



## MINUTES

TO: Notes to File DATE: **January 10, 2010**

FROM: Russell Brownlee FILE NO: TSC

---

SUBJECT: *TSC Executive Committee Meeting #1 - 2010  
Jackson Room, Marriot Wardman Park, Washington, D.C.  
January 10, 2010, 12:00 am to 1:30 pm EST*

---

PRESENT:

Russell Brownlee, Giffin Koerth Forensic Engineering (Chair)  
Jeff Shaw, FHWA (Vice-Chair)  
Edward Stolof, ITE  
Brian Malone, CIMA+  
Geni Bahar, NAVIGATS INC.  
Darren Torbic, Midwest Research Institute  
Richard Retting, Sam Schwartz Engineering  
Jack Freeman, Kittleson and Associates  
Richard Coakley, CH2MHILL  
Mohameaddressa Banihashemi, FHWA  
Keith Knapp, UMN  
Susan Smichenko, USDOT  
Pat Noyes, Pat Noyes and Associates (CoCo Chair)  
Ali Hadayeghi, CIMA+  
Hillary Isebrands, Roundabouts Task Force Chair  
Joakim Asthus, Mead & Hunt  
Rock Miller, KOA Corporation

---

DISTRIBUTION: Attendees  
Executive Committee Members

Item Discussed

Action By

---

**1. APPROVAL OF NOVEMBER 18<sup>TH</sup>, 2009 MINUTES**

- Motion to approve (Shaw/Malone) – Approved

Information

**2. COODINATING COUCIL UPDATE**

- Majority of meeting was focused on reviewing each Council's Action and Communication Plans;
- Adopting these plans was an important step for the Co-Co as it sets each Council on a path toward effectively communicating with their membership and to guide products;
- A "Career in Transportation Safety" to be prepared by the TSC was discussed as a joint effort with the Education Council;
- "Why to Join a Council" brochure (TENC taking a lead on – TSC can follow or pursue parallel); and
- Status of three employer-based Councils has changed – previously had been driven by employer of member, but going forward will be based on individual choice.

Action By

Information

**3. ITE HQ UPDATE**

- ITE membership is up slightly; TSC membership is up roughly 3%
- There are several ITE publications due to publish in 2010;
- 2010 is notable for other new publications this year and TSC should make its members aware of the imminent changes;
- Tom Brahms was a delegate to the Global Road Summit on Road Safety; goal is a 10-year effort to reduce road fatalities by 50%. The TSC should consider how it can contribute to this effort; and
- ITE HQ is moving its office to Connecticut Ave (Farragut North/Farragut West Metro stops); will occur late summer after the Annual Meeting.

Information

**4. EXTERNAL AGENCY UPDATES**

HSM Training at TRB:

- Saturday 1/9; mainly a university, consultant and international audience;
- Sunday 1/10; mainly a DOT audience; and
- Ed noted that local agencies may be a focus for TSC HSM activities.

Information

**5. TSC COMMUNICATION AND ACTION PLAN**

- No major revisions are needed based on the Co-Co meeting and review
- Next focus is implementation of Action Plan
- Move to accept as final the Communication/Action Plan (Malone/Freeman) – Approved
- R. Brownlee/D. Torbic will arrange to have the finalized plans place on the ITE website

R. Brownlee  
D. Torbic

**6. DRIVER DISTRACTION POLICY**

- P&LC: Distracted Driving Policy for ITE
- Remove last sentence in proposed policy
- Move to accept revised statement and send to P&L Committee (Retting/Freeman) – Approved

R. Brownlee

**7. HIGHWAY SAFETY MANUAL APPROVAL AND TRAINING**

- J. Freeman has led effort to hold a one-day training on HSM in Vancouver at the 2010. Planning for Sunday, one-day format similar to the 1/9 training at TRB. Overview of all 4 parts, includes case study examples;
- Suggested that TSC host a HSM FAQ site;
- NCHRP materials are suitable for conversion to 90-minute webinar formats
- HSM effort is large and important enough to designate as a technical project – needs co-chairs and committee membership;
- J. Shaw volunteered use of the FHWA web channels to promote the HSM; can begin delivering a web-based 30 minute version in a couple weeks;
- E. Stollof suggested an idea of a HSM-focused symposium, similar to the TRB Geo Design or the TRB RAB TF – maybe 2 years out;
- S. Smickenko from USDOT/RITA mentioned that Ben Gribbon (FHWA Safety) should be aware of what the TSC decides to do for purposes of Professional Capacity Building in Safety;
- R. Coakley suggested looking at how the Safety Seminar Series can tie into the HSM activities;
- E. Stollof recalled that there was also a basic statistics and review of statistics workshops that were done for technical and non-technical practitioners;
- A sub-committee of the TSC is to be established to focus on HSM information dissemination and training to ITE members. J. Freeman, J. Shaw, R. Brownlee, D. Torbic, K. Knapp, G. Bahar and M. Banihashemi volunteered for the sub-committee;
- R. Brownlee is to send out an invite to TSC Executive Committee members and information on February 2010 conference call.

Action By

R. Brownlee  
 J. Shaw

**8. TSC ROAD DEPARTURE SUB-COMMITTEE**

- Due to update to the AASHTO RDG for 2010, the focus of this effort has been recalibrated to more of a deployment of the new RDG, specifically Chapter 10

Information

**9. TECHNICAL PROJECTS**

- During the Co-Co meeting it came up that a potential project for the TSC would be related to the energy efficiency trend to turn of roadway lighting and traffic management systems to save energy. This was proposed by the Public Agency Council;
- E. Stollof suggested that Global Road Safety efforts be given a placeholder for discussion at future TSC conference calls;
- The June 2010 journal will have a Global Road Safety theme; and
- April 1<sup>st</sup>, 2010 deadline – Jack suggested getting a short article in there about the HSM – will follow up through J. Freeman and B. Wemple.

Information  
 J. Freeman

**10. TSC 2010 AWARDS**

- L. Escobar will chair awards again

Information

**11. COUNCIL APPOINTMENTS**

- R. Coakley and M. Banihashemi volunteered for Technical Program
- J. Shaw will do either SCORP or P&L Committee
- R. Brownlee will solicit the Executive Committee for volunteers for vacant positions.

Information

**12. NEXT MEETING –CONFERENCE CALL – FEBRUARY 2010**

- A conference call will be scheduled for the 3<sup>rd</sup> week of February 2010.
- H. Isebrands is to be added to the TSC Executive Committee distribution list.

Action By

R. Brownlee