

TraCS Steering Committee
Meeting Minutes
September 23, 2015
10:30-12:00
Old Crime Lab Classroom, ABI Building

Voting Members					
Miles Brookes, AHSO	P	Helen Sharratt, ACS	Ph	Pam Minton, MSCVE	Ph
Rick Roberts, AST	P	Clint Farr, DOT&PF	Ph	Nichole Tham, DMV	Ph
Deputy Chief B. Munn, UAAPD	Ph	Ambrosia Romig, HSS/ATR		Chief Alan Bengaard, KTNPD	Ph
Josh Garcia, DPS					
Proxy Members					
Lee Buchhorn, DOT&PF		Lt. Dave Hanson, AST	P	Patrick Brosnan, DMV	
Gary Lee, DPS		Deputy Chief J Dossett, KTNPD		Tammy Kramer, AHSO	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 June 10, 2015

Miles moved to adopt the June minutes. Helen seconded the motion. Motion passed without objection.

B. Approval of Minutes August 12, 2015

Miles moved to adopt the August minutes. Helen seconded the motion. Motion passed without objection.

C. Membership – update on the status of local law enforcement agency membership.

Rick sent a solicitation to all TraCS agencies for an updated point of contact, for feedback on the TraCS program within their agency, and inviting these point of contacts to this and future meetings.

Many chiefs are interested in becoming active in the TraCS Steering Committee Meetings. Rick will forward an updated contact list for TraCS user agencies for inclusion on TraCS correspondence.

D. Amendment to the Agenda

Helen moved to add the following items to the agenda:

- Status of Moving TraCS Agencies Forward Toward Electronic Submission
- ATRCC Executive Level Status Update
- Future Payee City Data Transfer
- Demonstration of Wiki/DVD Training Media
- National Model Conference Update

Miles seconded the motion. Motion passed without objection.

II. Updates on Action Items from Previous Meetings

A. Miles will locate and supply June meeting minutes to members

Action complete. Minutes located and approved.

B. Miles will schedule September/October TraCS meeting

Action complete.

C. Rick will send a copy of the Notice and Order of Revocation to Nicole Tham (DMV)

Rick sent the form and spoke with Nichole Tham, DMV about the Order of Revocation form.

Some administrative changes may need to be introduced legislatively. Dialog will continue between DPS and DMV regarding the form and process.

III. Items for Discussion

A. TraCS Monthly Activity Report

The current report has been in use for many years and is a product of the TraCS Contractor. The contract with CTG is ending on September 30, 2015. Therefore, Rick asked the group to which changes/additions they would like to see from a Monthly TraCS Activity Report.

Helen: A tabular form of agency status. Down the left side vertically, every agency involved with TraCS. Across the top in various columns, different levels of status for example; active user, training complete, equipment installed, and possible ETA of full deployment. This would help Helen answer questions from various courts across the state. Helen will work with court staff and Rick to identify which items they wish to include within a status report/table.

Clint: requested, if possible, a rolling count of TraCS submitted 12-200s by Detachment and agency for quality control and data validation purposes. Rick will look into the capability with his technical support staff.

A new report format will be constructed for the next meeting. The new report format will be open for adjustments in future meetings to ensure the needed data is reported.

B. Sustainability of TraCS

Work to transition support from the TraCS Contractor to DPS staff has been an ongoing project. This will be complete at the start of FFY16. Additionally, work between DPS and local agency IT staff has been occurring so that all TraCS user/hardware issues are not coming directly to DPS.

AST is exploring the option of transferring some unfilled staff positions into Rick's team to support the TraCS and RMS programs.

C. TraCS Agency Equipment and Training Updates

Nome: has all equipment and computers. Training materials are in Nome and have been in use with few issues. Rick still needs to check in with Ofc. Schwartz (POC) on progress.

Bethel: has all equipment and computers. New Lieutenant has the new training materials. Rick will check into the process to make sure officers are understanding materials.

Sand Point: has computers and equipment. A former Soldotna TraCS user has transferred into the SPPD and is helping with training. SP is currently writing paper TraCS tickets. Electronic submission is being held up until they review their municipal codes.

Craig: has computers and equipment. Training disk should be in the mail soon. Shipping of materials was delayed due to new financial system issues. Chief of Craig PD knows the materials will be on the way.

Hoonah PD: Computers, equipment and training materials are in Hoonah. Hoonah's IT person will need to troubleshoot some computer issues.

Yakutat: their computers are in their IT hands. YPD is being prepped for the new training materials.

Klawock: used computers have been reconfigured for their use. Communication between DPS and Klawock communication has been non-existent regarding officer identification and support staff accounts.

Dillingham: Equipment and computers ordered. Vehicle mounting equipment has been shipped. Toughbook imaging has been delayed due to unforeseen staff circumstances.

Petersburg: Equipment and computers ordered. Vehicle mounting equipment has been shipped. Toughbook imaging has been delayed due to unforeseen staff circumstances. Helen will connect with Petersburg officials on their decision on whether the new borough will be payee or non-payee. This decision may affect the timeline of TraCS deployment and data transfer.

Kotzebue, Haines, Whittier, AK Railroad, and Anchorage Airport: Helen visited with the Anchorage Traffic Court staff and they expressed that it would greatly improve accuracy and efficiency if these agencies were to begin submitting their citations via TraCS.

D. Status of DUI Form Project in TraCS

Rick has most of what he needs for the training documentation for this project. Other priorities have taken precedence over this.

E. TraCS Help Support

Most help calls have been via emails which help with answer times.

Some issues with locating citations and reports have arisen. These issues have been attributed to users not ending shifting at the completion of their shift, and then not signing into TraCS for a length of time due to various reasons. Because of this, some citations are dropped from a queue and then are difficult to find a later date by the user. Emphasis on ending shifting at the conclusion of each shift has been forwarded to users to prevent these occurrences.

The "search" box newly activated is a key part of the TraCS program.

F. September/October ATRCC & TraCS Meeting Date

No meeting in October

G. 12-200 Direction

During Rick's attendance at the national model meeting he connected with Arizona about the way they trimmed their crash report. Arizona, tailors the data collected to match the severity of the crash. Rick would like to bring this idea to ATRCC.

H. ATRCC Executive Leadership Update

Clint reported that the memoranda have gone out to agency commissioners from the Commissioner Luiken, DOT. Executive guidance is vital to the sustainability of TraCS. Deputy Commissioner Ridle, DOA/DMV has confirmed their participation. This item will remain on future agendas.

I. TraCS Future Payee City Data Transfer

Rick opined that the TraCS group supports this initiative. This is a significant project. Rick reported that current DPS IT staff resources, due to the statewide consolidation of IT resources project led by DOA is being stretched thin and that many stable systems, including TraCS are being relegated to a maintenance only status with little system upgrades.

Helen agreed with Rick's assessment on IT resources being stretched thin. An alternative option could be to work with some local agencies via contractor, funded with AHSO money, to complete these tasks. This item will be included in future discussions.

J. Update from National Model Meeting

Rick attended the national model meeting in Indiana in August. Meeting was held in a non-TraCS National Model state in the hopes to generate new interest. This effort was unsuccessful. ILT and TraCS merger will continue.

The concept of selling crash reports, which Alaska currently does not do, was a main item of discussion. The revenue from selling the crash reports helps support the TraCS application in various agencies.

Rick reconnected with the Arizona delegation about their DOT mapping software for crash data collection. Discussions between Rick and Clint regarding this have occurred but remain a low-priority.

Some states are using the web client for all TraCS processes. This is great for states which have near full internet connectivity. This does not work in Alaska. Similarly, Alaska has gone a different direction using TraCS as a non-connected application and then transferring data once connectivity is reestablished.

IV. Other Short Business

V. Action Items as a Result of this Meeting

- A.** Rick will send an updated TraCS Agency Point of Contact email list to Miles for use on future TraCS meeting and information communications.

- B. Rick will send current TraCS Agency Status table to Helen for review.
- C. Helen will check with court staff on which status data/items they would like reported in the new monthly reports and compare that request against Rick's table.
- D. Rick will look into the feasibility of crash report submission by detachment/agency to be included on the monthly reports.
- E. Miles will add TraCS Payee City Data Transfer Solution Project to Items for Discussion on future agendas.
- F. Miles to secure web file/meeting sharing program for the TraCS Wiki Program demonstration.
- G. Miles will add ATRCC Executive leader Ship Committee Update to future agendas.

Next meetings:

- November 10[†]
- December 9

[†]TraCS will meet Tuesday, at the Alaska Bureau of Investigation Conference Room, 5500 E. Tudor Rd. (Next door to DPS HQ)

All meetings will be held in the AST Conference Room, 5700 E. Tudor Road, Anchorage, Wednesdays, 10:30am–12:30pm, unless otherwise stated.