

**Alaska Traffic Records Coordinating Committee**

September 23, 2015

1:30 am – 4:30 pm

Old Crime Lab Classroom, ABI Building

Meeting Minutes

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

**Others Present:**

Linda Fisher, NHTSA Region X

Ryan Klitzsch, Cambridge Systematics

**I. Internal Committee Business**

**A. Approval of Minutes from 5/12/2015**

Miles moved to approve the minutes. Dave seconded the motion. Minutes adopted without objection.

**B. Membership Updates**

No membership updates.

**II. Updates on Action Items from Previous Meeting**

**A. AHSO will attempt to reengage DMV representative for ATRCC**

Action complete. Nichole Tham, DMV was in attendance.

**B. Miles will forward the TraCS Grant with a compiled list of comments and recommendation from the scoring sheet to Tammy for forwarding to Cambridge and then NHTSA**

Action complete. The list of comments and recommendations related to the TraCS Grant were forwarded.

**C. 12-200 survey results will be sent to committee**

Action complete. This was done in the spring and again with the agenda for this meeting.

**D. Updated strategic plan will be sent to group in early summer**

Action incomplete. This will be sent to the group this week.

**III. FFY15 Traffic Records Projects Update/Status Reports**

**A. DPS-TraCS**

Dillingham and Petersburg: Mounting equipment is in the communities. The training disks are ready for shipment. The Toughbooks are at DPS waiting for final imaging. This task was delayed to an unforeseen personnel issue. The computers should be ready for shipment at the end of the week.

**B. ACS-UMOT**

The Special Projects Manager's support for this grant ended in April. The CMS has continued with the work in the SPM's absence. Progress has been made. Shismarif and Bristol Bay have been recently added to the table. Other jurisdictions which use TraCS have been updated. The number of update the UMOT has exceeded the project performance measures goals.

**C. ACS-Data Disposition Quality**

After the AHSO site visit in August, Tammy extended the opportunity to renew this project for FFY16 via late grant application. This was determined to not be feasible by ACS because the CMS under this grant will not be available to continue this project if it was extend. Because of the nature of this analysis it would be difficult to bring a new Analyst up to speed. Not sure how this will continue, but there was a significant amount of data errors discovered and corrected. Results exceeded the performance goals greatly.

**IV. Items for Discussion**

**A. Anchorage Police Department 2013 crash data backlog**

Clint reported that the crash data continues to be hand entered via PDF by the University of Alabama's student worker pool. 2013 APD crash data is projected to be entered by January 2016. A potential partnership with the University of Alaska to conduct similar work to expedite this process is in the works.

Talks with APD occurred over the summer. They are receptive of the concerns held by DOT&PF. DMV offered to build an interface, with operation and maintenance costs funded by DOT. An MOU to this effect was drafted, but did not meet APD needs at that time. Work continues on a solution for an electronic data transfer system continues.

**B. 12-200 Direction/Options/Survey**

Background on DPS' concern with the complexity and length of the 12-200 was discussed. Including the increase in self reporting crash forms (12-209) submitted since the enactment of the current 12-200.

Automated linkage and derivation for data within the 12-200, as previously discussed is still possible, but is a long way off.

Rick asked for the stake holders to weigh in on the elements again to determine at which level of crash severity the element becomes mission critical to the crash data stakeholders. This exercise could identify elements that could be removed from the form or not completed based on the crash severity.

**C. Traffic Records Budget Report**

Helen inquired about the status of the quarterly Traffic Records Data Project budget reports. AHSO reported that the presentation of a budget on a regular basis is problematic

for a multitude of reasons including the current status of the new accounting system (IRIS), the time lapse between submitted reimbursement claims from grantees and processing of payment, the unpredictability of federal funding releases throughout the year. Helen was concerned about this approach, noting that a total down to the cent is not necessarily desired, but an overview to gain a perspective on the current financial situation for future planning is a task the TRCC is responsible for.

**D. Payee City Data Transfer Solution**

This is a priority project found in the Traffic Records Strategic Plan. Helen requested this discussion remain on future agendas, and to be looked at for a potential FFY17 project.

**E. Traffic Records Grant Process**

Helen recommended that when the next grant cycle begins, this if the process is going to be changed, time needed to allot for this task. This concern arose from a FFY16 grant which was submitted for review which was determined to be worthy but scored low on the review criteria. At the review discussion ensued about having the grant sent back for edits. The grant was sent back by AHSO to the applicant for rewrite after submittal via the FFY16 Highway Safety Plan to NHTSA, but before award was granted to applicant. Helen had no objection to some of the items discussed previously including allowing for grants to be submitted to AHSO after a the initial grant deadline for award if a project was worthy and needed immediate attention, and or grant waiver process, but felt more comfortable if the procedure was in writing.

Helen requested the review score sheet be sent to her for possible proposed amendment for consideration by the group.

**V. Other Short Business**

**A. *State Traffic Records Coordinating Committee Noteworthy Practices (FHWA/NHTSA, June 2015)* –Distributed to the committee via email.**

Distributed for informational purposes.

**B. *Assessment of Characteristics of State Data Linkage Systems (NHTSA/CDC, August 2015)* - Distributed to committee via email.**

Distributed for informational purposes. Marcia suggested the idea of applying for a NHTSA Go Team for guidance on Alaska's future linkage endeavors. AHSO was unsure if the Go Teams would travel to Alaska at their expense. Linda, NHTSA will check on that question.

**VI. Action Items as a Result of this Meeting**

- A.** Miles Relook at the 12-200 survey conducted last spring, identify the elements which were identified as mission critical and resurvey the stakeholders as to which crash severity level (Fatal, Serious Injury, Minor Injury, Property Damage Only) that element it critical to.
- B.** Miles will look at best practice from other states and determine if crash report questions in Alaska are being asked efficiently.
- C.** Miles will send Helen a copy of the grant rules document for possible amendment submission.
- D.** Miles will send the FFY16 Traffic Records Strategic Plan via email.
- E.** Clint will chair the November meeting.

**Next meetings**

◦November 10<sup>†</sup>

◦December 9

<sup>†</sup>Tuesday meeting.

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