

Alaska Traffic Records Coordinating Committee

Meeting Minutes

March 11, 2015

1:30 pm – 4:30 pm

AST Conference Room, 5700 E. Tudor Rd

Members Present

Pam Minton, MSCVE

Troy Payne, UAA

Miles Brookes, AHSO

Clint Farr, DOT&PF

Michael Powell, H&SS

Lt. Dave Hanson, AST

Marcia Howell, AIPC

Others Present

Lee Buchhorn, DOT&PF

Sgt. Roy LeBlanc, APD

Lt. Rick Roberts, AST

Max Severeid, NHTSA

Scott Thomas, DOT&PF

Tammy Kramer, AHSO

Members Absent

Ambrosia Romig, H&SS, ATR

Helen Sharratt, ACS

I. Internal Committee Business

A. Approval of Minutes from 12/10/14

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

B. Membership Updates

Sgt. Roy LeBlanc, Anchorage Police Department was in attendance. Sgt. LeBlanc and Michael Chin, APD Records Manager have discussed who would be best suited to represent APD on ATRCC. Sgt. LeBlanc relayed that Mr. Chin would best to serve as the voting member, and he would serve as the proxy member. **Miles will send paper work to Mr. Chin and Sgt. LeBlanc.**

C. 1st Quarter FFY15 Budget Spreadsheet

The 1st Quarter FFY15 Budget Spreadsheet was presented to the group. Sheet attached to the minutes.

II. Updates on Action Items from Previous Meeting

A. 2015 TRCC Meetings are Scheduled

See below for the 2015 ATRCC schedule.

III. Traffic Records Project Updates

A. 1st Quarter reports attached. Discussion/questions for project managers.

These will be posted onto the ATRCC internal website. There was no discussion or questions.

IV. Items for Discussion

A. ATRCC Meeting Survey Results

There were 7 completed and returned surveys. They were conducted to help the Chair steer the committee for the year. All respondents noted that we should meet monthly,

however, 5 of the 7 noted that a break should be taken in the summer and around the winter holidays (Jul, Aug, & Dec off) due to peak work activity noted by respondents.

B. FFY16 Traffic Records Data Grant Cycle and Process

1. Grant Calendar

Tammy provided the group with date for the upcoming grant review cycle.

Miles will update the process calendar and send a copy to the group with the minutes.

2. Review Traffic Record Grant Evaluation Form

Michael Powell, H&SS provided some comments on the Grant Evaluation Form. Discussion ensued on how to evaluate the grant submissions. It was proposed to have members which submitted grants to be removed from the review process all together. This was done previously, but did not leave a diverse enough pool of members to effectively evaluate the grants. It was decided to leave the review process in place from the previous year. If a member submits a grant, then that person will not evaluate their own.

C. TraCS User Interface 12-200 Demonstration (Lt Rick Roberts)

Lt. Roberts gave a presentation on the use of the TraCS 12-200 electronic form. This presentation was arranged as a lead to the 12-200 data collection concerns that some members of AST have presented to the TraCS team. Questions and key points from the presentation;

- There are around 800 validation rules built into the form to help ensure data is quality, accurate, and non-contradictory.
- In each data attribute field there are help links for officers to help make the most appropriate selection.
- Some available efficiencies, such as the bar code features on registrations and licenses are not being utilized to the maximum benefit. Some data is not coded in the code for a variety of reasons resulting in Troopers manually collecting and entering vehicle and driver data.
- New forms are in development for use within TraCS (DUI form, Driver Information Exchange form, and Impound form).
- Lt. Hanson asked if data that cannot be collected via scan and is entered manually, is that manually collected data cached for future use to ensure that it is correct. Rick reported that it does not. The only fix to the bar code data is via the DMV database.

D. 12-200 Discussion

The Alaska 12-200 is used as the national model which is commendable. Rick explained, that in the effort to collect more data, that the data being collected by users may not be quality or accurate. He noted some examples of a two vehicle crash in which both were not drivable that officers were distributing the driver exchange info and Notice of Financial Responsibility to the parties and moving on. While this is a training issue, it may derive from the form itself being heavy.

The new 12-200 (ver. 1) released in 2013, takes longer to complete safely on the side of the road. As the form has gotten more complex, it has gotten less intuitive for field officers.

Some data elements collected by officers exceed MMUCC recommendations. Some MMUCC recommended derived data elements are being collected on scene by police. There are some technical roadway features that everyday officers may not know which can lower data quality on the 12-200.

Connectivity for Troopers was raised. If the Troopers were in an area of no connectivity, they could complete the driver exchange part, and then go to an area of connectivity to finish the report. A business process could be developed to utilize these databases.

Troy suggested looking at all the elements on the form and examining why it exists. In an effort to collect a lot of data the collection of that data can become less accurate. By examining the all the elements in how and why they are used, the discussion of adding or subtracting elements can move forward safely. Make the process deliberate.

Rick agreed with this, but added that exploring ways for DMV to collect more complete data for bar codes, and leveraging existing or new DOT databases for deriving collected data is a safe place to start in making the 12-200 for user friendly, thus increasing the accuracy of data. **Clint will work to schedule a meeting between relevant DPS and DOT parties to discuss possible GIS solutions.** Roy noted that making these improvements will not improve the data collection effort of APD.

Troy asked the Troopers if there is a target length for an officer to complete the form for a crash. It may be helpful at this perspective when changing the form. Roy added that looking at it from a customer point of view (i.e. crash victim) may be beneficial on how long the form should take.

Rick added that any work that is accomplished would be shared between all agencies, so that APD would not be left behind.

The next steps for this discussion; Miles **will identify and contact stakeholders and ask them to identify the elements on the 12-200 which they need to complete their work.** This can provide a direction on which fields must stay, which fields can be discussed for possible elimination or amendment, and which fields can be eliminated.

V. Other Short Business

A. Status Update on DOT/DMV/DPS and APD Crash Data Situation (Clint)

Clint reported that a group meeting just occurred. All parties are aware of the data integration project exists. A lot of the project work is done, but needs to be identified. What remains to be worked out is the interface between the law enforcement agencies and DMV. One of APD's tasks from the meeting is to find out where their contractor ended work on the project. Fairbanks is currently sending test data within the last few days. Action items from this meeting; APD will contact previous contractor to find out level of work completed, DMV will complete data schema template, Fairbanks will run test data transfer to DMV and DOT, and a follow-up meeting in a couple of weeks. Contact Clint with any questions.

Discussion continues between APD and DMV/DOT on if APD will push the data or allow the state agency to pull the data. This cannot be resolved until where the contractor left the project can be discovered. Clint will report updates if available at next meeting.

Questions were raised about electronically submitting the 12-209 without printing, signing and mailing the form. Clint relayed that rules prevent that from occurring.

VI. Action Items as a Result of this Meeting

- A.** Identify data stakeholders of the 12-200, compile list of these persons, and invite them to the current 12-200 discussion and soon to be created 12-200 data element survey. **-Miles**
- B.** Create a 12-200 data element survey that asks data stakeholders to identify the data they use and don't use, and explain how the data that is needed is used in their research. **-Miles**
- C.** Set up a meeting between DPS(Lt. Roberts), and DOT&PF's Clint Farr (Crash Data), Engineering Division and GIS group to discuss a potential plan and timeline for developing and importing a DOT road inventory into TraCS for derived roadway data. **-Clint**
- D.** Identify a way to measure how long current 12-200 takes to complete using TraCS, and find a desired amount of time to fill out a 12-200 from officers in the field. **-Rick**
- E.** Update ATRCC Grant Review Calendar and email to group. **-Miles**
- F.** Send Michael Chin, APD membership paperwork, and Lt. LeBlanc, APD proxy paperwork. **-Miles**

VII. Meeting adjourned at 3:42pm.

Next meetings

◦April 8	◦May 13	◦June 10*	◦July 8
◦August 12	◦September 9	◦October 14	◦November 10†
◦December 9			

*ATRCC will meet at the DPS, Commissioner's Office Conference Room, 4805 Dr. Martin Luther King Jr. Ave. (new crime lab building)

†Tuesday meeting.

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