

TraCS Steering Committee Minutes
February 11, 2014
AST Conference Room, 5700 E. Tudor Rd, Anchorage
1:30 – 4:30pm

Committee Members Present:

Lt. Rick Roberts, AST, Chair
Helen Sharratt, ACS, Vice Chair
Tim Larrabee/Gary Lee, DPS
Bonnie Walters, DOT&PF
Jonathan O'Quinn, DMV
Ambrosia Romig, HSS

Committee Members on Phone:

Chief Bengaard, Ketchikan PD

Guests:

Brad Munn, Deputy Chief, UAA PD
Matthew Matta, DOT&PF
Dave Monroe, CTG
Jennifer Hoage, AST
Josh Garcia, AST

I Internal Committee Business

- A. Approval of minutes from January 14, 2014.
 - Tim moved to approve the January 2014 minutes, Bonnie seconded the motion. No one opposed and the minutes were approved
- B. Membership.
 - Rick reported that he invited Tracy Lewellyn from FMCSA to participate as an ex-officio member of the committee. She is interested but was unable to attend the February meeting. Bonnie will add her to the mailing list.

II Updates on Action Items from Previous Meetings

- A. TraCS Helpdesk Update.
 - Tim reported that the helpdesk software is running and they are currently working on a reorganization of their section to accommodate the helpdesk functions. They are waiting for a new Admin Services Director to be appointed before finalizing the

reorganization. In the meantime they are training a couple of staff for the TraCS helpdesk functions and have received good feedback on this effort.

B. Membership status of Deputy Chief Brad Munn

- Deputy Chief Brad Munn, UAA Police Department, has the membership paperwork and is waiting on the signature of his Chief in order to formalize his membership. He will bring the signed paperwork to the March meeting.

C. Status of helpdesk request regarding email resolution

- Josh reported that the request is in the queue but that it has a low priority so he's not sure when it will be resolved.

D. Status of Kotzebue PD issuing citations

- Dave reported that he had made contact with the Lieutenant at the Kotzebue PD and they just aren't issuing many citations. No citations have come through TraCS at this time. Dave will follow up with him soon.

E. Status of 2013/2014 TraCS crash reports sent electronically to DOT

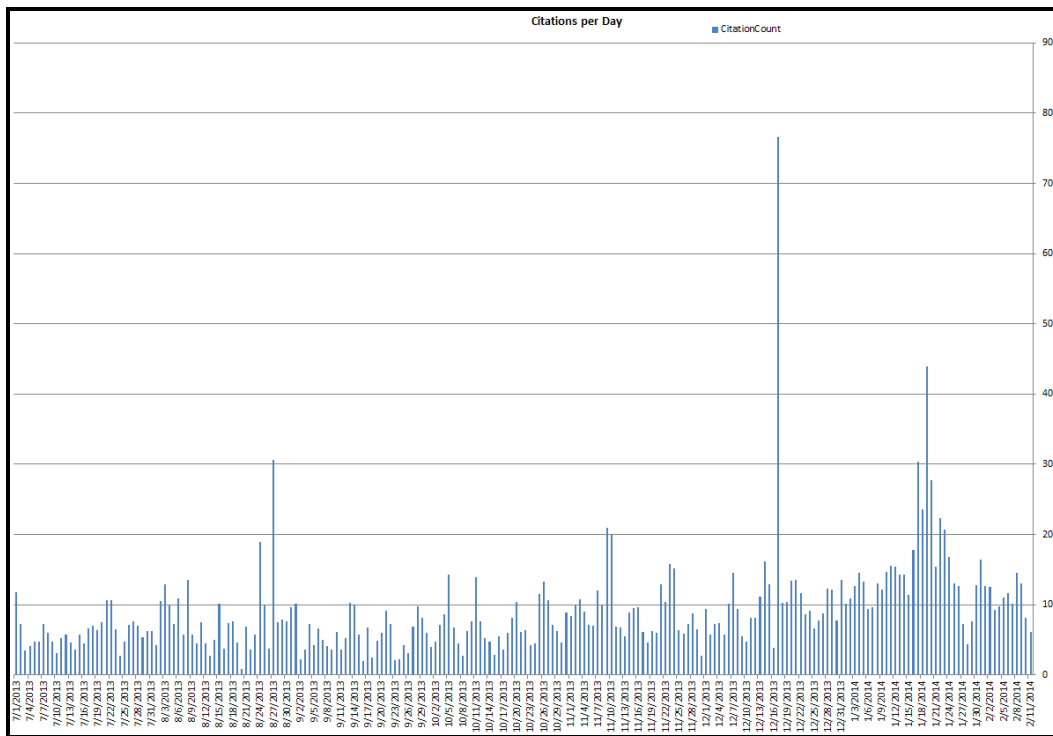
- Bonnie reported that she has not sent the paperwork to DPS to make this happen. She will get both an MOA and an email to Rick before the March meeting.

III Items for Discussion

A TraCS monthly activity report (Dave)

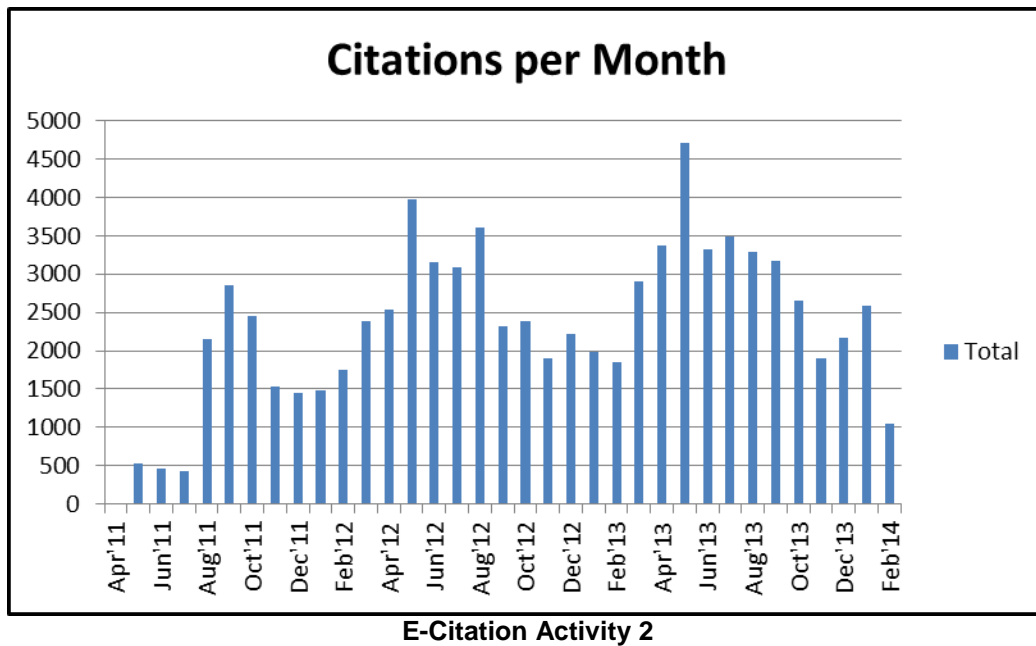
- 1) We will be attending the next TraCS National Model Steering Committee Meeting in Omaha, NE on March 6th and 7th next month.
- 2) We continue working with TEG to resolve issues in the TraCS application releases as they may occur
 - a) We currently have deployed TraCS v10.05.09 client for use statewide.
 - b) We have received approval from the SSO and have started testing TraCSWebServices
 - c) TraCS v10.05.41 was released for Production on February 7, 2014. We plan for this to be the next version deployed statewide.
 - i) First version of the TraCS application to be deployed using the TraCS Update Service.
 - ii) Implement the electronic Accept and Reject for the 12-200 through TraCSWebServices.
- 3) The TraCS Repository Server (v10.05.09)
 - a) There were 123,395 issued 12-213AUCs in the repository as of this morning
 - b) There were 4,963 12-200 Crash forms in the repository as of this morning (3,212 are Validated)
 - c) There were 2560 12-200v1 Crash forms in the repository as of this morning (2553 are Validated)
- 4) We have fully implemented the TraCS Update service that is built into TraCS natively. We now have over 465 TraCS clients from all TraCS agencies statewide now registered with the Update server and over roughly 50% being current.
- 5) E-Citation with the Court (The following locations are all currently in scope for electronic submission.)
 - a) AST Citations (non-Fish & Game) bound for most Courts in Alaska since 04/29/2011

- i) Citations bound for all First and Third District Courts, Some Fourth District Courts, and only Barrow Court in Second District at this time
- 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;
- h) Northslope Borough PD Citations since 09/05/2013 bound for Barrow Court;
- i) UAA PD Citations since 09/25/2013 bound for Anchorage Court;
- j) Juneau PD Citations since 10/10/2013 bound for Juneau Court;
- k) Wasilla PD Citations since 12/05/2013 bound for Palmer Court; **(158 Issued since)**
(We expect to have other local LEAs from non-payee cities submitting electronically soon)
- l) As of this morning, a total of 81,111 TraCS citations have been sent to Courts electronically since we went live on 4/29/2011. (Over 105,996 total TraCS citations have been issued during that date. There were 2,589 submitted in January 2014.)



E-Citation Activity 1

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



- 7) The TraCS Web server is still running TraCS v10.05.15. 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 v10.05.15 and Windows XP.
- 8) Accept/Reject Process for Crash Reports
 - a) With the deployment of v10.05.09, TraCS Web Services will allow the use of Accept/Reject directly from the client and allow officers to edit their crash reports directly from the client.
 - b) To make TraCS Web Services available, we had to update the TraCS Security Plan with ETS/SSO who approved the plan.
 - c) Further testing with TraCSWebServices has begun prior to implementing into production.
- 9) We continue working with the ILT (Incident Locator Tool) developer and have been deploying the release of the ILT that includes Milepost markers. The ILT Developer is working with us to implement an automated ILT update server that will help keep the application and maps current. He has made further improvements and we are scheduled to speak again tomorrow.
- 10) 2013 DMV grant ToughBooks (All 2011 DMV Grant ToughBooks were deployed as of September.)
 - a) 7 have been shipped to Nome PD. We have worked with them to integrate them into their network and also have all the equipment working. Training is being scheduled.
 - b) 4 are to be configured for Hoonah PD. We are awaiting information on their officers/staff.
 - c) 8 of 10 are have been configured for Bethel PD. We are awaiting information on their officers/staff.
 - d) 4 are to be configured for Sand Point PD. We are awaiting information on their officers/staff.
 - e) 4 are to be configured for Klawock PD.
 - f) 5 are to be configured for Yakutat PD.
 - g) 5 are to be configured for Craig PD.
- 11) 12-213AUC – Administrative Bulletin 83 based on Supreme Court Orders 1794 & 1797
 - a) TraCS version of 12-213AUC (Deployed in TraCS on April 11th, 2013) –
 - i) 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) FPD has submitted their citations to ACS and ACS has approved the Form. There was concern noted and issues identified with the Offense table FPD uses and maintains that need resolved.
- c) We have had little or no contact for the past several months with APD on their citations.
- d) There is a separate project underway to review all fields on the citation and identify any missing XML tags for data to be sent to Court.

B Status of the CDR and AST/APD/FPD interface development and testing

Jonathan reported that the FPD crash interface is in testing. As soon as the accept/reject is working in TraCS they will start testing the AST interface. Work on the APD interface has started, the data mapping is complete and the contractor is moving forward. When all the interfaces have been tested and are working properly, all interested parties will need to coordinate in order to stop sending paper reports to DMV when they begin transmitting them electronically.

C Status of the DUI forms project in TraCS

Rick reported that the interested parties met two weeks ago and they have since sent paper copies of the DUI forms to the developer/programmer who has started working on form design in TraCS.

They have also sent an impound form to the programmer after researching different impound forms and combining all the important elements into one form.

DPS is still in discussions with the Department of Law regarding the ATN. They are hoping to develop an electronic method of generating this number that is similar to the one used to produce the citation numbers in TraCS.

DPS is also working on integrating the Datamasters with TraCS. It turns out that there is a \$25 hardware upgrade per unit that is necessary for this to work. The larger expense will come when sending the Datamasters back and forth to Anchorage to get this upgrade. Nita Boltz from the Crime Lab believes she can come up with the money to take care of both the hardware upgrade and the shipping. DPS is working with the TraCS team in the State of Iowa on how to make it all work.

IV Other Short Business

Jonathan reported that DMV has the specifications for the new driver's license and he doesn't think it will change anything with the way the bar code is read in TraCS.

Jonathan asked about the status of HB108. Rick will check with their legislative liaison on the status of this bill. Committee members would like to know what they can do, if anything, to support this bill since they can't do it formally as state employees.

Bonnie reported that the AHSO is not going to fill the Traffic Records Coordinator position before May when she will retire. She asked the committee whether they would like her to ask the AHSO if they could use their contractor for administrative support starting in May until they fill the position. Rick stated that he was thinking about assigning Jennifer Hoage some of these duties. Bonnie will put together a list of duties that need to be performed for the committee. Helen stated that she would be willing to help out with the agendas and minutes during the interim period.

Rick reported that he will not be able to attend the March meeting so Helen will be in charge. Helen requested that agenda items be sent to her for the March meeting.

Matthew Matta from MS/CVE reported that their enforcement officers all got their perm ID's so that they can begin using TraCS for citations. Helen stated that he needs to work with her on some issues before they can send the citations to court. There is an issue with fines that are calculated on a graduated scale.

V Action Items

1. Bonnie will send Rick information on an agreement to send the 2013/2014 TraCS crash reports electronically to DOT as well as language for an email to explain to other TraCS agencies that this data is going to be sent to DOT.
2. The next meeting will be held on Tuesday, March 11, 2014 in the AST Conference Room.

The meeting was adjourned at 2:22pm.

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

- March 11, 2014
- April 8, 2014
- May 13, 2014
- June 10, 2014
- July 8, 2014
- August 12, 2014
- September 9, 2014
- October 14, 2014
- November 12, 2014 (9:00am – noon)
- December 9, 2014