

TraCS Steering Committee

Meeting Agenda

February 10, 2016

10:30-12:30

AST HQ Conference Room, 5700 East Tudor Rd, Anchorage

Teleconference: 800-315-6338, meet me code 85321#

Voting Members					
Miles Brookes, AHSO		Helen Sharratt, ACS	P	Katherine Hensley, MSCVE	P
Rick Roberts, AST	P	Clint Farr, DOT&PF	P	Nichole Tham, DMV	P
Deputy Chief B. Munn, UAAPD	P	Ambrosia Romig, HSS/ATR		Chief Alan Bengaard, KTNPD	P
Josh Garcia, DPS	P				
Proxy Members					
Lee Buchhorn, DOT&PF		Lt. Dave Hanson, AST	P	Patrick Brosnan, DMV	
Gary Lee, DPS		Deputy Chief J Dossett, KTNPD		Pam Minton, MSCVE	P
Key: P=Present					

Other Present

Tracey Lewellyn, FMCSA

I. Internal Committee Business

A. Approval of Minutes

i. January 13, 2016

Minutes went out and Helen has some changes. Helen read the amendments she has recommended to the group. Moved to adopt Helen's changes. Minutes are updated as Helen requested.

B. Membership – update on the status of local law enforcement agency membership.

27 agencies, so changes happen. As we learn of changes, add to a table of POCs for the agencies and Miles will continue to invite them to the table. Helen is assisting Rick keeping those updated by sharing what she learns from agencies. The Soldotna Chief has expressed interest in attending a future meeting.

C. April TraCS Meeting Change

Traffic assessment means that we will have to lump some meetings together. Rick is moving this to Monday and in the pm instead of a.m. April 11. We should get notice soon from Miles

II. Updates on Action Items from Previous Meetings

A. Send 2016 TraCS Calendar via Outlook to Members and other TraCS interested parties including the Law Enforcement Agency Point of Contact

B. Rick will continue to work on DPS Monthly TraCS Report

Rick - Activity report draft sent out yesterday.

Took all feedback to IT section. Put in a request to have changes noted by courts. IT will make sure that all changes are in there. Idea is to run it as needed. Helen will dig up email of changes she requested and send again to ensure ACS changes are in there. Rick will check court agency codes. Rick broke out all AST.

Helen requested Rick put in **Account** users for second table to be clear that's people holding accounts vs. issuing citations.

First table, Helen asked to have total number of citations issued and crash issued.

- C. Rick will continue to work with Troy Payne, UAA on a way to survey 12-200 elements needed for specific crash severities.

Rick talked to Troy. Going to look at data elements and what agency is each element important to, and categorize so other agencies don't have to look at those. Will bring it back once this is drafted.

Rick is looking at a form for warnings. Dave Monroe started building a form that could be used for warnings. NOT citations. Contact warning form and scan license and registration and print it out. Quick data collection tool that could be used with report on crashes later on. Not a written warning just something that would be added to report later on.

Helen – not citations and whatever vehicle is used on a contact form, it would not be seen by courts. Rick – this is just for an exchange into their internal RMS systems for AST and officers.

III. Items for Discussion

A. TraCS Monthly Activity Report

Went over this already

B. TraCS Agency Equipment and Training Updates

DPS has a contract with three different vendors for initial outlay of equipment and install. Two ended at the calendar year. Contract still in place is for computers built in China covered by Buy America waiver. Have used some other funds to purchase equipment so was able to purchase equipment for Sitka and Yakutat

Rick is also working on the purchase of the server for updating multiple machines. This should be done soon. Josh is working on it. DPS had an issue with the Panasonic distributor. Rick was able to fix problem and procure the equipment. Computers are now on order.

Training goes well statewide.

Making a change to training – because a training sandbox needed to experiment and practice.

Dave M came up with a good idea but wasn't implemented. We have a stable version now without breaking our production for training sandbox. Everyone in the field will log into one of 20 recruit accounts with a box checked that kills the citation once the officer is done in there, so not released as a live citation.

Another training environment is going to be implemented at the Sitka academy. Scenario based training includes citation writing. They will use a separate way to log into production using accounts but the citation is NOT fired off.

Helen – make sure that protected from firing off a citation in both training scenarios above.

Rick – it's separated on different servers. Two different sandboxes. Nothing gets crossed with live production data.

C. Status of DUI Form Project in TraCS

No developments

D. TraCS Help Support

Nothing new – significant update of TraCS went out recently and that has created more support calls. A big download caused some problems with partial loading. DPS thinks they have tracked down the problem. Reboot machine instructions were sent out last week as the tip of the week. JPD has had some issues, and Rick is working with their IT to reload the TraCS client. Network at DPS are increasing the timing so it doesn't time out. Rick is also thinking of going to quarterly update for the application. DPS is still doing offense codes weekly update.

E. 12-200 Revision Update

See above

F. TraCS Payee City Data Transfer Solution

Rick has briefly talked to Josh about this. DPS is still waiting for time and ability and funds. No new updates

Helen and Rick – Miles was going to reach out to FPD and see if they will apply for funding to get citations to court.

G. Future TraCS Agencies

Rick said that the model set up at the beginning of the TraCS project with AHSO was initial funding to set up agencies but that the agency would need to be responsible for ongoing maintenance, new equipment etc. However, that has changed with the current situation with JPD.

JPD has a computer unit per car, not per officer, which is the standard approach. They have had trouble with updates and are taking ownership of these problems. So JPD has decided to go other direction and have each user have their own computer. I told JPD

to contact AHSO and AHSO has decided to entertain a grant proposal from JPD to refresh some of their equipment. The gear they buy must support the TraCS application.

This JPD situation led into DPS discussing grant applications with AHSO and AHSO has decided police agencies need to apply for grants directly through AHSO and not through DPS. The agency has freedom to order equipment that works best in their environment without DPS dictating the set up. This helps both DPS with having to do the grant writing. It also helps AHSO and DPS with tracking equipment which they have to do when it's owned by the SOA. AHSO wants the equipment to belong to the PD so it's not subject to SOA tracking. AHSO wants to take this burden off DPS to track SOA rules for equipment.

Rick will contact BBB, Ft Yukon and St. Paul and let them know they have to apply for grant funds themselves. Rick will work with them to help to put grants together. DPS will support them once it is set up. Will save DPS a lot of time. Will load TraCS once after agency has set up the equipment and not have to do it twice.

Helen had a number of questions about this. Concerned whether small LEAs have the ability to write these grants how does DPS helping with grant writing for several agencies vs. just listing them all in DPS grant really save time? How does this meet the mission of statewide TraCS rollout and support? What if grants are denied? TraCS committee needs to retain control on endorsing LEAs to obtain TraCS funding. Current process is that each grant comes to TraCS committee for a vote on whether it is recommended/supported by the committee and then forwarded to AHSO.

Rick – the plan is that DPS will just not be the middleman on IT and equipment.

Clint – historically how did this get done in the past? Helen explained how it has been done up until this decision by two members of the committee, not full committee.

Rick - we still want the TraCS want to develop a recommendation

Is the notification from Miles or Rick?

Helen – want to make sure that TraCS steering committee is still making sure that they are involved in recommendation that agencies get funded. SP mission is to roll out to all agencies that want TraCS.

Helen – If the agencies are going to have to apply themselves rather than DPS applying and bringing grant and agencies to the committee for approval, we as a committee must still get to decide and endorse each grant before it's forwarded to AHSO as we do with DPS grant.

Helen - expectations, required grant process, etc must be made very clear to agencies, and that DPS grant writing assistance is available and write to all PDs, not just put it on website.

Helen – it should be made clear in the minutes that DPS will continue with statewide mission of support and training for all agencies that want to use TraCS and that the only reason for this change is that DPS is seeking to have less work in doing the grant writing.

Helen – documentation to prospective agencies should include:

Grant writing assistance is available from DPS

DPS Requirements for TraCS application to work

Confirmation that the agency has some IT support locally to set up the machines they purchase with grant funds, and then send them to be loaded with TraCS to DPS IT Equipment

Support and Training will continue from DPS

TraCS steering committee to review and recommend each agency grant request, as we did when agency was in DPS grant before forwarded to AHSO – required.

Rick will draw up a notification form for agencies about the grant requirements and circulate it to the committee

Helen reminded the committee that all TraCS grants must come to the TraCS committee for approval before being submitted to the ATRCC.

Strategic plan should also be looked at – mission is to deploy TraCS software across Alaska and provide use and support to all Law Enforcement Agencies. If this is to change, it should be the subject of full committee discussion and vote.

Collaborate on planning and funding requests

Helen referred to SP: Added here [Helen]

http://www.dot.state.ak.us/stwdplng/hwysafety/assets/pdf/AK_TraCS_Strategic_Plan_2012_Final_01-08-2013.pdf

IV. Other Short Business

February 1 sent out notification that they can electronically file crash reports using TraCS. It's here finally. As of this a.m. we had 29 crash reports from Jan 1 until today accepted and electronically transferred to DOT and DMV.

Tracey from FMCSA said that they need an indicator for CDL holder - We need this at FMCSA – Josh - if you programmatically examine that data you can get that information from what is captured and sent .

Rick - We collect license class the driver has. And the type of vehicle. Josh can revisit with Mina and Sharon Chen but that was his recollection of where we were. FMCSA stated that DMV is not in compliance.

V. Action Items as a Result of this Meeting

- A.** Rick will develop a form for agencies wanting TraCS – and submit to the committee
- B.** Rick will get total on activity report, and clarify accounts by agency

Next meetings:

◦February 10	◦March 9	◦April 11†	◦May 11
◦June 8	◦July (TBD)	◦August (TBD)	◦September 14
◦October 12	◦November 9	◦December 14	

†Monday 1:30-4:30. This meeting is scheduled to accommodate the 2016 Traffic Records Assessment Kickoff.

All meetings will be held in the AST Conference Room, 5700 E. Tudor Road, Anchorage, Wednesdays, 10:30am–12:30pm, unless otherwise stated.