

TraCS Steering Committee Minutes  
June 11, 2013  
DPS HQ Conference Room, 5700 E. Tudor Rd, Anchorage  
1:30 – 4:30pm

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**Committee Members Present:**

Lt Kat Peterson, DPS, Chair  
Bonnie Walters, DOT, Vice Chair  
Helen Sharratt, ACS  
Jonathan O'Quinn, DMV  
Gary Lee, proxy for Tim Larrabee DPS

**Committee Members on Phone:**

Ambrosia Bowlus, HSS

**Guests:**

Lt Rick Roberts, DPS  
Lt Dave Hanson, DPS  
Tiffany Thomas, DMV  
Matthew Matta, DOT  
Dave Monroe, CTG  
Jennifer Hoage, DPS  
Josh Garcia, DPS

**I Internal Committee Business**

- A. Approval of minutes from May 14, 2013.
  - Jonathan moved to approve the minutes. Bonnie seconded the motion. All in favor, none opposed, Helen abstained. Minutes were approved.
- B. Membership.
  - Rick reported that he has been talking to local law enforcement and is working on an invitation to send out to municipal police agencies to solicit membership for the committee. He will give an update on his progress at the July meeting.

**II Updates on Action Items from Previous Meetings**

- A TraCS Helpdesk Update.

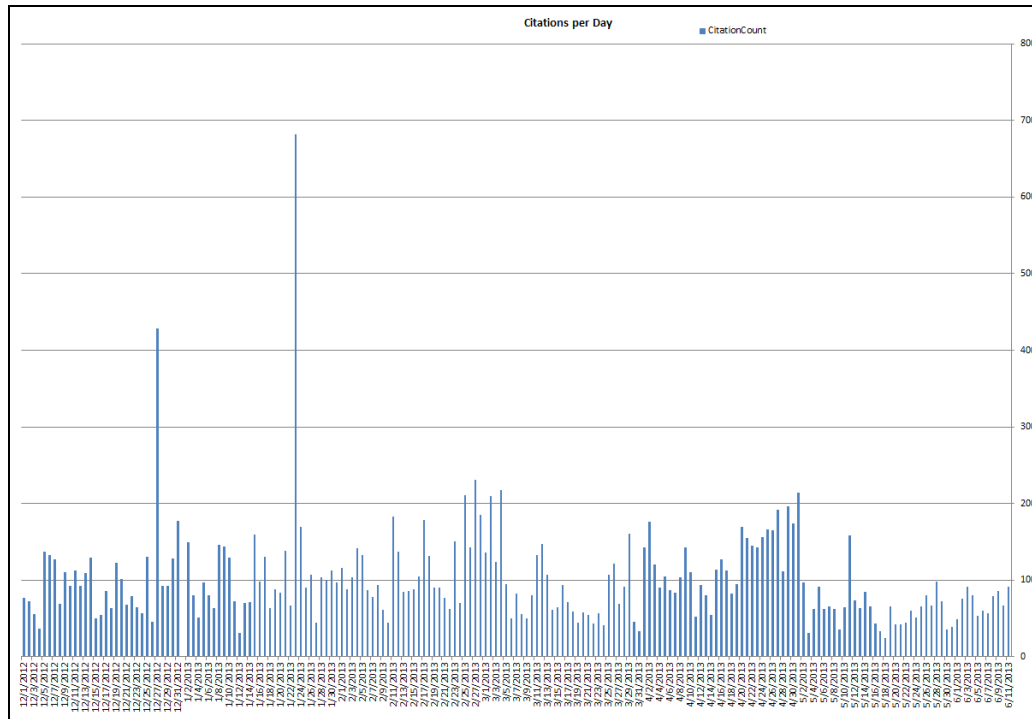
Tim was not present at the meeting so there was no update on this item. Rick reported that there is going to be a preliminary meeting on Friday, June 14<sup>th</sup> to discuss moving the help desk function to statewide services which will free up Dave and Alina from this

responsibility. Alina has been promoted to an AP4 and will continue to work on TraCS for the time being until a new person is hired to her previous AP3 position.

### **III Items for Discussion**

#### **A TraCS monthly activity report (Dave)**

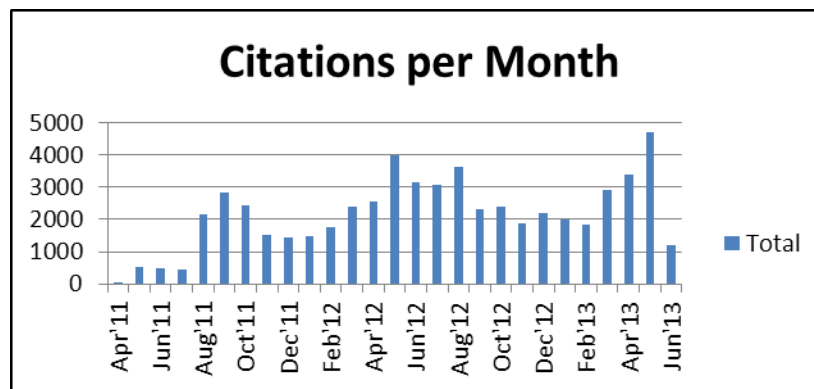
- 1) We continue working with TEG to resolve issues in the TraCS application releases as they may occur
  - a) TraCS v10.05.12 was released for Production on June 07, 2013. We continue testing newest releases for use in Alaska.
  - b) We have started testing the TraCS v10.05.09 client for use statewide to replace v10.04.40 in production statewide. It is expected this will allow us to implement the electronic Accept and Reject for the 12-200.
- 2) TraCS v10.05.xx now includes TraCS Web Services
  - a) Allows for connectivity to the TraCS Repository Server from the TraCS client in the field
  - b) Could eliminate or reduce the need for manual End-Shift
  - c) May facilitate officers/agencies that share equipment and who may need access to their forms from any TraCS client with Internet connectivity.
  - d) Includes TraCS Analysis Reporting, Ad Hoc Reports, and Incident Mapping
- 3) The TraCS Repository Server (v10.05.09)
  - a) There were 98,587 issued 12-213AUCs in the repository as of this morning
  - b) There were 4,899 12-200 Crash forms in the repository as of this morning (3,167 are Validated)
  - c) There were 820 of the new 12-200v1 Crash forms in the repository as of this morning (818 are Validated)
- 4) We are still testing the TraCS Update service that is now built into TraCS natively and expect to implement it with TraCS v10.05.09 or later.
- 5) E-Citation with the Court (The following locations are all currently in scope for electronic submission.)
  - a) AST Citations bound for most Courts in Alaska since 04/29/2011
  - b) Soldotna PD citations since 10/14/2011 that are bound for Kenai Court;
  - c) Palmer PD Citations since 12/03/2011 bound for Palmer Court;
  - d) Homer PD Citations since 02/16/2012 bound for Homer Court;
  - e) Valdez PD Citations since 10/04/2012 bound for Valdez Court;
  - f) Skagway PD Citations since 01/17/2013 bound for Skagway Court;
  - g) Kodiak PD Citations since 02/14/2013 bound for Kodiak Court;  
(We expect to have other local LEAs from non-payee cities submitting electronically soon)
  - h) As of this morning, a total of 58,740 TraCS citations have been sent to Courts electronically since we went live on 4/29/2011. There were 4,715 submitted in May 2013. (May include duplicate submissions.) Over 81,187 total TraCS citations have been issued during that time frame



**E-Citation Activity 1**

6) Below is a chart of citations submitted electronically by month

7)



**E-Citation Activity 2**

- 8) The TraCS Web server was updated to TraCS v10.05.09. IE8 (The most advanced version of IE for Windows XP) is no longer support for TraCS Web v10.05.xx. Both the newest version of Chrome and Firefox test successfully with v10.05.xx and Windows XP. ACS is not ready to upgrade to IE9 or allow use of Chrome of Firefox on their desktops.
- 9) Accept/Reject Process for Crash Reports
  - a) Bugs in the code that returns the rejected forms to the TraCS client have been fixed
  - b) Further configuration will be required to implement into production
- 10) We continue working with the ILT (Incident Locator Tool) developer and have been testing the newest release of the ILT that includes Milepost markers with good results.
- 11) All of the 2011 DMV grant ToughBooks have been imaged and encrypted using BitLocker encryption solution for FMCSA compliance. (79 of the 80 units have been deployed as of this week)

- a) The last remaining 6 CF-31 units have been configured and 5 have been delivered - 2 each to Kodiak PD and Valdez PD, and 1 to Palmer PD. Homer PD's is ready to be picked up.
- 12) Six the 2013 DMV grant ToughBooks have been configured for Kotzebue PD. We are working with their Chief and their technical contact to prepare for onsite training.
- 13) The CF-30 ToughBooks are now be redeployed using BitLocker to encrypt the hard drives
  - a) 3 CF-30 ToughBooks are available as spares for redeployment.
- 14) We continue working with the Juneau PD and their IT staff to address any pending issues. **Juneau PD had 1126 "Issued" TraCS citations in the Repository as of this morning.** (JPD had reported several of their new computers are not End-Shifting correctly, but the issue has been identified and is being addressed.)
- 15) eCitation update
  - a) The DPS.Citation process is running stably with only regular maintenance required.
  - b) To date, 3,493 APD citations have been processed to Courts successfully as Requests for Default Judgment.
  - c) DPS has the ability to bring other non-payee TraCS agencies on at will.
- 16) 12-213AUC – Proposed Administrative Bulletin 83 based on Supreme Court Orders 1794 & 1797
  - a) TraCS version of 12-213AUC (Deployed in TraCS on April 11<sup>th</sup>, 2013) –
    - i) Changes have been fully implemented and approved by ACS. (Since their approval, there have been additional font formatting and last minute content changes form the Court.)
    - ii) TraCS users are currently using the April 11<sup>th</sup> version in production.
    - iii) ACS has agreed that the current 12-213 AUC meets the functional requirements of the Supreme Court Order and the any pending changes can be implemented at a later date once approved.
  - b) We have had contact with FPD concerning their electronic version of the new 12-213AUC. We did receive examples of the FPD electronic Citation last week that they were hoping to implement prior to AB 83 and are not certain of the current status of the new version.
  - c) Renea Brady is no longer with SunGard and FPD so things should speed up a bit for Fairbanks PD
  - d) We have had several emails and phone calls with APD addressing specific questions about the fields and the data. They were relying heavily on the paper version form DPS and not the electronic versions from DPS for their design work. I believe that has been resolved.
  - e) **No schema or XML tags have yet been identified for transmitting either the "Fish and Wildlife" or the other new Supreme Court Order related 12-213AUC fields to ACS.**

## **B Update on FMCSA grant funding and equipment purchase**

Rick reported that the paperwork has been signed to enable AST to spend the remaining balance of the FMCSA grant money. It should all be spent by Friday, June 14<sup>th</sup>. At that point the computers will be made ready for installation and deployed. Jonathan reiterated that an amendment must be made to the grant before spending the remaining 20K for travel on equipment and the sooner that DMV can be invoiced for the equipment purchase the better.

## **C Status of TraCS Section 405(c) grant application**

The ATRCC PEC met on May 22<sup>nd</sup> to determine which grants were approved for funding. The TraCS grant was forwarded on to the AHSO for funding but the amount cannot be determined until NHTSA awards the grants to the ASHO and they know how much money is available for traffic records. There was some concern about the TraCS

Installation grant because they did not supply any match and they may be supplanting DOT funding. Jonathan explained that since they will be doing field work that is not within the scope of their normal duties this should not be considered supplanting. This information will be passed on to the AHSO. There will be an update on this item at the July meeting.

**F Update of TraCS website**

Bonnie had the TraCS website updated per the requests from the June meeting. There were some spelling corrections that needed to be made and Dave has submitted the specifications document and some related links that will be added to the site. Please check out the website prior to the July meeting to make sure that it looks good.

**IV Other Short Business**

Helen asked about the status of the TraCS User Group meeting and we were reminded that we decided that it was not necessary this year since there hadn't been many changes to the software or new users coming on line. If the DUI packet goes forward, it would probably be a good idea to have another user group meeting after it has been deployed.

**V Action Items**

1. The next meeting will be held on Tuesday, July 9, 2013 in the AST conference room.

Helen moved to adjourn and Jonathan seconded. All in favor, the meeting was adjourned at 2:46pm.

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

- July 9, 2013
- August 13, 2013
- September 10, 2013
- October 8, 2013 – Old Crime Lab Classroom (building directly next to DPS)
- November 12, 2013
- December 10, 2013