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File Name:	<i>081014_CMB_Meeting_080917 Notes V1_1_final.doc</i>	
File Location:	W:\C8I75\Assign 41 - CMB Meeting Support\080917 CMB Mtg\081014_CMB_Meeting_080917 Notes V1_1_final.doc	
Deliverable Number:		
Version Number:	Final	
	Name	Date
Created By:	TJ Hapney, PBS&J	9/17/08
Reviewed By:	David Chang, PBS&J	9/19/08
	Trey Tillander, FDOT-CO	9/18/08
Modified By:	TJ Hapney, PBS&J	9/18/08
	TJ Hapney	10/14/08
Completed By:	TJ Hapney, PBS&J	10/14/08

List of Acronyms

AVI	Automatic Vehicle Identification
C2C	Center-to-Center
CAD	Computer-aided Dispatch
CMB.....	Change Management Board
CO.....	Central Office
ConOps	Concept of Operations
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
FL-ATIS.....	Florida Advanced Traveler Information System
FHWA.....	Federal Highway Administration
GUI	Graphical User Interface
ITS.....	Intelligent Transportation Systems
LEO.....	Law Enforcement Officer
LPR	License Plate Reader
MDX	Miami-Dade Expressway Authority
SwRI	Southwest Research Institute
TERL.....	Traffic Engineering Research Laboratory
TMC.....	Transportation Management Center
TvT.....	Travel Time

Florida Department of Transportation

CHANGE MANAGEMENT BOARD MEETING MINUTES

Wednesday, September 17, 2008
10:00 A.M. to 3:00 P.M.

Room 330, Rhyne Building
Tallahassee, Florida

Purpose:

The purpose of this meeting was to review and vote for SunGuide™ Software issues and requirements, and to view and discuss various presentation topics.

Attendees:

Gene Glotzbach, FDOT CO	Trey Tillander, FDOT CO	Chris Birosak, FDOT D1*
Carlos Bonilla, FDOT D1*	Pete Vega, FDOT D2*	Chad Williams, FDOT D3*
Dave Ashton, IBI*	Steve Corbin, FDOT D4*	Jennifer Heller, FDOT D5*
Michael W. Smith, FDOT D5*	Manuel Fontan, FDOT D6*	Rory Santana, FDOT D6
Terry Hensley, FDOT D7*	Bill Wilshire, FDOT D7*	Ivan del Campo, MDX*
Eric Gordon, FTE	David Chang, PBS&J	Erik Gaarder, PBS&J
Hong-Ting Chen, PBS&J	Charlie Brindell, PBS&J*	TJ Hapney, PBS&J
Jason Summerfield, Smartroute*	James Bitting, Lucent Group*	Jim Lenig, SwRI*
Robert Heller, SwRI*	Meredith Wright, SwRI*	Adam Clauss, SwRI*
Randy Pierce, FDOT CO	John Hope, PBS&J	Frank Deasy, Telvent
Tim Garrett, HNTB*	Jose Perez, SwRI*	

Steve Corbin opened the meeting at 10:06 a.m. Terry Hensley began with a presentation regarding having one generic alert in SunGuide to cover all alerts (e.g., AMBER, LEO, Silver, etc.), which could then be designated accordingly for the specific alert type. T. Tillander clarified by saying that the Change Management Board (CMB) would need to determine if there could be just one alert type, which could then be designated by the event type.

Discussion took place regarding using a generic vehicle alert to cover LEO, AMBER and Silver alerts. The type of alert on the sign would continue to use the specific wording for each alert type since this would just be a SunGuide issue and would not affect the text of the alert. M. Fontan inquired about how reporting of alert types per month would be accomplished if a generic alert type was used.

T. Tillander suggested coming up with a new event type list and stated that the CMB could vote on the issue at the September 26th meeting.

Discussion regarding the generic alert type continued and it was put forth that there was no connection between the Event Manager (EM) and the message text for dynamic message signs (DMS). Steve Corbin stated that manual message creation is already part of the alert system. M. Fontan pointed out that if the Districts wanted to automatically update event types for message templates, then it would be good to separate the alerts into different event types. T. Hensley agreed different event types would be useful if message templates could be updated automatically; however, he questioned whether the cost of the change could be justified since there were only a few alerts each year. T. Tillander agreed regarding number of alerts per year versus the cost to enhance SunGuide to automated message templates. This item will be voted on at the next CMB meeting.

Steve Corbin reviewed the agenda and stated that the purpose of this meeting was to vote on issues. S. Corbin announced the nominees for the CMB Chair and called for additional nominations.

CMB Chair Vote

The following people were nominated for the CMB Chair:

- Pete Vega; and,
- Steve Corbin.

Peter Vega was unanimously elected as the new CMB Chair as shown by the following vote count:

District 1 – Pete Vega
District 2 – Pete Vega
District 3 – Pete Vega
District 4 – Pete Vega
District 5 – Pete Vega
District 6 – Pete Vega
District 7 – Pete Vega
Miami-Dade Expressway Authority (MDX) – Pete Vega
Florida's Turnpike Enterprise – Pete Vega

Software and Event Types

The CMB discussed the differenced in terminology for *crash*, *accident*, and *incident*. It was agreed that an accident indicated fault where a crash did not. The Federal Highway Administration (FHWA) has moved away from using the word accident on DMS signs in favor of crash.

M. Fontan stated that the District 6 District Traffic Operations Engineer (DTOE) had asked for accident to be removed from the DMS message database to be consistent with the FHWA. He also brought up that when District 6 posted a DMS message, what went on the sign was *incident*,

not *accident* or *crash* and that the District would like to have an incident message that indicates *crash* on the DMS.

T. Tillander inquired about any additional cost from Southwest Research Institute (SwRI) for this change to be accomplished. It was put forth that the Admin Editor change to *crash* would be included in the price for the update of the EM database for *crash* event type. J. Summerfield said he had asked about this subject previously and had no concern regarding the SunGuide event types internally, as long as the DMS would show *crash*. SwRI stated that it was coded off the category type.

T. Tillander clarified that for emails, text messages, DMS, etc. that the Florida Department of Transportation (FDOT) wanted to use the word *crash* everywhere instead of *accident* or *incident*. No additional cost is required for SwRI to change the event type message. Steve Corbin polled the Districts regarding their interest in using *crash* in place of *incident* or *accident* for DMS. The results were as follows:

District Opinions re: Crash vs. Incident or Accident

District 1 - Crash
District 2 – Crash
District 3 – Crash
District 4 – Crash
District 5 – Crash
District 6 – Crash
District 7 – Crash
MDX – Crash
FTE – Abstain
CO – Crash

Gene Glotzbach pointed out that using *crash* would have an impact on the Florida Advanced Traveler Information System (FL-ATIS) because LogicTree would need to make changes regarding SAE codes and that would take additional effort. Additionally, the change would require changes to the FDOT modified SAE codes. G. Glotzbach stated that he thought the change would be minor, but added that it was a new change for FL-ATIS and he had not discussed it with LogicTree.

A Vote will be held on September 26th regarding whether *crash* should be used in place of *accident* or *incident* in SunGuide, which will allow time for LogicTree to give feedback of the affect and pricing impact the change would have on FL-ATIS.

FDOT Modified SAE Codes Vote – Version 12

The CMB voted on FDOT Modified SAE Codes, Version 12 with the following results:

District 1 – Yes
District 2 – Yes
District 3 – Yes
District 4 – Yes
District 5 – Yes
District 6 – Yes
District 7 – Yes
MDX – Yes
FTE – Yes
CO – Yes
Unanimous passage

FL-ATIS Waivers / Deviations Vote

The CMB voted on the following waivers and deviations to the FL-ATIS requirements.

Deviations:

DF007G – No impact to cost
DF001 F – No impact to cost
DF004F – No cost impact
DF020G – No cost impact
DF010G2 – No cost impact
DF009G1 – No cost impact

Waivers:

DF001R
DF022
DF008F
DF004D
DF006D
DF010
DF008D (Not applicable to SunGuide. Only applicable to generic system)

The results were as follows:

District 1 – Yes
District 2 – Yes
District 3 – Yes
District 4 – Yes
District 5 – Yes
District 6 – Yes

District 7 – Yes
MDX – Yes
FTE – Yes
CO – Yes
Unanimous passage.

Probe Travel Time Requirement (Waivers and Deviations) Vote

Discussion took place regarding waivers and deviations for Probe Travel Time Requirements. T. Tillander stated that SunGuide Release 4.1 was a travel time enhancement to add probe travel time to SunGuide. He explained that probes were considered to be license plate readers (LPR) and automatic vehicle identification (AVI), as well as some other travel time enhancements that the FDOT was attempting to improve in the travel time system. T. Tillander discussed the proposed requirements changes and stated that some of the requirements could not be implemented as written. Additionally, it was pointed out that LPR was truncating license plates by dropping the characters in the first and last position of each license plate. The following requirements were presented for the vote:

TM009S
TM009S2
TM001X
TM007S1
TM009S1
TM009S
TM009S2
TM001X
TM004G
TM005S1

TM006T2 - R. Heller stated that the requirement should be rewritten to indicate the following: (1) if dynamic linking is not available, then use existing data to extract a travel time; (2) if all link data is not available then utilize dynamic linking to determine travel time; and, (3) if dynamic linking does not prove adequate or reliable, then use “no data available”, as a last resort.

TM004X
TM004X1
TM0013T1
TM004S

TM005S8 –T. Tillander asked SwRI to describe change. Meredith Wright from SwRI described the change to the requirement by saying that alerts would be sent as received. R. Heller added that SunGuide does not poll or request data. Instead, the data is pushed to SunGuide.

TM007G

There is no cost impact for changes to the requirements listed above. The vote took place with the following results:

District 1 – Yes

District 2 – Yes

District 3 -Yes

District 4 – Yes

District 5 –Yes

District 6 – Yes

District 7 – Yes

MDX – Yes

FTE – Yes

CO – Yes

Unanimous passage.

NOTE: The vote did not include TM0011T1, which was tabled until the September 26th meeting due to the need for more discussion.

Discussion took place regarding TM0011T1. R. Heller pointed out that the requirement would only be valid when there was a sign capable of displaying three lines and only had one travel time destination. He clarified by saying that the requirement could not be met with a two line sign and that it would only be valid under specific conditions. R. Heller stated that when the message and sign met the previous conditions that the requirement would be met, however, the requirement could not be met for a two line sign.”

Discussion took place regarding the conditions under which a diversion route would include travel times and TM0011T1 was pulled from the voting for further discussion at the next meeting.

The CMB meeting participants broke for lunch at 11:30 am.

The CMB Meeting resumed at 1:00 pm and S. Corbin took roll call.

Discussion took place regarding the District 7 Road Ranger / Automatic Vehicle Location (AVL) interface. D. Chang gave an explanation of the new workflow. S. Corbin began a discussion about whether there would be any conflict with the Road Ranger Tablet PCs. Further discussion took place regarding ownership of events and entry of data through Road Ranger Tablet PCs, including how to deal with duplicate events and how to pull data from a secondary event if communication was lost between the TMC and the Tablet PC.

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It was decided that District 7 would distribute the Road Ranger / AVL System Concept of Operations (ConOps) to the CMB for review after the meeting. Next D. Chang asked District 7 to verify the version numbers for the March 12, 2008 ConOps, and the November 2007 RRMA ICD Version 1.2.

David Chang presented the following five new requirements (high level) to be considered and stated that changes listed on the remaining slides were just to change the IDs.

Concern was voiced regarding the relationship between SunGuide operator and Road Ranger Tablet PC entries into the Event Manager and how the events would be updated and managed. T. Hensley stated that District 7's interest in Road Rangers maintaining events from start to finish involved areas where there were no cameras and the operators were updating information based on radio and alternate data sources. District 7 requested more input from SwRI regarding the requirements. One major concern was regarding the quality of data in the 511 / FLATIS system if information was entered from different sources. S. Corbin stated that the issue was actually an operations issue for District 7. P. Vega was interested in whether the option to allow Road Rangers to enter data could be turned off after it was implemented if it was installed and a District decided they did not like it. Additional concerns were raised regarding the cost impact of the change. T. Hensley said he would distribute the District 7 ConOps for Road Rangers / AVL requirements after the meeting and that he welcomed the other Districts to review and comment on the document.

New Requirements from Slide 46:

AV018
AV020
AV020m
AV020M1
AV009T4

From slide 47-52, only change requirement IDs were to be modified.

Slides 48 – 49 showed requirements that could be accomplished by the current SunGuide Release 3.

AV014 – Discussion took place regarding the communication networks being used. T. Tillander asked SwRI to provide a suggested requirement change.

AV020M1 – G. Glotzbach asked how this type of item would be closed in the event list if it was left as unresolved and pointed out the Need for established protocols to determine how such an event would be closed and reported on.

SunGuide Release 4.2 FHP CAD Interface ConOps and Requirements

J. Hope gave an overview of the FHP CAD interface and the options for how to incorporate those CAD events. He stated that the idea was to set up an automated interface between FHP CAD and SunGuide. The FHP CAD system would push the eXtensible markup language (xml) files and the interface would consolidate and filter those files before redistributing the information. He also pointed out that the interface would filter by county.

Discussion took place regarding taking CAD information as unconfirmed events. Concerns were raised regarding areas where there were no Road Rangers or camera coverage and how those events would be resolved. One idea was to increase the filtering of unconfirmed events for areas with no coverage.

J. Hope asked the CMB to note that on Slide 60 the FHP CAD would actually be pushing data to the FHP FTP site on the diagram. He pointed out that the CAD Interface failure requirement would only affect District 5. J. Hope was asked to clarify that the requirement would only deal with District 5 and that the FHP data collector would create an alert if there were a communication failure.

The Meeting adjourned at 2:52 pm.

ACTION ITEMS

1. Slide #6: *Accident* versus *crash* will be voted on at the next CMB Meeting on September 26, 2008.
2. Slide #8: Amber Alert versus Vehicle Alert will be voted on at the next CMB Meeting on September 26, 2008.
3. SwRI will re-evaluate requirement TM0011T1 and send additional information to T. Tillander. The new information will be presented and voted on at the next CMB Meeting on September 26, 2008.
4. District 7 RR/AVL ConOps, Requirements:
 - a. District 7 RR/AVL - SwRI will review the requirements to ensure there is no impact to existing/other Districts' RR/AVL operations. SwRI will send a confirmation to T. Tillander before the next CMB Meeting On September 26, 2008.
 - b. James Bitting will coordinate a technical review of District 7's Road Ranger /AVL ConOps with SwRI, Districts 4 and 7, and their consultants before the next CMB Meeting on September 26, 2008. Emphasis will be on the current SunGuide ConOps of Event Ownership by one SunGuide Operator.
 - c. District 7 will distribute the District 7 Road Ranger /AVL ConOps for comments by the close of business on September 18, 2008.
 - d. Slide # 49: Requirement AV014 will be modified by SwRI and sent to T. Tillander.
 - e. District 7 Road Ranger/AVL requirements will be voted on at the next CMB Meeting on September 26, 2008.
5. FHP CAD:
 - a. The Districts will review the requirements and provide comments by September 23, 2008.
 - b. Requirements will be voted on at the next CMB Meeting on September 26, 2008.