



AZTech Traffic Incident Management (TIM) Coalition Charter

Element	Definition	Focus
History and Business Case	Brief history of the situation leading to the chartering of the AZTech TIM Coalition. Business case addresses organizational relevance and urgency [financial, growth/re-alignment, service and culture]	<p>The AZTech Intelligent Transportation System (ITS) Model Deployment began as an experimental project that was federally funded from 1996-2003 in the Phoenix metropolitan area. It is a regional collaboration of both public and private sectors and has been highly successful. The initial phase of AZTech cleared the path for this next phase by removing institutional barriers, building collaborative relationships and garnering resources to ensure its effectiveness. Established in 2010 as a result of the Advanced Traffic Incident Management Workshop organized by the Federal Highway Administration, Maricopa Association of Governments and AZTech held on November 16-17, 2010, in Glendale, Arizona, the AZTech regional TIM Coalition is dedicated to collaborating for safer and more efficient management of incidents that occur on, or significantly impact, the region's roadways to meet the objectives of the <i>National Unified Goal (NUG)</i> developed by the <i>National Traffic Incident Management Coalition (NTIMC)</i> as follows:</p> <ul style="list-style-type: none"> ▪ Responder Safety ▪ Safe, Quick Clearance ▪ Prompt, Reliable, Interoperable Communications
Mission	What business is the AZTech TIM Coalition in?	The mission of the AZTech TIM Coalition is to foster the most efficient and effective incident management response within the Phoenix Metropolitan region by utilizing a multi-disciplinary approach to sharing ideas, lessons learned, best practices and knowledge from all stakeholders.
Vision	What would we like the AZTech TIM Coalition to become?	AZTech TIM coalition's vision is to be a national model in identifying, responding to, and clearing traffic incidents to provide safe and reliable transportation to the roadway users.
Values	What common beliefs and ideals does the AZTech value?	<ul style="list-style-type: none"> ▪ Collaboration ▪ Leadership ▪ Integration ▪ Results
Strategies	The strategies needed to achieve the AZTech TIM Coalition Mission and Vision	<ul style="list-style-type: none"> ▪ Establish Education and Outreach Programs ▪ Expand and Strengthen Partnerships at the Federal, State, and local levels ▪ Optimize State and Local Operations and Management ▪ Collect, Analyze, and Develop Data Driven Solutions ▪ Debriefing
Purpose of the TIM Coalition (core question & deliverables)	Reason the TIM Coalition exists	The AZTech TIM Coalition exists to achieve the vision and mission of AZTech as it relates to traffic incident management and the mission and vision of the AZTech TIM Coalition.
AZTech TIM Coalition and Roles	Organizations Involved, Sets boundaries, constraints and requirements	The AZTech Traffic Incident Management (TIM) Coalition is a multi-disciplinary traffic incident management partnership including state, tribal and local police, fire/EMS agencies, state and local transportation agencies, metropolitan planning organizations and towing companies in the Phoenix Metropolitan Area. The coalition shares ideas, lessons learned, best practices, and knowledge to foster regional traffic incident management. The AZTech TIM Coalition must work within the AZTech structure and will be focused on Traffic Incident Management.



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Deliverables	TIM Coalition Deliverables are designed to support TIM Coalition strategies	<p>The TIM Coalition will work to improve the reliability of the transportation system and safety of incident responders and public throughout the Phoenix Metropolitan Area.</p> <p>The group will:</p> <ul style="list-style-type: none"> • Provide training to state and local agencies • Provide training to outside entities on their role in the TIM process • Conduct bi-monthly meetings to facilitate sharing of best practices and information exchange between stakeholders • Complete the annual FHWA Self-Assessment and utilize results to monitor progress of the program • Analyze collected data to monitor performance • Conduct debriefings on major incidents to ensure best practices are being followed
Membership	Identifies membership requirements, what decisions the team can make, and to whom they are accountable	<p>Membership will be restricted to federal, state, tribal and local law enforcement, fire/EMS, state and local transportation/public works, the towing industry and representation from the metropolitan planning organization and Federal Highway Administration.</p> <p>The chair for the AZTech TIM Coalition will be a member of the Arizona Department of Public Safety. When required, the chair will be nominated by current members and approved by the coalition as a whole by a simple majority vote.</p>
Approach	General approach or methods to be used to achieve purpose.	<p>The AZTech TIM Coalition will work under the guidance of the AZTech Executive Committee. The Coalition will make decisions regarding the direction and focus of the TIM Coalition using a consensus model. The Coalition will meet jointly with the AZTech Advanced Traveler Information Systems (ATIS) Working Group in order to ensure integration of efforts. If there is funding or other resource needs, change in direction or focus, the chair of the AZTech TIM Coalition will raise the issues with both the AZTech Program Manager and the AZTech Executive Committee.</p> <p>The chair will develop the bi-monthly meeting agendas with the chair of the ATIS Working Group, attend the AZTech Executive Committee meetings to update the group on the coalition activities, and set up subcommittees as needed for the purpose of addressing a specific issue.</p>
Evaluation	Identifies the effectiveness of the Coalition and allows the Coalition to identify areas of success as well as areas needing improvement	<p>The AZTech TIM Coalition will utilize the FHWA Self-Assessment as a means for evaluation. The Coalition will utilize results of the Self-Assessment to monitor progress of the program and identify areas of improvement. The Self-Assessment will be completed on an annual basis. Once completed, the Self-Assessment will be brought to the Coalition as a whole for input and comment. The Coalition will acknowledge work done by the members as well as identify areas needing improvement in the near and long term.</p>



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Issue Resolution	Process used to resolve issues that may arise.	<p>Issues will arise with any group over the course of time. The issue resolution process is in place to allow members to address these issues in a systematic approach that is agreed upon prior to the issue arising. The AZTech TIM Coalition will utilize the Issue Resolution process described below.</p> <p>Any member of the AZTech TIM Coalition may request to have an item added to the agenda for discussion. Once on the agenda, the issue may be brought forward to the Coalition as a whole. Both sides of the issue will be given the opportunity to provide their input into the issue. Once heard, the Coalition will have the opportunity to make a motion and vote to settle the issue at that time, or if more information is required, a motion may be made to table the issue until further information is collected. Once voted on, the issue will be decided and documented in the meeting minutes for future reference.</p>
Communication Plans	Communication among members of the TIM Coalition is vital to its success.	The communication process for the Coalition is vital to its success. Members are encouraged to participate in the bi-monthly meetings in person or via teleconference. This will allow all members to receive the information in a timely manner. Following each meeting, the meeting minutes will be developed and distributed to all members for review. These meeting minutes will be discussed at the next scheduled meeting to address any issues or concerns.

Approved by the AZTech Executive Committee: October 22, 2015