

Key Area Task Force Guidance

Overview

The Nevada Strategic Highway Safety Plan (SHSP) addresses nine (9) Critical Emphasis Areas (CEAs) involved in a high number of fatalities and serious injuries, which were selected from the full list of 22 Emphasis Areas developed by the American Association of State Highway Transportation Officials (AASHTO). The Nevada CEAs are grouped under the following Key Areas: Safer Roads, Safer Vulnerable Road Users, Safer Drivers and Passengers, and Impaired Driving.

To provide synergy between CEAs, the nine CEAs are split between Key Areas, each of which has a Task Force that meets to address both common and CEA-specific issues. The organizational structure for the CEAs and Key Areas is shown in the following chart. The Key Areas identified above and the task forces are shown in the following organizational chart:



CEA leadership identified strategies and action steps to address Nevada’s critical issues in the subject areas of the nine top CEAs. These countermeasures are documented in the SHSP Update document, along with designated Action Step Leaders and measurable objectives for each Key Area to track the progress on all strategies and action steps.

Key Area Task Force Guidance

Membership

Key Area Task Force membership is open to all interested agencies within the State of Nevada and the public. New members/agencies may be added at any time. *The intent is for each agency to have one designated “member” to attend the quarterly meetings for each Key Area Task Forces or assign a substitute.* There are three levels of involvement in Key Area Task Forces, “Action Step Leader,” “Member,” and “Follower.” Definitions provided below.

- **Chair:** There will be one chair for each Key Area Task Force.
- **Vice Chair:** Each Key Area Task Force will have CEA Vice Chairs that coordinate the implementation of the Strategies and Action Steps with the Action Step Leaders for each CEA and report back to the Key Area Task Force.
- **Action Step Leader:** Leads or coordinates the implementation of action steps and tracks progress, attends interim meetings to provide a summary of action step activities to the Vice Chair, and attends quarterly Task Force meetings.
- **Member:** Attends quarterly Task Force meetings and sends a representative from their organization if they cannot attend.
- **Follower:** Prefers to remain on the distribution list to review Task Force meeting agendas and receive minutes, but generally does not attend Task Force meetings.

Chairs and Vice Chairs

Roles and Responsibilities:

The Chair will oversee Key Area Task Force Meetings and will preside at quarterly meetings with the following duties:

- Ensure team membership is multidisciplinary and includes representatives from at least three of the 4Es of safety (engineering, enforcement, education, and emergency medical/emergency response/incident management) and follows up with the SHSP Implementation Team if assistance is needed on team composition.
- Schedule quarterly meetings of the group, notifies participants, and prepare meeting reports with action items after each meeting.
- Track progress on implementation of action steps with assistance from Vice Chairs and Action Step Leaders; notifies the SHSP Implementation Team if assistance is needed on implementation of any action step.
- Coordinate quarterly progress reports with Vice Chairs.
- Review strategies and determine if any should be revised or deleted; identify new strategies, where appropriate; and develop action plans for each strategy.
- Apply the SHSP to help implement a task or project or overcome barriers.

The Vice Chair will carry out the following duties:

- Oversee interim “CEA Action Update” meetings with Action Step Leaders.
- Track progress on action steps.
- Assist Action Step Leaders if there are obstacles/barriers to progress on action steps.
- Coordinate with facilitator to prepare quarterly progress report summarizing what has occurred for each action step.
- Report out CEA progress at the Key Area Task Force Meetings.

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Term

Chairs will be appointed by the Nevada Executive Committee on Traffic Safety (NECTS).

Vice Chairs will be nominated from the membership of each Task Force or the NECTS and be selected by a vote of the Key Area Task Force.

Terms of office for the Key Area chairs and CEA vice chairs will generally be two years. If it is determined by a vote of the Key Area Task Force that transition of the chair or vice chair is not recommended, the chair and/or vice chair may continue in the position until a suitable replacement is voted on by Key Area Task Force members or a new chair can be selected. A vote for chair or vice chair may take place at any Key Area Task Force meeting, as long as notification is provided to the task force members at least two weeks in advance of a vote for a new chair or vice chair. Each member is allowed one vote.

Facilitator

The consultant project manager is responsible to ensure that Key Area Task Force activities support the direction from the Nevada Advisory Committee on Traffic Safety (NVACTS) and are coordinated. The consultant project manager will assign one member of the consultant team as the task force facilitator for each Key Area Task Force. The facilitators will work with chairs and vice chairs to prepare agendas and meeting minutes, schedule meetings, track action items and strategies, and promote on-going communication within each Key Area Task Force.

Meetings

Key Area Task Force Meetings

Key Area Task Force quarterly meetings, led by the Chair, will meet during the months of February, May, August, and November, according to the following schedule:

- Safer Roads – First Thursday
- Vulnerable Road Users – Second Thursday
- Safer Drivers and Passengers – Third Thursday
- Impaired Driving – Fourth Thursday
- Traffic Records Coordinating Committee – Last Thursday of the month

Key Area Task Force members may submit agenda items to the facilitator up to 10 days before the next scheduled meeting. Standing Key Area Task Force Meeting agenda items will include:

- Approval of Meeting Minutes
- Data Update
- Zero Fatalities Update
- Proven Countermeasures/Best Practices
- Review of Strategies and Action Steps

Agendas will be sent out to members one (1) week before the meeting.

Quarterly reports from Key Area Task Forces (tracking matrix and summary report) will be prepared in February, May, August and September to be included in the quarterly NVACTS meeting. Any comments, questions, concerns should be identified and addressed by the NVACTS.

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CEA Action Update Meetings

Each CEA has identified strategies and action steps to address specific issues in that area. CEA Vice Chairs will provide progress reports for each Key Area Task Force meeting to summarize activities and performance measures and coordinate with Action Step Leaders to oversee implementation of action steps. Assigned Action Step Leaders will attend quarterly interim meetings with their CEA Vice Chairs and provide a summary of activities related to their action steps.

CEA interim meetings with Vice Chairs and Action Step Leaders take place on a quarterly basis during the months of January, April, July and October. These interim meetings will be scheduled by the CEA Vice Chair and facilitator.

Timeline

Nevada SHSP Implementation Process Timeline

REVISED Nevada SHSP Implementation Process Timeline											
JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC
	Key Area Task Force			Key Area Task Force			Key Area Task Force			Key Area Task Force	
CEA Action Updates			CEA Action Updates			CEA Action Updates			CEA Action Updates		
	Q4Report			Q1Report			Q2Report			Q3Report	
		NVACTS			NVACTS	NVACTS Annual		NVACTS			NVACTS

Key Area Task Force	= Led by Chair. Higher level meeting. All members/followers from each CEA invited (quarterly) 1st - Safer Roads, 2nd - Vulnerable Road Users, 3rd - Safer Drivers and Passengers, 4th - Impaired Driving. TRCC held the Wednesday the week before the first week of the month.
CEA Action Updates	= Vice Chair and Action Step Leaders only (quarterly), formal "interim" meeting to track action step progress. Follows same schedule as Key Areas.
Q Report	= Vice Chairs prepare Quarterly Reports to include in NECTS Agenda
NVACTS	= First Tuesday of the month (quarterly), except Nov meeting in Oct. with Summit

Updated: 4/13/2022

