

Equipment Technical Working Group

2014 Agenda



WELCOME!

Please Sign the Attendance Sheet as it is passed around!

If you attend multiple days, please put a check mark next to your name.

TWG Members

- Chair: Erle Potter, Virginia DOT
- Vice Chair: Ron Pruitt, ALDOT
 - (Performance Management and Workforce Development)
- Vice Chair: Tim Cunningham, KSDOT
 - (Environmental and Research)
- FHWA Liaison: Jim Stevenson, FHWA-OK
- Other Members – Please introduce yourselves

Completed Activities for the Past Year

Tim Cunningham & Ron Pruitt – Vice Chairs, EMTSP

A. Equipment TWG

1. NCHRP Project 13-04, Guide for Optimal Replacement Cycles of Highway Operations Equipment, A project panel has been selected, RFP has been written, solicited and a research agency has been selected.

B. The Equipment Management Technical Services Program (EMTSP)

1. Received contributions of \$120,000.00 from 40 states in Fiscal Year 2014 as of July 9, 2014. “Best Ever Since FY2009”
2. Updates to the EMTSP Strategic Plan have been completed, which can be found on the “About EMTSP” page of the EMTSP website at the following link:
<http://www.emtsp.org/about-emtsp/>

Completed Activities for the Past Year

B. The Equipment Management Technical Services Program (EMTSP)

3. Working in partnership with TRB Committee AHD60, Maintenance Equipment and Florida DOT, successfully completed the joint AASHTO/TRB National Equipment Fleet Management Conference and Trade Show. The event was held at the Coronado Springs conference center in Orlando, Florida on June 8-12, 2014.

- 46 states including Saskatchewan and DC attended
- 351 attendees
- 55 separate vendors/exhibitors participated w/192 attendees
- 46 spouses/quests registered – 55 invitational state attendees – 37 non-invitational state DOT attendees

Completed Activities for the Past Year

B. Equipment Management Technical Services Program (EMTSP)

4. Lisa Kunzman, Supervising Equipment Engineer, California, Department of Transportation has been selected as the At-Large State representative to the EMTSP panel replacing Dennis Halachoff who recently retired from Arizona DOT. Dennis Halachoff was one of the original EMTSP panel members.

C. Triennial Report

The first Triennial report on the progress and status of the Equipment Management Technical Services Program (EMTSP) was presented to SCOH by Mr. John Barton, Texas, Department of Transportation. According to Jameelah Hayes from AASHTO, the program was approved for continuation by 46 affirmative votes.

Review of Current Research Project

Tim Cunningham – Vice Chair

A. Guidelines for the Development of Highway Operations Equipment Utilization and Management were voted the #1 priority by the AASHTO SCOM. Research project statement was submitted to NCHRP on 11/2/2013.

1. Update status of SCOR vote – selected to request funding from AASHTO BOD
2. NCHRP has solicited for panel members
3. Pending approved funding by AASHTO BOD

Develop New Research Problem Statement

Tim Cunningham – Vice Chair & Lisa Kunzman - EMTSP

A. Listed below are the present top research priorities from the balloted results at the 2014 National Equipment Management Conference as polled from all of the regions:

(Highlighted - Bold items have been/ are being worked on)

1. Selected project for next year – FY 2015
2. Lisa Kunzman volunteered to draft research problem statement

Rank	Challenges
#2	Fleet Performance Measurement
#5	Equipment Cost and Financial Management
	– Cost of Service Analysis
	– Charge-Back System
#3	Equipment Utilization Measurement
#1	Equipment Replacement Management
	– Replacement Cycle Guideline Development
	– Repair/Rebuild vs Replace Decision Making
Selected – FY 2015	Equipment Replacement Planning
	– Equipment Replacement Financing
#4	Equipment Disposal and Remarketing

Develop New Research Problem Statement

- B. New research priority “Equipment Replacement Planning” was selected as polled from the regional partnerships during the 2014 National Equipment Management Conference
- C. Discussion and development of the research problem statement titled “ Guidelines for the Development of Highway Operations Equipment Multi-Year Replacement Plans” to go forward.
- D. Present the final version of the research problem statement selected during the business meeting at the summer SCOM meeting in Charleston, W.V.
- E. Discussion of future research concepts developed by the regional partnerships in Orlando

Update on the AASHTO EMTSP / AEMP Equipment Management Training and Certification Program

Larry Galehouse – NCPP

- A. Discuss how this program evolved from the NCDOT Fleet Management Training Program into the AASHTO EMTSP / AEMP (Association of Equipment Management Professionals) Equipment Management Training and Certification program.

New or Updated Publications

Dick Baron - NCPP

- AASHTO, Equipment Reference Book - No Longer Published

- Similar Information on EMTSP Website:

 - <http://www.emtsp.org/>

 - Listserv contains names of State DOT Equipment Managers (Under tab for “**About EMTSP**”)

1. EMTSP website provides continuous updates from each region as it pertains to equipment fleet management and training. All state DOT equipment managers (and others interested in receiving periodic e-mail related to the EMTSP) are encouraged to subscribe to the EMTSP listserv by clicking on the link: EMTSP General Listserv.
2. EMTSP website provides an ongoing “clearinghouse” for state equipment specifications, surveys, events, trainings, press releases, research papers, regional partnership updates and other links to trade publications and technical and regulatory articles.

New or Updated Publications

- **AASHTO, Review of Released Publications:**
 - A. “Challenges and Opportunities: A Strategic Plan for Equipment Management Research”.**
 - B. “Decision Making for Outsourcing and Privatization of Vehicles and Equipment Fleet Maintenance”.**
 - C. “Guidelines for the Selection and Application of Warning Lights on Roadway-Operations Equipment”.**

CONTACT INFORMATION

Questions pertaining to the website!

DICK BARON

EQUIPMENT SPECIALIST, NCPP

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CELL – 860-450-6264

EMAIL – fmbaron@charter.net

Program Updates – National Performance Measurement Working Group

Scott Ratterree – Michigan DOT

- A. First web posting of performance measures, from DOTs that have them available, was completed - July 2013.
- B. Last performance measure posting has been completed - January 2014 with the next report due in July 2014.

Program Updates – National Performance Measurement Working Group

- C. Program status review of state participation and data submitted.
- D. The EMTSP Oversight Panel and the National Performance Measurement Working Group to develop action items going forward.

Review Current Research Projects

Dennis Halachoff - NCPP

- A. NCHRP Synthesis 452: State Department of Transportation, Fleet Replacement Management Practices has been completed and was published on March 4, 2014.
 - Summary of Synthesis project

93rd Annual TRB Meeting Presentations

Lisa Kunzman – California DOT & EMTSP

Dennis Halachoff – NCPP

Lisa and Dennis to provide an overview of the presentations from the 93rd annual TRB meeting.

2014 CONEXPO – CON/ACG Review

Dennis Halachoff – NCPP

Dennis Halachoff to discuss the educational presentation on the AASHTO – EMTSP program that was given at this conference. Larry Galehouse from NCPP was also included in this presentation.

Activities for the Coming Year

Tim Cunningham & Ron Pruitt – Vice Chairs, EMTSP

- A. Continue overseeing EMTSP and maintaining the strategic plan
- B. Continue to update and enhance the EMTSP website with reference materials, equipment specifications, surveys, press releases and news articles
- C. Determine locations, schedule of dates and conduct the 2015 biennial regional partnership conferences
- D. Continue monthly and bi-monthly regional teleconference calls
- E. Continue other activities as listed in the TWG Work Plan

SCoM Equipment TWG Work Plan



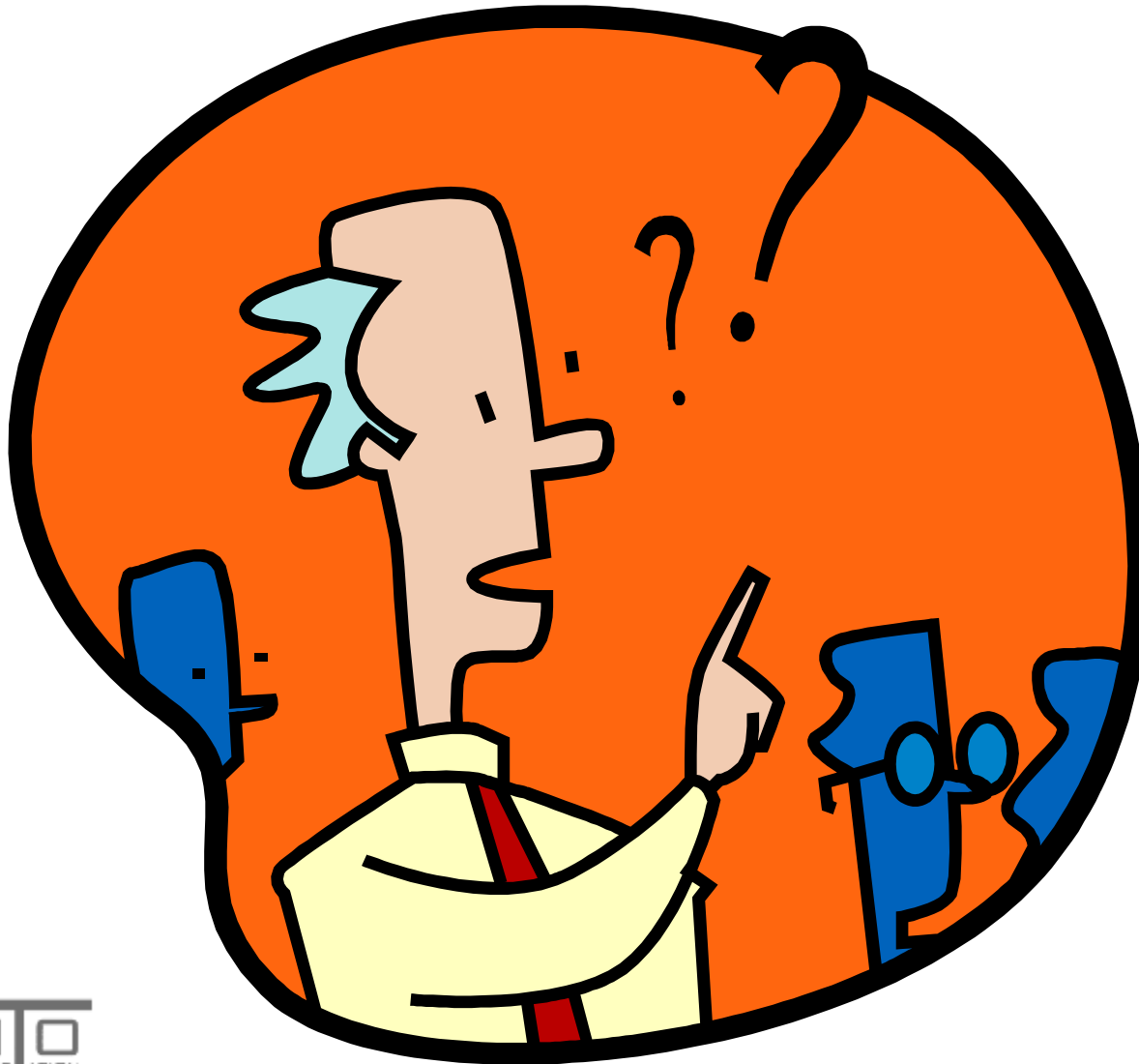
**2015 EQUIPMENT
TWG WORK PLAN**

Open Discussion

Tim Cunningham & Ron Pruitt – Vice Chairs, EMTSP

- A. Discussion on winter maintenance topics such as new snow plow designs, hybrid snow plow bits and snow removal [Oregon]
- B. Solicit discussion topics from the floor
- C. Note topics for further exploration or work by TWG or EMTSP

Any Other Questions or Comments?





Oversight Panel Meeting

Tim Cunningham & Ron Pruitt – Vice Chairs, EMTSP

EMTSP Budget

State	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
States Invoiced	52	52	52	52	52	52
# Paid	19	23	29	32	37	40
Total Collected	\$ 57,000	\$ 69,000	\$ 87,000	\$ 99,000	\$ 111,000	\$ 120,000
% Collected	36.5%	44.2%	55.8%	63.5%	71.2%	76.9%

Oversight Panel Meeting

A. Review Accomplishments

B. Regional Partnerships Update (Each region to report on new technology, equipment, management techniques or accomplishments that would be of interest to the EMTSP members they have observed during the past year)

1. Northeast Region – PRESENTER: Jim Smith
2. Midwest Region – PRESENTER: Tim Cunningham
3. West Region – PRESENTER: Bruce Erickson
4. Southeast Region – PRESENTER: Ron Pruitt

Oversight Panel Meeting

C. EMTSP Strategic/Work Plan

1. Review for Importance and Relevance
2. Complete any open objectives, tasks, and action items

D. Review of the EMTSP website for new ideas - topics

E. Schedule and conduct preparations for the 2015 Biennial Regional Partnership Equipment Management Conferences

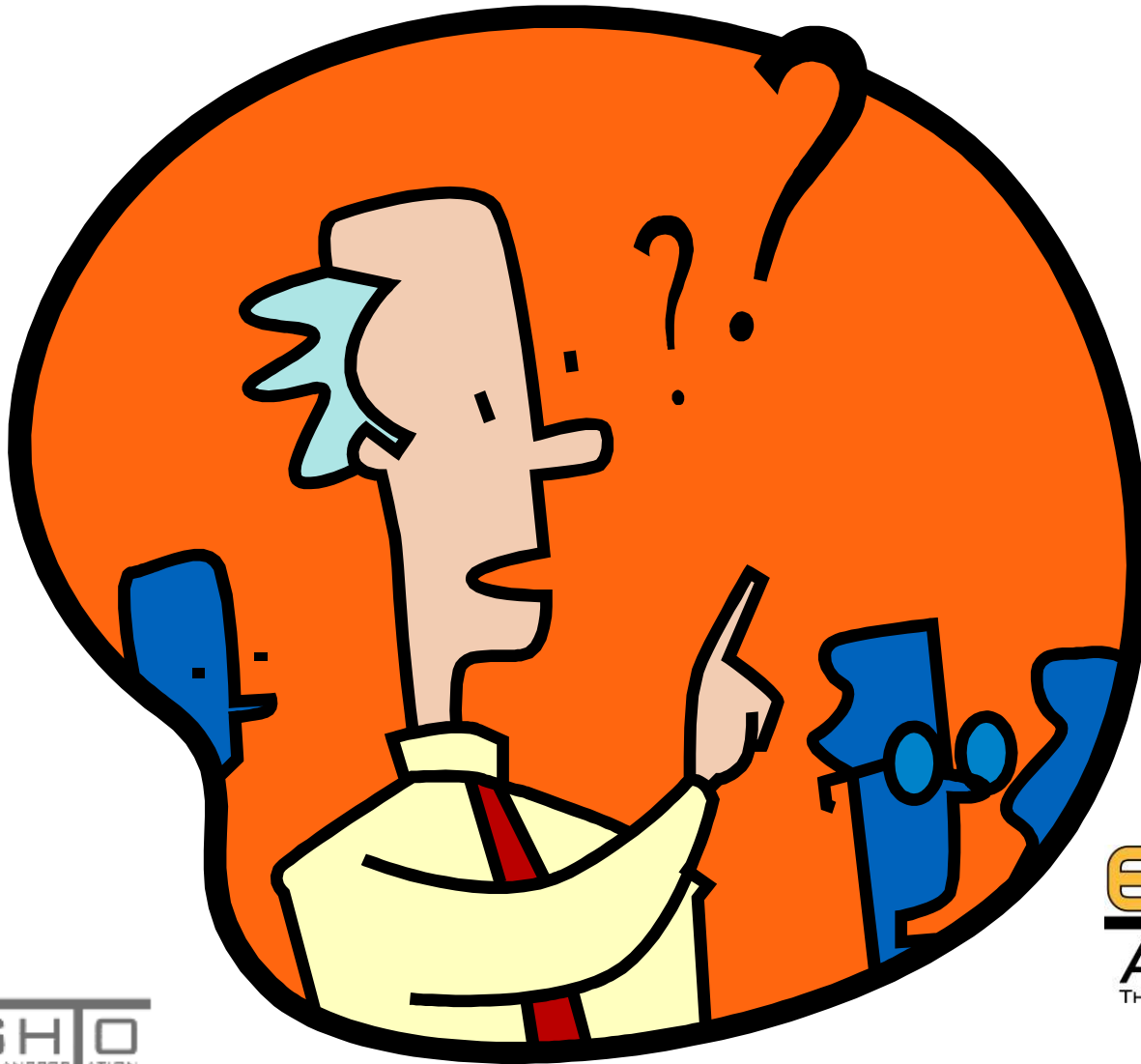
EMTSP Work Plan

- Review for Currency and Relevance
- Review and Update Action Items



**2012 - 2014
MTSP WORK PLAN**

Any Other Questions or Comments?



ADJOURN!

MINUTES

AASHTO, SCOM - July Conference EQUIPMENT TECHNICAL WORKING GROUP (TWG)

July 28-31, 2014

The Equipment TWG session was opened by Tim Cunningham on July 28, 2014 at 1:00 pm.

Attendance

Vice Chair, Tim Cunningham requested all in attendance to sign the attendance sheet followed by introductions by all in attendance.

William (Bill) Brownlow, Telecommunications Manager, AASHTO Telecommunications Program Committee provided an update on radio spectrum management. Mr. Brownlow discussed wireless communications in general. Mr. Brownlow discussed the future of shared radio frequencies with the public sector such as commercial trucking entities along with State Police and State DOT's along with other new communication technologies and radio frequencies. Mr. Brownlow discussed the requirement that any of the new radio frequencies will need to be licensed if used. Mr. Brownlow recommended that State DOT's do a complete inventory of their radio infrastructure and log all of the assets such as cable and towers. These items may have a revenue value when new radio networks are implemented. Mr. Brownlow can be contacted at (202)624_5817 or on his mobile phone at (202) 285-2625 for any questions pertaining to your radio network.

Tim Cunningham discussed the completed activities for the past year. The following items were reported:

- A. Equipment TWG
 1. NCHRP Project 13-04, Guide for Optimal Replacement Cycles of Highway Operations Equipment, A project panel has been selected, RFP has been written, solicited and a research agency has been selected.
- B. The Equipment Management Technical Services Program (EMTSP)
 1. Received contributions of \$120,000.00 from 40 states in Fiscal Year 2014 as of July 9, 2014. "Best Ever Since FY2009"
 2. Updates to the EMTSP Strategic Plan have been completed, which can be found on the "About EMTSP" page of the EMTSP website at the following link: <http://www.emtsp.org/about-emtsp/>
 3. Working in partnership with TRB Committee AHD60, Maintenance Equipment and Florida DOT, successfully completed the joint AASHTO/TRB National Equipment

Fleet Management Conference and Trade Show. The event was held at the Coronado Springs conference center in Orlando, Florida on June 8-12, 2014.

- 46 states including Saskatchewan and DC attended
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4. Lisa Kunzman, Supervising Equipment Engineer, California, Department of Transportation has been selected as the At-Large State representative to the EMTSP panel replacing Dennis Halachoff who recently retired from Arizona DOT. Dennis Halachoff was one of the original EMTSP panel members.
- C. The first Triennial report on the progress and status of the Equipment Management Technical Services Program (EMTSP) was presented to SCOH. According to Jameelah Hayes from AASHTO, the program was approved for continuation by 46 affirmative votes.

Bruce Erickson discussed the realignment of the regional partnerships for a different AASHTO committee. It was stated that each AASHTO committee can create regional partnerships of states that differ from what is being used for the EMTSP. The states can select which partnership they would like to be part of for the respective technical committee.

Tim Cunningham provided a review to the current research project. The review including the following:

- A. Guidelines for the Development of Highway Operations Equipment Utilization and Management were voted the #1 priority by the AASHTO SCOM. Research project statement was submitted to NCHRP on 11/2/2013.
1. Update status of SCOR vote – selected to request funding from AASHTO BOD
 2. NCHRP has solicited for panel members
 3. It appears the funding by the AASHTO BOD has been approved.

Larry Galehouse and Scott Cap from NCDOT provided an update on the AASHTO EMTSP/AEMP Equipment Management Training and Certification Program. Mr. Galehouse discussed how this program evolved from the NCDOT Fleet Management Training Program into the AASHTO EMTSP/AEMP Equipment Management Training and Certification program. Mr. Cap updated the group of a survey that was taken and one of the biggest concerns was the cost of the program. Most responders asked about using a web based program to reduce the impact of state personnel having to travel or be committed for consecutive days when continuous instruction is required.

Mr. Galehouse discussed that he has been working with Ferris State University on the training program that would fit State DOT's versus the private sector which is what was found using the AEMP curriculum. Mr. Galehouse showed the group the results of the survey questions pertaining to training modules. Approximately 23 states responded to the survey. Mr. Galehouse reported that in discussions with Jim Feda that TC3 funding could only be used for web based training modules. There was a discussion on funding from the regional partnerships as reported from the National Conference in Orlando, Florida. After the group discussion it was decided that the next step was to go forward with the 8 modules that were the highest from the survey and that Mr. Galehouse present them to Ferris State University to get an estimated cost to create web based modules and a written training guide book. Mr. Galehouse is also going to ask them if there is some other relevant training modules that they feel would be important for equipment managers training. Mr. Galehouse will ask Ferris State University if they already have some of these modules in place that are web based or require instructor interaction. Mr. Galehouse will also keep Jim Feda up to date to see if TC3 would be able to fund some of the web based modules. The goal is to end up with AASHTO certified courses and / or training modules. It was agreed that the first step is to create the curriculum then see what can be created into web based modules. Tim Cunningham stated that this plays into the EMTSP Strategic Goals.

Tim Cunningham and Lisa Kunzman discussed the new Research Problem Statement. Tim Cunningham discussed the items selected from the original "Research Roadmap" that was created to select research that the EMTSP should start with first and then ranked into priority order. Mr. Cunningham discussed the present list as shown that was revised at the National Conference in Orlando. The next research project selected was "Equipment Replacement Planning".

- A. Listed below are the present top research priorities from the balloted results at the 2014 National Equipment Management Conference as polled from all of the regions:

(Highlighted items have been/ are being worked on)

Rank	Challenges
#2	Fleet Performance Measurement
#5	Equipment Cost and Financial Management
	– Cost of Service Analysis
	– Charge-Back System
#3	Equipment Utilization Measurement
#1	Equipment Replacement Management
	– Replacement Cycle Guideline Development
	– Repair/Rebuild vs Replace Decision Making
Selected	– Equipment Replacement Planning
	– Equipment Replacement Financing
#4	Equipment Disposal and Remarketing

1. Select project for next year – FY 2015
2. Lisa Kunzman volunteered to draft research problem statement

Lisa Kunzman showed a draft of the proposed research problem statement that will be submitted during this conference. The title of the new research problem statement is "Guidelines for the Development of Highway Operations Equipment Multi-Year Replacement Plans". The group went over each paragraph and made recommendations to the original draft. Bruce Erickson brought up a concern that it appeared to be very close to NCHRP Project 13-04, Phase II, Guide for the Optimal Replacement Cycles of Highway Operations Equipment and maybe this should be pursued as "Phase III" of that project. After much discussion it was agreed to move forward with the stand alone research project as revised. Lisa Kunzman will do the revisions and present it at the Tuesday meeting.

Dick Baron provided an update on the EMTSP website. Listed are some of the items discussed:

- A. Status update of the EMTSP Website – Specifications, Survey Capabilities, Listserv and Performance Measure Reporting.
 1. EMTSP website provides continuous updates from each region as it pertains to equipment fleet management and training. All state DOT equipment managers (and others interested in receiving periodic e-mail related to the EMTSP) are encouraged to subscribe to the EMTSP listserv by clicking on the link: EMTSP General Listserv.
 2. EMTSP website provides an ongoing "clearinghouse" for equipment specifications, surveys, and other links to trade publications and relevant articles.
 3. Discussed with the group was to update the website with a user friendly way to get access to a State DOT "Equipment Personnel". It was noted that the present performance metrics list may not include the direct person to answer fleet related questions. The format that most of the group requested to use was Excel so they can download it and work it into any format that this desire. Dick Baron will work on this.
 4. Discussed was the need to list the instructions as to what is needed or who to contact to get a Survey Monkey sent out where NCPP will send it out and submit the results to the requester. Dick Baron to work on this.

The meeting closed at 5:30 pm.

Attendance

The Equipment TWG session was opened by Tim Cunningham on July 29, 2014 at 8:00 am.

Tim Cunningham requested all in attendance to sign the attendance sheet. For all new people in attendance to fill in their information on the roster and for those who attended on the 28th to put a check next to your name. Mr. Cunningham also read announcements for today's events. Mr. Cunningham requested that each person introduce themselves since there are new people attending this session.

Tim Cunningham discussed a request to present papers for the January 2015 TRB conference. Lisa Kunzman added that even if you did not submit a paper previous to the meeting there may still be an opportunity to present a topic at the conference.

Lisa Kunzman showed the revised draft of the new research problem statement that was worked on the previous day. All of the revisions were showed to the group. The revised draft was accepted by the group and will be presented during this conference. Thanks were given to Lisa for her work on this.

Scott Ratterree provided an update from the National Performance Measurement Working Group. Mr. Ratterree showed a Power Point presentation on what has taken place from 2010 to date. Some of the points discussed are as follows:

- First web posting of performance measures, from DOTs that have them available, was completed - July 2013.
- Last performance measure posting has been completed - January 2014 with the next report due in July 2014.
- Program status review of state participation and data submitted.
- The EMTSP Oversight Panel and the National Performance Measurement Working Group to develop action items going forward.
- The goal is to get at least 34 state DOT's by the 2016 National Conference to report at least one of the matrix modules.
- Michigan DOT to continue in offering their assistance to other states with help in reporting on Performance Matrix.
- The group thanked Mr. Ratterree for all of his work that he has done in promoting this program.

Dennis Halachoff provided an update on the completed research project, NCHRP Synthesis 452: State Department of Transportation, Fleet Replacement Management Practices has been completed and was published on March 4, 2014. Mr. Halachoff provided a Power Point presentation as a summary of the synthesis project. Mercury and Associates was selected to create the synthesis.

Kyle Lester, Director, Colorado Department of Transportation discussed the use of AVL (Auto Vehicle Locator) in the fleet vehicles. Mr. Lester stated that most of their snow & ice truck spreaders use a Force America system. Mr. Lester is presently drafting a scope of work to get this project implemented. His goal is full implementation in two years. Jim Smith from PennDOT also provided information on software requirements to repair newer equipment. Other states reported on their IT challenges on using lap top computers for diagnosing equipment along with being difficult to get programs updated.

The meeting closed at 12:00 pm.

Attendance

The Equipment TWG session was opened by Tim Cunningham on July 30, 2014 at 8:00 am.

Tim Cunningham requested all in attendance to sign the attendance sheet. For all new people in attendance to fill in their information on the roster and for those who attended on the 28th or the 29th to put a check next to your name.

Dennis Halachoff provided a Power Point overview of the 93rd Annual TRB Meeting. Lisa Kunzman is Chair of the TRB, AHD60_committee. The January 2014 annual meeting presented lecturers pertaining to the Prevention of Corrosion of Highway Fleet Maintenance Equipment and Critical Issues Affecting Maintenance Equipment in DOT's and needed research from around the country were just a few of the presentations at this meeting.

Due to time constraints, no report was provided for Agenda Item XI.

Tim Cunningham provided an update from the Equipment TWG on activities for the coming year. Listed below are some of the items that Mr. Cunningham reported on:

- A. Continue overseeing EMTSP and maintaining the Strategic Work Plan
- B. Continue to update the EMTSP website with reference materials, equipment specifications, surveys and news articles.
- C. Determine location, schedule of dates and conduct the 2015 biennial regional partnership conferences. The locations planned for the 2015 Regional Partnership meetings are: Northeast / Midwest Partnerships – Missouri (Date of location for meeting to be decided), Western Partnerships – Anchorage, Alaska, August 24th through the 27th, Southern Partnership – Myrtle Beach, South Carolina during the second week of June. Exact dates were not provided. The National Equipment Conference for 2016 will be held in Columbus, Ohio (Dates and actual location to be decided).
- D. Continue scheduled regional conference calls.
- E. Continue other activities as listed in the TWG Work Plan

Tim Cunningham discussed the next Research Problem Statement as decided at the June 2014 National Conference which was titled "Fleet Management Cost Service Analysis". The research problem statement for this will need to be created and submitted at the 2015 SCOM annual meeting in July.

Tim Cunningham showed the 2015 Equipment TWG Work Plan. Each research item was reviewed to determine if any other actions need to be done. Discussions followed on each paragraph that was reviewed for the type of action or revision that had to be completed. It was requested that we add the locations of the next regional partnership meetings to the end of the Work Plan.

Tim Cunningham led the group through an open discussion on various fleet management issues. A discussion on CNG vehicles in State fleets which included impacts on shortened travel distances and fuel availability during emergencies. The group discussed various ideas on research on this topic such as creating a synthesis on alternate fuels for heavy-duty snow & ice removal trucks and support systems along with the impacts and lessons learned from each state that has implemented them in their fleets. A discussion on funding this type of synthesis took place with one of the proposal to ask each regional partnership to contribute or to go through the process of using 20-7 funds. No particular funding path was agreed on. Tim Cunningham reported that he talked to Chris Christopher and he stated that we would need to submit a "title" for a research problem statement by the deadline for all of the research problem statements but that we would have to have a more detailed statement submitted no later than August 15th. After much discussion on the way to proceed, it was agreed by the group to continue with the present problem statement as agreed on.

Tim Cunningham opened a discussion on winter maintenance topics. Discussions followed on the various types of snow removal equipment and attachments such as wing and tow plows. There was a question about catch basin trucks but it appeared that no one had much to add on that subject. Mr. William (Bill) Brownlow, Telecommunications Manager from AASHTO reported that the AASHTO telecommunications group would like to participate in the various Technical Working Groups especially on issues pertaining to communications.

EMTSP Oversight Panel Meeting

Tim Cunningham discussed the activities for the coming year of the EMTSP Oversight panel. This included the following items:
Review Accomplishments: A review and history of the annual voluntary contributions from the State DOT's to fund this program.

- A. Review Accomplishments: A review and history of the annual voluntary contributions from the State DOT's to fund this program.
- B. Regional Partnerships Update was provided by regional representatives in attendance.
 - 1. Northeast – PRESENTER: Jim Smith reported on the 2014 Northeast Annual Business meeting. Items discussed included but not limited to approving the use of regional funds up to and not exceeding \$10,000.00 for the training initiative as long as the EMTSP Oversight committee supports it. The creation of a "task force" from the Northern Partnerships to meet with International Truck on issues that all the states are having. Mr. Smith reported that PennDOT has already met with them concerning their issues.
 - 2. Midwest – PRESENTER: Tim Cunningham reported on the 2014 Midwest Annual Business meeting. Items discussed included but not limited to not approving funding for the training initiative until more cost detail was provided. Scott Ratterree discussed one of the Midwest / Northeast round table discussions pertaining to the privatizing of supplying parts to the State DOT fleets, such as a NAPA parts dealer. It appears that there are many states dealing with this issue. Maine has probably had the longest trial with this group. Some states have reported problems with NAPA and are working on fixing the problems. Tim Cunningham reported that they did add time to their meetings but they did not use all that was allocated to them. Mr. Cunningham feels that the additional teleconference calls has helped in reducing the time needed to get together at the conference. Tim Cunningham did report that the Midwest wanted to continue to meet jointly with the Northeast. He did mention that the Midwest will be hosting the next regional conference and that the agenda and format will be created by the Midwest regional partnership States.
 - 3. West – PRESENTER: Bruce Erickson reported on the Western region Annual Business meeting. Items discussed included but not limited to reaching out to State DOT's that have not been participating within the partnership. Performance Measurers and getting more State DOT's to report was discussed. New types of equipment and succession planning were topics of discussion. Funding of up to \$10,000.00 was approved for the training initiative with the condition that a least one person is on the curriculum committee. New officers rotated into their positions. Research problems were discussed and the one selected that was the most important to pursue was based on reducing corrosion by using coatings to steel.
 - 4. Southeast – PRESENTER: Ron Pruitt reported on the Southern region activities. The Southern regional partnership supported the funding for the training initiative up to but not exceeding \$10,000.00 and that they have at least one person on the curriculum committee. New officers were rotated in.

Tim Cunningham showed the 2012 – 2014 EMTSP Strategic/Work Plan on the screen. Each Goal with the corresponding Objectives was reviewed for importance and relevance. Revisions were made on some objectives and tasks. Due to the lack of time to complete all of the Goals and Objectives, some of them were highlighted which will be discussed during the next EMTSP teleconference call.

The following Goals and Objectives still need to be worked on:

1. Goal 3 – Objective 2
2. Goal 4 – Objective 2
3. Goal 5 – Objective 2
4. Goal 6 – Objective 2
5. Goal 8 – Objective 2

The meeting closed at 12:00 pm.

The SCOM business meeting opened at 8:00 am on July 31, 2014. Tim Cunningham reported on the Equipment TWG and on the proposed Research Problem Statement.

31 attendees of the conference participated at the Equipment TWG during the conference.

Action Items:

Dick Baron to work on contact list for the EMTSP website.

Dick Baron to work on survey information for the EMTSP website.