

## Alaska Traffic Records Coordinating Committee

April 8, 2015

1:30 am – 4:30 pm

AST Conference Room, 5700 E. Tudor Rd

Teleconference phone number: 800-315-6338 Code: 85321#

### Attendance

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

Key: P=Present in person, Ph=Present by phone.

### Others Present

Josh Garcia, DPS

#### I. Internal Committee Business

##### A. Approval of Minutes from 3/11/15

Two amendments to the 3/11/15 minutes were made and adopted.

- ATRCC meeting started at “1:30pm” and not “1:30am”
- Michael Chin, APD is the “Records Manager, and not “Records Supervisor”

Rick moved to adopt the minutes as amended, (Troy or Matt?) seconded the motion. Minutes adopted as amended without objection.

**Miles will amend the minutes.**

##### B. Membership Updates

Anchorage Police Department submitted member and proxy appointment forms for Michael Chin and Roy LeBlanc respectively. Appointments were accepted without objection. **Miles will update membership list.**

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

##### A. Identify data stakeholders of the 12-200, compile a list of persons, and invite them to the discussion and for inclusion into the 12-200 data element survey.

This was done and list was submitted for survey distribution to Troy by Miles.

##### B. Create a 12-200 data element survey for data stakeholders

This was done by Troy and Miles, and the survey was sent.

##### C. Update ATRCC Grant Review Calendar and email to committee members

Miles updated the calendar with relevant dates, and posted it and a list of dates to the AHSO Grant Website.

##### D. Send ATRCC membership and proxy paper work to Michael Chin and Sgt LeBlanc.

This was done, and both APD representatives were appointed previously during this meeting.

**E. Identify a way to measure how long a current 12-200 takes to complete by AST using TraCS.**

Rick had not had the opportunity to complete this task. Will follow-up.

**F. Set up a meeting between DPS, and DOT's Engineering and Mapping Divisions for discussion of potential integration of roadway data elements on 12-200.**

Clint was not present at the meeting, therefore no update was available.

**III. Items for Discussion**

**A. Table 7 ATRCC Priority Projects FFY14/15 List-Update (see attachment)**

Discussion occurred on potential update to the Priority Project List found in the Strategic Plan. Consensus was reached that all projects currently on the list would remain. A couple of projects "Leveraging TraCS to standardize forms..." and "Completeness and accuracy of the UMOT" are currently in progress and will remain until finished.

There was general agreement that developing an electronic solution to gather, transmit, and share payee citation data, including default judgments, no contest fines paid to city, etc. should be added to the list of priority projects. Furthermore, it was determined that this project would best broken into multiple projects while keeping the system benefits statement intact. Splitting this into two goals would better reflect the effort it will take to capture payee city data from TraCS agencies, and from agencies with other citation solutions, specifically Anchorage and Fairbanks.

An additional Priority Project was proposed for addition to the list, a data linkage project following continuum of care data from EMS, to ATR, and finally the discharge data base (the name wasn't clearly identified, Ambrosia/Marcia?) This project would help data stakeholders better identify crash injury and cost outcomes.

**Miles will make these changes to the Priority Project List FFY16/17 and email to ATRCC members by Friday 4/10 for review and comments before approval at next meeting.**

**B. Table 8. Traffic Records System Performance Measures –Update (see attachment)**

Discussion occurred on updating the Traffic Records System Performance Measures table. The performance measures were developed and last updated prior to FFY2013. It is not known if they have been updated since then, but needed based on previous projects.

Performance measures for DMV Driver and Vehicle data systems need to be worked out.

**Miles and Tammy will work with DMV on obtaining and documenting performance measures.**

The best course of action to complete this task is for Performance Measure goals to be adopted from prior submitted project proposals, and then identify agency contacts which could best determine a baseline for goals in the upcoming years.

**Miles will update Table 8 based off of information he has, make notations for each measure, identify appropriate contact and solicit updated info.**

#### **IV. Other Short Business**

- A. Status Update on DOT/DMV/DPS and APD Crash Data Situation (Clint)**  
Clint was not available for an update. There has been some progress as reported by Tammy. Staff of the Transportation Information Group recently met with staff of APD and DMV. The next step is to look at the coding of the prior attempt to transfer APD crash data to DMV and determine where the project stalled. More meetings will occur in the near future.
- B. Status update of 12-200 survey**  
**Troy will send out a reminder email noting the survey will close on Friday.** People which need the survey reset or need additional time should get in touch with Troy.
- C. Traffic Records Grant Reminders**  
Webinar is next week, Wednesday, April 15 10:00am-12:00pm. Info is available on the website or here; [http://dot.alaska.gov/stwdplng/hwysafety/grants\\_overview.shtml](http://dot.alaska.gov/stwdplng/hwysafety/grants_overview.shtml)

#### **V. Action Items as a Result of this Meeting**

- A.** FFY16 Traffic Records Grants will be electronically sent to members as they are received by AHSO. (Miles)
- B.** Update Priority Project List for FFY16/17 (Table 7 from Strategic Plan) and email draft language to group by Friday, April 10 for comments and additional revision if needed. (Miles)
- C.** Update Performance Measures (Table 8 from Strategic Plan) from available grant sources. Identify appropriate agency contacts to update any additional PM updates. (Miles)
- D.** Add agency column to Tables 7 and 8 noted above. (Miles)
- E.** Send Ambrosia prior communications between Miles and Todd McDowell, HSS/EMS to start reengagement between him and ATRCC. (Miles)
- F.** Update membership list with APD info. (Miles)
- G.** Amend 3/11/15 minutes (Miles)

#### **Next meetings**

◦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.

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