Uniform Traffic Control Devices for Streets and Highways,” Chapter 6i, FHWA (May 2012) <https://mutcd.fhwa.dot.gov/hm/2009/part6/part6i.htm>

Addressing the frequency of such events, and the time that it takes to clear those events, is an important function. Still, each traffic incident has unique characteristics and needs. Public safety, transportation, and transit agencies devote resources to address incidents, but in a unique, growing, multi-jurisdictional region such as metropolitan Washington with multiple players and multiple responsibilities, continued regional coordination is also of utmost importance.

Unique Aspects and Challenges for the National Capital Region

Similar challenges can be found in many or most places across the country. Heavy traffic, safety issues, weather, training, interagency coordination and communication, and a host of other issues are widely experienced. But it is also worth noting some challenges that are particularly prominent or impactful in the National Capital Region, as part of understanding the ways to strengthen its Traffic Incident Management.

The National Capital Region faces high traffic volumes, evidence of an ongoing strong economy and location along the highly populated East Coast, among other reasons.

Table 1 shows a national comparison of traffic delay, with the National Capital Region in the top 10 nationally across three different reporting entities (ranking first, sixth, or ninth nationally depending on the analysis and methodology used). The roadway system has little spare capacity to absorb the impacts of incidents.

Table 1 - National Comparison of Congestion from Three Reporting Entities (Source: COG)

Texas A&M Transportation Institute (2014 data)			INRIX Traffic Scorecard (2016 data)			TomTom Traffic Index (2016 data)		
Annual Hours of Delay per Auto Commuter			Average Hours Wasted in Traffic			Extra Travel Time compared to Free Flow Conditions		
Metro Area	Value	Rank	Metro Area	Value	Rank	Metro Area	Value	Rank
Washington	82	1	Los Angeles	102	1	Los Angeles	45%	1
Los Angeles	80	2	New York	91	2	San Francisco	39%	2
San Francisco	78	3	San Francisco	79	3	New York	35%	3
New York	74	4	Atlanta	70	4	Seattle	34%	4
San Jose	67	5	Miami	64	5	San Jose	32%	5
Boston	64	6	Washington	63	6	Miami	30%	6
Seattle	63	7	Boston	60	7	Portland	29%	7
Chicago	61	8	Chicago	57	8	Honolulu	29%	8
Houston	61	8	Seattle	55	9	Washington	29%	9
Riverside	59	10	Dallas	54	10	Boston	28%	10

Source: 2018 Congestion Management Process Technical Report, National Capital Region Transportation Planning Board, September 2018. Data shown are for the most recent years available.

According to the National Highway Traffic Safety Administration, as of 2010, approximately 12%, or \$28 billion of the total economic cost of motor vehicle crashes in the United States (\$242 billion), was attributed to congestion costs, including travel delay, added fuel usage, and associated adverse

environmental impacts.⁶ More locally, a single major June 20, 2018 incident on the Woodrow Wilson Bridge caused over \$2 million in estimated additional user delay (fuel and time) costs, just on nearby freeways, compared to typical days.⁷

As home to the nation's capital, the region experiences many diverse events that impact traffic, including dignitary processions (motorcades); demonstrations and First Amendment events (scheduled and unscheduled); presidential inaugurations; and national security events such as visiting heads of state traveling to or through the region. Federal activities strongly impact the region's transportation system. The U.S. Park Police and U.S. Capitol Police, among other federal agencies, directly impact transportation.

According to MATOC, a single major June 20, 2018 incident on the Woodrow Wilson Bridge caused over \$2 million in additional user delay (fuel and time) costs, just on nearby freeways, compared to typical days.

The National Capital Region is a multi-state environment, with cross-border coordination among the District of Columbia, Maryland, Virginia, and a number of local jurisdictions an ongoing necessity. The region has a diverse mix of land uses and highway types, from low-speed streets to federal parkways to freeways; and from urban to suburban to rural. There is significant reliance on arterial streets and highways in many parts of the region.

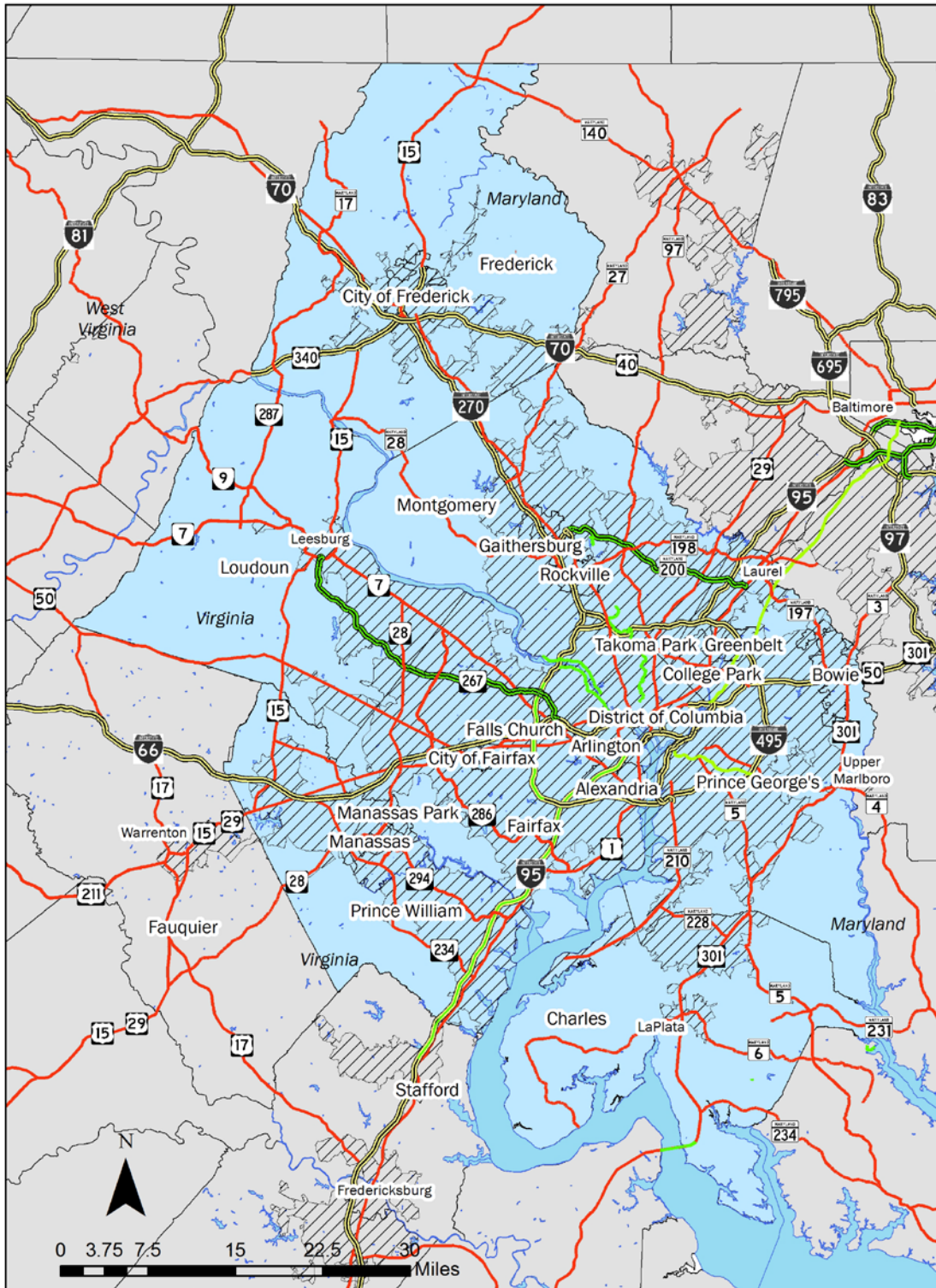
The National Capital Region benefits from the Metropolitan Area Transportation Operations Coordination (MATOC) Program. Since 2009, MATOC has monitored and provided regional situational awareness of major roadway-impacting incidents, sending notifications to participating agencies, and ensuring effecting deployment of the region's major data sharing tool, the Regional Integrated Transportation Information System (RITIS).⁸ MATOC is a collaboration of the District of Columbia, Maryland, and Virginia Departments of Transportation, the Washington Metropolitan Area Transit Authority, and the National Capital Region Transportation Planning Board. Though MATOC regularly discusses regional awareness of TIM, its scope and funding focus on transportation agencies and regional (not on-scene) impacts of incidents.

⁶ U.S. Department of Transportation, National Highway Traffic Safety Administration's, The Economic and Societal Impact of Motor Vehicle Crashes, 2010 (Revised 2015), Report number DOT HS 812 013, obtained from: <https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/812013>, last accessed October 26, 2018.

⁷ Metropolitan Area Transportation Operations Coordination Program, MATOC After Action Report: Tractor Trailer Crash & Fire, Woodrow Wilson Bridge (June 20, 2018), unpublished.

⁸ For more information on MATOC and RITIS, visit www.matoc.org and www.ritis.org.

Figure 2 - Map of the Region with Urbanized Area Shown in Cross-Hatching (Source: COG)



ABOUT THE TIME TASK FORCE



May 22 Regional TIME Workshop (COG)

In response to the request by the COG Board for the TIME Initiative, COG staff recruited and convened an interdisciplinary team of subject matter experts representing a variety of functional areas involved in Traffic Incident Management, forming the TIME Task Force.

Recruited for Task Force participation were representatives of police, fire, and emergency medical services, 9-1-1 services, transportation operations, public information, and towing/recovery. Participants were from the District of Columbia, Maryland, and Virginia. State and local agencies, the National Park Service, toll roads, and the Washington Metropolitan Area Transit Authority (WMATA) were represented. These participants brought extensive experience in TIM, and expressed strong interest in the success of this initiative. A complete listing of Task Force participants can be found in [Appendix A](#).

The TIME Task Force met seven times from February to October 2018, and also hosted a May 22 regional workshop with expanded participation, summarized in [Appendix D](#) of this report.

Over seven meetings, the Task Force concentrated on a few key topics that were most critical to establishing a process to strengthen TIM in the National Capital Region, largely ongoing collaboration on the topic, training needs, and interjurisdictional sharing and adoption of best practices.

TASK FORCE RECOMMENDATIONS

The COG Board, the TIME Task Force, workshop participants, and COG staff considered a wide range of TIM-related topics during the initiative—more than could be fully examined during its 10-month duration. A comprehensive list of these topics can be found in [Appendix B](#). Although the task force considered many approaches for enhancing TIM, they identified this series of seven actionable, top priority items for the region.

1. UPDATE REGIONAL AGREEMENTS AND IMPROVE CONSISTENCY OF TIM LAWS AND POLICIES

COG should lead an effort to develop a transportation incident management mutual aid operations plan.

Although several regional mutual aid agreements exist, including the National Capital Region Mutual Aid Agreement (NCR MAA), a more encompassing transportation incident management mutual aid operations plan is needed to solidify procedures for communications, unified response among multiple agencies, and chain-of-command at incident scenes. Similar plans exist for other disciplines, including fire and rescue and law enforcement.

There are gaps in existing agreements. For example, the Potomac River Bridges Towing Compact⁹ gives the District, Maryland, and Virginia jurisdiction to exercise appropriate authority to respond to incidents anywhere on the Woodrow Wilson Memorial Bridge, Rochambeau Memorial Bridge, George Mason Memorial Bridge, Theodore Roosevelt Memorial Bridge, Francis Scott Key Bridge, Chain Bridge, and American Legion Bridge. Expanding this compact to bridges not now covered, such as the Governor Harry W. Nice/Senator Thomas “Mac” Middleton Memorial Bridge (US 301) and the Point of Rocks Bridge (US 15), as well as to responder agencies (such as transportation agencies) not now covered, would be beneficial.

Jurisdictions should review and update, as necessary, their laws to ensure the concepts of “move over,” “move it,” and “hold harmless” are consistently included.

These three concepts enhance traffic incident management by reducing the time it takes responders to reach an incident, improving the safety of working conditions at an incident for first responders, maintaining the regular flow traffic for minor incidents, and reducing the time to clear an incident by removing disabled or damaged vehicles and cargo.

A move over law requires motorists to move over or change lanes to give safe clearance to first responders.

A move it law requests that motorists involved in a fender bender or minor accident, where no injuries have occurred, move their vehicles from travel lanes to prevent obstructing traffic flow.

Including the concepts of move over, move it, and hold harmless consistently in laws across the region ensures better traveler understanding, allowing responders to more easily do their jobs.

⁹ <https://law.lis.virginia.gov/compacts/potomac-river-compact/>, last accessed October 30, 2018.

A hold harmless law generally allows for law enforcement and other responder agencies to remove a vehicle and/or cargo involved in an accident from the roadway, without the consent of the owner, and holds them harmless from any damages or claims as long as they are acting in good faith.

Overall, a systematic review of laws, regulations, and agency policies is needed to increase consistency for better traveler understanding, and to enable responder best practices.

2. COORDINATE REGIONAL ANNUAL TIM SELF-ASSESSMENTS

Convene state and local transportation agencies, public safety agencies, and private sector TIM stakeholders annually for a regional Traffic Incident Management Self-Assessment.

Many of the National Capital Region's TIM stakeholder agencies already participate in one or more self-assessments, but not on a region-wide level.

In recent years, the Baltimore metropolitan area has convened a TIM self-assessment, pinpointing opportunities for strengthening TIM region-wide.

Usually undertaken in a workshop format, these self-assessments enable state and local transportation, public safety, and private sector stakeholders to rate aspects of their collective TIM approach, and identify opportunities for improvement. The assessments use a scoring methodology (updated periodically by the Federal Highway Administration) to allow year-to-year comparisons.

TIM self-assessments cover the following areas:

- Strategic - Questions on formal policies and understandings among agencies and TIM partners including performance measure and program evaluation.
- Tactical - Questions covering on-scene response and clearance practices, traffic control, and responder and motorist safety.
- Support - Questions on interagency communications, data sharing, ITS for TIM and traveler information.¹⁰

3. ENCOURAGE AND COORDINATE TIM TRAININGS TO PROMOTE BEST PRACTICES

Member agencies should require those who have a role in responding to traffic incidents to attend TIM trainings, particularly through the FHWA's National TIM Responder Training Program.

Significant progress has been made in the region to adopt and promote nationally-recognized¹¹ TIM training processes, particularly the Federal Highway Administration's (FHWA's) Strategic Highway Research Program "SHRP2" TIM Training.

¹⁰ Federal Highway Administration, https://ops.fhwa.dot.gov/eto_tim_pse/preparedness/tim/self.htm, retrieved October 8, 2018.

¹¹ The Federal Highway Administration's Strategic Highway Research Program 2 (SHRP2) provides the current recognized national standard Traffic Incident Management training.

However, it is an ongoing challenge to ensure thousands of practitioners across jurisdictions and agencies receive this critical TIM training and others, particularly with continuous staff turnover. Requiring training on TIM best practices will help responders in the field increase safety and reduce incident duration.

COG should share information with its members about available TIM training opportunities and host its own regional sessions.

Outreach to leadership of all public safety and other responder agencies in the region to raise awareness and encourage support and buy-in for personnel TIM training will help institutionalize this critical knowledge. COG also could track and report regional progress on numbers of trained personnel. These activities would be contingent on resources being found to sustain such a regional program.

The goals of SHRP2—"save lives; save money; save time"—align with the regional goals of the TIME Task Force. SHRP2 course offerings include a "basic curriculum" for all responders, and a "train-the-trainer" course for sustaining established local training programs.

4. LAUNCH OUTREACH INITIATIVES THAT BETTER ENGAGE THE PUBLIC AND OFFICIALS ON TIM

Identify funding for and develop a regional public outreach campaign that promotes educational messages on moving over for sirens, slowing down near incident scenes, and other TIM-related driver safety messages.

A public outreach campaign could build on the existing region-wide Street Smart pedestrian and bicyclist safety campaign. The Street Smart campaign is housed at COG, and managed alongside an advisory committee made up of the agencies that provide the campaign funding. The campaign uses broadcast and outdoor advertising, media relations, digital media, and outreach events to raise awareness about pedestrian and bicycle safety. The majority of the program's funding is provided by the District of Columbia, Maryland, and Virginia, using federal transportation safety funds, with additional contributions from COG member jurisdictions and the Washington Metropolitan Area Transit Authority. A similar campaign on TIM would be contingent on the availability of funding.



Mayor David Meyer speaks at a Street Smart Safety Campaign kickoff event in Fairfax. The campaign is aimed at reducing pedestrian and bicyclist injuries and deaths (COG)

Elected officials should also request periodic briefings from transportation and public safety agencies on TIM-related activities and data to inform future decision-making.

5. CREATE A REGIONAL TIM PROGRAM

Identify resources to create and sustain a regional program and stakeholder committee that can coordinate training and exercises, compile and review data, track emerging technologies, and promote best practices. Practitioners are eager to collaborate regionally but must be given a forum.

Participants see the merit in this regional effort continuing beyond 2018 and the current scope of the TIME Task Force.

The task force found great value in meeting and collaborating regionally, sharing experiences and best practices, and providing advice and recommendations. Many peer metropolitan areas (see [Appendix C](#)) already have such ongoing committees or efforts.

An ongoing program or committee would create a mission statement to clarify topics and activities and for identifying appropriate members to ensure successful efforts. It would coordinate training, exercises, and after-action reporting, assess emerging technologies, produce reference documents, and facilitate data sharing, compilation, and analysis among jurisdictions.

An ongoing TIM committee could operate alongside the existing COG Transportation Emergency Preparedness Committee (Regional Emergency Support Function #1), as well as coordinate with a number of related regional committees and programs. The task force is most concerned with ensuring that vital collaborative TIM efforts continue.

6. DESIGNATE TRANSPORTATION INCIDENT RESPONDERS AS EMERGENCY RESPONDERS REGIONWIDE

As has been done in Maryland, jurisdictions must review and update legislation and policies to ensure transportation emergency responders can get to incident scenes quickly, using flashing lights and audible sirens.

In Maryland, DOT/SHA/CHART is treated as an emergency response agency, follows the emergency service model, and is integrated with law enforcement and other emergency providers, because this speeds resolution of incidents. Maryland's transportation emergency responders have carefully limited by policy (but legal) abilities to get to the scene of an incident quickly, using red flashing lights and audible signals (sirens). Currently, transportation incident responders are not designated as emergency responders in the District of Columbia or Virginia. When stuck in traffic and unable to utilize emergency lights, these responders often cannot quickly get to the incident scene to provide their help in clearing the incident. This action would necessitate policy and potentially legislative changes in affected jurisdictions.

7. EXPAND ROADWAY SERVICE PATROLS TO FEDERAL PARKWAYS AND OTHER CRITICAL MAJOR ROADS NOT CURRENTLY COVERED

Convene the federal government, District, Maryland, and Virginia public safety agencies, and state and local jurisdictions to negotiate an agreement allowing for the funding and deployment of roadway service patrols on all federal parkways and other key highways.

Roadway service patrols, also known as safety service patrols or roadway operations patrols, have a long and successful track record in aiding TIM in the National Capital Region and around the country on roads like the Baltimore Washington Parkway.



(Patrick Zilliacus/COG)

However, there are many major roads in the region not covered by this service. A notable example is the George Washington Memorial Parkway; it is owned by the National Park Service, but it runs through Virginia and the District of Columbia.

There benefit to expanding such patrols, although significant legal, institutional, and funding issues would have to be resolved for this to take place. Any expansions should not come at the expense of reducing existing coverage.

STRATEGIES RECOMMENDED FOR FURTHER INVESTIGATION

Beyond the seven key recommendations, the task force also identified many additional challenges to and strategies for enhancing TIM in the region. The task force did not determine costs or consider sponsoring agencies or time frames for resolving these challenges or implementing these novel ideas, but in general considers them promising with further investigation and discussion.

Several strategies mentioned have been deployed by TIM programs in other metropolitan areas, and could be considered for new or expanded deployment in the National Capital Region. A full list of the strategies researched by COG staff can be found in [Appendix C](#). Each state or region has its own unique challenges, so these strategies would need to be adapted for deployment in the National Capital Region.

A. EXPEDITE DEPLOYMENT OF CUTTING-EDGE TECHNOLOGIES

Emerging technologies may help first responders clear incidents faster and more safely. The task force discussed two emerging, promising examples.

First is the use of unmanned aerial vehicles/systems (UAVs or drones) for crash documentation purposes. Such documentation is mandatory in any crashes involving fatalities. Using current ground-based crash documentation equipment can be time-consuming. Newly available UAVs have shown an ability to significantly reduce the amount of time needed for this documentation. Cautions include that UAVs may not be able to be used at night, in severe weather, or other extreme conditions, and that they cannot be used within the Federal Aviation Administration “no-fly” zone in the National Capital Region (prohibited without authorization within a 15-mile radius of Ronald Reagan Washington National Airport; the 30-mile radius imposes specified operating conditions such as weight and altitude limits).¹² Tethered UAVs may offer opportunities within that no-fly zone.

Second is installation of pan-tilt-zoom cameras on board roadway service patrol vehicles. Such cameras have been successful where deployed to share intelligence of incident scenes remotely, such as to the operations centers of the region’s transportation agencies, helping with response, dispatch, and overall situational awareness. Equipping more vehicles will help.

B. IMPROVE INTERJURISDICTIONAL COMMUNICATIONS CAPABILITIES

How do responders communicate at the scene of an incident, especially extensive incident scenes that may be across many lanes, across medians, or occur over significant stretches of roadway? Responders are often from different agencies and/or different jurisdictions, using different radio systems, so the complexity of communications may hinder collaboration.

“Although “interoperable” communications exist among public safety first responders in the NCR, it does not always extend to transportation personnel responding to incidents.

¹² https://www.faa.gov/uas/where_to_fly/no_drone_zone/.

The task force recommends expanding deployment of such communications equipment that enables responders (including transportation responders) to communicate directly with their peers in other jurisdictions, including voice, data, and video. In many cases, there are communications systems in place that can be enhanced to accomplish this objective.

C. EXPAND AND IMPROVE CLOSED CIRCUIT TELEVISION CAMERA COVERAGE OF CRITICAL ROADWAYS AND BOUNDARY AREAS

Roadway surveillance cameras are successful and popular in sharing traffic situational awareness with agencies, elected officials, and the public. Installation and operations costs, physical limitations, and communications connection limitations mean they cannot be provided everywhere. However, the region can consider roadways or segments where closed-circuit television camera (CCTV) coverage is not currently in place but would be beneficial. A related strategy would be to investigate automated incident detection (AID) capabilities for critical locations, which are technological features of certain camera systems to detect and provide alarms to agencies when incident-related phenomena are detected with a video stream. Any such location decisions should be strategic and cost-beneficial.

D. EXPAND 9-1-1 CENTER COMPUTER-AIDED DISPATCH AUTOMATED DATA SHARING SYSTEMS

Public Safety Answering Points (PSAPs), also known as 9-1-1 (or 3-1-1 or #77) centers, are important means of responder agencies first learning about the occurrence of an incident. The sooner that responders know that an incident has occurred, the sooner they can start responding, potentially clearing and restoring open conditions. PSAP personnel use Computer-Aided Dispatch (CAD) systems to receive and prioritize incident calls, identify the status and location of responder assets, and dispatch responder personnel. But these systems were not necessarily built to share information in an automated fashion with other jurisdictions or transportation agencies. Without automated sharing, the process of the PSAP sharing information with these other responder agencies is a human-dependent, time-consuming process that can result in delays.

Automated sharing between public safety and transportation agencies has been established in a number of places, including by the Maryland Department of Transportation, Virginia Department of Transportation, Maryland State Police, Maryland Transportation Authority Police, and Virginia State Police. The challenges of filtering out law-enforcement-sensitive information, or information about non-transportation-impacting calls, have successfully been addressed in these areas to the satisfaction of stakeholders. There are opportunities to expand such “CAD” information sharing to more agencies in the National Capital Region.

E. EXPLORE QUICK CLEARANCE INCENTIVES FOR HEAVY-DUTY TOW AND RECOVERY VEHICLE CONTRACTORS

Defined monetary incentives can be provided to tow operators to quickly clear a crash scene (incidents involving medium- and heavy-duty commercial vehicles), an approach taken by the Metro Atlanta Traffic Incident Management Enhancement (TIME) Task Force Towing and Recovery Incentive Program (TRIP), the Florida Rapid Incident Scene Clearance (RISC) program, and by Metro Seattle/Washington State.

In Atlanta, for example, a (dispatched) tow contractor is paid \$600 for response if their services end up not being needed. The tow company “is paid \$2,500 if response requirements are met and the roadway is cleared and opened to traffic within 90 minutes after the tow company received the notice to proceed.” If the scene is not cleared within three hours, a tow company is charged \$600 in liquidated damages and an additional \$10 for each minute over three hours that the lane is blocked.¹³



(Patrick Zilliacus/COG)

F. DEVELOP A RESPONDER SMARTPHONE/TABLET APP

Responder Incident Report tablet or smartphone applications have been developed for use by transportation incident first responders to leverage existing technology to promote real-time data sharing from responders at an incident scene. This takes advantage of responders likely already carrying these devices. The technology has been used by the Metropolitan Transportation Commission (San Francisco Bay Area of California), California Department of Transportation, and California Highway Patrol. “The app is designed to streamline the communications process by providing responders with accurate, real-time descriptions of an incident scene.”¹⁴

G. DEVELOP PRE-PRINTED FIELD OPERATIONS GUIDE DOCUMENTS FOR RESPONDERS

Field operations guide documents have been developed and distributed for public safety agency responders to have handy information on transportation issues they may face at the scene of an incident. These documents, used by the Virginia Department of Transportation and the California Department of Transportation, cover issues such as traffic management guidelines and truck/heavy vehicle identification systems with their associated towing needs.

H. FORM CORRIDOR TEAMS FOR CRITICAL ROADWAYS AND BOUNDARY AREAS

Some metropolitan areas, like Greater Philadelphia and Southwest Pennsylvania, have established Traffic Incident Management groups that focus on well-defined transportation corridors or small areas (examples include downtown areas and suburban activity centers such employment centers and airports). These teams can be more focused on the particular corridor or area (including jurisdictional boundary areas) than a regional or statewide program and can convene a more focused set of stakeholders. There are, of course, cost and logistics considerations for supporting multiple groups, but some regions have found those resources.

¹³Information obtained via the Virginia Transportation Research Council's report Traffic Incident Management Quick Clearance Guidance and Implications - http://www.virginiadot.org/vtrc/main/online_reports/pdf/16-R9.pdf.

¹⁴ <https://mtc.ca.gov/whats-happening/news/task-force-partners-introduce-new-app-traffic-incident-responders>

CONCLUSION



(Patrick Zilliacus/COG)

Regions across the country struggle with disruptions to their transportation systems due to incidents, whether caused by weather, crashes, or a host of other circumstances. When combined with the National Capital Region's high traffic volumes, intermittent high profile federal activities, and the range of land use and highway types operating under different states and localities, the management and resolution of traffic incidents becomes even more complex.

Effective traffic incident management is about more than reducing the amount of time that area residents sit in traffic. What is most important is ensuring safety and protecting lives. The TIME Task Force's work was shaped by its desire to improve safety of the traveling public and that of first responders. However, the group also weighed the economic impact of frequent lane closures due to incidents.

The set of seven priority recommendations in this report emphasize updating regional agreements and achieving more regional consistency of TIM laws, encouraging and promoting TIM training region-wide, and facilitating increased collaboration and conversation around TIM among personnel, elected officials, and the public. It was the feeling of the group that there were many more topics that should be researched and investigated, perhaps necessitating an ongoing, regional TIM committee.

With the task force drawing to a close, the group emphasized the need for continued regional prioritization of TIM, including in conversations about transportation planning, construction, and maintenance. The COG Board of Directors' approval of the findings and recommendations in this report will encourage area jurisdictions to better collaborate and consider innovative methods for fast and safe resolution of traffic incidents.

APPENDICES

Appendix A – Task Force Membership

NAME	TITLE	JURISDICTION/AGENCY
Transportation		
Joseph Sagal, Chair	Director	MDOT-SHA Ofc. of CHART & ITS Development
Michael Wood, Vice Chair	Incident Management Coordinator	VDOT Northern Region Office
Bob Brown	TPB Technical Committee Chair	Loudoun County
Soumya Dey	Associate Director, Transportation Operations & Safety	DDOT
Taran Hutchinson	MATOC Facilitator	MATOC
Katherine Jefferson	Road Operations Manager	Transurban
Bryant McClary	Bus Operations Specialist	WMATA Office of Bus Planning
Kelli Raboy	ITS Program Manager	DDOT
Scott Yinger	Chief, Field Operations Division	MDOT-SHA Ofc. of CHART & ITS Development
Fire and EMS		
Trevor Burrell	Captain	Arlington Co. Fire Dept.
Tony Hughes	Assistant Fire Chief	Prince George's County Fire/EMS Department
Jeff Merryman	Deputy Chief	Alexandria Fire Dept.
Law Enforcement		
Colin Bristow	First Sergeant; SHA Liaison	Maryland State Police
Michael Connor	Sergeant; Acting Commander of Communications	United States Park Police
Jason Pulliam	Captain; Commander of Highways	Maryland Transportation Authority Police
Aaron Saunders	Patrolman First Class	Bowie Police Dept.
9-1-1 Directors		
Dave Mulholland	Administrator, Emergency Communications Center	Arlington County
Tony Rose	Chief, Fire and EMS Communications	Charles County
Public Information		
Ellen Kamilakis	Senior Public Affairs Officer	VDOT, Northern Virginia Office
COG Staff		
Scott Fisher	Chief, Public Safety and Health Preparedness	COG
Andrew Meese	Systems Performance Planning Director	COG

Appendix B – TIME Initiative Topics by Category

This table shows a listing of topics raised during the TIME Initiative by the COG Board, TIME Task Force members, or COG staff.

ID	Classification	Status	Description and discussion
<i>Best Practices</i>	Policy	Board Resolution	Agree to pledge ongoing support for Traffic Incident Management (TIM) best practices
<i>Standing NCR TIM Committee</i>	Policy	Board Resolution	Agree to establish a standing National Capital Region Traffic Incident Management Committee to meet on a regular basis and be staffed by COG staff
<i>Sponsor TIM Practitioner Training</i>	Policy	Board Resolution	Agree to sponsor TIM practitioner training for transportation and public safety personnel that respond to incidents on the region's roadways
<i>Track TIM Training Data</i>	Training	Near Term	A future TIM Committee could track training data and report bi-annually to the COG Board or TPB leadership
<i>Ready TIM Reference</i>	Training	Near Term	Develop a simple, easy to read "ready reference" document of existing NCR TIM initiatives and tools. The high-level purpose of the document would be to promote responders' awareness and use of existing initiatives, tools, and capabilities that are available to support TIM.
<i>Regional Outreach Campaign for Public</i>	Outreach	Board Resolution	Agree to sponsor a regional outreach campaign on what the public needs to do to enable responders to clear incidents faster and more safely (move over for sirens and other actions). Could be based on existing COG/TPB Street Smarts campaign
<i>Review Regional Agreements</i>	Policy	Near Term	Agree to initiate a review and revision of regional agreements, such as The Greater Metropolitan Washington Area Emergency Management Mutual Aid Operations Plan and Potomac River Bridges Compact, to ensure agreements are consistent with current TIM best practices and procedures. There was a plan ^[1] written in 2012 by the Emergency Managers Committee that would allow a type of mutual aid without requesting help through Emergency Management Assistance Compact (EMAC) process, which has been shared with senior DOT staff in at least one of the states, who were not aware of it, perhaps due to

ID	Classification	Status	Description and discussion
			transfers and retirements of staff that were involved in its drafting in that year.
<i>Systematic Review of TIM Laws and Policies</i>	Policy	Near Term	COG staff asked about a possible systematic review of traffic incident management laws and regulations across the three states to get to some consistency and resulting in recommendations for the report. Perhaps by each state reviewing their own statutes and regulations related to traffic incident management, and then returning to the group and discuss to discuss findings with colleagues in the other states. To then compile a summary of such provisions with the goal being a list of best practices already codified in law and regulations. Every state will be different but examining and discussing differences could be informative and helpful.
<i>Examples of Current TIM Laws</i>	Policy	Near Term	Maryland has a “Move-It law,” Virginia has a “Hold Harmless” law, the Potomac River Bridge Compact is already codified into the statutes of D.C., Maryland and Virginia. “Move over” laws protect first responders.
<i>DDOT Proposed Legislation</i>	Policy	Near Term	DDOT staff said that proposed legislation is expected to be sent to the D.C. Council in September 2018 on matters related to traffic incident management (“Move over” and “Move it” as part of a larger Vision Zero package), and this effort might be useful to inform that effort. DDOT staff has met with their Director (Jeff Marootian) who has expressed support for such measures.
<i>Maryland and Virginia Laws are Statewide in Nature</i>	Policy	Near Term	It was mentioned that Maryland and Virginia laws and regulations that relate to traffic incident management are statewide, so a review is statewide in nature and reaches beyond the National Capital Region.
<i>Expanded Roadway Service Patrols</i>	Policy Operations	Research and Investigate	Agree to explore the potential for expanding safety patrols to cover additional roadways, including coverage of federal parkways not now benefiting from patrols.
<i>Expanded Roadway Service Patrols to all National Park Service Parkways</i>	Policy Operations	Research and Investigate	This is a subject that has been discussed in the past (including at the Transportation Planning Board by elected members of that body) and patrols are needed on all federal parkways.
<i>Maryland Currently Provides</i>	Policy Operations	Research and Investigate	A member mentioned there are Maryland CHART patrols on the Baltimore-Washington

ID	Classification	Status	Description and discussion
<i>CHART Coverage for B-W Parkway</i>			Parkway since 1999 in cooperation with the U.S. Park Police (which has its own contract tow services) but there are challenges (including often limited or no shoulders).
<i>Currently no Funding for FSP on the George Washington Memorial Parkway from Alexandria to I-495</i>	Policy Operations	Research and Investigate	Virginia is in favor of patrols on the federal parkways of Northern Virginia (in particular the George Washington Memorial Parkway between Slaters Lane in Alexandria and I-495 near the American Legion Bridge across Arlington and Fairfax Counties (a short section of the Parkway on Columbia Island is in the District of Columbia), but there is no funding, no personnel, and no legal authority currently to provide such services.
<i>Roadway Service Patrol Expansion is not Always a Success</i>	Policy and Operations	Research and Investigate	VDOT's Safety Service Patrol was expanded in a limited fashion to U.S. 1 in Fairfax and Prince William counties, and it was not a success – communications, issues with authority, and familiarity with geography of the roads caused VDOT to end it. It was mentioned that Montgomery County also provided some similar service for a while on certain parts of the county's road system.
<i>No Current Funding to Expand Roadway Service Patrols</i>	Policy and Operations	Research and Investigate	This is an idea that has merit, but also has funding implications, and there are currently no such funds available.
<i>Expedited Deployment of Cutting-Edge Technologies.</i>	Technology	Near Term	Agree to expedite deployment of cutting-edge technologies to help first responders clear incidents faster and more safely, such as use of unmanned aerial vehicles (drones, including tethered drones in no-fly zones) and advanced crash documentation equipment.
<i>Make Deployment of Such Technology A Formal Policy</i>	Technology	Near Term	This is an effort to redouble efforts to deploy such technology by making it policy (which is already under way by several agencies in the National Capital Region).
<i>Interoperable Communications (Voice, Data and Video) Between the Partner Agencies</i>	Technology	Near Term	Implement interoperable communications (voice, data and video) between the partner agencies. It is consistent with NUG best practices and the MATOC communications system (between MATOC member agencies and hosted by D.C.) is a local implementation designed to improve communications between the agencies.
<i>Interoperable Communications</i>	Technology	Research and Investigate	Interoperable communications among operations centers and field personnel

ID	Classification	Status	Description and discussion
<i>Communication Between Other Traffic Management Centers</i>	Policy	Research and Investigate	Statewide TIM with multiple centers with excellent interaction with local partners
<i>Shared Situational Awareness</i>	Policy	Near Term	Situational awareness and information should be shared as they relate to traffic incident management as a matter of routine between the partner agencies.
<i>Transportation First Responders Should be Treated as Emergency Responders Regionwide</i>	Policy	Near Term	Endorsement by the Task Force of emergency services component within the state DOTs such as the model used by Maryland DOT/SHA/CHART, which is treated as an emergency response agency, and follows the emergency service model, and are integrated with law enforcement and other emergency providers, because this speeds resolution of incidents. Maryland's transportation emergency responders have carefully limited by policy (but legal) abilities to get to the scene of an incident quickly - using red flashing lights and audible signals (sirens).
<i>Train Analytical Staff</i>	Training	Research and Investigate	Train analytical staff to analyze data and provide feedback on TIM impacts.
<i>Unmanned Aerial Systems for Crash Reconstruction</i>	Training	Research and Investigate	Unmanned aerial systems to view and reconstruct incidents
<i>SHRP2 Training for all Law Enforcement Officers</i>	Training	Research and Investigate	Training of all law enforcement officers in SHRP2 training
<i>Social Media to Inform Public of Road and Lane Closures</i>	Outreach	Research and Investigate	Use of social media to inform public on road and lane closures
<i>TIM Certification for Control Room Staff</i>	Training	Research and Investigate	Developing the same certification program for traffic control room staff that are used by incident response personnel.
<i>Two Communications Paths for Responders</i>	Training	Research and Investigate	Having two methods of communications reduces response time and provides redundancy if one communications path is down.
<i>Automated Incident Detection (AID) Cameras and Expanded CCTV Cameras</i>	Training	Research and Investigate	Install Automated Incident Detection (AID) cameras in addition to Closed Circuit Television (CCTV) cameras. The AID cameras are fixed; whereas the CCTV cameras have Pan-Tilt-Zoom capabilities.

ID	Classification	Status	Description and discussion
<i>TIM Training for 911, 311 and #77 Call Takers</i>	Training	Research and Investigate	Train 911 center call takers (and others that process such calls for service, such as #77 and 311) to instruct motorists to move vehicles to the shoulder if they can safely get them out of the travel lane.
<i>Use Technology to Aid CADD Dispatchers</i>	Training	Research and Investigate	Using technology to aid the CADD dispatch operators (call center staff pull up appropriate CCTV cameras near a reported crash and inform dispatchers of what they see).
<i>Instant Towing if a Vehicle is Blocking a Lane</i>	Policy	Research and Investigate	Instant towing. If an incident is reported as blocking a lane, a tow vehicle is dispatched to freeway incidents automatically
<i>Push Disabled and Damaged Vehicles out of Traffic with FSP and police vehicles</i>	Policy	Research and Investigate	Pushing disabled or damaged vehicles out of travel lanes using first responder vehicles (police vehicles and roadway service patrol vehicles)
<i>Tiered Approach to TIM from the Operations Center</i>	Policy	Research and Investigate	Tiered approach to TIM from the operations center; resource to match type of incident.
<i>Institutionalize TIM Training Statewide</i>	Training	Research and Investigate	Institutionalizing TIM training statewide for first responders, educational and training institutions adopting the SHRP2 training program
<i>Revise General Orders for Sworn Employees to Include TIM</i>	Policy Legislative	Research and Investigate	Revising general orders (typically issued by fire and police chiefs which the sworn personnel reporting to them must comply with) related to TIM – Policy or Legislative
<i>Use AVL to Aid Dispatch</i>	Technology	Research and Investigate	Automated Vehicle Location (AVL) dispatch. Allows closest unit to be dispatched to incident
<i>Enhance Relationship with Outside Agencies</i>	Outreach	Research and Investigate	Enhancing relationship with outside agencies – Public Outreach
<i>Use ATMS And AVL Data</i>	Technology Data	Research and Investigate	Using ATMS and AVL data to make decisions around traffic incidents. FSP routes based on historical data, decision making using analysis
<i>Cameras on All FSP Vehicles</i>	Technology	Research and Investigate	CCTV, DMS, AVL on safety service vehicles improves situational awareness and pushing public information

Appendix C – Summary of TIM Activities Elsewhere

City or region	State	Agency	Title	Remarks
Austin	Texas	CAMPO	RFQ - Transportation Planning: Development of a Regional Incident Management Strategic Plan and Performance Assessment	Could be a useful model for COG region
Chicago	Illinois	CMAP	Regional Transportation Operations Coalition / Advanced Technology Task Force	Meeting notice and agenda from December 2017
Chicago	Illinois	CMAP	Management and Operations report	Covers strategies that could be useful in evaluation of system performance
Chicago	Illinois	CMAP	Short presentation on highway congestion reduction	Congestion reduction strategies
Chicago	Illinois	CMAP	Regional Transportation Operation Coalition Draft Work Plan from 2010	
Chicago	Illinois	CMAP	Action Strategy Paper: Security and Emergency Management	USDOT Volpe Center for CMAP
Dover	Delaware	DeIDOT	DeIDOT's Integrated Transportation Management Program and Vision for the Future	Has a very interesting section toward the back about using UAVs in traffic incident management
Denver	Colorado	DRCOG	DRCOG Regional Concept of Transportation Operations	Regional-scale document
Philadelphia	Pennsylvania	DVRPC	Lesson Learned: DVRPC (MPO)-led Task Forces Partner to Lessen the Impact of Incidents Involving Large Trucks	Integrating freight movements by highway with the TIM process
Philadelphia	Pennsylvania	DVRPC	Map of the TIM Task Forces in the DVRPC region	Map
National		U.S. Fire Administration	Traffic Incident Management Systems	TIM from the perspective of fire/EMS responders
National		FHWA	Service Patrol Handbook	Good overview of safety service patrol responsibilities and policies from 2008

City or region	State	Agency	Title	Remarks
National		FHWA	Making the Connection: Advancing Traffic Incident Management in Transportation Planning	The intent of this primer is to inform and guide traffic incident management (TIM) professionals and transportation planners to initiate and develop collaborative relationships and advance TIM programs through the metropolitan planning process. Programs that support regional TIM programs through TIM-focused objectives, performance measures, and TIM strategies and projects.
National		FHWA	Traffic Incident Management Gap Analysis Primer	The research conducted for this gap analysis determined that there is no one-size-fits-all TIM program
National		FHWA	Gap Analysis Outreach Briefing for TIM Program Managers	PowerPoint
National		FHWA	Gap Analysis Outreach Briefing for Executive Decision Makers	PowerPoint
National		FHWA	Traffic Incident Management (TIM) Performance Measurement (PM)	Discussion of TIM Performance Data and Metrics
National		FHWA	2010 Traffic Incident Management Handbook Update	The 2010 version of the TIM Handbook includes the latest advances in TIM programs and practices across the country and offers insights into the latest innovations in TIM tools and technologies.
National		FHWA	Traffic Incident Management (TIM) Talking Points	To be incorporated into other documents - not for stand-alone use

City or region	State	Agency	Title	Remarks
National		FHWA	Transportation Systems Management and Operations in Action	The Federal Highway Administration Office of Operations commissioned these case studies to highlight TSMO strategies throughout the United States
Statewide	Georgia	Georgia DOT	Georgia Traffic Incident Management Guidelines	This is a voluntary set of guidelines, not statutes and not regulations and might be useful for that reason
Atlanta	Georgia	Georgia DOT and GRTA	Metro Atlanta Traffic Incident Management Strategic Vision	Two-page flyer
Hampton Roads	Virginia	Hampton Roads MPO	Hampton Roads RCTO for Highway Incident Management	An executive summary of a longer document
I-95 Corridor Coalition		University of Maryland CATT Lab	3D Virtual Incident Management Training	Overview document
National		ITE	Multi-state Transportation Operations Programs: Towards a National Network of Transportation Operations Infrastructure	From 2002
National		ITE	A Regional Concept of Transportation Operations for Phoenix Metropolitan Region	From 2003
National		ITE	QUICK CLEARANCE LEGISLATION: USING THE LAW TO ENHANCE TRAFFIC INCIDENT MANAGEMENT	From 2005
National		ITE	Traffic Incident Management (TIM) Programs: A Head Start for Surface Transportation Security Planning and Operations	From 2005
National		ITE	RELATIONSHIP BETWEEN ROADWAY CLEARANCE TIME AND INCIDENT CLEARANCE TIME	From 2012 - very quantitative
National		ITE	National Traffic Incident Management Responder Training	From 2014 - TIM Training

City or region	State	Agency	Title	Remarks
National		ITE	Traffic Incident Management and the Role of Transportation/Public Works Agencies	From 2014
National		ITE	Traffic Incident Management Programs and Benefit-Cost Analysis	From 2016
National		ITE	Transportation Planning Council Newsletter with emphasis on emergency services	From 2013
Kansas City	Kansas and Missouri	KDOT and MoDOT	Kansas City Scout Annual Report	From 2015, what a multi-state set of metrics might look like
Kansas City	Kansas and Missouri	KDOT and MoDOT	Standard Operating Procedures	Multi-Agency Emergency Response
Kansas City	Kansas and Missouri	KDOT and MoDOT	Operations Report	From March 2017
Las Vegas	Nevada	Las Vegas FAST	Overview	
Maine Turnpike	Maine	Southern Maine Planning and Development Commission	Traffic Incident Operating Guidelines for Incidents Occurring on Interstate 95 and the Maine Turnpike	Multi-Agency Guidelines
Maine Turnpike	Maine	Southern Maine Planning and Development Commission	Meeting notes from 2017 meeting	
Statewide	Maryland	MDOT/SHA/CHART	Performance Evaluation and Benefit Analysis for CHART in Year 2016	Lots of metrics
Algoma	Michigan		Expedited Vehicle Extraction and IC	Fire/EMS at incident scenes
Southeastern Michigan	Michigan	SEMCOG	Memorandum of Regional Cooperation	Implement a Regional Concept for Transportation Operations
San Francisco Bay Area	California	MTC	Incident Report Responder Communication System	Handheld or tablet app for uniform reporting of incidents
San Francisco Bay Area	California	MTC	Pages from recent MTC UPWP describing TIM entries	

City or region	State	Agency	Title	Remarks
San Francisco Bay Area	California	MTC	Map of roadway service patrol beats and incidents reported to WAZE	
Statewide	New Jersey	NJDOT	Traffic Incident Management Strategic Plan	Numerous agencies listed as cooperating
Statewide	New Jersey	NJDOT	Traffic Incident Management SAFETY GUIDELINES FOR EMERGENCY RESPONDERS	
Statewide	New Jersey	North Jersey Transportation Planning Authority	The Connected Corridor	New Jersey's TSM&O Strategic Plan and ITS Architecture
North Central Texas	Texas	North Central Texas Council of Governments	2016 Safety Program Performance Measures	Safety Statistics
National		National Traffic Incident Management Coalition	ANATOMY OF A TRAFFIC INCIDENT	
National		National Traffic Incident Management Coalition	Benefits of Traffic Incident Management	
National		National Traffic Incident Management Coalition	Prompt, Reliable Traffic Incident Communications	
National		National Traffic Incident Management Coalition	Example Strategies for Building Stronger State Traffic Incident Management Programs	
National		National Traffic Incident Management Coalition	Multidisciplinary TIM Core Competencies	
National		National Traffic Incident Management Coalition	National Unified Goal for Traffic Incident Management	

City or region	State	Agency	Title	Remarks
National		National Traffic Incident Management Coalition	Responder Safety	
Southeastern Wisconsin	Wisconsin	Southeastern Wisconsin Regional Planning Commission	REGIONAL TRANSPORTATION OPERATIONS PLAN FOR SOUTHEASTERN WISCONSIN: 2012-2016	
Southwestern Pennsylvania	Pennsylvania	Southwestern Pennsylvania Commission	Southwestern Pennsylvania Traffic Incident Management Program	TIM Program Guide
Southwestern Pennsylvania	Pennsylvania	Southwestern Pennsylvania Commission	The TIMES Southwestern PA Traffic Incident Management News & Notes - Spring 2015	TIM Newsletter
National		TRB	Joint Meetings Committees on Regional Transportation Systems Management Operations (AHB10) and Freeway Operations (AHB20) Midyear Meeting	Interagency and System Integration PowerPoint
National		TRB	Institutional Architectures to Improve Systems Operations and Management	SHRP2 report
National		TRB	Post-Course Assessment and Reporting Tool for Trainers and TIM Responders Using the SHRP 2 Interdisciplinary Traffic Incident Management Curriculum	SHRP2 report
National		TRB	Sharing Operations Data Among Agencies	Michael L. Pack and Nikola Ivanov
National		TRB	Incident Command System (ICS) Training for Field-Level Supervisors and Staff	
National		TRB	Improve Responder Safety	Goals from TRB meeting 2010
National		TRB	Provide Safe, Quick Clearance	Goals from TRB meeting 2010

City or region	State	Agency	Title	Remarks
National		TRB	Prompt, Reliable Interoperable Communications (Disseminate Operations Information to Stakeholder)	Goals from TRB meeting 2010
National		TRB	Proceedings of the National Conference on Traffic Incident Management: A Road Map to the Future	2002
Statewide	Virginia	VDOT	Traffic Incident Management – TOP 10 Best Practice Tools and Strategies	
Statewide	Virginia	VDOT	After Action Reports & Reviews	
Statewide	Virginia	Virginia State Police	2013 Virginia Traffic Incident Management Plan	
Statewide	Virginia	Virginia State Police	Letter to Traffic Incident Management Partners	

Appendix D – Summary of May 22 Workshop

TRAFFIC INCIDENT MANAGEMENT ENHANCEMENT (TIME) TASK FORCE Capability and Best Practices Workshop National Capital Region

Tuesday, May 22, 2018
9:00 A.M. – 4:00 P.M.
COG Ronald F. Kirby Training Room

PARTICIPANTS

The meeting included members of the COG Traffic Incident Management Enhancement (TIME) Task Force, including Chair Joseph Sagal of the Maryland Department of Transportation, State Highway Administration, Office of CHART and ITS Development; Vice Chair Michael Wood, Regional Incident Management Coordinator, Virginia Department of Transportation, Northern Region Operations; and Natalie Jones Best, Emergency Preparedness and Risk Manager of the District Department of Transportation.

Col. Jerry Jones, Chief of the Maryland Transportation Authority Police, gave opening remarks to the group.

COG Board of Directors Chairman Matt Letourneau addressed the workshop participants during lunch and explained the board's emphasis of this subject for calendar year 2018.

There were about 50 attendees, including the FHWA team, staff from COG's transportation planning and public safety departments; state department of transportation operations, security staff and public information; regional and local public transit agencies; representatives of private-sector roadway concessionaires; representatives of the Federal Highway Administration; state, local and federal law enforcement; fire/EMS providers; and the Metropolitan Area Transportation Operations Coordination (MATOC) group.

WORKSHOP FORMAT

The workshop was envisioned as a hybrid of a regional self-assessment and group discussion on the best practices of TIM in the National Capital Region (NCR), not a formal Traffic Incident Management (TIM) Capability Maturity Self-Assessment (CMSA) effort that state DOT's perform.

Facilitators Paul Jodoin and Jim Austrich from FHWA and Steve Cyra from HNTB led the workshop using their combined years of work in the TIM environment and experience presenting CMSA workshops across the country. A combination of video presentations, slide shows, and facilitator led discussions enabled workshop participants to come up with the recommendations discussed below.

MAJOR ITEMS DISCUSSED AND RECOMMENDATIONS

The items discussed and recommendations for the items for the task force to take up are listed below.

- The workshop discussed unique geographic and institutional features which impact TIM were discussed, which include two states and the federal district.
- There was a recommendation that an ongoing National Capital Region TIM committee be established.
- Highlight the TIM mission, purpose, and need to the COG Board of Directors.
- Promote regional FHWA SHRP2 (second Strategic Highway Research Program (2006-2015)) and other TIM training available to the region.
- Consider conducting a formal FHWA TIM capability, maturity and self-assessment annually for the National Capital Region.
- Develop a simple, easy to read “ready reference” document of existing NCR TIM initiatives and tools.
- Share regional TIM data and performance metrics.
- Emphasize importance of TIM for construction and work zones.
- Improve regional consistency and awareness of TIM laws, specifically the Move Over, Driver Removal and Authority Removal laws.

POST-WORKSHOP

The TIME task force used the experience gained from the workshop to help guide its work in post-workshop meetings. Many of the findings and recommendations were used as a basis for the recommendations for the task force’s report to the COG board.

Appendix E – National Unified Goal for Traffic Incident Management

National Unified Goal for Traffic Incident Management

Working Together for Improved Safety, Clearance and Communications



WHAT IS THE NATIONAL UNIFIED GOAL?

The Traffic Incident Management National Unified Goal is:

- Responder safety;
- Safe, quick clearance; and
- Prompt, reliable, interoperable communications.

COMMITMENT STATEMENT

The NTIMC is committed to working together to promote, develop, and sustain multidisciplinary, multijurisdictional Traffic Incident Management (TIM) programs to achieve enhanced responder safety; safe, quick traffic incident clearance; and more prompt, reliable, interoperable communications.

HOW WILL THE GOAL BE ACHIEVED?

NTIMC will achieve the three major objectives of the National Unified Goal through 18 strategies. Key strategies include recommended practices for multidisciplinary TIM operations and communications; multidisciplinary TIM training; goals for performance and progress; promotion of beneficial technologies; and partnerships to promote driver awareness.

CROSS-CUTTING STRATEGIES

- **Strategy 1. TIM Partnerships and Programs.** Traffic Incident Management partners at the national, state, regional and local levels should work together

to promote, develop and sustain effective Traffic Incident Management Programs.

- **Strategy 2. Multidisciplinary NIMS and TIM Training.** Traffic Incident Management responders should receive multidisciplinary National Incident Management System (NIMS) and Traffic Incident Management (TIM) training.
- **Strategy 3. Goals for Performance and Progress.** Traffic Incident Management partners should work together to establish and implement performance goals at the state, regional and local levels for increasing the effectiveness of Traffic Incident Management, including methods for measuring and monitoring progress.
- **Strategy 4. TIM Technology.** Traffic Incident Management partners at the national, state, regional and local levels should work together for rapid and coordinated implementation of beneficial new technologies for Traffic Incident Management.
- **Strategy 5. Effective TIM Policies.** Traffic Incident Management partners at the national, state, regional and local levels should join together to raise awareness regarding proposed policies and legislation that affect achievement of the National Unified Goal objectives of Responder Safety; Safe, Quick Clearance; and Prompt, Reliable Traffic Incident Communications.
- **Strategy 6. Awareness and Education Partnerships.** Broad partnerships should be

developed to promote public awareness and education regarding the public's role in safe, efficient resolution of incidents on the roadways.

OBJECTIVE 1: RESPONDER SAFETY

- **Strategy 7. Recommended Practices for Responder Safety.** Recommended practices for responder safety and for traffic control at incident scenes should be developed, and widely published, distributed and adopted.
- **Strategy 8. Move Over/Slow Down Laws.** Drivers should be required to Move Over/Slow Down when approaching traffic incident response vehicles and traffic incident responders on the roadway.
- **Strategy 9. Driver Training and Awareness.** Driver training and awareness programs should teach drivers how to react to emergencies on the roadway in order to prevent secondary incidents, including traffic incident responder injuries and deaths.

OBJECTIVE 2: SAFE, QUICK CLEARANCE

- **Strategy 10. Multidisciplinary TIM Procedures.** Traffic Incident Management partners at the state, regional and local levels should develop and adopt multidisciplinary procedures for coordination of Traffic Incident Management operations, based on national recommended practices and procedures.
- **Strategy 11. Response and Clearance Time Goals.** Traffic Incident Management partners at the state, regional and local levels should commit to achievement of goals for traffic incident response and clearance times (as a component of broader goals for more effective Traffic Incident Management--see Strategy 3).
- **Strategy 12. 24/7 Availability.** Traffic Incident Management responders and resources should be available 24/7.

OBJECTIVE 3: PROMPT, RELIABLE INCIDENT COMMUNICATIONS

- **Strategy 13. Multidisciplinary Communications Practices and Procedures.** Traffic incident responders should develop and implement standardized multidisciplinary traffic incident communications practices and procedures.
- **Strategy 14. Prompt, Reliable Responder Notification.** All traffic incident responders should receive prompt, reliable notification of incidents to which they are expected to respond.
- **Strategy 15. Interoperable Voice and Data Networks.** State, regional and local Traffic Incident Management stakeholders should work together to develop interoperable voice and data networks.
- **Strategy 16. Broadband Emergency Communications Systems.** National Traffic Incident Management stakeholders (working through the National Traffic Incident Management Coalition) should work together to reduce the barriers to integrated broadband emergency communications systems development and integration (both wired and wireless).
- **Strategy 17. Prompt, Reliable Traveler Information Systems.** Traffic Incident Management partners should encourage development of more prompt and reliable traveler information systems that will enable drivers to make travel decisions to reduce the impacts of emergency incidents on traffic flow.
- **Strategy 18. Partnerships with News Media and Information Providers.** Traffic Incident Management partners should actively partner with news media and information service providers to provide prompt, reliable incident information to the public.

Appendix F – Glossary of Terms

The terms below are adapted from several online sources, including a review of literature by the Federal Highway Administration and the Federal Highway Administration's Office of Operations Service Patrol Handbook.

Detection Time – the elapse time between when an incident occurs to when it is detected

Preparation Time – the elapse time between when an incident is detected to when the response vehicles are dispatched.

Response Travel Time – the elapse time between when the response vehicle was dispatched and when response vehicles arrive at the incident scene.

Clearance Time – the elapse time between when response vehicles arrive at the incident scene to when traffic completely recovers after the incident.

Response Time – the elapse time between when an incident is detected to when the response vehicles arrive at the scene.

Incident Duration – the elapse time between when an incident occurred to when the response vehicles depart at the scene.

AADT – Annual Average Daily Traffic

AASHTO – American Association of State Highway and Transportation Officials

AED – Automated External Defibrillator

ATIS – Advanced Traveler Information Systems

AVL – Automatic Vehicle Location

CapWIN – Capital Wireless Information Net

CCTV – Closed Circuit Television

CDL – Commercial Driver's License

CHART - Coordinated Highways Action Response Team – a unit of the State Highway Administration, provides freeway service patrols on segments of Maryland's non-tolled highway network, largely in the Washington suburban, Baltimore, Annapolis and Frederick areas of the state. CHART also provides incident management, traffic and roadway monitoring, traveler information, severe weather and emergency operations and traffic operations.

CMAQ – Congestion Mitigation and Air Quality Federal-Aid Transportation funding program

Congestion Initiative – The National Strategy to Reduce Congestion on America’s Transportation Network. Announced initiative and plan by U.S. DOT to reverse trends of congestion.

ConOps – Concept of Operations. A formal document that provides a user-oriented view of a proposed new system. (Source: IEEE Guide for Information Technology-System)

DDOT – District Department of Transportation

DMS – Dynamic Message Sign also referred to as a Variable Message Sign (VMS)

DOT – Department of Transportation

DWI – Driving While Intoxicated

EMS – Emergency Medical Services

EMT – Emergency Medical Technician

EOC – Emergency Operations Center

ESF – Emergency Support Function

ETO – Emergency Transportation Operations

FFSP – Full-Function Service Patrol

FHWA – Federal Highway Administration

FSP – Freeway Service Patrol

FTO – Field Traffic Officer

GPS – Global Positioning System

HAZMAT – Hazardous Materials

HAZWOPER – Hazardous Waste Operations and Emergency Response Standard

HOT – High Occupancy Toll

HOV – High Occupancy Vehicle

HSPD – Homeland Security Presidential Directive

IC – Incident Commander

ICS – Incident Command System

IR – Incident Response

IRU – Incident Response Unit

ITS – Intelligent Transportation Systems

ITS JPO – ITS Joint Program Office

MAP – Motorist Assistance Program

MATOC – Metropolitan Area Transportation Operations Coordination Program

MDOT – Maryland Department of Transportation

MDTA - Maryland Transportation Authority. The MDTA is responsible for constructing, managing, operating and improving the State's toll facilities, as well as for financing new revenue producing transportation projects. In the National Capital Region, MDTA operates and maintains the InterCounty Connector (ICC) toll road (MD-200) in Montgomery and Prince George's Counties and the Governor Harry W. Nice Memorial/Senator Thomas "Mac" Middleton Bridge (U.S. 301) over the Potomac River between Charles County, Maryland and King George County, Virginia. MDTA provides freeway service patrols along most of its highways, bridges and tunnels.

MOU – Memorandum of Understanding

MPO – Metropolitan Planning Organization

MUTCD – Manual on Uniform Traffic Control Devices

NFPA – National Fire Protection Agency

NHS – National Highway System

NHTSA – National Highway Traffic Safety Administration

NIMS – National Incident Management System. "The National Incident Management System provides a systematic, proactive approach guiding departments and agencies at all levels of government, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life, property, and harm to the environment." (Source: National Incident Management System, FEMA 501, Draft August 2007)

NPS – National Park Service

NRF – National Response Framework

NTIMC – National Traffic Incident Management Coalition

NUG – National Unified Goal. Established by the NTIMC, the NUG is: responder safety; safe, quick clearance; and prompt, reliable, interoperable communications.

OSHA – Occupational Safety and Health Administration

PIO – Public Information Officer

PPP – Public-Private Partnership

RITA – Research and Innovative Technology Administration

ROP – Roadway Operations Patrol, which provides freeway service patrols along DDOT-maintained freeways and expressways in the District of Columbia.

RTMC – Regional Traffic Management Center

SHA – State Highway Administration, a modal agency of the Maryland Department of Transportation

SHSP – Strategic Highway Safety Plan

SOG – Standard Operating Guideline

SOP – Standard Operating Procedure

SPV – Service Patrol Vehicle

SSP – Safety Service Patrol, which provides freeway service patrols along most freeways in Northern Virginia and in some other parts of Virginia. The Metropolitan Washington Airports Authority provides SSP service along the Dulles Toll Road (VA-267) and along the parallel Dulles Airport Access Road. Transurban provides a similar ExpressAssist service to users of the HOV/Toll lanes in the I-95, I-395 and I-495 corridors in Northern Virginia. The private Dulles Greenway (an extension of VA-267 into Loudoun County) also provides SSP service to its patrons.

TCL – Target Capabilities List

TCT – Traffic Control Technician

TIM Responder – Personnel responding to an incident that mitigate its effects. May include personnel from law enforcement, fire service, emergency medical services, HAZMAT, emergency management and public works

TMC – Traffic Management Center, may also be known as a Traffic Operations Center

Traffic Control Device – “All signs, signals, markings, and other devices used to regulate, warn, or guide traffic placed on, over, or adjacent to a street, highway, pedestrian facility, or bikeway by authority of a public agency having jurisdiction.” (Source: MUTCD)

Traffic Incident – “An emergency road user occurrence, a natural disaster, or other nonrecurring or unplanned event that affects or impedes the normal flow of traffic” (Source: MUTCD); or “Non-recurring event that causes a reduction of roadway capacity or an abnormal increase in demand” (Source: Freeway Management and Operations Handbook)

TTC – Temporary Traffic Control. In the context of the Service Patrol Handbook, TTC services are used in emergency or traffic incident situations. TTC devices, equipment, and personnel are implemented in response to an unplanned traffic incident. Typically includes resources that are “on-hand” and readily available to TIM responders and the FFSP. Should not be confused with TTC imposed in response to highway maintenance, highway work zones or planned major events with longer durations.

U.S. DOT – United States Department of Transportation

VDOT - The Virginia Department of Transportation (VDOT) is responsible for building, maintaining and operating Virginia’s roads, bridges and tunnels. VDOT partners with several other state agencies and county and municipal agencies to provide traffic incident management across the Commonwealth.



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RESOLUTION APPROVING THE TRAFFIC INCIDENT MANAGEMENT ENHANCEMENT (TIME) REPORT

WHEREAS, the mobility, safety, and reliability of metropolitan Washington's transportation system are vital to its economic well-being; and

WHEREAS, the region experiences disruptions to the transportation system daily due to incidents, with associated safety and congestion impacts; and

WHEREAS, often, these incidents necessitate a coordinated multi-agency response, referred to in the public safety and transportation professions as Traffic Incident Management; and

WHEREAS, the safety of all, including the traveling public and response personnel at incident scenes, is of paramount concern; and

WHEREAS, the COG Board of Directors requested the establishment of a Traffic Incident Management Enhancement (TIME) Task Force in January 2018 and tasked it to return with findings and recommendations; and

WHEREAS, the Task Force, comprised of practitioners of traffic incident management from numerous disciplines from state, county, and municipal governments in the region, convened from February to October 2018 and developed a set of recommendations; and

WHEREAS, these recommendations include a series of actionable items that can be implemented in the near term, as well as other concepts that should be investigated in the coming years, to improve traffic incident management regionwide.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS THAT:

1. The board approves the publication of the *Traffic Incident Management Enhancement in the National Capital Region: Findings and Recommendations Report from the 2018 COG Traffic Incident Management Enhancement Task Force*.
2. The board supports Traffic Incident Management best practices for the region and encourages member jurisdictions and involved responders to pursue fast and safe resolution of traffic incidents, in accordance with the report's recommendations.

AGENDA ITEM #11

OTHER BUSINESS

AGENDA ITEM #12

ADJOURN