

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

**College Park, Maryland Meeting Minutes**  
**(October 2 - 4, 2000)**

to be held at

**University of Maryland**  
**College Park, Maryland**

# IEEE SCC 32 ITS Incident Management Working Group Meeting Minutes

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## Action Items

ACTION ITEM UM00.1 -WAYNE WILL PROVIDE AN UPDATED LIST TO IEEE RELATIVE TO THE BALLOT GROUP AND THE IMWG WORKING GROUP.

ACTION ITEM UM00.2 -TRISHA GERDON WILL REVIEW THE LIST AND FORWARD THE FINAL LISTING BACK TO WAYNE FOR POSTING TO THE REFLECTOR AND SUBMITTING TO BOB GOTTSCHALK THROUGH CHESTER CHANDLER.

ACTION ITEM UM00.3 -ANITA RICKETTS WILL PROVIDED ALL OF THE IMWG MEMBERSHIP WITH OFFICIAL COPIES OF THE P1512 STANDARD.

ACTION ITEM UM00.4 -WAYNE GISLER WILL UPDATE THE MEETING LISTING ON THE WEB PAGE TO REFLECT THAT THE SAN JOSE MEETING HAS BEEN CHANGED TO TALLAHASSEE, FLORIDA.

ACTION ITEM UM00.5 -ANITA AND WAYNE WILL COORDINATE WHILE AT THIS MEETING TO KICK OFF THE TRANSTAR MEETING ARRANGEMENTS.

ACTION ITEM UM00.6 -JOHN LATHROP TO CONTINUE COORDINATING ETTXS BETWEEN NOW AND THE DECEMBER MEETING.

ACTION ITEM UM00.7 -WAYNE TO EMAIL THE REFLECTOR WITH REQUESTS TO ALL IMWG MEMBERS THAT HAVE IDENTIFIED ANY/ALL CHANGES TO THE P1512 DOCUMENT THAT NEED TO BE INCORPORATED.

ACTION ITEM UM00.8 -CHESTER CHANDLER WILL PROCEED WITH PUTTING TOGETHER A BALLOT GROUP FOR DOCUMENT PREPARED BY DAVE KELLEY, ENUMERATING THE P1512 REVISIONS.

ANITA WILL PROVIDE ROSTER INFORMATION TO TRISH GERDON FOR INCLUSION ON THE IMWG ROSTER.

ACTION ITEM UM00.10 -KEN BROOKE WILL REQUEST ANDY SCHOKA PROVIDE A STATUS TO THE IMWG AS TO THE STATUS OF HIS SUB-GROUP.

ACTION ITEM UM00.11 -WAYNE WILL GENERATE EMAIL TO FOSTER DISCUSSION AS TO THE NUMBER OF PEOPLE THAT WILL BE BROUGHT IN TO SUPPORT TTX ACTIVITIES, AND DEVELOP AN UNDERSTANDING BETWEEN SUB-GROUP LEADERS AS TO WHO NEEDS TO BE RECRUITED.

ACTION ITEM UM00.12 -CHESTER CHANDLER WILL PROVIDE JERRY ALTHAUSER AN OFFICIAL LETTER EXTENDING TO HIM THE OPPORTUNITY TO SERVE THEIMWG AS THE VICE CHAIR.

ACTION ITEM UM00.13 -CHESTER WILL FORMALIZE THIS PROCESS AS A MATTER OF PROCEDURE THAT WILL BE FOLLOWED BY THE IMWG. THIS WILL BE POSTED TO THE REFLECTOR.

ACTION ITEM UM00.14 -TOM KURIHARA WILL REVISE HIS PAR RELATING TO DAVE KELLEY'S PROPOSED NEW P1512 STANDARD SUPPLEMENT AND WILL SUBMIT IT TO CHESTER CHANDLER.

ACTION ITEM UM00.15 -CHESTER CHANDLER WILL SUBMIT THE REVISED PAR TO BOB GOTTSCHALK FOR FURTHER PROCESSING. THIS WILL BE SUBMITTED BY 10/27/00.

ACTION ITEM UM00.16 -WAYNE WILL SUBMIT A LIST OF INVITED EXPERTS FOR THE PURPOSE OF FORMULATING THE BALLOT POOL FOR THE P1512 STANDARD SUPPLEMENT.

ACTION ITEM UM00.17 -DAVE KELLEY AND WAYNE GISLER WILL FORM A MAINTENANCE SUB-GROUP THAT WILL IDENTIFY A REPOSITORY FOR FUTURE CHANGES THAT ARE IDENTIFIED AS NEEDING TO BE INCORPORATED INTO THE P1512 BASE STANDARD.

ACTION ITEM UM00.18 -KEN BROOKE WILL CONTACT APCO, NENA TO OPERATE A PSAP AT THE DECEMBER MEETING.

ACTION ITEM UM00.19 -DAVE WILL GO AHEAD AND PROVIDE THE REFLECTOR WITH ANY REMAINING QUESTIONS FOR THE GROUP TO ADDRESS. ALL REVIEWS MUST BE COMPLETED WITHIN A WEEK, AND THE GROUP NEEDS TO PARTICIPATE.

ACTION ITEM UM00.20 -DAVE KELLEY/CHESTER CHANDLER WILL CONTACT TOM KURIHARA TO DETERMINE HIS WILLINGNESS TO SERVE AS THE DEVELOPER OF THE P1512 DATA DICTIONARY.

ACTION ITEM UM00.21 -WAYNE GISLER WILL EMAIL ANDY SCHOKA TO PROVIDE A STATUS REPORT IN TIME FOR THE HOUSTON MEETING IN ORDER TO HAND OFF DEVELOPMENT OF THE DATA DICTIONARY TO A PERSON TO BE IDENTIFIED IN HOUSTON.

ACTION ITEM UM00.22 - DAVE HELMAN WILL REQUEST BILL BAKER ATTEND OUR HOUSTON MEETING.

ACTION ITEM UM00.23 - APRIL WALKER WILL DISCUSS POTENTIAL APPOINTMENT AS P1512.2 SUBGROUP LEADER WITH HER MANAGEMENT AND REPLY WITH AN ANSWER TO CHESTER CHANDLER.

ACTION ITEM UM00.24 - JERRY ALTHAUSER WILL DISCUSS POTENTIAL APPOINTMENT AS VICE CHAIR OF THE IMWG WITH HIS MANAGEMENT AND REPLY WITH AN ANSWER TO CHESTER CHANDLER.

ACTION ITEM UM00.25 - WAYNE GISLER WILL UPDATE THE MEETING SCHEDULE ON THE WEB PAGE.

# Monday, 2 October 2000

## I. Administrative Session .....9:30 AM to 2:30 PM

- A. **Welcome/Introductions** – Chester called the meeting to order at ~9:45 AM. Introductions were made, and thanks given to April Walker, Anita Ricketts, and Ken Brooke for their meeting preparation efforts and recruitment efforts.
- B. **Roster** – Jerry Althaus (Washington State DOT), David Cope (MCFD), April Walker (University of Maryland), Michael Ritchie (MNDOT), Ken Brooke (Mitretek Systems), Ron Ice (Ice and Associates), Azra Ghassem (ITERIS), David Kelley (SCSC), Edward Mark (NYDOT), David Helman (FHWA), Ann Lorscheider (NCDOT), John Lathrop (IEEE), Bo Strickland (AASHTO), Thomas M. Kurihara (TKSTDS Mgmt), Anita Ricketts (IEEE), George Ake (University of Maryland), Tom Steele (Maryland State Police), Marc Bounds (Lockheed Martin), John Corbin (Wisconsin DOT), Wayne Gisler (Harris County Public Infrastructure Department), Chester Chandler (Florida DOT)

## C. Agenda Revisions/Additions/Deletions/Adoption ..... Chester Chandler

*Item 1. George Ake would like to make a presentation to the group. This will be placed at the front end of reports.*

*Item 2. Ed Mark will provide a presentation on the Integrated Incident Management System Project in New York City.*

*Item 3. Jerry Althaus on Seattle Incident Management – Recent Experiences*

*Item 4. Ken Brook will update us on MRI National Mayday Initiative*

*Item 5. Did everyone get their copy of the approved P1512 Standard*

## D. Goals of Monday Meeting..... Wayne Gisler

- Complete Progress and Status Reports
- Establish TTX Ground Rules
- Complete TTX #1

## E. Old Business..... Chester Chandler

*Item 1. Washington, DC Meeting Minutes Approval. Done*

*Item 2. Review of Action Items. Done.*

*Item 3. Handling of Invited Experts – Fee to participate as an invited expert will be \$50. This needs to be done by October 27<sup>th</sup>, 2000 so that we can get all interested parties involved in the ballot group process. After October 27<sup>th</sup>, any new additions to the ballot group who are not in IEEE will be considered an invited expert and will have to pay the \$50 fee.*

**Action Item UM00.1 - Wayne will provide an updated list to IEEE relative to the ballot group and the IMWG working group.**

**Action Item UM00.2 - Trisha Gerdon will review the list and forward the final listing back to Wayne for posting to the reflector and submitting to Bob Gottschalk through Chester Chandler.**

*Item 4. Distribution of Approved P1512 Standard – All of the IMWG Membership should have received a copy of the approved Standard. Many have not.*

**Action Item UM00.3 - Anita Ricketts will provided all of the IMWG membership with official copies of the P1512 Standard.**

*Item 5. PAR Revisions suggested by Dave Kelley need to be formally submitted to IEEE. There are some electronic forms that need to be filled out and submitted. Group agreed that this can be done by the end of the meeting. Dave Kelley and Tom Kurihara will coordinate to complete the forms by Wednesday.*

## F. New Business..... Chester Chandler

*Item 1. IMWG Membership / Leadership Status Changes – Chester Chandler*

- Vice Chair Andy MacFarlane tendered resignation to Chester.

- Chester Chandler will be resigning on December 15<sup>th</sup>. His new position and responsibilities will preclude him from continuing as Chairman of this role. Chester requested that public sector members in the IMWG interested in taking on the Chair discuss this with him offline.
- Suggestion was made to revise meeting schedule to provide for the meeting following Houston to be held in Tallahassee so that Chester could extend his departure date to the 1<sup>st</sup> or 2<sup>nd</sup> Quarter in 2001. This would allow us to recruit a Chair and provide for a better transition period.

*Item 2. Reorganize Order of .X Workshops*

- Group agreed that the San Jose meeting will be changed to Tallahassee.

**Action Item UM00.4 - Wayne Gisler will update the meeting listing on the web page to reflect that the Los Alamedos meeting has been changed to Panama City, Florida.**

- Can Michael's HAZMAT standard be moved up to where we can test the HAZMAT volume in Houston, and push the Traffic Management Standard back one or two meetings. Michael indicated that doing the meeting in December would be unrealistic, but having the document complete by February is doable, although it will require some intense work. General consensus was agreeable to this.
- General consensus was also that the Traffic Management volume needs to be in draft form, ready for eTTX, by December meeting.
- George Ake suggested that, from the Public Safety side, it would probably be a good idea to slow down and encourage interaction with those folks in the Public Safety community who are also developing standards.
- Chester proposed that we continue with the existing schedule until the Houston meeting. After that, we should evaluate and revise the schedule to fit with the Public Safety. Ken Brooke indicated that this discussion would be better to have if we wait until we have some Public Safety representation, possibly on Wednesday.
- It was also suggested that it would be better to actually identify a .2 Subgroup Leader when we have some Public Safety representation in the room. Ken Brooke, for the moment, was requested to act as the interim subgroup leader. Ken said he is willing, but does need to ask some permission.
- Ken will go ahead and continue discussions associated with filling the Chair and Vice Chair positions with Public Safety participants who he is recruiting to determine interest.

*Item 3. TranStar Meeting Coordination – Wayne Gisler / Anita Ricketts*

- Make sure all transportation and meeting arrangements information is posted as a minimum 30 days before the meeting.

**Action Item UM00.5 - Anita and Wayne will coordinate while at this meeting to kick off the TranStar meeting arrangements.**

**Morning Break – 11:10 AM**

*Item 4. Discuss Status of ITS Architecture Flow Document, Basis for Communication Documents, Requirements Documents – Wayne Gisler*

- Everyone in the IMWG needs to review John Lathrop's documents listed above and provide John comments on them. These documents are extremely important relative to the continuing evolution of the P1512 family of standards, and will have a direct impact on their evolution.
- Discussion relative to consultant payment as it relates to consultant deliverables will be discussed in greater detail at the Officer's Meeting later today.

**G. Reports**

*Item 5. Presentation: Opportunities for Multidiscipline Standards Developments - Tom Steele*

- There is no planning between the DOTs and DODs at the State and Local level. This is frustrating to everyone, including the public safety and transportation communities.
- The P1512 effort is one of many that is going on. Public Safety also has a lot going on relative to Standards Development. It is Mr. Steele's belief that these different efforts need to be integrated; it is further his opinion that the P1512 work is vital to public safety and he will endeavor to be a sounding board on its behalf, to make sure that we do use this as a vehicle to obtain interoperability to the degree that it is needed and allowed.

**Lunch Break – 12:00 PM to 1:00 PM**

Item 6. Report: eTTX Activities – John Lathrop

- Jerry Althaus strongly encouraged (John Lathrop strongly agreed) that eTTX s continue between now and the December meeting.

**Action Item UM00.6 - John Lathrop to continue coordinating eTTXs between now and the December meeting.**

Item 7. Report: TMDD Data Element Coordination – Dave Kelley

- Dave Kelley has identified to the reflector items that need to be addressed. Dave Kelley solicited input on his recommendations, and said frankly he had not received very much feedback
- Group consensus was that copies will be made at this meeting, distributed, and comments be presented to Dave Kelley by Wednesday morning.


**Action Item UM00.7 - Wayne to email the Reflector with requests to all IMWG members that have identified any/all changes to the P1512 document that need to be incorporated.**

**Action Item UM00.8 - Chester Chandler will proceed with putting together a ballot group for document prepared by Dave Kelley, enumerating the P1512 revisions.**

Item 8. Report: Public Safety Recruiting – Ken Brooke

- Recruitment has been completed. Reference the list below.
- Ken Brooke was commended by the group for his efforts in recruitment of the Public Safety representatives.

**Action Item UM00.9 - Anita will provide roster information to Trish Gerdon for inclusion on the IMWG Roster.**



**Public Safety Reps to the IMWG**

- \* **George Ake - IACP**
- \* **Tom Steele - IACP**
- \* **1 Fire & Rescue from the IAFC**
- \* **David Lake - NASEMSD**
- \* **Tim Butters - CHEMTREC**
- \* **Rich Roberts - OREIS**
- \* **Fred Allinson - NVFC**

Item 9. Report: Traffic Incident Management Awareness Plan – John Corbin & Ed Mark

- Incident Management and Training “Pooled Fund” Concept is still being considered.
- Will continue to track activities and contribute feedback to the IMWG

Item 10. Report: Upcoming Public Safety Participation Meeting – Dave Hellman

- Progress has slowed since our last meeting. This was primarily due to a need to illustrate the organizational structure and role of the Public Safety Advisory Group. They will not be subordinate to ITS America, but will indeed be housed under their umbrella.
- Towing and Recovery Group is also represented on the Advisory Group.
- Incident Management Practices – A State of the Practice. Recently conducted a meeting in Salt Lake City, one to be held next week on the East Coast. The primary item that came out of the meeting is that a truly multi-jurisdictional program DOES NOT exist to the degree it is desired, i.e., to the degree that a given program exists beyond the individuals who support it personally in a given agency. Efforts need to continue in the FHWA to establish procedures to actually establish funded organizations that will be funded as part of the normal operating process. Ideas to obtain permanent funding for established programs must occur.

Item 11. Sub-Group Reports – Sub-Group Leaders

- Traffic Management Sub-Group – No report was submitted. Up to 6 additional people can be funded to participate in the Traffic Management TTX.
- Public Safety – Due to Andy MacFarlane’s departure, Ken Brooke spoke briefly. Basically, he indicated they are on schedule, but does not have details available. Up to 6 additional people can be funded to participate in the Public Safety TTX.
- HAZMAT – Michael Ritchie indicated that he is continuing to solicit participation, but is having to push for this participation. Anita Ricketts indicated that IEEE has funding to support 8 people available in February in Tallahassee to run the TTX.
- These people that will be brought in in each area to participate in the TTXs can be shifted between .X TTXs, with coordination through IEEE.

**Action Item UM00.10 - Ken Brooke will request Andy Schoka provide a status to the IMWG as to the status of his Sub-Group.**

**Action Item UM00.11 - Wayne will generate email to foster discussion as to the number of people that will be brought in to support TTX activities, and develop an understanding between Sub-Group leaders as to who needs to be recruited.**

**II. TTX Training Session..... 3:00 PM to 5:00 PM**

**A. Establish TTX Ground Rules, Expectations .....John Lathrop**

- Item 1. How does P1512 differ from what you’re doing today? This is the question that the Public Safety guys need to be asked.*
- Item 2. The messages in the TTXs all come from the P1512 Standard. DAVE KELLEY SAID IT BEST: “...FOR INSTANCE, ALL CAD SYSTEMS REGARDLESS OF WHO MADE THEM AND/OR WHEN THEY WERE MADE, CAN MIGRATE TOWARDS INCORPORATING A TRANSMISSION INTERFACE USING THE P1512 STANDARD.*
- Item 3. John Lathrop was asked (and answered affirmatively) that all of the messages used in the TTXs can be traced back to the P1512 document.*
- Item 4. P1512 does not deal with: Institutional issues, security, etc. These types of issues are dealt with on a local basis, as it really doesn’t deal with transmission of information. John Corbin suggested the concept of a carousel, whereas only the items you want placed on it are placed on it. You still have control.*

**B. Conduct Trial TTX #1.....John Lathrop**

- Item 1. This was conducted with limited success. The group determined to go ahead and go with a very simple TTX for tomorrow, and discussed various ways in which the exercise can be improved.*

**III. Adjourn**

**IV. Officers Meeting**

## Tuesday, 3 October 2000

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

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

##### Goals

- Welcome / provide orientation to new Public Safety IMWG members
- Conduct TTX #2
- Conduct Sub-Group Planning Sessions

#### B. Reports (Continued from Monday)

*Item 1. Review of IMWG Progress and Updated Schedule – John Corbin*

- Update is pending changes in leadership of our IMWG and the ongoing synchronization of our groups activities with the FHWA Public Safety Initiative

*Item 2. Seattle Incident Management – Recent Experiences - Jerry Althaus*

*Item 3. Jerry discussed successes and failures associated with the WTO Event. The decision to involve only the Law Enforcement (and not the DOT) in the incident management planning and implementation phases for the WTO event. This proved to be a poor decision that resulted in a variety of changes in the manner in which these types of events are managed in Seattle. Subsequent incidents have since involved all agencies, including the DOT (i.e., the implosion of the Kingdome, etc.), and this has resulted in much better handling of these events.*

*Item 4. Integrated Incident Management System Project in New York City – Ed Mark*

- This project will implement the evolving P1512 Incident Management Standard in New York
- Total Phase 1 Project Cost will be \$1.125 million (80/20 Money from Feds), with roughly \$3 million planned for further Phases.
- Project will include 3 DOT Emergency Response Vehicles, and 5 LE Response Vehicles
- Will result in a public work operations center operating 24 / 7.
- Will provide for imaging from the scene via NYPD digital and video cameras that are normally utilized for criminal investigations.

*Item 5. Status Update: Update us on MRI National Mayday Initiative – Ken Brooke*

*Item 6. Presentation of Traffic Management and HAZMAT Video April Walker*

#### C. Administrative Changes..... Chester Chandler

*Item 1. Chester announced that Jerry Althaus has accepted, pending approval of his superiors, the role of Vice Chair for our IMWG. Jerry will act as interim Vice Chair until such time as he receives a letter from Chester, officially extending this opportunity. Jerry was commended for his willingness to step forward by the group*

**Action Item UM00.12 - Chester Chandler will provide Jerry Althaus an official letter extending to him the opportunity to serve the IMWG as the Vice Chair.**

#### D. Approval of Consultant Deliverables..... Chester Chandler

*Item 1. Chester explained that there is a need for a timely technical review by the IMWG members, prior to his recommending concurrence of the group that the deliverables submitted are acceptable. It is important that the IMWG members participate in this review process, but it must be done in a timely manner in order to do justice to the consultants in a timely manner.*

*Item 2. Anita is capturing the scenarios in which the IMWG will participate in this approval process. The Vice Chair and Secretary will be responsible for assisting the Chair with obtaining review comments from the IMWG membership and coordinating a response.*

*Item 3. A seven (7) business day turnaround time will be the understanding regarding to a timely review.*

*Item 4. Anita will be submitting this to the IEEE management for general approval of this process as part of the IMWG duties and as part of the consultants' process for invoicing. The consultants' have agreed that they will not invoice until the agreed upon process for obtaining a Chair recommendation relative to the readiness of the deliverables has been followed.*

**Action Item UM00.13 - Chester will formalize this process as a matter of procedure that will be followed by the IMWG. This will be posted to the reflector.**

*Item 5. Chester requested feedback from the IMWG relative to approval of the "Prioritized National ITS Architecture Flows Into and Out of the Emergency Management" document submitted by John Lathrop for acceptance.*

- Questions were asked relative to the definition of what a "ptl" or "Full?" flag indicates. Essentially, this indicates that the P1512 doesn't include / address everything required in the National Architecture. In actuality, there are sufficient free text fields to cover the messages, but does not completely cover the functionality that is desired. Each of these indicates a need to plug additional functionality into the .X standard under discussion.
- Wayne indicated that he had some comments relative to the write-up, but that he would go over them with John Lathrop off-line.
- The group agreed that the document meets with the approval of the IMWG as to direction, subject to continuing coordination of the consultants in insuring conformance with the National ITS Architecture.

**Action Item UM00.14 - Tom Kurihara will revise his PAR relating to Dave Kelley's proposed new P1512 Standard Supplement and will submit it to Chester Chandler.**

**Action Item UM00.15 - Chester Chandler will submit the revised PAR to Bob Gottschalk for further processing. This will be submitted by 10/27/00.**

**Action Item UM00.16 - Wayne will submit a list of invited experts for the purpose of formulating the ballot pool for the P1512 Standard Supplement.**

**Action Item UM00.17 - Dave Kelley and Wayne Gisler will form a Maintenance Sub-group that will identify a repository for future changes that are identified as needing to be incorporated into the P1512 Base Standard.**

**Lunch Break – 12:00 PM to 1:00 PM**

- E. Presentation on the Need for Transportation / Public Safety Coordination.....Ann Lorscheider**
- F. Discussion of TTX Ground Rules TTX Preparations .....John Lathrop**
- G. Conduct TTX #1 .....John Lathrop**
  - Item 1. Incident consisted of a basic report of 3 911 calls regarding a two car incident on 21<sup>st</sup> Street between Able and Baker, no direction specified during normal rush hour.*
  - Item 2. Incident expanded to require Fire, EMS, and HAZMAT to be called (a propane truck was introduced by LE)*
- H. TTX #1 Debriefing.....John Lathrop**
  - Item 1. Issues identified during the TTX#1*
    - Fire Dispatch versus PD
    - Split PSAP Communicaton (to FD, PD, OEMs). There is a need to simulate the field interaction outside of the folks dealing with the P1512 system.
    - PSAP – EM message extent
    - PSAP table
    - Roles: Facilitator, secondary (whtbd), DBASE manager / intercad
    - Scenario Creep
    - Split TTX-Centers, Site
    - ICS/IMS Designations Optional

- 1512 role with respect to ICS (i.e., Incident size has a big impact on how responsibilities are established in the field)
- Focus – resource availability and management
- Functional field command and VIC
- Message prioritization
- Responder Evacuation
- Linkage of inquiry and response
- Dropped Messages (Shifts in IC)
- Incident size and type has a tremendous impact on the degree of information that is transferred back to the P1512 system

**Action Item UM00.18 - Ken Brooke will contact APCO, NENA to operate a PSAP at the December meeting.**

## **II. Adjourn**

# Wednesday, 4 October 2000

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

**A. Welcome/Introductions ..... Chester Chandler**

Goals of Meeting

- Conduct TTX #2
- Finalize Loose Ends

**B. Debrief TTX#1.....John Lathrop**

*Item 1. Messages transmitted should have some indicator of the degree of reliability associated with the message. While this is intrinsic to many messages, this is not necessarily the case when dealing with phone calls, citizen reports, etc. There needs to be a way of transmitting the degree of reliability in P1512.*

*Item 2. Broadcast PSAP Messages from the PSAP during TTXs.*

*Item 3. The Operations Guide needs to address the need for local implementations to address information that needs to be asked at some level in order to minimize information transfer to a given Center that will generate additional messages due to a lack of information.*

*Item 4. The Operations Guide needs to recognized that the incident command system (ICS) is applied differently depending on the region and size of incident.*

*Item 5. It was recognized that a lot of on-site information typically flows among on-site personnel that is not necessarily captured via a P1512 system (or any other system for that matter). This may be a future area of development, but will not be addressed by P1512.*

*Item 6. The Operations Guide must reflect local decisions relative to how an application requests / demands identification of field commander IDs.*

*Item 7. The P1512 Standard is not capable of resolving assignment of an incident commander (IC). The Operations Guide should reflect the need to establish local procedures and apply the P1512 standard accordingly.*

*Item 8. Indicate the priority and/or precedence of special messages that need immediate attention (i.e., life threatening situations, need to evacuate, etc.).*

**C. Development of a Computerized Tool for TTXs for P1512.....Dave Kelley / Wayne Gisler**

*Item 1. Dave and Wayne are attempting to develop a tool that the IMWG can use to conduct eTTXs and TTXs to validate the standards, as opposed to the pen and paper method we are conducting at this time.*

*Item 2. Initial development efforts are focussed on developing a tool that can be used for the first eTTX to be conducted following this meeting. Wayne is going to be generating a data model that follows the P1512 Base Standard. Dave Kelley will then attempt to tie this database to John Lathrop's TTX Template via Visual Basic Programming, et. al.*

*Item 3. Secondary efforts will be focussed on developing a "status listing" of messaging and a more streamlined data entry tool that will be utilized to conduct TTXs at the December meeting in Houston. The goal is to develop a tool that will streamline the TTX play so that participants can focus more on validating that the P1512 Standard will indeed fulfill its function*

*Item 4. This is a volunteer effort at this point, although at some point it may have benefit to a yet to be named FHWA training program.*

**D. Conduct TTX #2 .....John Lathrop**

**Lunch Break – 12:00 PM to 1:00 PM**

**E. IMWG Membership Coordination ..... Wayne Gisler**

*Item 5. Wayne indicated that he was going to send listings of the IMWG Membership and all applicable P1512 Ballot Groups to the reflector. He is expecting a quick, timely review so that the PAR can be placed on the upcoming*

**F. Closing Items**

**Item 1. IMWG Comments Regarding TMDD Changes Due - Dave Kelley**

- Dave has direction to proceed with making all of the changes to the P1512 PAR document that he can.

**Action Item UM00.19 - Dave will go ahead and provide the reflector with any remaining questions for the group to address. All reviews must be completed within a week, and the group NEEDS to participate.**

*Item 2. Andy Schoka's Data Dictionary Status – Ken Brooke*

- Ken Brooke: Andy pleads overwork and other responsibilities have taken away from his ability to produce the Data Dictionary. Due to other commitments, Andy respectfully requested that the responsibility for this assignment be reassigned.

**Action Item UM00.20 - Dave Kelley/Chester Chandler will contact Tom Kurihara to determine his willingness to serve as the developer of the P1512 Data Dictionary.**

**Action Item UM00.21 - Wayne Gisler will email Andy Schoka to provide a status report in time for the Houston meeting in order to hand off development of the Data Dictionary to a person to be identified in Houston.**

**G. Rich Roberts Presentation of Operation Respond Emergency Information System (OERIS) Software Presentation**

**H. Closing Items (Continued)**

*Item 1. Plans / Expectations for December IMWG Meeting*

- Administrative Discussions
- General Presentations
- Work on Requirements for Traffic Management and HAZMAT
- Conduct a general TTX.
- Do a “last call” for the P1512 Change PAR that will provide an addendum to the P1512 Standard. Depending on the changes required, getting the changes done may or may not be possible in time for the upcoming meeting. This is not really an issue for the group, only provided for clarification. As the IMWG, we simply must say YES, NO, and here are our recommended changes.
- The purpose of the TTXs conducted in Houston will be to continue general testing of the P1512 base standard, and to evaluate additional needs of HAZMAT and Traffic Management.
- Day 1 – General Presentations and Administration
- Day 2 and 3 – TTX and Standards Development
- Presentation on the FHWA Public Safety Program. Dave Helman, Ken Brooke, and possibly Bill Baker will provide a report to the group on the FHWA Public Safety Program.
- Presentation Time TESCNET Presentation for John Corbin
- Presentation Time for NYC Project for Ed Mark

**Action Item UM00.22 - Dave Helman will request Bill Baker attend our Houston Meeting.**

*Item 2. Officer Recruitment*

- April Walker was asked and is considering becoming the P1512.2 Subgroup Leader for this activity.

**Action Item UM00.23 - April Walker will discuss potential appointment as P1512.2 SubGroup Leader with her management and reply with an answer to Chester Chandler.**

**Action Item UM00.24 - Jerry Althausser will discuss potential appointment as Vice Chair of the IMWG with his management and reply with an answer to Chester Chandler.**

*Item 3. Scheduling of Future Meetings and Teleconferences*

- John Lathrop's intention is to have two eTTXs during the last week of October and the fourth week of November.

**Action Item UM00.25 - Wayne Gisler will update the Meeting Schedule on the Web Page.**

**II. Adjourn**