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List of Acronyms

AVL .... Automatic Vehicle Location
C2C .... Center-to-Center
CAD .... Computer-aided Dispatch
CCTV .... Closed-circuit Television
CMB .... Change Management Board
ConOps .... Concept of Operations
DAV .... Disabled Vehicle
DMS .... Dynamic Message Sign
DTOE .... District Traffic Operations Engineer
EM .... Event Manager
FDLE .... Florida Department of Law Enforcement
FDOT .... Florida Department of Transportation
FHP .... Florida Highway Patrol
GIS .... Geographic Information System
GUI .... Graphical User Interface
HTML .... Hyper Text Markup Language
ITS.. Intelligent Transportation Systems
IV&V .... Independent Verification & Validation
LPR .... License Plate Reader
OIS .... Office of Information Services
SwRI .... Southwest Research Institute
TERL.. Traffic Engineering Research Laboratory
TMC... Transportation Management Center
TOD .... Time of Day
TSS.. Traffic Sensor Station

Florida Department of Transportation

CHANGE MANAGEMENT BOARD MEETING NOTES

Wednesday, May 16, 2007
10:09 A.M. to 12:44 P.M.

Rhyne Building, Rm. 330
Tallahassee

Purpose:

The purpose of this meeting was to vote for Statewide Performance Measures requirements, vote for ATIS Data Fusions requirements, and to provide an update of the FHP CAD interface and SunGuide Map alternatives.

Attendees:

Liang Hsia, CO	Trey Tillander, CO	Gene Glotzbach, CO
Chris Birosak, District 1*	Peter Vega, District 2	Chad Williams, District 3
Steve Corbin, District 4	Mike Smith District 5	Manuel Fontan, District 6*
Bill Wilshire, District 7	John Easterling, Turnpike	John Bonds, PBS&J
Krista Small, PBS&J*	David Chang, PBS&J	Erik Gaarder, PBS&J
Hong-Ting Chen, PBS&J	John Hope, PBS&J*	Steve Dellenback, SwRI*
James Barbosa, IBI	John Boguslawsi, IBI	David Ashton, IBI

*Attended via teleconference

CMB Chairman Steve Corbin opened the meeting and called the roll of District offices that were represented. He gave a brief introduction about the agenda items. He called for any opening statements.

Next was a review of the action items from the CMB's previous meeting, which was held on April 5, 2007.

1. Gene Glotzbach, Trey Tillander, and Steve Corbin will have a teleconference to decide on the edits to the CMB charter and then send the revised version to CMB members for review. **Update -** This teleconference has not yet taken place and there is no update for this Action Item.
2. Trey Tillander will look into Safety Program's software which can provide the mapping of FHP roadway. **Update -** Central Office (Liang Hsia) is a member of the FDOT Geographic Information System (GIS) committee, which coordinates with Safety and others, but the action item has not been accomplished.

3.   Trey Tillander will update/modify the FHP CAD ConOps documents, including:
   a. Flowchart
   b. RCC coverage map
   Update – Trey has not yet accomplished this Action Item, but will update later in the meeting.
4.   Jennifer Heller will check with the FHP regarding disabled vehicle (DAV) and abandoned vehicle information. **Update** – Trey Tillander received a verbal response from Jennifer Heller. District 5 is getting information, but that may conflict with the Florida Highway Patrol (FHP). FHP provides DAVs with lane closures. Action item was addressed, but will update later in the meeting.

Discussion: Steve Corbin has received Road Ranger tags for DAVs. When sticker is applied to the DAV it timestamps the six hours in the District and this ties into Jennifer's action item. Trey Tillander suggested that details about responsibilities are needed because that may require some changes so the operator can verify the red tag. Steve Corbin pointed out that there is an alarm that goes off in SunGuide, if activated, but that the alarm was not activated per the FHP.

5.   Steve Corbin will provide the Red tag information (based on event type, duration) in the ConOps. By the end of the week the ConOps for six-hour tags will be sent to everyone.
6.   Districts will provide comments of FHP CAD ConOps document by April 26, 2007. **Update** – Trey Tillander received District 4's comments. District 5 verbally stated that the document was acceptable. The Board discussed comments received and agreed to go forward.
7.   Districts will provide comments of AMBER Alert ConOps document by April 26, 2007. **Update** – Trey Tillander stated that Districts 1 and 4 have provided comments.

Discussion -- Discussion took place regarding moving ahead. Trey Tillander suggested sending the Amber Alert ConOps back out for additional comments. Questions were raised, including: When functionality will be in SunGuide? Will the RTMC staff be using it? Do we provide to the ConOps to the FDLE for feedback? Gene Glotzbach stated that the present ConOps should not be presented to FDLE. Trey Tillander was interested in how this could be improved by SunGuide on the ConOps. Gene Glotzbach will continue to work on Amber Alert ConOps. Trey Tillander stated that he does not want SunGuide to be held up by waiting for FDLE input at this juncture. Steve Corbin brought up that Amber Alert needs to be in the data fusion subsystem (DFS) to supply info to SunGuide. This item is critical and needs to move forward. The Board would like to provide SwRI with the information and get the features in SunGuide, if funds are available. How to prioritize was discussed.

8.   Steve Corbin will review and circulate the document, *Using SunGuide Software at Multiple TMCs Currently,* before the next CMB meeting. The next CMB meeting will be scheduled for late May in video-conference format. **Update –** Steve Corbin stated that this Action item has not yet been accomplished. Steve Corbin asked SwRI to resend the Concept of Operations (ConOps) previously provided by Robert Heller. This item ties in regarding multiple TMCs, but there are still questions as to how will it work. Steve Corbin will try to get this out before the next CMB meeting.

Performance Measures Reporting Requirements - ITS engineers should have received statewide incident duration information that needs to be collected for reporting to the Transportation Commission. Some reporting requirements are included in the Release 3 requirements. Trey Tillander stated that the CMB needs to re-approve if changes are made to the requirements. Steve Corbin indicated that Steve Corbin, Paul Clark, Hebbani Lokesh and Maj. Williams on the National TIM committee wanted to focus the state initiative regarding performance measures. The Federal Highway Administration (FHWA) wants to know how the State of Florida is deviating from the national standard. Elizabeth Birriel sent out a letter that needs to be provided to the FHWA. The FHWA wants to establish a national standard for Action Items 3a and 3b from the April 15, 2007 meeting, which is of concern and the CMB needs to address this issue.

Trey Tillander stated that those at design review went through the performance measures document last week. The purpose was based on a couple of constraints on next fiscal year's performance measures – data that was possible to collect and performance measures the FDOT can influence. Hopefully, SunGuide Release 3 can start reporting beginning in the October quarter. Districts 4 and 6 may have first quarter data from the Release 2 EM/PM. Elizabeth Birriel would like information starting in July, but may not be able to get information from those Districts without Release 2 EM/PM. Peter Vega brought up that the previous understanding was that when the Districts started using Release 3 they would begin to provide this information. Steve Corbin questioned why the Districts were not currently using Release 2.2, if available. Discussion took place regarding the need for IBI to do additional work before some Districts could start using Release 2.2 and the lack of funding for that work in the current SunGuide budget. IBI would have to provide two to four weeks of man-hours to implement Release 2.2. Trey Tillander stated that the admin and configuration editors in the Release 3 deployment resolve this and would go out to the Districts by October.

David Chang pointed out that the Performance Measures Reporting requirement will be part of the requirements and reporting, but that no additional funds are required. Steve Corbin asked the Board to note that Deborah Rivera, District 6, sent an email making Manuel Fontan the District 6 representative for the CMB and welcomed Manny to the Board.

Discussion took place regarding the secondary crash rate requirement and the work taking place on the formula that will cross reference to have consistency with the Performance Measures Requirements. Incident duration - secondary incidents are not committed for next fiscal year's

report, but it is an important performance measure. The formula is consistent with how crash data is currently reported. Liang Hsia asked if any of this depends on historical data to perform performance measures calculations. The answer was no. Trey Tillander pointed out that secondary incidents are not included, but studies could be performed using planning data.

Peter Vega questioned if the operator was to determine when secondary incident takes place and track it. Trey Tillander verified that the operator would need to determine when a secondary incident took place and track it. Pete Vega asked if anyone currently tracks that information. Steve Corbin mentioned that direction needs to come from the CO perspective as to how the Districts will collect secondary crash info, the trickle down effect and the need for operations staff training. Trey Tillander stated that this was one of Lap's priorities.

Peter Vega raised the possibility of opening the FDOT up to liability once the FDOT starts tracking secondary incident data and pointed out that lawyers would then be open to question the information tracking and whether it would be the FDOT's responsibility to prevent secondary crashes. Steve Corbin pointed out that the system already has the ability to: (1) differentiate between primary or secondary incidents and (2) links the two records together. Trey added that the system can link crash data in the current system.

Discussion took place regarding cloning event data so reentry is not needed for secondary incident tracking. Steve Corbin pointed out the different types of secondary events in traffic such as congestion, crashes, etc., and that the system allows manual congestion tracking. Trey Tillander requested that an action item be included regarding how to ensure consistency of secondary events and that the Board needed to have this added. Peter Vega stated that the FHP tracks accidents at intersections by latitude / longitude and brought it to the FDOT. The FDOT response was that the FDOT did not want to do it because of liability regarding crashes.

Regarding secondary incident information, currently the EM/PM can only show lane blockage on one side of the road. If an ambulance blocks other side of road it is a secondary event. Discussion took place regarding how secondary incidents should be classified. The Board also discussed how events of congestion were created on the opposite side or roadway due to rubber necking and that this is a new congestion event, however, it is impact linked.

Discussion took place regarding how to identify congestion during peak hours when congestion already exists. Steve Corbin pointed out that information was not entered unless a causal event took place during peak hours. Bill Wilshire brought up how an accident in the opposite direction from congestion assuming directional congestion could create a congestion event in the non-peak direction. A second event can be created, but District 4 does not take this action during peak hours due to existing congestion, according to Steve Corbin. How to clear an event when it affects the a.m. / p.m. peak was discussed and how clearance cannot be provided as end value.

Operations staff decision making regarding secondary events was discussed. Bill Wilshire put forth a scenario where there is a morning congestion incident in the direction of congestion and how that congestion would create a rubbernecking event in the other direction. Given this scenario, the question was raised as to how an operator is to determine if it was free flowing?

Steve Corbin put forth that the operator monitors the roadway daily and would make a call based on their experience; however, historical data could be used to provide insight to the operations staff. Bill Wilshire suggested that some direction needed to be given regarding when to enter and how to identify secondary events and that staff should try to keep definitions to incidents that actually block lanes, etc.

Steve Corbin pointed out that SunGuide tracks travel lanes as well as the lanes at the side of road (e.g., travel lanes blocked or all lanes blocked, including shoulders) FHWA tracking requires the event to be tracked until the event is cleared completely. Shoulder events reduce traffic flow by 13%. District 4 tracks every stopped car including DAVs on the shoulder.

The State of Florida's responsibility regarding the removal of DAVs was discussed. Information was given regarding the FDOT's responsibility for clearing road. Since the FDOT owns the road, the FHP is not responsible for removal. Trey Tillander brought up that the impetus of secondary incidents is for a true secondary incident with quantifiable events that could be prevented and that management sees that as one of the most important ITS benefits. Steve Corbin mentioned that the FIU model shows the benefit of ITS in reduction of congestion.

Data collection and data quality were discussed. Trey Tillander suggested adding guidelines from the data quality document under development regarding data collected for operations and performance measures. Whether this information should be covered in a different document or can be a new section of the document Erik Gaarder is planning to produce. Steve Corbin raised concerns Districts 4 and 6 have regarding SmartRoutes entering erroneous data into its current application. Currently information for Districts 4 and 6 relies solely on TMCs now that the Districts have control over data entry and suggested that those that do not enter data through the TMC have a different level of data quality. Trey Tillander brought up how detector technology impacts reliability of data.

There is no detector data available for many years, which raises a concern regarding detector data versus other data entry and how to decide which information should be used. Information gaps need to be identified and the system needs to take in the lowest denominator due to the need for consistency. Erik Gaarder brought up that the team needs to decide how and what to report. The team needs to start with a core set that can be agreed on and then build up. Over the next year Gene Glotzbach and Erik Gaarder will discuss how to resolve this issue for ATIS and how that could influence this topic. A consensus will be needed and the plan is to develop a data collection plan. Liang Hsia brought up Professor Ken Courage's data collection efforts. Only District 2 is approved to help, but would like to contact other Districts. Trey Tillander agreed that the group needs to work with Professor Courage regarding data collection.

Steve Corbin presented data collection issues, such as where the data comes from and how the data changes. Professor Courage's results are to be presented regarding his research. Steve Corbin stated that the formula is not simply one AADT for one roadway and that the calculation needs to occur on all roadways, not just a single roadway as a simple performance measure item. Trey Tillander indicated that comments were a design issue, and the formula reflects the function requirements. This can be addressed in the design review.

When talking to SwRI, the FDOT provided a formula based on recommendations by Kenneth Voorhies.

Discussion took place regarding AADT provided for date / time and whether the current system provides this regarding the secondary rate. John Bonds replied that it depends on the rate. Steve Corbin reminded the Board that some Districts do not have this collection data. Further discussion took place regarding requirements with the secondary rate formula, SunGuide entry from the TSO, issues regarding data collection, etc. The impact of ITS regarding secondary crashes was discussed and the Board discussed tabling the vote on performance measure TM017D1 until DTOEs could provide input. Concerns remain regarding how this data is to be acquired and entered.

The Board voted on the Performance Measures Reporting requirements, which will not require additional funding. All CMB members approved.

FHP CAD Interface

Discussion took place regarding the FHP CAD interface. Trey Tillander stated that comments were received on the ConOps and that he would start working on that. An interim measure was requested by District 5 regarding the loss of the FHP CAD interface. Through Release 3 other iFlorida functions will be incorporated into the SunGuide system. Concerns were raised regarding the transfer with the FHP CAD interface that is functional and the FDOT's loss of that functionality. Solutions, including an interim measure before the statewide FHP CAD interface and investigating whether what District 5 now has can be emulated were discussed. There is a possibility that an interim solution may be available before the final version. An update should be available by the next CMB meeting. No cost estimate is currently available at this time. If the measure is funded by District 5 no CMB vote will be needed. If the CO provides funds, there will be a CMB vote.

It was determined that iFlorida design review discussion would take place during the Release 3 design review.

Trey Tillander stated that the Board needs to set priorities for measures. Steve Corbin inquired as to whether information could be provided regarding the magnitude of time / cost, etc. John Bonds informed the Board that timing is a factor regarding code and integration.

Release 4.0 Vote-ATIS Data Fusion Subsystem Requirements

Slide 18-Gene Glotzbach provided background information on ATIS / data fusion and the decision to make data fusion part of SunGuide software. Data fusion is a separate effort as part of SunGuide software. Requirements were pulled from the solicitation and have been provided to SwRI. Negotiation of costs / requirements took place and workable cost has been reached.

Requirements are basically the same, but requirements were not changed significantly. The requirements / cost need to be put to a vote.

Slide 19-John Bonds provided background / information on requirements and integration into SunGuide. SunGuide 4.0 is due to major functionality change for SunGuide software. See slides for background. SWRI allocated requirements / cost information as related to one another. Discussion ensued regarding the slides and cost for the set of requirements.

Erik Gaarder gave a quick summary of items added to the requirements, as follows: clarification of the flood gate messaging requirement was added; confidence index value was added to the set; event based on source reporting that event. Only additional requirement added after those approved by ATIS working group.

Discussion took place regarding the ability to plot points on the map in SunGuide and the need for FDOT to provide location codes for mapping. General discussion took place on design questions regarding the GUI, funding, and related issues. Liang Hsia inquired as to whether this was part of the data warehouse. Erik Gaarder responded that these requirements did not address the data warehouse issue.

Steve Corbin informed the group that each District would be responsible for providing the required information to the system if a location could not be plotted. Precise data collection is necessary to determine map points. Problems will occur if information is not uniform between the Districts.

District 7 had map concerns related to the AVL subsystem. Discussion took place regarding questions 5 and 7 in relation to using a third-party internet hosted map. Only two out of seven Districts are willing to rely on a third-party internet hosted map.

District 4 believes that Google map is fine if a secondary map is available for loss of ISP connection. Any connection to a third-party internet hosted map would need to be unidirectional for security purposes.

Trey Tillander pointed out that the SunGuide iFlorida Web server will be using Google map to get it into SunGuide. A map enhancement would be a fourth major effort that is not currently programmed and would need to be prioritized by the CMB. The issue will be sent back to the SunGuide users group for feedback regarding questions 5 and 7. There may be other solutions that have not been addressed. Discussion took place regarding whether Steve Dellenback or others have been able to look into Objectfx. Steve Dellenback responded that he was not the correct party to answer the question; however, he did state the there was a need to look into how often the ISP might actually go down.

Steve Dellenback stated that the GUI is not map centric. Steve Corbin voiced concerns regarding the inability to post DMS messages if the map is not available and wants to be able to launch the EM system and send out messages without a map. Steve Dellenback said that page descriptions would be needed to allow SunGuide Log-in without a map. Trey Tillander stated that SunGuide

would need to run without a map in the time it takes to bring up the secondary map. Steve Dellenback expounded on the reason that the SunGuide map is the way it and pointed out that the current configuration is based on previous requirements and that it must have a GIS database. Steve Dellenback also pointed out that in Google functionality would be lost.

Steve Corbin requested that it be entered as a footprint to be able to log into the EM and still send DMS messages.

Trey Tillander stated that the map issue will not be part of Release 3, but will be kicked back to the SunGuide users group to discuss conflicts with questions 5 and 7.

Release 4.0 Vote-DFS GUI

CMB Vote GUI Operator Map $22, 517.48 Does not solve map issues
The Board reviewed each line item for the DFS GUI Requirements and Cost. A short discussion took place regarding the data fusion subsystem and that fields were just being added to what is currently available.

The Data Fusion Subsystem was discussed during the requirements cost review. Trey Tillander pointed out that the price was given with a pre-modified GUI for the data fusion subsystem and inquired as to whether the price would remain the same even though the GUI has changed. Steve Dellenback responded that is was no problem.

Discussion took place regarding the C2C plug-in, including that data fusion and dissemination were included in scope / cost.

The Board voted on the package, with an associated cost of $981,316.06, as a whole. District 1 abstained and the remaining Board members approved the requirements.

Trey Tillander inquired as to any overlap between SunGuide Data Fusion and the new ATIS GUI. Steve Dellenback said it was building on Release 3.0.

John Bonds inquired as to why the cost for DF018F was not provided. Steve Dellenback explained that the data feed is C2C, which is in the ATIS scope. John Bonds referenced slide 18 regarding the question and whether it is C2C. Steve Dellenback said that it was not defined, but suggested using C2C. Bill Wilshire inquired if C2C was required. Peter Vega explained that C2C provides third parties access. Trey Tillander asked if C2C was no additional cost and Steve Dellenback replied that it was.

Map Alternatives- completed during ATIS data fusion discussion.

Action Items to D. Corbin / Districts.

Closing and Action Item Review.

David Chang – Review of Action Items generated from this meeting.

ACTION ITEMS

1.   Gene Glotzbach, Trey Tillander, and Steve Corbin will have a teleconference to decide on the edits to the CMB charter and then send the revised version to CMB members for review.
2.   Trey Tillander will look into the Safety Program's software, which can provide the mapping of FHP roadway coverage.
3.   Trey Tillander will update / modify the FHP ConOps documents.
4.   Steve Corbin will send out the Red Tag information in SunGuide Release 2.2.
5.   Steve Corbin will review and circulate the document *Using SunGuide Software at Multiple TMCs Concurrently* before the next CMB meeting.
6.   Steve Corbin will provide Elizabeth Birriel with the comments from the FHWA regarding the national standard of performance measures.
7.   Steve Corbin will send out the FIU research paper regarding the secondary crash model.
8.   Gene Glotzbach will work with Erik Gaarder to ensure the consensus of the second crash definition in the data quality issue.
9.   David Ashton will enter footprint issue of map backup. When map is not available, how to ensure other SunGuide subsystems are still functional.

The meeting was adjourned at 12:44 pm