MINUTES
JACKSON REGIONAL ITS ARCHITECTURE AND DEPLOYMENT PLAN
Kick-Off Workshop

July 11, 2006
City Hall
Jackson, Tennessee

ATTENDANCE

Lt. Ronald D. Adams, Jackson Police Dept.	Cory Lay, Emergency Management Agency
Joe Armstrong, PhD, Tennessee Dept. of Transportation	Gary Leforgee, City of Jackson Street Dept.
Scott Chandler, City of Jackson Engineering Dept.	Stanley T. Pilant, City of Jackson
Keith C. Donaldson, City of Jackson Planning Dept.	Joe Roach, Tennessee Dept. of Transportation
Jerry Gist, Madison County	Joe (Smokey) Roland, Madison County
Michael Harris, P.E., City of Jackson Engineering Dept.	Rick Staples, Jackson Police Dept.
Pete Hiett, P.E., Tennessee Dept. of Transportation	Tom Fowler, Kimley-Horn and Associates
Kelly Holmes, Madison County Fire Dept.	Amy Lewis, Kimley-Horn and Associates
Michele Jackson, Jackson Transit Authority	James Collins, Kimley-Horn and Associates

MINUTES

1.   Introductions

Amy Lewis welcomed everyone and thanked the stakeholders for their attendance. She introduced herself and the other Kimley-Horn team members present at the meeting. Everyone in attendance introduced themselves and identified the agency or organization they were representing. Kimley-Horn is currently under contract with the Tennessee Department of Transportation (TDOT) to develop a regional intelligent transportation systems (ITS) architecture and deployment plan for the Jackson Region.

2.   Overview of ITS and Project Presentation

Amy then turned the meeting over to Tom Fowler who gave a presentation on the Jackson Regional ITS Architecture and Deployment Plan project. The presentation included an overview of ITS. Tom commented that the purpose of the project is to develop a Regional ITS Architecture for the Region that conforms with the National ITS Architecture. Completion of the plan does not guarantee any funding for the Region, but does allow the Region to be eligible for future federal funding of ITS projects.

3.   Upcoming Workshop Dates

Dates for the three remaining workshops were discussed. Stakeholders did not indicate any problems with the following workshop dates:

ITS Architecture Workshop: August 22, 2006, 9 AM – 4 PM
ITS Deployment Plan Workshop: October 18, 2006, 9 AM – 12 Noon
Comment Resolution Workshop: December 7, 2006, 9 AM – 12 Noon

4.   Regional Boundaries

The stakeholders agreed that the Jackson Metropolitan Planning Organization (MPO) boundaries should be used to define the geographic region for the Jackson Regional ITS Architecture.   The

MPO recently modified their boundaries to include all of Madison County. The regional map will be adjusted accordingly.

5.   ITS Inventory

Amy Lewis led a discussion on the ITS inventory for the Jackson Region. Stakeholders were asked to identify existing and planned ITS inventory elements. A summary of all ITS inventory items identified is included at the end of these minutes. The inventory will assist the project team in preparing a rough draft of the regional ITS architecture for the workshop in August.

6.   ITS Needs

Tom led a discussion on the Jackson Region's ITS needs. All stakeholders were asked for input on their agency's ITS needs. A summary of all ITS needs identified at the workshop is attached at the end of these minutes. The needs will also be incorporated into the materials presented at the next workshop.

7.   Concluding Comments

Tom and Amy thanked everyone for their participation. They encouraged the ITS stakeholders to contact either of them if they had any questions or if they would like to add additional items to the ITS inventory or needs.

All stakeholders will be sent minutes from the Kick-Off Workshop and invited to the next workshop. The ITS Architecture Development Workshop will be held on August 22, 2006 from 9 AM – 4 PM at City Hall in the Mayor's conference room on the first floor.

**Jackson Region
Summary of ITS Inventory**

Travel and Traffic Management

System, Technology or Capability	Status	Primary Operating Agency
Closed loop signal system	Existing	City of Jackson
Traffic Operations Center (TOC)	Planned	City of Jackson
School zone flasher pager system	Existing	City of Jackson

Public Transportation Management

System, Technology or Capability	Status	Primary Operating Agency
Jackson Transit Operations Center (fixed route and paratransit)	Existing	Jackson Transit
Automated vehicle location (AVL)	Planned	Jackson Transit
Electronic fare collection boxes	Existing	Jackson Transit
Website with fare and schedule information	Existing	Jackson Transit
SmartBus	Planned	Jackson Transit
Southwest HRA Transportation Dispatch (demand response)	Existing	Southwest Tennessee Human Resource Agency

Emergency Management

System, Technology or Capability	Status	Primary Operating Agency
Red light running enforcement cameras	Existing	City of Jackson
Emergency vehicle traffic signal preemption	Planned	City of Jackson
Jackson Police Department mobile data terminals (MDTs)	Existing	City of Jackson
Crash record database	Existing	City of Jackson
Traffic and Criminal Software (TraCS) for crash data collection	Planned	THP University of Memphis
Jackson Police and Fire Department Central Dispatch	Existing	City of Jackson
Madison County Public Safety Answering Point (PSAP)	Existing	City of Jackson
Madison County Emergency Medical Services (EMS) Dispatch	Existing	Jackson-Madison County Hospital
Madison County Sheriff Dispatch (forwards fire calls to the Madison County Fire Department)	Existing	Madison County
Madison County Fire Department Dispatch	Existing	Madison County

Maintenance and Construction Operations

System, Technology or Capability	Status	Primary Operating Agency
Portable dynamic message signs (DMS) (will add one this year)	Planned	City of Jackson
Maintenance tracking system	Existing	City of Jackson
AVL on Street Department vehicles	Planned	City of Jackson

**Jackson Region
Summary of ITS Needs**

Travel and Traffic Management Needs
- Need signal information brought back to a TOC
- Need portable dynamic message signs (DMS) to provide traveler information for events and incidents in Jackson
- Need improved incident management and reporting to the TOC so that signal timing plans can be modified
- Need closed circuit television (CCTV) surveillance
- Need real time traffic count data
- Need a connection between the City of Jackson TOC and the TDOT TMC for information sharing and coordination
- Need DMS before the split between US 45 and the US 45 bypass
- Need DMS on I-40 before the US 45 exit
- Need improved access to traveler information on local access TV, highway advisory radio (HAR) and the internet

Public Transportation Management Needs
- Need SmartBus
- Need real-time bus arrival information to provide to travelers at the transit center and long term at bus shelters
- Need electronic fare payment
- Need CCTV surveillance on buses for local recording only

Emergency Management Needs
- Need additional traffic signal preemption for emergency vehicles
- Need CCTV camera video feeds shared with the Emergency Management Agency (EMA)
- Need video feeds from helicopters to the Jackson Police Department dispatch
- Need to share CCTV video feeds with the Madison County PSAP
- Need portable speed detection that collects speed data

Maintenance and Construction Management Needs
- Need portable DMS for the City of Jackson
- Need work zone safety improvements for the City of Jackson Street Department
- Need AVL on City of Jackson Street Department vehicles

Archive Data Needs
- Need ability to archive real time traffic count information
- Need transportation data archive to store transit and traffic information