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**MEETING MINUTES
 ITS MICHIGAN INCIDENT MANAGEMENT
 PLANNING SUB-COMMITTEE**

Date: September 7, 2006
 Time: 9:00 AM
 Meeting Held: HRC, Bloomfield Hills Office

<u>Present:</u>	<u>Representing</u>	<u>Phone No.</u>	<u>Email Address</u>
Tom Bruff	SEMCOG	313 324-3340	bruff@semcog.org
Wei Chen	SEMCOG	313 324-3322	wchen@semcog.org
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Freeway Courtesy Patrol

SEMCOG recently released the Evaluation Report for the MDOT Freeway Courtesy Patrol (FCP) in Southeast Michigan: 2005. Tom Bruff noted that much of the data included in the report is also summarized on a monthly basis on the MITS Center website in the Performance Measures Reports. SEMCOG includes a benefit-cost analysis in the FCP Evaluation Report in addition to the data included in the MITS Monthly Performance Measure Reports. Should the Planning Sub-Committee advocate that SEMCOG provide an independent audit of the FCP program including cost/benefit and air quality analysis?

Mia Silver suggested that this committee research an electronic method for collection of call card data for the FCP. FCP drivers currently fill out a card which is then keyed into a database by others. CVS drivers use a palm-type device to record call data and there is a similar model used by other agencies.

Tom will ask Chade to put together a wish list of 5 items for the FCP (if there were no funding constraints). Mia put together a wish list of items for FCP in February that will be added to Chade's list. A scanning tour of FCP only was suggested. It was also agreed that AASHTO should have a committee on Incident Management/FCP.

Regional Operations

SEMCOG has hired Wei Chen as a full time person dedicated to regional operations. SEMCOG University has scheduled a "Regional Operations: An Alternative to Building and Maintaining Roads" for September 21st.



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Page 2 of 2

Incident Response Vehicle

Upper management at MDOT is very supportive of ITS programs. Many people involved in transportation in Metro Detroit may not know to what extent MDOT supports ITS and Incident Management. Mia noted that money has been identified for an Incident Response Vehicle similar to the vehicle used in Racine County, Wisconsin. An IRV is quipped to handle some traffic control, with a built in arrow board/message sign mounted on the back of the vehicle.

Planning Committee Direction

Mia Silver explained that even when funding is set aside for a specific purpose there are still several steps to be completed. The process of writing a request for proposals (RFP), selecting a vendor and awarding a contract can be very time consuming. The Planning Subcommittee could help support MDOT with the process of developing the RFP and assisting in the selection process.

Next IM Meeting

The next Incident Management Coordinating Committee meeting is September 29, 2006 at the Metro Region Office in Southfield. Mia will present the Nation Unified Goal for Traffic Incident Management. Dick asked Jim to give a recap of Dr. Stewart Wang's presentation from the ITS Michigan Meeting on August 22, 2006 on the importance of getting Emergency Responder Info to Trauma Centers. Dick will provide Jim with a copy of Dr. Wang's presentation. It was suggested that the report from RCOC be changed to an Arterial Operations update for counties/municipalities to report on progress to date.

These minutes are intended to be a summary of those items discussed. Any corrections and/or comments should be noted to the writer as soon as possible.

Respectfully submitted,

HUBBELL, ROTH & CLARK, INC.

Colleen L. Hill, P.E., PTOE
Transportation Project Engineer

CLH

pc: All present
HRC; File