

Georgia TIME Task Force Board of Directors Meeting

Microsoft Teams - Virtual October 7, 2020

MEETING MINUTES



Attendees: Requel Williams, Andy Phlegar, Marty Lege', Mike Ellington, Robert Baker, Chad Hendon, Jason Josey, Keith Sanders, Matt Glasser, Scott Malcolm, Shannon Horn, Kecia Bivins, Jeremy Matthews, Noelia Infante, Gwen Fulton, Kofi Wakhisi

Approved September 2020 meeting minutes. Motion by Mike Ellington. Second motion by Kecia Bivins.

Action Items:

Robert Baker	<ul style="list-style-type: none">To provide new Grant Awards process updates
Scott Malcolm	<ul style="list-style-type: none">To provide GACP Cooperate information or a point of contact
Requel Williams	<ul style="list-style-type: none">To present ideas for National Traffic Incident Response Awareness week

New Business:

Approval for training courses:

- Electric Vehicle Safety Training Course Board Vote: 9 approvals 0 disapprovals
- SHRP2 Master Instructor training. Board Vote: 8 approvals 0 disapprovals
 - Discussion on the difference between SHRP2 Train the Trainer course and SHRP2 Master Instructor based on FHWA standards.
 - Coordination in place to have more Master Instructors in place outside of the current 5 in GA.
- TIM Self-Assessment due in November. Email invite was sent out for November meeting.
- Board participation and improvements to communication.
- GACP Cooperate membership Renewal
 - Scott Malcolm to follow up on details and fee information
- National Traffic Incident Responder Safety Awareness week is in November requesting ideas, planning underway. Campaign to begin next week.

TIME Conference

- Conference will be held October 19th and 20th, 2020
- Virtual via Microsoft Teams Live Event
- Presented draft of conference schedule
- Awards ceremony postponed until after TIME Conference, possibly during NTIRA week
- In need of sponsorship for awards
 - Jeremy Matthews agreed to assist with sponsorship
- Speaker gifts to be given using previously purchased TIME Task Force swag items

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Committee Updates:

Communications – Update provided by Requel Williams:

- Q3 Newsletter is out now
- TIME Video to be shared during TTF conference and on TTF website

Grant – Update provided by Robert Baker:

- Legal department to confirm Grant Awards new process (in the form of checks)
- Follow up meeting to take place with Robert Baker, Matt Glasser, and Marc Plotkin
- Grant applications to become available Jan. 2021
- Follow up meeting to take place first week of November

Operations – Update provided by Scott Malcolm:

- After Incident Review took place for Carroll County incident (I-20)
- Follow up needed with local construction company and Law enforcement
- Seeing improvements in this area following AIR
- Shannon Horne advised AIR bullet points are available for review
- Ray King is working on future BERP training for 2021

Programs – Update provided by Requel Williams:

- November quarterly meeting will not take place due to TTF Conference
- Awards Ceremony meeting TBA for November

Training – Update provided by Gwen Fulton:

- FHWA Training update, copy of update available
- Only 21% of law enforcement have been trained
- Outreach needed to get more law enforcement involved
- GA ranks #2 for training sessions
- Trainers need to report the number of attendees being trained

Financials – Update presented by Requel Williams:

- TIME Financials for Jan 1.-Aug 31 available (attached to meeting agenda)
- Financial Report for September 2020 will be sent out
- October Report to be shared during November Board meeting.
- Follow up needed with insurance for Board members to become signatories
- Follow up needed with Page Porter regarding previous guidelines

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Upcoming Events:

- **October 28-** 1:00 pm Catoosa Fire Recruit SHRP2 Training
- **November 9-15** – National Traffic Incident Response Awareness Week

Adjourn 11:29 AM