**[SPMT/Group Name]**

**TRAFFIC INCIDENT MANAGEMENT**

**Annotated Meeting Agenda for**

**Meeting Leader or Organizer**

[This is a detailed version of the SPMT Kickoff meeting. This document is meant for meeting organizers and presenters and it complements the “Kickoff Meeting Agenda” and the “Kickoff Meeting Presentation”. Not all SPMT Kickoff meetings will follow the same format. Adjust the agenda according to topics and speakers.]

1. INTRODUCTIONS & TIM OVERVIEW

[TIM Team organizers start the meeting by discussing these items. TIM Team should have a draft version of the SPMT area boundaries prior to the meeting.]

* 1. Group Introduction
  2. SPMT Area
     + Boundaries *[not necessary in all areas]*
  3. What is Traffic Incident Management
     + Definition
     + Understanding of the practice
  4. Colorado State Statutes
     + Explanation on the state authorize TIM practices at the local, regional, and state level
     + Two of the latest laws are Move-It and Move-Over
  5. What is the Standing Program Management Team
     + What’s the goal of the SPMT group
     + Who should participate

1. MULTI-DISCIPLINARY APPROACH TO TIM

[An experienced TIM champion should present this portion. It is better received when a First Responder talks about the benefits of TIM and all agencies working together during traffic incidents]

* + - How TIM broadens views
    - Explain the benefits of TIM
    - Show:
      * Hats Video
      * CSP 3C Training Video
      * Push Bumper Video

1. TIM TOOLS

[TIM Team goes over the tools that are available for the area. All of the items below are described in detail on the SPMT Toolkit. Examples of documents can also be found in the Toolkit. Based on discussions, analyze what subcommittees should be established for this area and if there should be any specialized trainings.]

* 1. NUG
     + Management is a unified national policy developed by major national organizations representing traffic incident responders, under the leadership of the NTIMC.
  2. SPMT Tools
     + Explain all the different tools that are have been developed for SPMT’s:
       - Traffic Incident Management Plan (TIMP)
       - TIMP Field Guide *[this topic might not be necessary if the area will not develop a TIMP or has one already in place]*
       - Specific trainings that are available (eg. SHRP2, I-25, communication, ‘don’t cut the cable’, etc.)
       - Specialized subcommittees are a small group of SPMT members that focus on advancing a particular TIM topic (e.g. communication, trainings, MOUs)
     + Incident Classification – It comes from the MUTCD. It uses plain language that all agencies can understand and is NIMS compatible
     + After Action Review (AAR) – high level review of a traffic event. Is non-tactical nor agency specific.

1. LOCAL STATUS OF TIM PRACTICE

[Portion where participants share their experiences in the field during traffic incidents] [TIM Team facilitates this portion]

* 1. Open Discussion
     + What has worked?
     + What issues have they encountered?
     + What should be the detour routes in the area?
     + Any anticipated construction in the area?
     + Identify Corridor/Area needs (ie: communication, location specific training modules, MOU’s, etc.)
     + Identify Local Champions

1. NEXT STEPS, NEXT MEETING

[To close off the meeting, the TIM Team will summarize the items discussed, come to a decision on the frequency of meetings (minimum quarterly), the day and time that best fits the group, and who else should be added to the distribution list]

* + - Action Items Summary
      * Should we establish a subcommittee?
      * Work on a TIMP?
    - Working group schedule
      * What days’ work best for the group?
    - Frequency or meetings
      * Quarterly or monthly meetings to start?
    - Contact list
      * Review your contact information
      * Who else should we include?