

TraCS Steering Committee
Meeting Minutes
January 13, 2016
10:30-12:30

AST HQ Conference Room, 5700 East Tudor Rd, Anchorage

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

I. Internal Committee Business

A. Approval of Minutes

i. November 10, 2015

Helen moved to amend the minutes to change the heading from “Agenda” to “Minutes”. No objection to the amendment. Helen moved to amend the minutes as amended, no objections.

ii. December 9, 2015

Helen moved to adopt the minutes. No objections minutes approved.

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

Rick continues his engagement to both TraCS and potential future TraCS agencies. All of these agencies are invited to all meetings and included on all TraCS correspondence emails.

C. Leadership Elections

i. Chair Nominations: Lt. Roberts

No objections, Lt. Roberts will serve as chair for 2016.

ii. Vice-chair Nominations: Chief Munn

No objections, Dep. Chief Munn will serve as vice chair for 2016.

D. 2016 TraCS Calendar

The 2016 TraCS schedule was briefly discussed. A few meeting dates and times are yet to be determined and may need to be adjusted due to the Traffic Records Assessment. This will allow for continuity with TraCS and ATRCC meeting dates.

Miles will send TraCS members and other interested parties, including LEA POCs the outlook invites for 2016’s meetings.

II. Updates on Action Items from Previous Meetings

A. Send leadership nominations to Miles with a cc to Rick.

This was addressed earlier in the meeting.

III. Items for Discussion

A. TraCS Monthly Activity Report

No formal report. Rick did brief the committee that work continues with staff to create a report which he can query, based off pre-written code, which he can pull monthly instead of asking IT staff for the request. This will allow him to provide the information requested by the group without tasking his staff too frequently.

B. Sustainability of TraCS

Ways to ensure the long-term sustainability of the program continue. Discussions between AST and AHSO have occurred regarding this topic. Once the details are worked out, Rick will bring them to the committee.

C. TraCS Agency Equipment and Training Updates

Rick has made some adjustments to his recently created training documents.

Craig Police Department is close to writing tickets using TraCS. Some smaller agencies which have hired officers that have not attended the academy are being trained in TraCS by the agency's resident TraCS "expert".

D. Status of DUI Form Project in TraCS

No progress to report.

E. TraCS Help Support

F. 12-200 Revision Update

Rick spoke with Troy about how to work on an effective way to poll data users on which areas of the 12-200 are needed based on crash severity.

Rick mentioned the goal has become not to remove field/elements from the form, but to find a way for officers to only touch fields that are directly applicable to the rash at hand.

G. TraCS Payee City Data Transfer Solution

Seward Police Department began electronically filing citations last week. Helen reported that 3 or 4 citations, as of Monday 1/11, had been filed with the court. There have been no reported problems with the process as of the start of the meeting.

DPS still continues initial discussions about possible solutions.

Helen reported that Linn McCabe from APD has scheduled a meeting with her regarding APD's new electronic system, which will come online in the near future, and default judgements.

H. ATRCC Executive Committee Status Update

No change since the last TraCS meeting.

I. Saint Paul, Bristol Bay, and Fort Yukon TraCS Interest

Discussion and work continues to identify the best options for bringing these agencies on board TraCS.

IV. Other Short Business

A. 2016 Traffic Records Assessment

Miles asked TraCS staff for their assistance for the upcoming assessment. Miles invited Josh to the ATRCC meeting later in the day for further information.

V. Action Items as a Result of this Meeting

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

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 coincide with the 2016 Traffic Records Assessment Kickoff.

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