



Highway Maintenance Manual

Bureau of Highway Maintenance

Chapter 06 Winter Maintenance

February 2022

Section 01 Winter Maintenance Introduction

Subject 20 Superintendents and Regional Meetings

Superintendent meetings are important to review data, current policies and issues affecting the department and counties. Each region generally conducts two patrol superintendents' meetings (online or in person) each year; however, the number of meetings is dependent on staffing and other factors. These meetings are scheduled in spring and fall. The primary purpose of the spring meeting is to review the winter maintenance operation of the previous winter season. The primary purpose of the fall meeting is to review the winter maintenance operations guidance including uniform delivery of services and consistency of implementation.

Region managers and staff, patrol superintendents, commissioners, adjacent counties (when applicable), other service providers, and BHM managers and staff should be invited to participate. Law enforcement officers may also be invited to attend the superintendent meeting. A separate meeting within state patrol headquarters, for example, could be held in conjunction with the Winter Section Management process (HMM 06-01-15) to encourage participation of law enforcement.

The superintendent meetings provide a forum for the exchange of ideas, information, and discussion of policy and guidance changes. Equipment evaluation, increasing communications, snow fence locations, specific winter strategies, and identifying problem areas are examples of topics for discussion. These meetings are also an opportunity to discuss call-out procedures and to exchange duty rosters.