

Alaska Traffic Records Coordinating Committee

August 16, 2017

1:30 pm – 4:30 pm

Teleconferenced

Meeting Minutes

Voting Members					
Miles Brookes, AHSO	Ph	Tony Piper, HSS/ASAP		Katherine Hensley, MSCVE	Ph
Lt. Kat Shuey, AST		Clint Farr, DOT&PF	Ph	Nichole Tham, DMV	
Troy Payne, UAA	Ph	Michael Chin, APD		Tammy Kramer, AHSO (non-voting)	Ph
Helen Sharratt, ACS	Ph	Ambrosia Romig, HSS/ATR	Ph		
Marcia Howell, AIPC		Matt Walker, DOT&PF	Ph		
Proxy Members					
Lee Buchhorn, DOT&PF		Pam Minton, MSCVE	Ph	Sgt. Rick Steiding, APD	
Jeff Jeffers, DOT&PF		Sylvia Craig, AIPC		Julie Rabeau, HSS/DPH	
Ghulam Bham, UAA		Patrick Brosnan, DMV		Michael Powell, HSS/DBH	
Key: P=Present in person, Ph=Present by phone.					

Others in Attendance:

Desiree Downey, DOT&PF

Ryan Klitzsch, Cambridge Systematics

I. Internal Committee Business

A. Approval of Minutes

April 26, 2017 Minutes- Clint moved to approved, Miles seconded the motion. The motion passed without objection.

B. Membership Updates

Anchorage Police Department- When Sgt. Roy LeBlanc retired in April, Sgt. Rick Steiding was named his successor as the Traffic Unit Supervisor. It was noted that Rick, in his position as the unit's supervisor, would serve as APD's proxy to ATRCC. **Miles will make sure all contacts reflecting this change are updated and will make sure Sgt. Steiding has needed paperwork to begin service as proxy to the committee.**

II. Updates on Action Items from Previous Meeting

No action items to report.

III. Items for Discussion

A. FFY2018 Traffic Records Strategic Plan Approval- The FFY18 TR Strategic Plan was reviewed based on recommendations submitted by the members. Outside of technical editing (i.e. standard grammar use, spelling, use of first/third person verbiage, word order) the following were discussed;

- Add a short paragraph, with web link explain the composition of the ATRCC
- Adding a visual chart (as included in previous plans) outlining the core and peripheral systems with potential linkage lines
- Including other organization/committees which also contribute to the advancement of data improvement and sharing (i.e. TraCS and MAJIC)

- Including materials such as grant packets in the plan for parties outside of the ATRCC to reference
- Include the goals from section VII. page 28 of the FFY15 and FFY16 TRSP.

Miles will work with Cambridge to look into these edits and suggestions and distribute a plan for email approval in late August or early September.

- B. TRSP Tracking Tool-**Miles presented a tracking/status tool to the committee which was created for a quick visual report on the highest ranked priority deficiencies from the 2016 Traffic Records Assessment. The goal of this tool is to update it at least once a year, but hopefully bi-annually as the priorities are addressed. This visual will be used when the TRCC looks at tables 6.2, 6.3, and 6.4 to determine if lower priority deficiencies can be moved up for action.

The status meters are currently set at “Not Started” within the tracking tool although it is known that some of these findings are currently being addressed and have changed since the assessment was conducted in 2016. Miles asked the TRCC Committee Members to look at the document for your system. **Review the “Assessor Conclusion”, “Performance Measure/Target”, and “Timeline” columns and evaluate the status of each using the meter on the furthest right and report update to Miles.** Miles will remind committee members in a follow up email.

- C. PDO/Minor Injury Crash Reporting (12-209) Revision** – Clint informed the group that through discussions with DPS and DMV that the 12-209 Crash Form (driver self-report) does not have a defined owner. It is believed that the 12-209 was designed by DPS for DMV and DOT use to capture less serious in nature crashes. As mentioned in previous meetings, use of the 12-209 has increased which has contributed to the crash back log as it exists. Additionally, the attributes and fields on the 12-209 do not match the equivalent fields found in the 12-200 (police crash report form) and DOT’s crash database further complicating crash data collection efforts. His staff has begun to look at the 12-209 and align the limited crash collections fields to align with the 12-200 for ease of data collection. The next step will be return to online submission of the data thus reducing the work load of the current crash data entry contractors, which are consuming 405c funding from AHSO.

If there members of TRCC which have questions or concerns regarding the change of the driver self-reporting crash form, contact Clint or Miles.

IV. Other Short Business

- A. Juneau Police Department FFY17 Traffic Records Project Update-** Miles conducted AHSO’s required grantee site visit to JPD in early August. The main purpose of JPD’s project was to refresh its original fleet of Mobile Data Terminals (MDTs) and issue each sworn officer their own MDT for the collection of citation and crash data via TraCS. All of the equipment JPD ordered has been received by the department and is the final stages of being imaged. Once this is completed quick field testing will occur and all units will be deployed to officers. Once this is completed, the number of minor offense (MO) citations electronically submitted to the Juneau Court by JPD should increase, and the number of paper MO citations should decrease. There was one glitch with the new units related to their operating system. There were some compatibility issues between the newest version of

Windows and the TraCS application. This issue set the project back a little bit, but has since been resolved between JPD, DPS, and TraCS developers.

- B. Reconvening of TraCS Steering Committee**-TraCS Steering Committee has not met since January of 2017 for a variety of reasons. It was noted that now there is a clearly measurable objective for TraCS in the High Priority Table (6.2) of the FFY18 Traffic Records Strategic Plan, and course of action developed by the TraCS Committee will go a long way in achieving the measures. There has been an increasing number of citations being submitted to ACS via paper by agencies which have TraCS deployed and are authorized to e-file. The action plan developed by the TraCS Committee should explore the downward trend in e-filed citations in addition to bringing new agencies on board. **Miles will look to plan a TraCS Meeting within the next month, and begin drafting a matrix type document to outline current TraCS issues.**

Further TraCS related technical issues are still occurring in the North Slope Borough, no updates available to see if progress was being made. Miles spoke with and sent requested information to Galena about TraCS deployment, but has not heard back. **Miles will follow up with Ron Frazier about North Slope Borough PD and follow up with Galena PD.**

V. Action Items as a Result of this Meeting

- A.** Miles will make sure all contacts reflecting this change are updated and will make sure Sgt. Steiding has needed paperwork to begin service as proxy to the committee.
- B.** Miles will look to plan a TraCS Meeting within the next month, and begin drafting a matrix type document to outline current TraCS issues.
- C.** Miles will work with Cambridge Systematics (Ryan K.) to update the Strategic Plan based off discussions during the meeting. Miles will send out plan for up or down vote via email.
- D.** Committee members to review the "Assessor Conclusion", "Performance Measure/Target", and "Timeline" columns and evaluate the status of each using the meter on the furthest right and report updates to Miles.
- E.** Miles will follow up with Ron Frazier about North Slope Borough PD and follow up with Galena PD.

Next meetings

TBD (Late September/Early October)- Be on the lookout for email.