

Alaska Traffic Records Coordinating Committee

June 13, 2012

DPS Conference Room, 5700 E Tudor Road, Anchorage

1:30 am – 4:30 pm

Tele conf # 800-315-6338, meet me code 8532#

Attendance:

- Lt. Kat Peterson proxy for Lt. Tom Dunn, AST
- Sgt. Justin Doll, APD
- Anna Bosin, DOT&PF
- Tiffany Thomas, DMV
- Helen Sharratt, ACS, Vice Chair
- Ambrosia Bowlus, HSS

Guests in Attendance:

- Lauren Edades, DMV

Guests On Phone:

- Shirley Wise, NHTSA Region 10

One Phone:

- Michael Powell proxy for Tony Piper, HSS
- Joanna Reed, AHSO, Rec. Sec
- Ulf Petersen, MSCVE
- Bonnie Walters, DOT&PF
- Troy Payne proxy for Betty Monsour, UAA
- Marcia Howell, AIPC, Chair

Committee Members Absent:

- Betty Monsour, UAA
- Tony Piper, HSS

The meeting begins at 1:35pm. The meeting was led by the Vice Chair.

I. Internal Committee Business

A. Approval of meeting minutes from May 9th meeting

- Tiffany Thomas moves to approve the meeting minutes, Kat Peterson seconds the motion. All in favor, none opposed, Joanna Reed abstains. Motion passes.

B. Section 408 Budget Spreadsheet (Joanna Reed)

- Expended: \$179,339.47
- Balance: \$597,757.75

C. Joanna Reed resignation and transfer of duties

- The committee will need to vote in a new Recording Secretary.
- Submit names to Helen Sharratt or Marcia Howell (all committee members)

D. John Lucking is no longer with City of Soldotna

- Participation on the committee does not need to be at the Chief level for local law enforcement agencies. Chiefs should know that they can designate an employee with direct experience with traffic records issues to be the working group member. This was also mentioned by the TR assessment team.
- It is important to have local law enforcement involved. The Chair or her delegate should reach out to local law enforcement to see if there are agencies willing to serve on the committee.
- Tiffany Thomas makes a motion that the local law enforcement representative on the committee should solicit other local law enforcement for participation on the ATRCC, and in the event that the local law enforcement representative is not able to do so that the Chair do the solicitation.
- Ambrosia Bowlus seconds.
- All in favor, none opposed. Justin Doll abstains. Motion carries
- Justin Doll will start by sending an email to the four Law Enforcement Liaisons.

II. Updates on Action Items from Previous Meetings

A. Review the quarterly reports (All members)

- Move to next meeting

B. Update on funds to train the new 12-200 (Bonnie Walters)

- Waiting on update

C. Vote on the Traffic Records Strategic Plan via email (All members)

- Complete. The vote was unanimous. The plan is on the website and has been submitted to NHTSA

III. Items for Discussion

A. How agencies plan to use TraCS (All members)

- Agencies discuss how they use the data generated by TraCS, or crash and citation data in general.
- DOT&PF is providing funds so that APD's vendor can work on creating the new 12-200 into their system.
- There are data matching problems in APD's electronic dispositions going to DMV. The issue is most likely behind the scenes, and will need to be researched.
- The 12-200 Revision Committee will be meeting tomorrow to discuss training the new crash form.
- The TraCS process diagram will need to be updated

B. Traffic Records Assessment follow-up

- The team encouraged an executive level committee for guidance.
- The team encouraged a dedicated Traffic Records Coordinator position
- The team recommends that EMS, local engineers, and local law enforcement should be represented on the committee
- Joanna Reed will send Marcia Howell and Helen Sharratt Quinn Sharkey's contact information

- Bonnie Walters has the contact information for a local engineer who would like to join
- Reach out to the LELs to represent local law enforcement
- Reach out to the municipality of Anchorage for engineer representation
- The team recommended that the executive level have one or two priorities set by the executive level that the working level should pursue
- Need to make our strategic plan actually strategic. Need to make sure we have executive level support to pursue the strategies within the plan
- Tracking data for each performance measure and tracking projects to determine if things are on track. And to see how projects interact.
- Joanna Reed will send the NHTSA traffic records strategic planning guide to the committee
- Need to make sure the bylaws and charter are actually followed
- Need to make sure the projects are just pieces working toward final goals and to show how they interact cost and time wise.
- Everyone needs to review the Assessment document send comments to Marcia Howell who will send to Joan Vecchi
- Joanna Reed will post the document on the website
- Helen Sharratt and Marcia Howell will contact Joan Vecchi to find out a deadline for comments
- Marcia Howell and Helen Sharratt will write a follow up letter to Director Whitney Brewster, Director Jeff Ottesen, Commissioner Mark Luiken, and Deputy Commissioner John Cramer, to thank them for their participation at the briefing, their commitment to traffic records, and to ask them for their assistance in reconvening an executive level group.
- The CSG charter and the ATRCC charter should be sent with the letter to the directors
- Need to hold Strategic Planning session and also planning the section 408 funding process
- Marcia Howell will send out an email for a special Strategic Planning meeting on Tuesday July 17th 12:00 -4:00pm

IV. Traffic Records Project Updates

- A. FFY12 (current grant year) Section 408 grant quarterly reports 1 and 2.
 - Moved to next meeting

V. Other Short Business

- A. DOT&PF will pay for APD's transition to the new crash report form. This was the highest priority out of the traffic records assessment.

VI. Action Items as a Result of this Meeting

- A. Send a card to Chief John Lucking
- B. Submit nominations for Recording Secretary to Helen Sharratt or Marcia Howell (all committee members)
- C. Justin Doll will solicit representation from local law enforcement agencies starting with the four Law Enforcement Liaisons

- D.** Joanna Reed will send Marcia Howell and Helen Sharratt Quinn Sharkey's contact information
- E.** Bonnie Walters will send Marcia Howell and Helen Sharratt the contact information for a local engineer who would like to join
- F.** Joanna Reed will send the NHTSA traffic records strategic planning guide to the committee
- G.** Joanna Reed will post the draft Assessment document on the website
- H.** Review the draft Assessment report and send comments to Marcia Howell, who will send them to Joan Vecchi (all committee members)
- I.** Helen Sharratt and Marcia Howell will contact Joan Vecchi to find out a deadline for comments
- J.** Marcia Howell and Helen Sharratt will write a follow up letter to Director Whitney Brewster, Director Jeff Ottesen, Commissioner Mark Luiken, and Deputy Commissioner John Cramer
- K.** Marcia Howell will send out an email for a special Strategic Planning meeting on Tuesday July 17th 12:00 -4:00pm

The meeting ends at 4:00pm.

Next meetings:

- July 11, 2012
- July 17, 2012 Special Strategic Planning Meeting
- August 8, 2012
- September 12, 2012
- October 10, 2012
- November 14, 2012
- December 12, 2012

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