

**IEEE SCC 32 ITS**  
**Incident Management Working Group**

**Washington DC Meeting Minutes**  
**(June 26 - 28, 2000)**

held at

**ITS America Headquarters**  
**Board of Directors' Conference Room**

# IEEE SCC 32 ITS Incident Management Working Group Meeting Minutes

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## Action Items

ACTION ITEM DC00.1 -WAYNE GISLER TO UPDATE ROSTER INFORMATION FROM MEETING, COMPARE IT WITH THE INFORMATION FROM THE REVCOM SUBMITTAL, AND SUBMIT THIS TO BOB GOTTSCHALK WITHIN 10 DAYS.

ACTION ITEM DC00.2 -WAYNE GISLER WILL POST THE RECENTLY PASSED P1512 STANDARD TO PRIVATE AREA OF THE WEB PAGE.

ACTION ITEM DC00.3 -WAYNE WILL REVIEW LIST OF IMWG MEMBERS AND SUBMIT AN UPDATED LISTING OF THE IMWG MEMBERSHIP TO TRICIA GERDON NO LATER THAN OCTOBER 27<sup>TH</sup>, AND EARLIER IF POSSIBLE, IN ORDER TO INSURE INCLUSION IN THE BALLOT GROUPS FOR THE .X FAMILY OF STANDARDS.

ACTION ITEM DC00.4 -IEEE WILL GENERATE A JOINT PRESS RELEASE WITH ITE OF THE FACT THAT THE P1512 DOCUMENT HAS PASSED, NOW EXISTS, AND IS AVAILABLE WITHIN 3 WEEKS. THIS WILL INCLUDE AN EDITORIAL COMMENT. JENNIFER WILL TAKE THIS.

ACTION ITEM DC00.5 -ANN LORSCHIEDER WILL DEVELOP RESPONSES TO QUESTIONS #1 - 7, AND REPORT BACK TO THE GROUP.

ACTION ITEM DC00.6 -ALL IMWG MEMBERS HAVE BEEN FORMALLY REQUESTED BY MIKE SCHAGRIN TO REVIEW AND RESPOND WITH COMMENTS TO THE SUBSTANCE OF THE STRATEGIC PLAN FOR PUBLIC SAFETY STANDARDS. THIS NEEDS TO BE DONE WITHIN TWO WEEKS AND SUBMITTED TO CHESTER CHANDLER FOR FURTHER HANDLING AND FORWARDING TO DAVE HELMAN.

ACTION ITEM DC00.7 -JAMES CHEEKS WILL PROVIDE CAPTAIN KRISAVAGE'S INFORMATION TO ANDY MACFARLANE.

ACTION ITEM DC00.8 -DAVE HELMAN/BILL BAKER NEED TO MAKE CONTACTS WITH THE NATIONAL ASSOCIATION OF SHERIFFS, NENA, APCO, AND ANY OTHER APPROPRIATE ORGANIZATIONS TO REQUEST THAT THEIR HIGH LEVEL ADMINISTRATORS COORDINATE WITH ANDY MACFARLANE.

ACTION ITEM DC00.9 -CHESTER CHANDLER/WAYNE GISLER WILL NOTIFY MICHAEL RITCHIE AND ANDY MACFARLANE OF THE ACTIVITY TAKEN RELATIVE THE RECRUITMENT OF PUBLIC SAFETY INDIVIDUALS.

ACTION ITEM DC00.10 -MICHAEL RITCHIE AND ANDY MACFARLANE WILL COORDINATE TO SELECT PUBLIC SAFETY PERSONNEL THAT MEET THE NEEDS AND EXPECTATIONS OF THE IMWG AS OUTLINED IN THE YEAR 2000 WASHINGTON DC MEETING MINUTES OF THESE GROUPS.

ACTION ITEM DC00.11 -WAYNE GISLER WILL COORDINATE WITH FLORIDA DOT STAFF AND WILL SCHEDULE AN IMWG TELECONFERENCE SCHEDULED FOR LATE JULY TO REVIEW THE CANDIDATES SUBMITTED TO THE REFLECTOR BY ANDY AND MICHAEL. FOLLOWING A DISCUSSION OF THESE INDIVIDUALS, WE WILL PROCEED WITH EVALUATING THEIR PARTICIPATION.

ACTION ITEM DC00.12 -DAVE KELLEY TO EMAIL SUBGROUP CHAIRS COPIES OF HIS DRAFT SCOPE STATEMENTS FOR COMMENT, REVIEW, EMBELLISHMENT.

ACTION ITEM DC00.13 -THE SUBGROUP CHAIRS ARE TO REVIEW THE PROJECT SCOPE STATEMENTS (OBTAINED FROM DAVE KELLEY) AND PROVIDE DAVE KELLEY WITH ANY INFORMATION THAT THEY MAY HAVE TO ASSIST WITH ENHANCING AND TIGHTENING UP THEIR RESPECTIVE SCOPES TO INSURE THAT ALL ITEMS ARE IDENTIFIED. THIS REVIEW SHALL BE COMPLETED WITHIN TWO WEEKS OF RECEIPT OF THESE STATEMENTS.

ACTION ITEM DC00.14 -WAYNE GISLER IS TO SCAN IN PAUL THORPE'S PRESENTATION AND PUBLISH ON WEB/ATTACH TO NY MEETING MINUTES.

ACTION ITEM DC00.15 -DAVE IS TO MAKE CONTACT WITH BOTH OF THESE GENTLEMEN TO TAKE CARE OF ESTABLISHING THE VISION FOR THESE DOCUMENTS.

ACTION ITEM DC00.16 -DAVE KELLEY WILL WORK WITH JERRY TO COORDINATE KICKING OFF .3 SO THAT WE WILL RUN IT CONCURRENTLY WITH .1 AND .2. THIS MAY BE DONE INFORMALLY IF NEEDED, SO THAT PROGRESS CAN BE MADE CONCURRENTLY. DAVE KELLEY WILL ALSO CONTACT MICHAEL RITCHIE TO DISCUSS THE DETAILS OF THIS ITEM.

ACTION ITEM DC00.17 -ANITA RICKETTS WILL EXPLAIN AND COMMUNICATE TO JERRY WALKER WHY THE GROUP IS DESIROUS OF CHANGING UP THE CONSULTANT DELIVERABLE SCHEDULE SO THAT .1 AND .2 CAN BE DEVELOPED CONCURRENTLY. WE ALSO NEED .3 TO BE MOVED UP IN THE PROJECT SCHEDULE AND THE CONSULTANTS FUNDED IMMEDIATELY. IN ORDER TO SMOOTHLY COMPLETE THE WORK, THE DEVELOPMENT OF THE .X FAMILY OF STANDARDS MUST BE CONDUCTED CONCURRENTLY AND THE AVAILABLE FUNDING SPREAD OVER ALL OF THE THREE STANDARDS.

ACTION ITEM DC00.18 -JOHN LATHROP AND DAVE KELLEY TO INTERACT WITH JERRY WALKER AND HAVE THEIR ICAS REVISED.

ACTION ITEM DC00.19 -CHESTER CHANDLER WILL POST THE REVISED PHASE II ICAS, MINUS THE FEE-RELATED INFORMATION, TO THE PRIVATE AREA OF THE WEB SITE. THIS WILL INCLUDE DELIVERABLE DATES.

ACTION ITEM DC00.20 -WAYNE GISLER WILL REQUEST THAT LUIGI NAPOLI CHANGE THE PASSWORD ON THE PRIVATE AREA.

ACTION ITEM DC00.21 -WAYNE GISLER WILL EMAIL THE IMWG MEMBERS THAT THE IMWG PRIVATE AREA PASSWORD HAS CHANGED. IF YOU HAVE PROBLEMS, PLEASE EMAIL WAYNE.

ACTION ITEM DC00.22 -DAVE KELLEY WILL DETERMINE THE NATURE OF THE INTERPRETATION THAT IS TO BE SUBMITTED TO IEEE RELATIVE TO EXTERNALLY REFERENCED STANDARDS. FURTHER, DAVE WILL COORDINATE WITH CHESTER SUBMITTAL OF APPROPRIATE DOCUMENTATION TO IDENTIFY CHANGES THAT INDIVIDUALS ENDEAVORING TO IMPLEMENT THE P1512 STANDARD. COMPLETION OF THIS TASK IS ANTICIPATED BY OCTOBER 1, BUT IS DEPENDENT ON THE TMDD PROCESS.

ACTION ITEM DC00.23 -JOHN LATHROP TO PROVIDE ANSWERS TO HIS FRAMING QUESTIONS #1, 2, 3, 8, AND 9 FOR THE MINUTES.

ACTION ITEM DC00.24 -JOHN LATHROP TO SELECT A TIME (WITHIN 2 WEEKS) TO COORDINATE THE FIRST E-TTX OF THE IMWG.

ACTION ITEM DC00.25 - WAYNE WILL EMAIL THESE RESPONSES TO CHESTER.

ACTION ITEM DC00.26 - CHESTER WILL HANDLE DELIVERY OF ANN LORSCHIEDER'S ANSWERS TO THE FHWA QUESTIONS.

ACTION ITEM DC00.27 -WAYNE GISLER IS TO SCHEDULE REPORTS FROM ALL IMWG LIAISONS FOR ALL FUTURE IMWG MEETINGS AND / OR WORKSHOPS. THESE SHALL INCLUDE, AS A MINIMUM, WRITTEN AND/OR VERBAL REPORTS FROM SADLER BRIDGES (SAE PUBLIC SAFETY VEHICLE COMMITTEE), DAVE KELLEY/TOM KURIHARA (ITS DATA REGISTRY CONFIGURATION CONTROL COMMITTEE), JOHN LATHROP (ITE TCIP), A TMDD STEERING COMMITTEE MEMBER TO BE NAMED, INDIVIDUALS ASSOCIATED WITH ACTUAL TEST BEDS, AND MIKE OGDEN/JOHN CORBIN (ITE TIM COMMITTEE).

ACTION ITEM DC00.28 -ANITA RICKETTS WILL CONTACT ITE TO DETERMINE WHAT HAS TO BE DONE TO BRING A TMDD CONSULTANT TO OUR NEXT FORMAL IMWG MEETING.

ACTION ITEM DC00.29 -ANN LORSCHIEDER NEEDS TO REQUEST "GO-BY" DOCUMENTS FROM IEEE SO THAT THE DOCUMENT CAN BE FORMATTED AS A BALLOTABLE DOCUMENT UP FRONT. THIS INFORMATION EXISTS ON THE IEEE WEB, UNDER "POLICY AND PROCEDURES".

ACTION ITEM DC00.30 -ANN LORSCHIEDER/JOHN LATHROP TO PROVIDE, BY MID SEPTEMBER, A DOCUMENT SUMMARIZING THE IMPLEMENTATION GUIDE FOR INCLUSION IN JAMES CHEEK'S TRAINING PROGRAM.

ACTION ITEM DC00.31 -JOHN LATHROP VOLUNTEERED, AT THE SUGGESTION OF JAMES CHEEKS, TO SUBMIT AN ABSTRACT TO THE SPRING CONFERENCE OF ITE.

ACTION ITEM DC00.32 -JOHN CORBIN AND DAVE KELLEY WILL REVISE THE SCHEDULE PER THIS DISCUSSION AND EMBELLISH AS NECESSARY TO REFLECT THE WILL OF THE GROUP.

ACTION ITEM DC00.33 -CHESTER CHANDLER WILL CRAFT A LETTER, FOLLOWING REVISION OF THE SCHEDULE, TO ANITA RICKETTS, ILLUSTRATING THE MAJOR POINTS AND CRITICAL NATURE OF OUR SCHEDULING.

ACTION ITEM DC00.34 -DAVE HELMAN WILL PROVIDE A SUMMARY OF THE SEPTEMBER 25<sup>TH</sup> MEETING WITH INVITEES TO THE FHWA PUBLIC SAFETY PROGRAM MEETING TO THE IMWG REFLECTOR.

ACTION ITEM DC00.35 -WAYNE GISLER AND MIKE OGDEN WILL COORDINATE WITH DAVE HELMAN, BILL BAKER, AND ANDY MACFARLANE AND SONYEE THOMPSON TO SET UP A DATE AND TIME FOR THIS TELECONFERENCE.

ACTION ITEM DC00.36 - CHESTER TO PROVIDE A LETTER OF THANKS FOR ITS AMERICA MEETING PLACE.

ACTION ITEM DC00.37 -WAYNE GISLER TO ADD AN AGENDA ITEM FOR THE MARYLAND MEETING, NAMELY THE 10 MINUTE PRESENTATION OF TRAFFIC MANAGEMENT AND HAZMAT VIDEO

# Monday, 26 June 2000

- I. Monday Morning Session @ 9:00 AM .....9:00 AM to 11:30 AM**
- A. Welcome/Introductions ..... Chester Chandler**
- B. Roster**  
 Jerry Althaus, Kurt Aufschneider, Robert Barrett, Sadler Bridges, Chester Chandler, James M. Cheeks, Jr., John Corbin, Robert B. (Tip) Franklin, Jr., Tricia Gerdon, Azra Ghassemi, Wayne Gisler, David Helman, Andy Schoka, David Kelley, Tom Kurihara, Jennifer Longman, Ann Lorscheider, Edward Mark, Edward Mark, Jim Mona, Mike Ogden, Anita Ricketts, Bo Strickland, April Walker
- C. Agenda Revisions/Additions/Deletions/Adoption ..... Chester Chandler**  
**Goals of Meeting**
- Go Over Old and New Business, Announcements
  - Address FHWA Questions on Phase II Work
  - Identify Utilization / Role of Public Safety and HAZMAT Specialty Domain Experts
  - Finalize plans for remaining Phase I funding, workshop
  - Kick off Development of the Remaining Phase II Projects
- D. Old Business..... Chester Chandler**
- Item 1. New York Meeting Minutes Approval – Wayne Gisler (Deferred until Tuesday Morning)*
- Item 2. Review of New York Meeting Action Items - Wayne Gisler (Deferred until Tuesday Morning)*
- Item 3. Review of Teleconference Action Items – Chester Chandler*
- WG has not reposted meeting minutes from the teleconferences. It is in progress.
  - Dave Helman has information regarding the PS Task Force.
  - Discussion on the TTX will be done tomorrow. John Lathrop is in progress and has a few more questions.
  - Relative to the Washington Meeting Arrangements, James Cheeks indicated that he is setting himself up to arrange meeting accommodations for future IMWG meetings. This is actually part of ITE's proposal to IEEE to assist with the upcoming funding. ITE has had some problems with assessing per diem rates, and this has slowed repayment of their representatives. Mike Ogden volunteered to assist with any and all coordination of future meetings.
- E. New Business..... Chester Chandler**
- Item 1. Report of Pre-Meeting Activities – Wayne Gisler*
- John went over the organizational spreadsheet that illustrated where we are at in the national public safety movement – at least the general area. The purpose for going over this is to (1) identify the impacts on our schedule, and (2) look at how our position/role impacts our staffing and utilization of our IMWG with PS members.
  - What our task force group discussed was the potential for looking at another meeting in 6 months to go through a TTX, with PS participants present. In the interim, Sub-Groups should meet to further the work on their projects.
- Item 2. Review of IMWG Progress and Updated Schedule - John Corbin*
- Next proposed full meeting of the IMWG should be a TTX involving PS participants. TTX is for the base standard.
  - Intermediate meeting (between now and then) should be held by the .X groups to make progress on them.
  - The .X standards could be completed within 24 months
  - Andy Schoka – PARs are in place, Technical Support is in place, Andy thinks that this shouldn't take a lot more than a year.
  - Bob Barrett said that he thinks it is in the best interest to complete this thing ASAP.
  - Wayne said the group is on board, but we need a migration path that gets PS involved in our process right now, with buy-in from the PS organizations (i.e., credibility).
  - Ed Mark/Bob Barrett agreed that we can cut a few months off of the schedule by agreeing that we are producing a draft, getting the PS organizations to recognize it as a fluid document that needs to be adjusted, and then molding the standard to provide the interfaces between the transportation and PS groups.
  - To get any new PS players involved, Jim Mona stated that he felt a paper would be in order that would help these individuals overcome the learning curve and bring them up to speed quickly.

- Bo Strickland felt that we need to really focus on .1, .2, and .3 and get them done, for better or worse. John Corbin noted that the playing field has been changed significantly. Bo reiterated that, basically, we should really look at sticking to the 18-month schedule, treat the documents produced as a starting point.
- Trish Gerdon said that we need to get anyone new to the ballot group on the ballot group by September. We have to reformulate the ballot group. Chester will need to resubmit the non-members names to the SCC 32 vote.
- James Cheeks said that he supports the schedule for development of the PARs and the schedule for the consultants. Beyond that, he recognizes that balloting processes and procedures could have an impact on schedules. Extending the schedule due to the latter might be acceptable, but extensions due to the former are not.
- Chester seized the floor, stated that we had the project plan and the consultants schedule, and that we needed to adhere to that. Changes to the schedule will be discussed later in the meeting, and if the IMWG sees the need to change the schedule, we will work it through the process.

**F. IEEE Roster Request ..... Chester Chandler**

**Action Item DC00.1 - Wayne Gisler to update roster information from meeting, compare it with the information from the RevCom submittal, and submit this to Bob Gottschalk within 10 days.**

**G. Announcements/News Items ..... Chester Chandler**

*Item 1. Status of P1512 Recirculation Ballot – Chester Chandler*

- It passed, with the only exception that HAZMAT be added to the acronym list. Jennifer Longman will email a PDF to Wayne and will provide hardcopies to everyone.

**Action Item DC00.2 - Wayne Gisler will post the recently passed P1512 standard to private area of the web page.**

*Item 2. Phase 1 Activities – IEEE Representative*

- Balloting group needs to be updated for next PARs. We can do a blanket balloting group that can be approved by .1, .2, and .3. Alternatively, we can submit three separate ones that have experts along with the blanket group.
- What about the IMWG working group members? We need to put all non-IEEE members on the IMWG on a list of invited experts for submittal to Standards Board. Standards board will meet in September. Last Standard is slated to be balloted in May. If we submit lists now, we should take care of these problems.
- Bob Barrett said that the PARs currently require organizations be coordinated with.
- Action item is to submit a list of ballot group members, for each PAR, by October 27<sup>th</sup>, and submit it to Tricia Gerdon, IEEE, and Bob Gottschalk. Wayne, Chester, and Dave Helman will need to coordinate after Dave’s meeting on the FHWA PS Task Force so that we get an all-encompassing list of experts.

**Action Item DC00.3 - Wayne will review list of IMWG members and submit an updated listing of the IMWG membership to Tricia Gerdon no later than October 27<sup>th</sup>, and earlier if possible, in order to insure inclusion in the Ballot Groups for the .X family of standards.**

**Action Item DC00.4 - IEEE will generate a joint press release with ITE of the fact that the P1512 document has passed, now exists, and is available within 3 weeks. This will include an editorial comment. Jennifer will take this.**

*Item 3. Status of Independent Consultant Contracts w/ IEEE – IEEE Representative*

- .1, .2, and .a have been inked and finalized for Phase II. Some issues on Phase I and .3 are still being discussed with IEEE. We still need to complete answers to the questions requested by FHWA for Phase II funding to be finalized.
- 
- Chester said that the remaining funding for our request should show up in October.
- ICAs contain:
  - Need to kick off Phase II Projects by determining scope and message groups/sets
  - Coordination and workshops of .1 and .2
- ICAs will be given by IEEE to the Chair and Vice Chair, according to Anita.
- Chester indicated that he wants all of the IMWG to be provided with a copy of the scope of the work for the contractors. This would include scope and schedule at a minimum, and any other thing that IEEE wants to throw in.

Item 4. ITE and other SDOs cannot fund the Phase I TTX under the old money. It was discussed, no objections offered, that this could be taken care of by doing the Phase I TTX after/during a meeting at which Phase II work could be done.

Item 5. Consultants are working out the details for producing the Phase I TTX under the Phase II money. This is in progress and needs to be monitored.

**II. Lunch ..... 11:30 AM to 1:00 PM**

**III. Monday Afternoon Session.....1:00 PM to 5:00 PM**

**A. Questions from FHWA Regarding Phase II Work – Chester Chandler**

**Action Item DC00.5 - Ann Lorscheider will develop responses to Questions #1 - 7, and report back to the group.**

**B. Discussion and Selection of Identified Public Safety and HAZMAT Specialty/Domain Experts for Potential Use in Phase II ..... Andy MacFarlane**

Item 1. Update on FHWA Public Safety Program Startup – Dave Helman

- Group consists only of PS types, no feds. The purpose of the group is to draft a high-level mission/vision statement to identify their purpose. Meeting on Wednesday 28<sup>th</sup> should accomplish this. This will be presented at a later meeting within the month so that the FHWA strategize an approach to reaching this vision.
- 4-year program funded at about \$9 million.
- There are 3-4 tests that are anticipated being funded under this program.
- Phase One will focus on demonstrating MAYDAY features.
- Phase Two will focus on dispatch stuff and will probably occur in New York.
- One of the goals of the group is to lead in to reauthorization of funding from Congress. It is hoped that this effort will provide a permanent line item funding source from Congress to test IM efforts.

Item 2. Develop IMWG Review Comments on Strategic Plan for ITS Public Safety Standards – IMWG

**Action Item DC00.6 - All IMWG members have been formally requested by Mike Schagrín to review and respond with comments to the substance of the Strategic Plan for Public Safety Standards. This needs to be done within two weeks and submitted to Chester Chandler for further handling and forwarding to Dave Helman.**

Item 3. Public Safety Recruitment Report – IMWG

- We need to recruit 2 firefighters, 2 policemen, a PS member, and a HAZMAT member. We need to request this from the USDOT ITS Safety Program Leadership – RIGHT NOW. John Corbin made this suggestion. Without this, we as the IMWG can really not proceed. John feels this needs to be submitted in the form of a proposal. After further discussion, however, it was decided that submitting a request in the form of a proposal might have an adverse effect on the relationship this is being developed by the FHWA’s Public Safety Task Force. As such, the proposal idea was dropped. Coordination through Dave Helman, however, will continue.
- Chester pointed out that in all likelihood we would only need new experts in the HAZMAT and IAFC. Don’t we need to let Michael Ritchie and Andy MacFarlane coordinate these efforts? Do we let them pick all of the new people, or do we save some for bringing in some of these members from NENA, APCO, etc.
- Gerry Althausser suggested we go with the latter. This would allow us to get started on the .Xs, but still would allow us to take care of the long term buy-in needs of our group.
- Kurt Aufschneider suggested that we really need to set out who gets the people and who picks the people. Promoted the idea of not meeting as subgroups, but rather as a working group with break out sessions. Kurt also suggested that we need to make sure that the public safety organizations from whom we draft additional participants provide “top-down” approval of the participants.
- Bob Barrett – Don’t preclude professional organizations helping with some additional funding either.
- James Cheeks suggested that he thought ITE could fund at least one additional public safety participant as well. After Jim Mona further identified Captain Kirsavage to James, he agreed to go ahead and provide his name to Andy as a potential ITE representative.

**Action Item DC00.7 - James Cheeks will provide Captain Kirsavage’s information to Andy MacFarlane.**

**Action Item DC00.8 - Dave Helman/Bill Baker need to make contacts with the National Association of Sheriffs, NENA, APCO, and any other appropriate organizations to request that their high level administrators coordinate with Andy MacFarlane.**

Item 4. Utilization of Public Safety Invitees / Participants – John Lathrop

- What will be their involvement? Bring them on and get them involved with TTXs. Probably don't need a lot of front office types, but rather individuals who are active in the field and coordination activities.
- How will their involvement be funded? Phase II Money.
- How many can be funded? We have six slots, and possibly more if we need them, according to Dave.
- What skills / knowledge base are required for participation? Need office types and operational types.

**Action Item DC00.9 - Chester Chandler/Wayne Gisler will notify Michael Ritchie and Andy MacFarlane of the activity taken relative the recruitment of public safety individuals.**

**Action Item DC00.10 - Michael Ritchie and Andy MacFarlane will coordinate to select public safety personnel that meet the needs and expectations of the IMWG as outlined in the Year 2000 Washington DC Meeting Minutes of these groups.**

**Action Item DC00.11 - Wayne Gisler will coordinate with Florida DOT staff and will schedule an IMWG teleconference scheduled for late July to review the candidates submitted to the reflector by Andy and Michael. Following a discussion of these individuals, we will proceed with evaluating their participation.**

**C. Review & Discussion of Phase II Project Plan ..... Chester Chandler**

**D. Development of Phase II Projects ..... Dave Kelley**

Item 5. Presentation of Scope Statements – Dave Kelley

- Dave Kelley presented the scope statements.
- Dave queried the group to provide information that Dave needs to enhance/widen/narrow the scope for each of the projects.

**Action Item DC00.12 - Dave Kelley to email Subgroup Chairs copies of his draft scope statements for comment, review, embellishment.**

**Action Item DC00.13 - The Subgroup Chairs are to review the Project Scope Statements (obtained from Dave Kelley) and provide Dave Kelley with any information that they may have to assist with enhancing and tightening up their respective scopes to insure that all items are identified. This review shall be completed within two weeks of receipt of these statements.**

**IV. Adjourn**

# Tuesday, 27 June 2000

**I. Tuesday Morning Session.....8:00 AM to 11:30 AM**

**A. Welcome/Introductions @ 8:12 PM ..... Chester Chandler**

**Goals**

- *Kick off Development of the Remaining Phase II Projects*
- *Review P1512 Model*
- *Identify Key Design Elements for the TTX*
- *Formulate TTX*

**Action Item DC00.14 - Wayne Gisler is to scan in Paul Thorpe’s presentation and publish on web/attach to NY Meeting Minutes.**

**B. Roster**

Jerry Althausser, Kurt Aufschneider, Robert Barrett, Chester Chandler, Robert B. (Tip) Franklin, Jr., Wayne Gisler, David Helman, John Lathrop, Ann Lorscheider, Mike Ogden, Andy Schoka

**C. Old Business..... IMWG**

*Item 1. New York Meeting Minutes Approval – Wayne Gisler*

- Approved with minor changes.

*Item 2. Review of New York Meeting Action Items - Wayne Gisler*

- Discussed and updated.

**D. Development of Phase II Projects (Continued)..... IMWG**

*Item 1. Outline of Requirements Document – John Lathrop/Dave Kelley*

- Get notes from Mike. I was updating the web site, taking care of coffee, and pulling projector.
- Highly productive discussion occurred in the group relative to the functional process of an incident that related directly to Phase II Requirements Document. John Lathrop was able to gain a lot of useful information relative to process related requirements not necessarily related to specific con-ops.
- IMWG identified the IMWG requirements. Part of resolution, even for tasks not in our court, will require identifying our needs to other groups who are developing standards. Our future comments need to address items that have not been accommodated in our Phase II projects.
- The FHWA wants us to handle the architecture flows that exist, but that doesn’t preclude us from identifying new flows – just make sure that we make note of them and make sure that, long term, these are identified and discussed later.

*Item 2. Discussion of Requirements Based IM Taxonomy – John Lathrop/Dave Kelley*

- How are we going to approve the taxonomy report? Chester proposed being able to distribute this (and other deliverables) with a drop dead comment date. After that date, Chester would presumably be able to make an informed decision. This implies the need for meaningful comments from the IMWG.

*Item 3. Assignment of IMWG Members to Subgroups – IMWG*

TM	PS	HAZMAT	a	Implementation Guide
Kurt Auf	Andy M.	Michael Ritchie	Andy Schoka	Ann Lorscheider
Wayne Gisler	Ken Brooke	Bob Barrett	Tom	Ed Mark
John Corbin	Dave Helman	Jerry Althausser	Bob Barrett	Kurt Auf
Ann Lorscheider	Jim Mona	Mike Ogden	Ken Brooke	Michael Ritchie
Ed Mark	Tip	Dave Helman	Ron Ice	Tip
Jim Mona	Ed Mark	Ron Ice		Andy M.
Mike Ogden	Ann Lorscheider	Wayne Gisler		Andy Schoka
Tip	John Corbin	IE Hazmat		
IE Law Enforcement	Kurt Auf	IE Hazmat		
	Tom Kurihara			
	Sadler Bridges			
	Paul Einreinhofer (Tentative APCO Rep)			
	IE Law Enforcement (State)			
	IE Fire & Rescue			
	IE EMS			

- Documentation of decisions made by each of these groups will be imperative to insuring ease of preparation for the implementation guide.

Item 4. Set Goals for Work To Be Completed Prior to Next face-to-face Meeting – IMWG

- Funding Hiatus has prevented progress on this prior to this meeting. However, with this now resolved, we need to set defined goals to accomplish prior to the next meeting.
- Dave Kelley said that the next thing to do is define what in effect the .X standards will be. Kurt, Andy MacFarlane, and Michael Ritchie need to coordinate directly with Dave Kelley.

Action Item DC00.15 - Dave is to make contact with both of these gentlemen to take care of establishing the vision for these documents.

Action Item DC00.16 - Dave Kelley will work with Jerry to coordinate kicking off .3 so that we will run it concurrently with .1 and .2. This may be done informally if needed, so that progress can be made concurrently. Dave Kelley will also contact Michael Ritchie to discuss the details of this item.

Action Item DC00.17 - Anita Ricketts will explain and communicate to Jerry Walker why the group is desirous of changing up the consultant deliverable schedule so that .1 and .2 can be developed concurrently. We also need .3 to be moved up in the project schedule and the consultants funded immediately. In order to smoothly complete the work, the development of the .X family of standards must be conducted concurrently and the available funding spread over all of the three standards.

E. Overview of IIMS Project in NYC..... Ed Mark

- See Ed Mark Slides/Presentation in Scanned Documents

II. Lunch/Officers’ Meeting ..... 11:30 AM to 1:30 PM

Action Item DC00.18 - John Lathrop and Dave Kelley to interact with Jerry Walker and have their ICAs revised.

Action Item DC00.19 - Chester Chandler will post the revised Phase II ICAs, minus the fee-related information, to the private area of the web site. This will include deliverable dates.

- Who are our liaisons at IEEE? Anita is the Program Manager for our group. Jerry is the Program Director. Anita is responsible for the IEEE Working Group Contact. Tricia is the technical submittal/coordinator. She’s responsible for making sure our documents work through the IEEE process. Actual coordination of the internal document details belong to Jerry and Jennifer Longman. Luigi Napoli is our web site coordinator.
- There is meeting support for workshops from IEEE. Anita suggested coordinating workshops with IMWG Meetings to take advantage of the support IEEE has in their budget.
- Meeting arrangements (i.e. breakfasts, copies, etc.) aren’t covered unless coordinated with a workshop.

Action Item DC00.20 - Wayne Gisler will request that Luigi Napoli change the password on the private area.

Action Item DC00.21 - Wayne Gisler will email the IMWG members that the IMWG Private Area Password has changed. If you have problems, please email Wayne.

- New book on ASN.1 recommended by Andy Schoka – For more information on this downloadable new ASN.1 reference, go to [www.oss.com](http://www.oss.com).

III. Tuesday Afternoon Session .....1:30 PM to 5:30 PM

A. Data Element Changes..... Dave Kelley

- Changes to many of our external references have invalidated (technically) our Standard.
- We need to complete the paperwork for providing IEEE with an interpretation. This only has to be completed by action of the Chair. Dave Kelley will take care of providing this paperwork to Chester and/or the IMWG as a whole, at Chester’s discretion.
- This looked like a small issue on the surface, but this really a vicious circle. One group can invalidate our list with absolutely no warning. We could inadvertently do the same thing to other standards if we aren’t careful. This problem is planned to be taken care of through the Data Harmonization efforts that Tom Kurihara is working with.
- The Data Harmonization effort first got started in April of 1998, was suspended, and was restarted in 1999. Tom Kurihara is the data steward for IM. The final information from all participants in the data registry is

due in July. IEEE's time frame is not yet defined for finalizing comments, but a rough timeframe is 3 months.

- The changes that are identified in Dave Kelley's Handout (and Dave's preliminary recommendations concerning our approval) are contained in the scanned documents and are recommended for addressing as follows:
  - **DE\_ASN:** Event-description-type-of-special-event. Do not change to conform to new standard at this time. It is still in flux.
  - **DE\_ASN:** Event-description-type-planned-roadway-closure. No change at this time, but Dave has knowledge that it will change. Communicate to the TMDD that the current list is not of any value to us and please stabilize this list.
  - **DE\_ASN:** Event-lanes-blocked-or-closed. Recommend adoption of change. Communicate to the TMDD a request to please stabilize this list.
  - **DE\_ASN:** Event-lanes-shoulders-blocked. Recommend adoption of change. Communicate to the TMDD a request to please stabilize this list.
  - **DE\_ASN:** Event-description-type-incident. Demand that our items be added to the list as a minimum, and recommend that we'd rather to go back to our previous list. Communicate to the TMDD that the current list is not of any value to us and please stabilize this list.
  - **DE\_ASN:** Event-response-plan-type. Adopt the change. Communicate to the TMDD that the current list is not of any value to us and please stabilize this list.
  - **DE\_ASN:** Event-Description-Type-Incident. No change at this time, but Dave has knowledge that it will change. Communicate to the TMDD that the current list is not of any value to us and please stabilize this list.
  - **DE\_ASN:** Event-Incident-Status. Recommend adoption of change. Communicate to the TMDD a request to please stabilize this list.

**Action Item DC00.22 - Dave Kelley will determine the nature of the Interpretation that is to be submitted to IEEE relative to externally referenced standards. Further, Dave will coordinate with Chester submittal of appropriate documentation to identify changes that individuals endeavoring to implement the P1512 Standard. Completion of this task is anticipated by October 1, but is dependent on the TMDD process.**

**B. Establish TTX Plan.....IMWG**

*Item 1. Schoka 1 Scenario was presented (see Scanned Document #3).*

- Suggestion to add a column so that you have a Source Actor Dispatch with a Source Actor Recipient, with the Event or Action column in the middle.

*Item 2. HAZMAT 1 Scenario (Not discussed, but see Scanned Documents)*

*Item 3. HAZMAT 2 Scenario (Not discussed, but see Scanned Documents)*

*Item 4. Key Design Elements of TTX (Scope, Format, Scenarios, con-ops, Budget, Virtual TTX) – John Lathrop*

- John Lathrop presented a list of Framing Questions for P1512 TTXs (see Scanned Document #6)
- Question #1 – Answered.
- Question #2 – Answered.
- Question #3 – Agreed that all listed are goals
- Question #4 – Fully scripted is probably appropriate for training purposes internal to the TTX group. Then a second scenario, either partially scripted or unscripted, would probably work out well for a final runs. A dry run of these, within our working group, would be appropriate prior to a full-scale test outside of our group.
- Question #5 – For the draft TTXs, talking will be allowed. For the real thing, no talks will be utilized.
- Question #6 – “Let'em run” or “Lay it out”? Answer was to provide enough of a framework relative to general rules of con-ops to provide a level of comfort, but don't limit discovery of differences in how different locals do things. This will enhance testing efficiency and thoroughness of testing.
- Do we propose to handle “below” PS agency dispatch? NO, EXCEPT WHEN A VEHICLE IS ACTING LIKE A CENTER. Do we propose to handle asset management solely for emergency vehicles/teams/equipment? YES, AND THE ASSETS ARE NOT LIMITED TO ONLY PUBLIC SAFETY. Do we proposed to handle all new messages in Table 4 of RBIMT? YES, WE PROPOSED TO CONSIDER ALL NEW MESSAGES.
- Question #8 – Get from John Lathrop.
- Question #9 - .Get from John Lathrop.

**Action Item DC00.23 - John Lathrop to provide answers to his Framing Questions #1, 2, 3, 8, and 9 for the minutes.**

*Item 5. Do we need to review the latest copy of the TMDD prior to completion of the TTXs? YES. Andy Schoka indicated that copies of the TMDD can be obtained from TMDD.org*

**IV. Adjourn**

## Wednesday, 28 June 2000

### I. Wednesday Morning Session.....8:00 AM to 11:30 AM

#### A. Welcome/Introductions ..... Chester Chandler

#### B. Roster

Jerry Althaus, Kurt Aufschneider, Robert Barrett, Chester Chandler, John Corbin, Robert B. (Tip) Franklin, Jr., Wayne Gisler, David Kelley, John Lathrop, Tom Kurihara, Edward Mark, Mike Ogden, Andy Schoka, Ken Vaughn

#### Goals of Meeting

- Go over remaining TTX Discussion
- Review Progress of Meeting, Scheduling, Future Goals & Deliverables

### C. TTX Design & Development Workshop..... IMWG

*Item 1. John Lathrop presented a group of handouts that represented a list of sheets that could/would be used in conducting a TTX.*

- Everyone liked the idea of using a team with a player and a sidekick for a paper exercise. The sidekick would basically act as a GUI, interpreting the messages that are passed to and from the player. The sidekick would be well schooled in the standard.
- John Corbin made the point that we should probably limit the types of elements listed in various parts of the standard for the purposes of TTX testing.

*Item 2. Use and Development of a TTX – Andy Schoka*

- Andy would like to have some volunteer participants to help test the Internet TTX concept.
- After group discussion, Chester directed John Lathrop to develop an e-TTX and come up with a date/set of dates to play.
- Volunteers – Jerry Althaus, Ann Lorscheider, Wayne Gisler, Andy Schoka, Jim Mona, John Lathrop
- Target date for start is within two (2) weeks
- John Lathrop will set some ground rules for the participants.
- Group suggested that the first TTX run through be held to only a couple of hours.

**Action Item DC00.24 - John Lathrop to select a time (within 2 weeks) to coordinate the first e-TTX of the IMWG.**

- Ann Lorscheider presented her responses to FHWA Questions

**Action Item DC00.25 - Wayne will email these responses to Chester.**

**Action Item DC00.26 - Chester will handle delivery of Ann Lorscheider's answers to the FHWA questions.**

**Action Item DC00.27 - Wayne Gisler is to schedule reports from all IMWG liaisons for all future IMWG Meetings and / or workshops. These shall include, as a minimum, written and/or verbal reports from Sadler Bridges (SAE Public Safety Vehicle Committee), Dave Kelley/Tom Kurihara (ITS Data Registry Configuration Control Committee), John Lathrop (ITE TCIP), a TMDD Steering Committee Member to be named, individuals associated with actual test beds, and Mike Ogden/John Corbin (ITE TIM Committee).**

**Action Item DC00.28 - Anita Ricketts will contact ITE to determine what has to be done to bring a TMDD consultant to our next formal IMWG meeting.**

*Item 3. Discussion of the Implementation Guide*

- Ann Lorscheider is coordinating this effort, John Lathrop is providing her with support.
- John Corbin said that we are developing a TMDD out of a need to make the P1512 Standard more usable.
- James Cheeks has stated that he needs something from us so that he can include our document in his training program. He has suggested that he needs this by October 3<sup>rd</sup>, which really sets an internal deadline for us of early to mid September. The group doesn't think that completion of this document is realistically obtainable in this time frame, but we should at least try to partially accommodate this request.
- We do not necessarily have to create a PAR to create this work, but it will have to be balloted through the IEEE process regardless, if it is to be considered part of the family of standards.
- It is also acceptable to develop an adhoc document that would provide the same function. This would allow us to easily convert it into a formal document later.

Action Item DC00.29 - Ann Lorscheider needs to request "go-by" documents from IEEE so that the document can be formatted as a ballotable document up front. This information exists on the IEEE web, under "policy and procedures".

Action Item DC00.30 - Ann Lorscheider/John Lathrop to provide, by mid September, a document summarizing the Implementation Guide for inclusion in James Cheek's training program.

II. Lunch ..... 11:30 AM to 12:00 PM

III. Wednesday Afternoon Administrative Meeting .....12:00 PM to 3:30 PM

Action Item DC00.31 - John Lathrop volunteered, at the suggestion of James Cheeks, to submit an abstract to the Spring Conference of ITE.

A. Discussion of Project Scheduling .....John Corbin

- John Corbin submitted a revised schedule (see Scanned Documents)
- The schedule shown for the development of the .X standards is representative of schedules for each of the .X standards being developed in parallel.
- The schedule reflects a proposal for two (2) TTXs, not seven.
- Submittal of the companion standards to SCC 32, under the proposed schedule, would occur no later than 4/1/02.
- John's new schedule is a compressed schedule as compared to John's earlier submittal. In his opinion, further compression will represent unrealistic expectations.
- Schedule assumes **no administrative hurdles or problems relative to funding or interpretation of project plans, full participation by all IMWG members, and strict adherence to project deadlines as proposed.** In short, this is, in John's opinion, a very aggressive, optimistic schedule.
- Dave Kelley indicated that, with some minor changes, approximately 3 additional months could be shaved. John Corbin agreed. Based on the discussion at this time, the ICA schedules and John's schedule are within 50 working days (2 1/2 months) of each other.

Action Item DC00.32 - John Corbin and Dave Kelley will revise the schedule per this discussion and embellish as necessary to reflect the will of the group.

Action Item DC00.33 - Chester Chandler will craft a letter, following revision of the schedule, to Anita Ricketts, illustrating the major points and critical nature of our scheduling.

Action Item DC00.34 - Dave Helman will provide a summary of the September 25<sup>th</sup> meeting with invitees to the FHWA Public Safety Program Meeting to the IMWG reflector.

B. Scheduling of Future face-to-face Meetings, Workshops, and Teleconferences ..... Chester Chandler

- Chester provided a map showing his initial choices for meetings.
- Per this mornings discussions, it is Chester's understanding that we have funding commitments (verbals) for 5 additional meetings from Anita Ricketts. The schedule, however, allows for only 2 additional meetings than what he proposes.
- Part of the rational for Chester's initial, aggressive proposal was to try to hit the existing ICA schedules. This is really what caused the original intensity of Chester's original proposal.
- All this being said, Chester's original proposal was modified and agreed to by consent of the group, as shown below.
- **Scheduled Face-To-Face Meeting and/or Work Shops**
  - o October 2 - 4 (Face-To-Face Mtg & Base Workshop; College Park, Maryland)
  - o December 11 - 13 (Workshop #1 - Traffic Management; Houston TranStar)
  - o February 21 - 23 (Workshop #2 - Public Safety; San Jose, CA, sponsor is IEEE Computer Systems)
  - o April 25 - 27 (Workshop #3 - HAZMAT; Washington DC, sponsor is AASHTO (Bo Strickland))
  - o June 3 - 5 (Workshop #4; Miami Beach, FA (ITS America Annual Meeting))
- **Teleconferences**
  - o Late July (Discussion of Proposed PS Additions to the IMWG, Dave Helman, Bill Baker, and Andy MacFarlane)

**Action Item DC00.35 - Wayne Gisler and Mike Ogden will coordinate with Dave Helman, Bill Baker, and Andy MacFarlane and Sonyee Thompson to set up a date and time for this teleconference.**

- Late August
- Mid September
- Mid October

**C. Reviewed Washington, D.C. Meeting Action Items.....Wayne Gisler**

**Action Item DC00.36 - Chester to provide a letter of thanks for ITS America Meeting Place.**

**Action Item DC00.37 - Wayne Gisler to add an agenda item for the Maryland Meeting, namely the 10 minute Presentation of Traffic Management and HAZMAT Video**

**IV. Adjourn**