

TraCS Steering Committee
Meeting Minutes
December 9, 2014
1:30 – 4:00 p.m.
AST Conference Room, 5700 East Tudor Rd, Anchorage

Members Present:

Lt. Roberts, Chair
Helen Sharratt, Vice Chair, ACS
Deputy Chief Brad Munn, UAAPD
Josh Garcia, DPS
Clint Farr, DOT

Others Present

Dave Monroe, CTG
Pam Minton, MSCVE
Lee Buchhorn, DOT
Lt. Dave Hanson, AST

I. Internal Committee Business

- A. Approval of November minutes.
- B. Brad moved to adopt the meeting minutes as edited by Helen. Helen seconded. Minutes adopted without objection. Helen noted that the agenda also needed to be amended regarding elections.
- C. Membership – update on the status of local law enforcement agency membership.

Lt. Roberts reported that he was working on the purchase of Dillingham and Petersburg equipment. Wildlife troopers are testing computer mounts in vehicles and these will be made available in the Mat-Su so wildlife troopers can issue traffic citations electronically from their vehicles. Sitka PD has expressed interest in TraCS and DPS is working on Sitka coming into ARMS. Sitka PD was not covered by the latest AHSO TraCS grant so will use TraCS as a desktop version until they can get equipment. Training should not be an issue as they are where the Academy is located. Haines PD has expressed interest in a refresher in training and to see if equipment needs updating, in light of large turnover in personnel. Haines PD may look at city funding if necessary.

Lt. Roberts asked that Lt. Erickson at JPD be added to the TraCS meeting invitation distribution list. He also needs to be added to any contact lists as the point of contact at JPD on TraCS issues.

II. Updates on Action Items from Previous Meetings

- A. Membership List Updates/Appointments
 - i. Nichole Tham has been appointed to represent DMV on the TraCS steering committee. Patrick Brosnan is the DMV proxy
 - ii. Pam Minton DOT&PF/MSCVE Pam may or may not represent CVE on the committee.

Pam will continue to attend TraCS Steering Committee on behalf of MSCVE. However, a new hire should fill the position within MSCVE soon and that person will more than likely represent the agency on the TraCS Committee.

III. Items for Discussion

A. TraCS Monthly Activity Report

We continue working with TEG to resolve issues in the TraCS application releases as they may occur

We currently have deployed the TraCS v10.05.48 client for use statewide.

With this version, we hope to implement the electronic Accept and Reject and editing for the 12-200 through TraCSWebServices prior to the end of this calendar year.

We have received approval from the SSO and have started testing TraCSWebServices
TEG has been conducting a technology update of the TraCS platform beginning November 17th. We do not have a completion date for this update to the TraCS code base at this time.

The TraCS Repository Server (v10.05.48)

164,599 issued 12-213AUCs in the repository as of this morning

4,998 12-200 Crash forms in the repository as of this morning (3,231 are Validated)

4,772 12-200v1 Crash forms in the repository as of this morning (4,758 are Validated)

The TraCS Web server is running TraCS v10.05.48.

We now have about 649 TraCS clients from all TraCS agencies statewide now registered with the TraCS Update server but just over 38.5% are current. (Over 55%, roughly 363 units have not connected to the update server in over one week.) (Over 45%, 291 units have not connected to the update server in over two weeks and 32.2%, 208 units in over one month.)

The number of clients is down from over 690 due to working with agencies to remove retired computers from the server.

The percentage of current computers is still up from 30% 3 months ago. (Over 8% increase)

The percentages for computers not checking in have reduced by 5% to 9% overall.

We've been working successfully with the IT POC at several of the larger agencies to identify the following for any computer that has not checked in for some time:

Has the computer been retired?

Is there an unreported issue where TraCS Update is not working as expected?

Is the computer out of compliance and just needs updated?

135 computers (Just over 20.9%) are still running the old v10.05.09 baseline.

117 of these (Over 18% overall) have not checked in in over 90 days

E-Citation with the Court (The following locations are all currently in scope for electronic submission.)

AST Citations (non-Fish & Game) bound for most Courts in Alaska since 04/29/2011

Citations bound for all First and Third District Courts, Some Fourth District Courts, and only Barrow Court in Second District at this time

Soldotna PD citations since 10/14/2011 that are bound for Kenai Court;

Palmer PD Citations since 12/03/2011 bound for Palmer Court;

Homer PD Citations since 02/16/2012 bound for Homer Court;

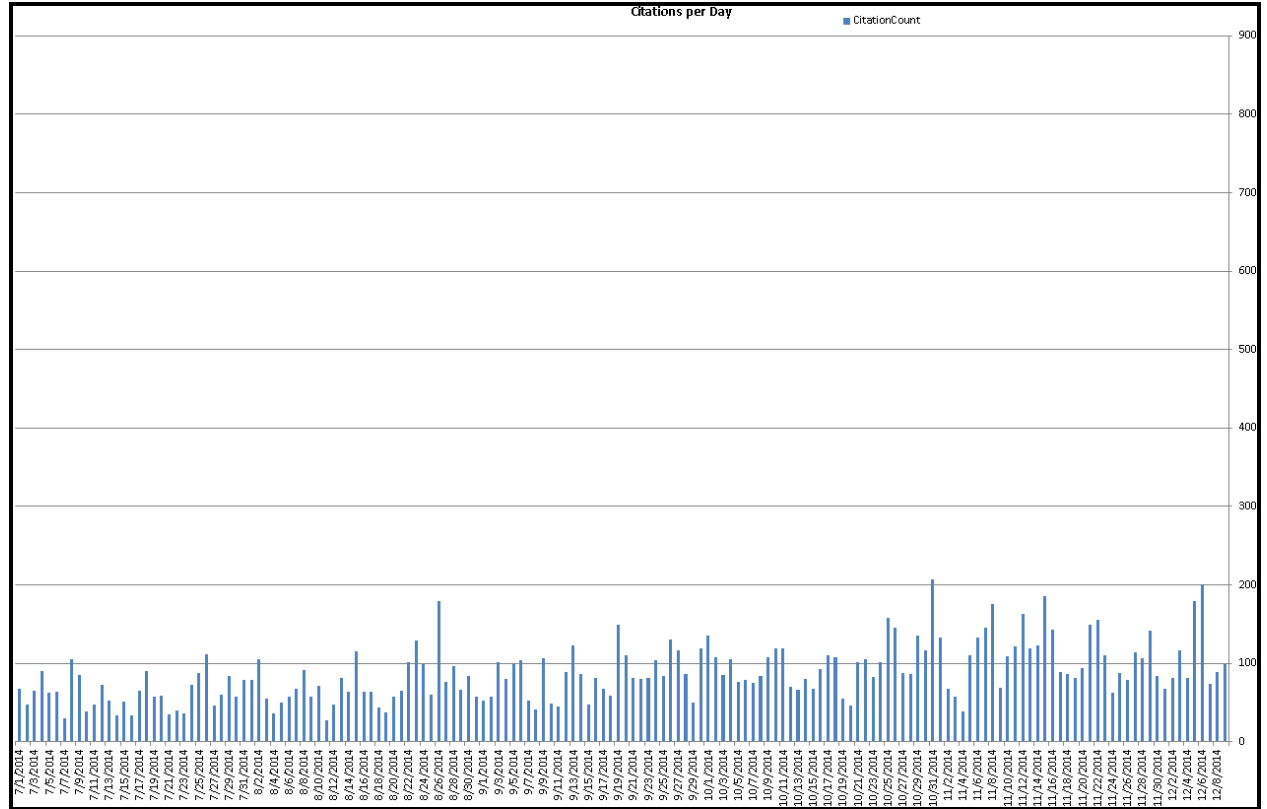
Valdez PD Citations since 10/04/2012 bound for Valdez Court;

Skagway PD Citations since 01/17/2013 bound for Skagway Court;

Kodiak PD Citations since 02/14/2013 bound for Kodiak Court;
 Northslope Borough PD Citations since 09/05/2013 bound for Barrow Court;
 UAA PD Citations since 09/25/2013 bound for Anchorage Court;
 Juneau PD Citations since 10/10/2013 bound for Juneau Court;
 Wasilla PD Citations since 12/05/2013 bound for Palmer Court;
 Fairbanks Airport PD Citations since 04/10/2014 bound for Fairbanks Court;
 UAF PD Citations since 04/10/2014 bound for Fairbanks Court;
 (We expect to have other local LEAs from non-payee cities submitting electronically soon)

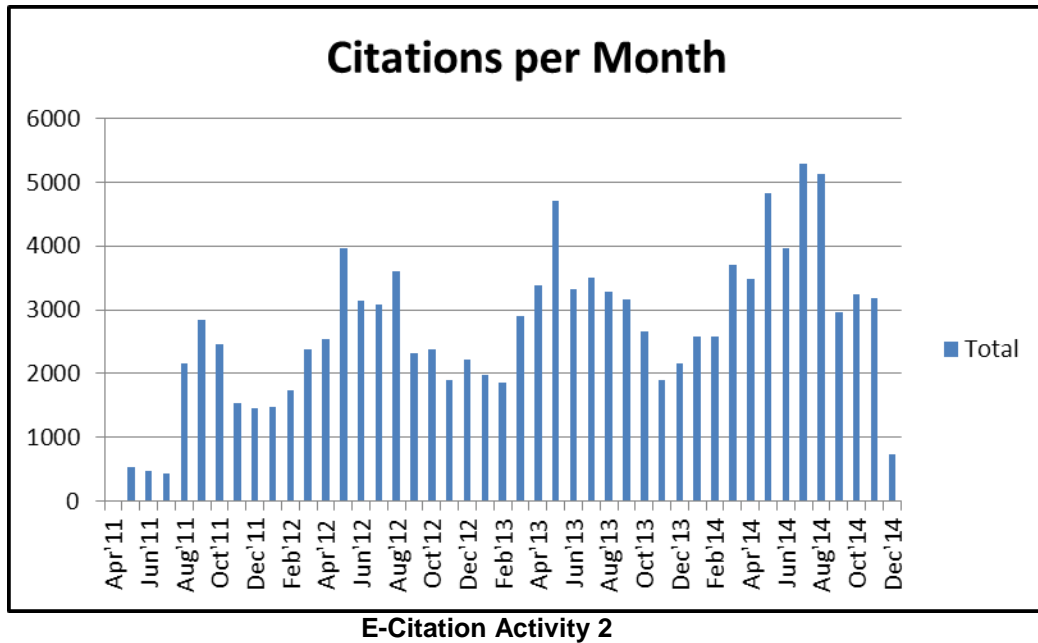
As of this morning, a total of 119,169 TraCS citations have been sent to Courts electronically since we went live on 4/29/2011. (Over 147,148 total TraCS citations have been issued since that date. There were 3,187 submitted in November 2014.)

Below is a chart of citations submitted electronically for the previous 6 months



E-Citation Activity 1

Below is a chart of citations submitted electronically by month



We continue working with the ILT (Incident Locator Tool) developer and have been deploying the release of the ILT that includes Milepost markers.
We have installed the ILT Update Server and are testing that feature prior to putting it into production.

2013 DMV grant ToughBooks (All 2011 DMV Grant ToughBooks were deployed as of September 2013.)

7 have been shipped to Nome PD. We have worked with them to integrate them into their network and also have all the equipment working. Training is being scheduled.

All 10 have been shipped to Bethel PD. They are adding them to their network. Training is being scheduled.

4 have been shipped to Sand Point PD. They are adding them to their network. Training is being scheduled.

4 have been shipped to Craig PD. They are adding them to their network. Training is being scheduled.

4 are configured for Hoonah DPS. We are awaiting accounts and background checks for their officers/staff.

5 are configured for Yakutat DPS. We are awaiting accounts and background checks for their officers/staff.

4 CF-30 older ToughBooks have been re-configured for Klawock PD. We have been unable to communicate with Klawock PD to fully identify officer and support staff accounts for use there.

DPS has started looking at the effort required to flag a Minor Offense (M.O.) that is associated with a criminal charge. Implementing this within TraCS is a fairly minimal effort, but the work flow behind it for filtering transmission to the Court is much more effort, risk, and time-consuming as it involves another iteration and re-deployment of the E-Citation interface. There are other business factors involved and there is also the risk of an officer forgetting to check the box.

Additional TraCS workflow if the box is checked:

A pop-up reminder that it must be submitted on paper to the court along with the Criminal Offense
A requirement to print the Agency and Court copies (Agency Copy to Prosecutor and Court Copy to ACS)

Additional E-Citation Workflow if Box is checked:

M.O. Citation is NOT sent electronically to Court

Helen asked about the percentage of users not updating within a week. Dave reports that approx. 40% of users updated within a week this time last month and that there was a minor drop to 38.5% this month. Some of the delay in updating is affected by who is using TraCS and when, scheduled time off, etc. 135 computers are on the old version of TraCS. About 18% or 117 computers haven't check in to the server to update in 90 days. We need more research on what is going on. Some of this could be deactivation with troopers and LEA officers leaving. Helen said agencies are required in the data exchange agreement to notify ACS of terminations or new hires. Lt. Roberts will look at the 117 computer list and find out why 117/650 users did not update in past 90 days.

B. Sustainability of TraCS

Lt. Roberts stated that DPS wants to get away from all the various efforts that were required at the beginning to support TraCS. Contractor's knowledge needs to be passed to different roles (business, development, etc.) within DPS that can take it over. Contractor should focus on keeping things operational and redistribute what he can to network, support and development teams at DPS. So, when grant funding dries up, we will be able to continue on. Focus on contractor should be new projects and infrastructure. TraCS should have its own server so that it could be pulled out of DPS if necessary and placed somewhere else.

AHSO indicates that federal money is drying up and she's looking at asking the committee to save money from year to year for larger projects and for when we have no other resources, since grant money carries forward.

In terms of support, DPS has hired a couple of people and Dave (contractor) is helping with training the new people. Josh and his team have handled a lot of business questions. These need to go to Lt. Roberts and his team. He is trying to categorize TraCS related duties and make sure those tasks that belong with the right person go to that person. Lt. Roberts said he would be sending out an email to make sure that users do not contact individuals, but rather use the generic email which will be redirected to Lt. Roberts. He will decide who gets which calls.

Lt. Roberts also wants to develop technical ownership within both AST and local law enforcement agencies. Each should have an internal person who can answer simple questions without the need to come back to DPS helpdesk. A supervisor should be copied on the emails within the agency so he/she becomes familiar with what the issues are and how they are resolved, to give agencies some self-support. Wants to see agencies start sustaining themselves.

C. TraCS Agency Equipment and Training Updates

Hoonah and Yakutat are ready to have equipment deployed and training
Klawock PD has not been in touch with DPS – will check status
Petersburg Borough – money available on current grant so working on equipment and training for them
Dillingham – same as Petersburg
Sand Point – has equipment. Training will occur at the same time as ARMS training \
Craig – training is needed
Nome – training is incomplete

2 TraCS trainers are moving to the Academy. Lt. Roberts is working to add 2 new Mat-Su troopers as trainers. They will learn the ropes under the mentorship of those moving to the Academy. Wants to see agencies start sustaining themselves regarding training also.

D. Status of DUI Forms Project in TraCS

DUI form was out for testing. Lt. Roberts will look at feedback and then start making form available to users if they want it. Someday would like to see the ability to end shift notice and order of revocation to DMV electronically as well as electronic data from datamaster equipment.

The impound form is almost ready to be sent to troopers to test.

E. TraCS Help Support

Covered above

F. 2015 TraCS Meeting Calendar

Lt. Roberts is going to suggest having TraCS and ATRCC on the same day. This would be fiscally responsible. The suggestion would be to move TraCS to the morning of the ATRCC meetings and it could start later to accommodate those coming from out of town. Clint thought a 10 a.m. start would work. There was no objection to this plan.

G. 2015 TraCS Steering Committee Elections

There was only one nomination for Chair. Lt. Roberts was nominated by Helen. Lt. Roberts accepted the position. There were no objections and the committee agreed there was no need for an election.

Helen noted that she'd submitted edits to the agenda as well as the minutes and had not heard back on these. The primary edit on the agenda is under Vice Chair – which should read Rick nominated Helen as Vice Chair.

There was only one nomination for Vice Chair. Helen was nominated by Lt. Roberts. Helen accepted the position. There were no objections and the committee agreed there was no need for an election.

Helen said that she believed that Miles Brookes had indicated that part of his function as traffic records coordinator would be to take the minutes and send out agenda. Lt. Roberts will ask Miles to be TraCS Recording Secretary, and in the alternative would nominate him if necessary, for the position.

IV. Other Short Business

TraCS Website: Miles received access/permission to update the AHSO/TraCS website just before Thanksgiving. He will be working over the next few weeks updating the site. There have been some minor updates.

Lt. Roberts said he would look at the website and forward any changes/updates to Miles.

V. Action Items as a Result of this Meeting

- A.** Miles to add Lt. Erickson of the Juneau Police Department to the invitation list to TraCS meetings. He will be the new point of contact for JPD TraCS questions.
- B.** Lt. Roberts will review the TraCS website and provide Miles with needed changes. Email Lt. Roberts with any changes committee members think are necessary.

- C. Lt. Roberts will look into moving committee meetings to same day as ATRCC and will send out a calendar after finding out from ATRCC what dates are for 2015.

Next meetings:

- TBA

All meetings will be held in the AST Conference Room, 5700 E. Tudor Road, Anchorage, 1:30pm–4:30pm, unless otherwise stated.