

**ITE/IEEE**  
**Incident Management Working Group**

**August 25, 2000 Teleconference**

## Friday, 25 August 2000

### I. Welcome/Introductions ..... Chester Chandler

- Meeting started at 12:05 EDST

### II. Roster of Attendees

- *Kurt Aufschneider*
- *Bob Barrett*
- *Ken Brooke*
- *Chester Chandler*
- *John Corbin*
- *Wayne Gisler*
- *Sharon Harris*
- *Tom Kurihara*
- *John Lathrop*
- *Ann Lorscheider*
- *Ed Marks*
- *Jim Mona*
- *Mike Ogden*
- *Anita Ricketts*
- *Valerie Riggs*
- *Andy Schoka*

### III. Agenda

- Insert Agenda Listing

### IV. General Discussion

- Chester Chandler went over the agenda and asked if there were any items to be added.
- Wayne Gisler requested addition of Dave Kelley's request for comments and the efforts being made to update the web page, making it more interactive for each subgroup and making it easier to move and handle documents to be posted. Mike Ogden requested addition of teleconference scheduling.
- Chester Chandler asked if everyone had been paid yet for the June meeting. Anita told him to call Claudio for information on this.
- Wayne reported on updating of Action Items. He stated that he is creating a storage area for the work plans of the subgroup leaders. He stated that he is developing the next meeting agenda that should include the reports. A new MO coordinator is needed for that meeting and Ann needs the P1512 to post it. Reports from the sub-group leaders should be scheduled. E-mail July 14<sup>th</sup> reflector requested updates. Let Chester know when action items need to be updated as completed. Mike Ogden will be coordinating the upcoming meetings.
- Chester asked if there was anyone else who had something to add. He looked at his action item and reported that he had sent Ann Lorscheider's response to FHWA's questions to Jerry Walker, but Jerry had not yet received any formal response. He has been told, however, to continue on informally. Chester plans to continue making progress per our meeting discussions.

- John Lathrop reported on ETTX tabletop exercises. One had already been completed and another reiterative one is under development. The first ETTX took place in real-time e-mail with a partial script. It didn't go as well as hoped, but a lot was learned from the experience. The second ETTX will be asynchronous and will be fully scripted. It will be much shorter than the first with a template and full script sent to participants. The first confused people as to when to start, but the second will be detailed as to all points raised by the results from the first. The question was raised as to whether or not the template will work. The hope is that the design will allow anyone to participate and the reality is that the learning process is still ongoing. A difference in the first and second exercises is a good GUI that makes it easier to enter information into the new template. Participants will not have to struggle with the mechanics. The script and a set of scenarios were developed to include as many messages and many demands from P1512 as possible. There will be unanticipated demands to add until we have a template to cover everything.
- Wayne said that he had read the debriefing of the first ETTX and noticed that a lot had been gained by it. He asked if enough had been gained to come up with a good hard agenda for the next meeting. John said that he felt that was the case, and at that point, it could be opened up to the reflector. He suggested a third ETTX. He said that he suspected that it would be a real-time, fully scripted one, and that he had the full script. He felt it should be done before the next workshop. He thought it possible to have a computer-aided ETTX.
- Andy Schoka stated that he had serious questions as to why this is needed. He thought that the goal was not to develop the template, but to validate P1512. He strongly disagreed that this was meant to refine any template. John Lathrop said that he thought this was in the minutes and that this is necessary relative to marketing P1512 to the public safety community. Andy asked if it couldn't be just answer sheets with P1512 elements. Ann Lorscheider said that the computer interface and GUI are absolutely necessary to make this work. John answered that these were all good points, but that the goals were two different goals and can't be satisfied with the same answer. He begged to differ with all respect, but a clear answer is only possible when multiple goals are met with multiple answers.
- Wayne asked if at some point the result would be a streamlined system to validate P1512. He felt the need to develop the agenda and focus for the next meeting and stated that he needed the help of Andy and John on that.
- John stated that ETTX 2 could be finished. ETTX 3 will look much like ETTX 2. He will send it out and response sheets will be developed for the Washington meeting. The data elements are in template form. Participants of ETTX 2 can fill in ETTX 3. John pointed out that the exercise was part of the requirements for P1512. There are things that don't map directly. This process should have been followed from the beginning. We must input information on what the plans are. April Walker brought this up. We are short on transmission of plans.
- Ken Brooke asked if this was being used as a tool to revise P1512? John Lathrop answered that it was, yes. John Corbin said that the role of the ETTX had been affected by timing. He said that it is inevitable that a good ETTX will show up needed revisions in P1512. Wayne agreed. He stated that revisions should be captured and identified.
- Wayne said that he didn't say go back and revise, but that deficiencies and/or lack of information that are identified should be incorporated into future revisions. John Lathrop agreed and added that the need to change the base standards from time to time is inherent.

- Ken Brooke strongly recommended changes be sent immediately up through the chain to follow the proper channels. That would warrant individual administrative actions by the chairs and IEEE. If problems exist, then everyone would know and be able to address them.
- Chester said that this discussion had occurred before and that all of the group concur, but this is not to be taken on at the moment. Several members agreed on this.
- Chester asked Wayne if there were some things to do on revising PARS. Wayne said that he would check. Chester said he thought it was his (Chester's) job and mentioned that Mr. Gottschalk would be coming to work for Chester in about two weeks. Chester said that he recalled the conversation relative to revising the PARs, but could not find it in the minutes.
- Andy Schoka asked how resources were to be allocated in order to get other standards done. Are we expending too much of our resources on the tabletop exercise and not enough on standards?
- John Lathrop affirmed that the question of whether this is a distraction is a good point. He said that he is concerned about agreements and such and felt that the point is well taken.
- Chester Chandler pointed out that the next thing is the public safety personnel recruitment and asked where this stood. Andy Schoka said that he didn't think they would do this on HAZMAT. Chester pointed out that they would join the IMWG as part of an umbrella group. Phase II experts will help write the companion volumes. This group will be able to continue to do tabletop exercises. Andy stated that he felt history might repeat itself and advised that they had run out of resources early on. He felt sure that no one wanted that to happen again. He reiterated that certain commitments had been made to the Federal people and that he is very goal-oriented with respect to meeting those commitments in a timely manner.
- Wayne said that Chester is revising the ICAs. Chester announced that Jerry Walker said that revision of the ICAs is not necessary. John Lathrop said that he was relieved. There were a bunch of deadlines, but if Jerry Walker says don't worry, then he won't. Chester said that as he understood it, the ICAs would not be reworked.
- Chester said that schedule changes must be routed back to project plans so IEEE can tell FHWA. Anita Ricketts confirmed this and added that there is a 60-day delay and that Jerry is fine with that. John Corbin asked what the schedule looked like. Anita said it had been sent out. John said that he thought the initial schedule was next spring or summer and asked of the schedule was now delayed to later than the original estimation. The new deadline is December 2001.
- Wayne said that the next measuring stick was the meeting and asked where everyone was in relation to goals.
- Chester said that John Lathrop and Dave Kelley are working with Jerry Walker to revise deliverables and it will take longer than the 60 days originally thought. Anita and Jerry are aware of this and are okay with it. John Lathrop said that Dave may have already left it with Jerry and that John would get together with Dave and Jerry to find out where it stood. Chester asked John that if the plan must be formally revise, to please let everyone know. Andy Schoka admonished that the only thing looked at is that which is documented and that in order to have it accepted, the documentation is important. John Lathrop said to look at concepts for decisions to be made. One idea is to have the ETTX in the October meeting. Another is to have it come out of P1512.

- Anita said the tabletop exercise is to demonstrate the base standard. Wayne will set up a scoping meeting so everyone will know for what we are using the ETTX. Is it impossible for a non-specialist to understand the ETTX? We must make this do-able for a non-specialist. Think of your audience.
- Chester said that he believed that Anita is doing excellent work in advertising this tabletop exercise and that there may be quite an audience for the meeting. Wayne said that he would get with John, Ken and Andy and get the plan for that meeting formalized and ready. He wants to have something that the group can see to validate P1512. Chester asked if Anita was going to advertise this meeting. Anita agreed firmly and offered to procure IEEE meeting planning services for the October meeting and the December meeting.
- Mike Ogden said that he has been trying to reach April Walker, who is willing to assist Anita with planning rooms and hotels, etc. Anita asked if the University of Maryland was going to provide meeting space and catering. Mike answered that they would provide space, but the question of catering had not yet been addressed. He will check on that.
- Kurt Aufschneider said that there is a scheduled a focus group meeting and the organizers are probably picking up expenses. He wondered if these activities could be piggybacked, but Ken Brooke warned that piggybacking could not be counted on, and that he recommends that they go on their own.
- Mike Ogden said that hotels and other details should be obtained quickly so that employers could approve travel. He said that he would call April and Anita. Anita asked about December and Wayne said that he would help there. Mike said that if he didn't hear from April by Tuesday, he would call Anita and they would move forward. He said that Cynthia Castillo had the dates for December and that the dates were firm. Wayne said that dates would be posted on the website by Friday afternoon.
- Chester asked if there was anything else. John Lathrop asked if the tabletop exercise was to be done with public safety participation. John Corbin recalled that was originally the thought, but that there had been some delay. Public safety recruitment is a critical issue. John Lathrop said it was necessary for him to know for sure. Chester said absolutely essential to have close cooperation with public safety. He had assigned recruitment to Andy MacFarlane, who was not available for the teleconference again. He said that Andy wanted to be involved, but it is not getting it done, so Chester had no report. Public safety involvement is essential as mandated by FHWA. He asked if group should wait on Andy MacFarlane. Andy Schoka asked if Andy could be reached. Chester said that he had tried, but to no avail so far. John Lathrop suggested that Ken Brooke be paired with Andy to help.
- Kurt wondered if the October meeting would be set up with no public safety attending. Chester agreed that this was a concern, but reiterated that those experts were needed, and wondered how anything could go forward without this recruitment and participation. John Lathrop suggested that they could work on Traffic Management without public safety involvement. Several people disagreed strongly and the point was made that these public safety attendees were needed. It was agreed that it is absolutely necessary to involve public safety in companion volumes and future tabletop exercises.
- John Corbin asked if anyone had officially asked Bill Baker for assistance in contacting public safety officials. Wayne answered that Dave Hellman had an action item to get in touch with Bill Baker, but that he didn't know if contact had been made. Ken Brooke said that Dave was traveling at the moment and that Bill was out of the office. He said that with Dave and Bill Monday morning, he would discuss having Bill assist with obtaining public safety participants.

- Wayne said that 8 slots had been identified, but the details of how they were to be funded would have to be considered. He said that James Cheeks thought that maybe more could be done. He asked if everyone agreed with that.
- Andy Schoka agreed and stated that if the group was seen to be selective, the participation might be deemed more desirable. Ken asked if the group should ask for nominees or ask for selections. Andy Schoka wanted to be sure that everyone involved knew exactly what was needed. It was suggested that perhaps interested parties should be requested to send a resume.
- Wayne asked how to get this funded. Anita said to get the expense report to IEEE and that as long as IEEE had the names and the reports were filled out and submitted properly, they would be paid. Chester added that the trail would be properly papered for documentation.
- Kurt said that the group has always assumed that the participation of public safety personnel was necessary, and suggested that the group not meet in October if public safety personnel couldn't attend. He felt that it would be a disaster if the group assembled but was unable to produce what is needed, but he added that by December, all this was possible.
- John Lathrop agreed that thought must go into how to use the public safety personnel and pointed out that some of the discussions would not be of interest to them. He added that it would be helpful to have something meaningful for them to do if they were to attend the conference for all three days. Wayne suggested that it was incumbent on the group to get the agenda ready and in place quickly.
- Jim Mona suggested that an executive overview would be very helpful. He suggested a summary of what has happened so far and what is expected of the public safety personnel. He added that no one yet knew how far Andy MacFarlane had gotten. Mike Ogden said that Andy had a list and that perhaps someone should find out where he stands with it.
- Mike Ogden asked that Wayne take notes, as Mike had to leave the conference. He told Anita he would call on the October meeting plans. Wayne asked Chester what was next on the teleconference agenda.
- Chester said TMDD comments were next and that Dave Hellman is working on that today. We will get him to generate a report to the working group. Ed Marks asked if Dave Hellman and Dave Kelley are coordinating on this. Andy Schoka asked Wayne if the minutes reflected coordination of cross-meetings? Wayne answered affirmatively. It was stated that the Washington minutes should go out on the reflector ahead of time.
- Chester asked about future teleconferences. Wayne answered that Mike Ogden is taking care of that. Looking at the 2<sup>nd</sup> or 3<sup>rd</sup> week of September. Purpose is to get ready for the October meeting. The group agreed on September 8<sup>th</sup> at 12:00 PM EST.
- Ed Marks asked if the group should put together a 15-minute presentation that could be carried around with them. It would be a summary of what the group had gone through and what the goals are. This could also be presented to the upcoming Incident Management Coalition Focus Group meeting. Chester agreed, but thought that this would not be for everything they do, and said that the next meeting should have an agenda item concerning this.
- Ed Marks said that in discussing the feasibility of bringing money in, they should consider the area of standards. They are definitely going to deploy P1512. How well will it be received and how will it be implemented? Final approval will not be available until after Labor Day; hopefully, in October. Ken Brooke asked if there would be a presentation in the spring meeting and Ed answered that there would be.

- Chester stated that the key is feedback. By the 8<sup>th</sup>, everyone will know if the schedule can be met. He asked that it be put it on the agenda.
- Wayne agreed to make this an agenda item. He added that he would get with Andy Schoka, John Lathrop and Ken Brooke.
- Congratulations were again given to Chester Chandler.
- Meeting closed.