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

Date: March 8, 2006

HRC Job No. 20050015.02

Time: 9:00 A.M.

Meeting Held: HRC, Bloomfield Hills Office

<u>Present:</u>	<u>Representing</u>	<u>Phone No.</u>	<u>Email Address</u>
Ann Farquhar	City of Southfield	248 796-5924	afarquhar@cityofsouthfield.com
Morrie Hoevel	FHWA	517 702-1834	morris.hoevel@fhwa.dot.gov
Tom Bruff	SEMCOG	313 324-3340	bruff@semcog.org
Jim Schultz	MDOT	248 483-5131	schultzj3@michigan.gov
Ola Williams	MDOT	517-241-1237	WilliamsO2@michigan.gov
Richard Beaubien	Hubbell, Roth & Clark, Inc.	248 454-6381	dbeaubien@hrc-engr.com
Colleen Hill	HRC.	248 454-6571	chill@hrc-engr.com

Video Sharing Update

Ann Farquhar gave her perspective on how the video sharing from MDOT’s freeway cameras was working in Southfield. Southfield dispatch has the web link for video sharing always active. Ann suggested moving the controls for refresh rate and other settings to the top of the screen, to be set globally. Each time one of the settings is changed, the cameras must be reselected.

Jim Schultz suggested holding a Users Conference for Video Sharing in Metro Detroit.

MSP requested Tom Bruff to pull crash data to determine the percentage of crashes on I-94 in Macomb County that the responding agency was MSP versus local agencies. Based on the discussion Tom will be looking at similar statistics for Southfield and Detroit.

MDOT Operations Partnering Workshop

MDOT hosted an Operations Partnering Workshop at Ford Field on March 1, 2006. The Workshop featured 10 minute presentations from various agencies responsible for operations in Metro Detroit including: MDOT, SEMCOG, MSP, Detroit & Canada Tunnel. Networking breaks were spaced throughout the morning. As an ice-breaker activity, each attendee was given puzzle pieces to trade to complete a picture of the MITS Center for prize drawings. Feedback from the committee member attendees was positive. Relationships between partners were fostered.

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Some suggestions for future Workshops of this kind included:

- o Host workshops for smaller groups, with invitations by geographic location.
- o Develop themes for more detailed presentations, find speakers, and develop questions to be answered by speakers, possibly a responsibility of this group (Planning Subcommittee)
- o Develop an electronic questionnaire for attendees/speakers for feedback.
- o Make presentations available on SEMCOG Regional Operations website (<http://www.semco.org/TranPlan/RegionalOperations/index.htm>)
- o Provide handouts in a folder at sign-in.

TIM Self Assessment Matrix

Updates were made to the TIM Self Assessment Matrix. (See attached document.) The Annual Self-Assessment Update for FHWA is due before June. Morrie Hoevel will distribute last year's Self-Assessment for review prior to the update meeting.

Other Upcoming Events

Jim Schultz is the Co-Chair of the national Rural ITS Conference to be held in Traverse City.

Next Meeting

The next meeting of the Planning Subcommittee is scheduled for April 11, 2006 at Hubbell, Roth and Clark Offices in Bloomfield Hills at 9 AM. This meeting will focus on the annual self assessment of the Traffic Incident Management process requested by the Federal Highway Administration.

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 Specialist

CLH

pc: All present
HRC; File