

TraCS Steering Committee Minutes

March 9, 2010

AST Conference Room, 5700 E. Tudor Road, Anchorage

1:30pm – 4:30pm

Teleconference: 800-315-6338, meet me code 8532#

Attendees:

- Jack Stickel, DOT&PF
- James Marcus, DOT&PF
- Dave Monroe, CTG
- Maxine Andrews, AACOP
- Joanna Reed, AHSO
- Cindy Cashen, AHSO
- Lorrie Laing, Cambridge Sys.
- Susan Herbel, Cambridge Sys.
- Kat Peterson, AST
- Alina Moldovan, DPS
- Jonathan O'Quinn, DMV
- Lance Ahern, DPS
- Oran Dennison, DPS
- Justin Doll, APD
- Shirley Gifford, ABC

On Phone:

- Kerry Hennings, DMV
- Brad Johnson, AACOP – Proxy for Angella Long
- Helen Sharratt, Courts

I. Internal Committee Business

- a. Approval of meeting minutes from January 12, 2010 and February 9, 2010
 - Kat moves to accept minutes from both meetings
 - Jack seconds
 - All in favor, none opposed, motion carries
- b. Kerry Hennings stepping down from committee – replaced by Jonathan O'Quinn
 - Kat moves to accept Kerry's resignation and Jonathan's replacement
 - Helen seconds
 - All in favor, none opposed, motion carries
 - Jonathan O'Quinn is now a voting member of this Committee representing DMV

II. Updates on Action Items from Previous Meetings

- a. Lance will follow up with secondary agency MOUs (and HB 65)
 - Defer this to the April meeting
- b. Cindy will work with Maxine on the list of agencies for future deployment
 - This list will be reviewed 3/10/10 at the ATRCC meeting as it is included in the AACOP TraCS grant application for FFY11 review for 408 funding
 - The TraCS Committee will need to keep a master spreadsheet
- c. DUI Request for information quotes (Lance)

- CTG came up with a model for cost estimates as part of a grant application to ATRCC for FFY11 408 funding
- d. Jack will explore a possible subcommittee on data dictionaries
 - Suggested members: Ayla Jackson, Jonathan O'Quinn, Jack Sticklel
 - Jack will contact Ayla and Jonathan

III. Other Short Business

- a. Introductions - Cambridge Systematics (CS) and James Marcus
 - CS is the new Traffic Records Coordinating team for Alaska, and will now handle the coordination of Committee meetings
 - James will be responsible for the Highway Analysis System and the Strategic Highway Safety Plan under the DOT&PF Transportation Data Services office.

IV. Items for discussion

a. AACOP TraCS Monthly Activity Report (Maxine)

Courts

- Completed ordinance table for Petersburg Municipal Code and began Sitka ordinance table
- Maintain Payee Cities response table
- Analyze CourtView "filed with court" citation report and generate questionable citation list

Installation

- Coordinated equipment installation and training with North Slope Borough Feb. 13-14 and Palmer March 6-7.
- Continue coordinating upcoming installations and training: Haines March 12-14 Anchorage Airport-March 19, Whittier-March 20-2, Nome-March 26-28, Bethel-April 9-10, Kodiak-April 16-18, UAF and Fairbanks Airport-April 23-25.

Miscellaneous

- Weekly meeting with DPS TraCS Program Manager and Steering Committee Chair.
- Participated in the Steering Committee Meeting 2/9/2010.
- Website update: Steering Committee Minutes and Agenda, Install Calendar
- Obtained North Slope Borough, Haines Borough, Mat-Su Borough ESRI shape files for use with the Incident Locator Tool.
- Coordinate per diem reimbursement for User Group attendees.
- Re-surveyed chiefs and compiled a waiting list for agencies interested in obtaining equipment once more funds are identified.
- 49 agencies invited to respond to survey. 24 agencies responded prior to 2/28 and reported that 136 in-car computer TraCS units were needed to achieve 100% TraCS deployment. 11 more agencies responded after 2/28 and reported 38 in-car computer TraCS units were need to achieve 100% TraCS deployment. 2011 408 grant application was generated using only the first 24 responses. The 15 agencies that did not respond to survey request will be contacted after March 10th.

b. DPS TraCS Monthly Activity Report (Kat, Lance)

- DPS has requested a 20% increase in the current contract with CTG to continue deployment efforts (\$100K).
- DPS has requested grant funds from AHSO to support DUI Package development, TraCS Integration with RMS, and the continuation of 24x7 TraCS Help Desk.
- As of March 1, DPS is now providing full 24 x 7 TraCS Help Desk support.
- Application updates from the Vendor are becoming less critical; the configuration for Alaska is looking very stable.
- We are still working out the final bugs in the data submission for the repository, but hope to have that and the automated client update process completed by the end of this month.
- Alina is integrating a comprehensive set of help files in the Crash Form for use within TraCS.
- Kat can provide specific agency and user statistics, but with the more agencies and users we have, a wider range of issues are being brought to light and quickly resolved. There are typically fewer issues being found on a regular basis.
- We are working closely on standardizing the TraCS release process, limiting updates to one per week when possible.
- Import of the weekly CourtView offense code table spreadsheet into TraCS is now automated.
- Josh Garcia is working full time on pulling citation data from the TraCS repository using BizTalk and mapping it to CourtView's GJXDM schema. We estimate we are about 3 weeks away from having sample citation XML ready for testing by Courts. This was discussed at last week's TraCS e-filing meeting.
- We are fixing any issues when they come up on Crash and Citation forms, reports, and rules files.
- Kat will be conducting TraCS training at the Sitka Academy.
- Beta version is here for the ILT.
- Jonathan will work with Dave Monroe on the ESRI shapefiles.

c. Requirements for TraCS trainers

i. Items discussed:

- APD trained experienced patrol officers should teach other law enforcement
- Officers will listen to experienced officers who have field and computer experience
- Not effective to have a vendor train
- AACOP would like their coordinator to be available for this training, and are against having a sworn officer requirement. Not critical to have field experience
- Many states using TraCS use only sworn officers for training, this is not specific to just the NY model
- The questions that come up in training sessions typically involve field experience and the trainer needs to be able to answer these questions
- The goal is to have the trainer effectively train officers who will then train other officers

- Suggestion to create a general training curriculum
 - The Committee does not want to dictate who the internal trainers are within individual agencies
 - Requests to waive instructor training requirements could be brought to the steering committee on a case by case basis
 - We want to maximize the possibility of success, so officers training officers would be best
- ii. A motion was not called on this subject, and the committee decided to not continue this topic on the agenda as an agreement has not been reached
- d. **DPS downstream integration relating to the Court System**
- This item was added to the March 9, 2010 agenda at the request of the Alaska Court System to determine when the electronic filing of citations with courts would begin. In February, Helen made the committee aware that the TraCS citation e-filing to courts project charter needs to be updated on what deliverables are left to be undertaken before citations can be e-filed, including a new end date for the project. DPS has notified the court system that sample citation XML for testing will be forthcoming by the end of March. The court system therefore requested that this item be deferred until the April meeting at which point the court will report on any testing outcomes and other project updates subsequent to receiving the sample citation XML.
 - Defer this topic to the April agenda
 - Indirect agencies access to TraCS citations – there were discussions regarding how other agencies will receive citation data from the DPS repository and in this case, how the courts will get the citation data from TraCS electronically.
- e. **Shirley Gifford from ABC would like her agency to issue electronic citations**
- An inspection form in TraCS would be very useful
 - Can be accomplished with a single project grant application with the AHSO
 - Shirley can work with Lance to find out what she needs, so she can fill out this application
 - AHSO will send Shirley the link for the application
- f. **Agency to Court Electronic Filing agreement**
- Helen has circulated a draft agency to court template user agreement to the project team and has received some feedback. At the next project team meeting (March 16), which is held every two weeks, the court plans to have an extended meeting as a work session focused on this draft agreement.
 - Meeting again on March 16th
 - Meet every two weeks
- g. **Future Forms**
- DUI forms
 - Notice of Revocation
 - Booking form
 - Impound form
 - Notice of financial responsibility
 - Field interview
 - ABC inspection form
 - Intake form
 - Court criminal complaint form

- There is no state standard for the impound form, so we would need to develop a model.
- AACOP Project Manager can start to collect all the agency impound forms in electronic form if possible.
- Jonathan moves that the committee starts to gather the info to start to automate the impound form.
- Kat seconds.
- All in favor, none opposed, motion carries

V. Last Minute Items

- Fairbanks Police Dept. would be interested in participating with the TraCS committee to make their RMS application compatible with TraCS, and possibly becoming a member of the Committee separate from AACOP.
- Joanna will not attend the April meeting so Helen, Lance, and/or Kat will take the meeting minutes.

VI. Action Items as a Result of this Meeting

- Lance will follow up with secondary agency MOUs (and HB 65).
- Jack will contact Ayla and Jonathan to form a subcommittee on data dictionaries.
- Jonathan will work with Dave on the ESRI shapefiles.
- DPS downstream integration relating to the Court System.
- Shirley can work with Lance to find out what she needs, so she can fill out the AHSO application.
- Agency to court Electronic Filing agreement.
- AACOP Project Manager can start to collect all agency impound forms in electronic form if possible.
- AACOP Project Manager can create a master spreadsheet of TraCS agencies.
- Kat will be videotaped in training.

Lance motions to adjourn, Jonathan seconds, meeting adjourns at 4:00pm

Next meeting schedule

2010 TraCS Meetings

- April 13
- May 11
- June 8
- July 13
- August 10
- September 14
- October 12
- November 9
- December 14

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