

MINUTES
MAG REGIONAL CONCEPT OF TRANSPORTATION OPERATIONS
PROJECT STEERING COMMITTEE MEETING NO. 1

September 4, 2002
10:30 AM – 12:00 PM
MAG Office Building
302 North 1st Avenue
Phoenix, Arizona

ATTENDANCE

Sarath Joshua, MAG, Project Manager
Xiao Qin, MAG
Scott Nodes, City of Peoria
James Colyar, Federal Highway Administration
Jim Decker, City of Tempe
Bruce Dressel, City of Scottsdale
Jim Book, City of Glendale

Dale Thompson, MCDOT/AZTech™
Tim Wolfe, Arizona DOT
Bob Maki, City of Surprise
Alan Sanderson, City of Mesa
Mike Mah, City of Chandler
Chuck Hydeman, City of Goodyear
Mike Sutton, Town of Gilbert

PROJECT TEAM MEMBERS PRESENT

Pierre Pretorius, Kimley-Horn and Associates
Lisa Burgess, Kimley-Horn and Associates
Brent Crowther, Kimley-Horn and Associates
Chris Jordan, Kimley-Horn and Associates

MINUTES

1. Project Introduction and Welcome

Project Manager Sarath Joshua called the meeting to order at 10:40 a.m.

2. Project Overview and Objectives

Pierre Pretorius began with an overview (Power Point presentation) of the RCTO. This presentation included:

- a. Overview of Project Objectives
 - i) Enhance Regional Mobility through improved transportation operations
 - ii) Establish criteria to measure transportation system performance
 - iii) Develop institutional arrangements
 - iv) Identify goals for operations
- b. Overview of Project Team
 - i) Kimley-Horn task responsibilities:
 - Will serve as project manager for Kimley-Horn team
 - Policies and Practices
 - Institutional Arrangements
 - Mission and Vision
 - Resources
 - Operations Manual

- ii) PB Farradyne task responsibilities:
 - Best Practices
- iii) TranSmart Technologies, Inc. task responsibilities:
 - Operational Goals and Performance Measures

c. Tasks

- Task 1- Establish mission and vision.
- Task 2 – Document Existing Policies and Practices.
- Task 3 – Identify Best Practices. (PB Farradyne). The focus of this task should be on practices that can contribute to improvements to the MAG region.
- Task 4 - Develop Operational Goals and Performance Measures (TranSmart)
- Task 5 – Recommend Policies and Practices
- Task 6 – Institutional Arrangements
- Task 7 – Resources required for Implementation
- Task 9 – Multimedia Presentation
- Task 9 – Memorandum of Understanding. This is a key task.
- Task 10 – Transportation Operations Manual. Outline for entire manual, and two complete chapters:
 - Coordination of traffic operations at freeway and arterial interface
 - Corridor traffic management
- Task 11 – Executive Summary

3. Discussion Items

Clarification was requested as to how the Steering Committee members will actually review and submit comments received from police and fire departments. Sarath Joshua emphasized that all document review comments should be delivered via email to him.

The intent was to adopt the same strategy for reviewing deliverables that was followed during the development of the MAG ITS Strategic Plan. Comments should be send by email, thus facilitating the compilation of comments. A web site for the Concept of Operations project will be developed (and accessible from the MAG ITS page) which will contain meeting minutes, agendas, working papers, etc. The deliverable review process, includes:

- Draft deliverables to MAG for review and comment (2 weeks prior to TAC meeting)
- Comments to Kimley-Horn from MAG project manager (1 week prior to TAC meeting)
- Presentation and distribution of draft deliverable, final deliverable from previous meeting, and outline of the next deliverable to the Steering Committee at TAC meeting
- Steering Committee reviews deliverable and provides comments to Sarath within 2 weeks
- Comments consolidated and forwarded to Kimley-Horn to finalize document and deliver at next TAC meeting

At the AZTech™ Executive Committee Meeting (8/22/02), Sarath provided an update on the Concept of Operations project and invited all AZTech™ Executive Committee Members and their agencies to participate and be involved in this project. An email was forwarded by MCDOT to the Executive Committee on the morning of September 4, 2002, with a schedule of the Concept of Operations meeting and requesting such support.

Concerns were raised about the level of involvement from police and fire personnel, and the need to involve them in the development of the Regional Concept of Transportation Operations project. The importance of fire and police personnel involvement has been previously emphasized. However,

concerns were raised that the project falls short by simply relying on the Technical Advisory Committee members to solicit their comments. Many committee members question whether fire and police personnel will respond to such requests or would regularly attend the monthly meetings.

By not having their participation, there is a risk of police, fire and emergency services not buying off on the project later on.

Others raised concerns about the amount of time it would take to approach the fire and police personnel. The concern was raised that the project schedule seemed compressed, and that it was going to be very difficult to receive comments from police and fire department personnel within two weeks of them receiving the document. Jim Book, City of Glendale, emphasized that we need to take the view that operations are ongoing. We need to determine how to maintain funding for operations.

Bruce Dressel, City of Scottsdale, reemphasized that it will be very difficult to involve police and fire departments. He believes that we need to involve them by utilizing a “what we can do for them” approach. Bruce Dressel stated that it would be premature to involve them in the process until we have something to offer them.

Dale Thompson mentioned that John O’Laughlin (PB Farradyne) also supports other incident management committees and task forces, specifically the AZTech™ Strategy Group dealing with incident management. He mentioned the possibility of soliciting the help of these established committees and working groups, and requesting their input.

Sarath Joshua suggested that we invite them to participate in Technical Advisory Committee. He suggested that the committee make a specific, concerted effort to involve them in those tasks in which the project really needs their input.

Other ideas on how to successfully involve the police and fire personnel include:

- a. What are other forums available for involving police and fire? The suggestion was made to hold a super workshop after the Tech Memo No. 2, Identification of Best Practices, is completed. Potential venues include:
 - i) Phoenix International Raceway – Thursday of NASCAR, Presentation of Best Practices.
 - ii) Phoenix Open
 - iii) Fiesta Bowl
 - iv) Hold the Best Practices workshop in Scottsdale at one of Scottsdale’s monthly ‘Ops and Cops’ meetings. The meeting is always held in the City Traffic Management Center, and usually involves different people each time. This has the benefit of helping the police officers realize the value of working with the traffic operations personnel, and educates them as to what tools and services the traffic operations personnel can offer them. It also provides traffic management staff with valuable perspective from the emergency/incident management teams
- b. Another option was to invite emergency services, police and fire to key meetings every few months rather than every month.
- c. The suggestion was made that it should be up to the review committee to ask their respective police and fire personnel what their desired level of involvement should be.
- d. Each time that committee members forward an email to their respective police and fire department personnel (or other divisions/agencies), make sure that a copy of the email is sent to Pierre Pretorius and Sarath Joshua, so that a comprehensive email distribution list can be created.
- e. Develop the concept, and then taking it to police and fire.
- f. The Sheriff’s office and DPS also should be involved.
- g. Milestone meetings should be hands on.

The suggestion was made that the Police and Fire personnel should be notified as soon as possible, regarding workshops to be held at special events (PIR, Phoenix Open, etc.) These are fixed dates, and we should begin planning accordingly. Sarath Joshua will prepare a brief summary of the project to be forwarded to by the committee members to their public safety and emergency services counterparts.

3. Mission and Vision

Pierre Pretorius began with a review of existing Mission and Vision Statements. When asked for feedback, or items that should be included in this Projects Mission and Vision, ideas included:

- a. Include resource allocation, or resource reallocation. This may be an appropriate performance measure.
- b. Once a policy/procedure is implemented, we often fail to revisit and review them to see if they are serving their purpose. It is important that policies be reviewed to ensure that they are achieving that which they were designed to achieve. If they are not, then they need to be changed or discarded.
- c. The mission and vision (and objectives) should be a living document.
- d. The document should not be constrained from the beginning by funding and resource limitations. A “shopping” list of desired projects should be created, so that if and when funding opportunities arise, a prioritized list of project needs is in place.
- e. The document should inspire one to imagine the possibilities. People tune out with a lot of verbs. This could be achieved through a brochure or video, rather than lots of verbage.
- f. Nail the vision to more specifics – this needs to be appealing to decision makers in the region, not just traffic managers.

4. Next Meeting

The next RTCO Steering Committee meeting will take place on **Wednesday, October 2, 2002** at 10:30 AM after the regularly schedule MAG ITS Committee Meeting.

5. Adjournment

The meeting was adjourned at 12:00 PM.