

Alaska Traffic Records Coordinating Committee

May 9, 2012

DPS Conference Room, 5700 E Tudor Road, Anchorage

1:30 am – 4:30 pm

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

Voting Attendees:

- Ulf Petersen, MSCVE
- Helen Sharratt, ACS, Vice Chair
- Tiffany Thomas, DMV
- Marcia Howell, AIPC, Chair
- Bonnie Walters, DOT
- Det. Rick Steiding, APD, proxy for Sgt. Justin Doll
- Lt. Tom Dunn, AST

Guests On Phone:

- Julie Rabeau, HSS

Voting On Phone:

- Troy Payne, UAA, proxy for Betty Monsour
- Ambrosia Bowlus, HSS
- Anna Bosin, DOT
- Joanna Reed, AHSO, Rec Sec
- Michael Powell, HSS, proxy for Tony Piper
- Chief John Lucking, Soldotna PD

Committee Members Absent:

- Betty Monsour
- Tony Piper
- Sgt. Justin Doll

The meeting begins at 1:30pm

I. Internal Committee Business

- A.** Approval of meeting minutes from April 11 meeting
 - Helen Sharratt moves to accept the minutes, Tiffany Thomas seconds.
 - All in favor, none opposed. Joanna Reed and Rick Steiding abstain. The meeting minutes are approved
- B.** Section 408 Budget Spreadsheet (Joanna Reed)
 - Total expended \$140,634.28
 - Remaining balance \$636,462.94
- C.** Approval of meeting mins from April 19th special meeting
 - Tiffany Thomas moves to approve the meeting minutes, Helen Sharratt seconds

- All in favor, none opposed. Joanna Reed, Bonnie Walters, Tom Dunn, and Rick Steiding abstain from voting. The meeting minutes are approved

II. Updates on Action Items from Previous Meetings

- A.** Review the quarterly reports (All members)
 - Incomplete. Move to next meeting
- B.** HSS and DMV adding APSIN ID to enable data linkage (Ambrosia Bowlus, Tiffany Thomas)
 - No update at this time. Still getting MOUs
 - Helen Sharratt reported that the APSIN ID project is expected to receive technical assistance later this summer from the National Governor's Association (NGA)
 - Once something moves forward, it will be brought back up
- C.** Update on funds to train the new 12-200 (Bonnie Walters)
 - The funds were approved. It is now a matter of getting the paperwork completed
 - Then RSAs may need to be created
- D.** Special meeting to discuss how to proceed with grant applications
 - Complete. This meeting was held on April 19th via teleconference
- E.** Re-evaluate the applications after the revisions (All members)
 - Complete. Members submitted the evaluation scores to Joanna Reed
- F.** Re-calculate the application scores (Joanna Reed)
 - Complete
- G.** Executive Session possibility for voting on applications (Marcia Howell)
 - The Committee will not do this
 - People can choose to leave if they wish

III. Items for Discussion

- A.** Grant Application voting process
 - The committee discusses the voting process
 - The committee agrees to work on the process for the future, but for now the committee will use the process agreed and voted upon in the April 19, 2012 Special meeting
- B.** Grant Applications for FFY 2013 Section 408 funding:
 - Ulf Petersen moves that the evaluation scores be accepted as is by this committee as the committee's recommendation to the AHSO
 - Anna Bosin seconds the motion
 - All in favor, none opposed, none abstain. Motion carries
 - Ulf Petersen moves that the committee go through each application and vote on the acceptance of each application
 - Tom Dunn seconds

- Ulf Petersen amends his motion to say that the committee go through and vote on each grant and whether it fits the goals of the strategic plan, and should move forward in the application process
- Tom Dunn seconds
- All in favor, none opposed, none abstains

1. Trauma Registry Data Validation Project: Phase Two (HSS)

- Ulf Petersen moves that the ATRCC accept the *ATR Validation Project* application, that it fits the goals of the strategic plan, and should move forward in the application process
- Tiffany Thomas seconds the motion
- All in favor, none opposed, Joanna Reed abstains
- Motion carries

2. Crash Geo-location Project (DOT)

- Ulf Petersen moves that the ATRCC accept the *Crash Geo-location Project* application, that it fits the goals of the strategic plan, and should move forward in the application process
- Rick Steiding seconds the motion
- All in favor, none opposed, Joanna Reed abstains
- Motion carries

3. TraCS Hardware Installation for Law Enforcement Agencies (DOT/SEF)

- Ulf Petersen moves that the ATRCC accept the *TraCS Hardware Installation for Law Enforcement Agencies* application, that it fits the goals of the strategic plan, and should move forward in the application process
- Anna Bosin seconds the motion
- All in favor, none opposed, Joanna Reed abstains
- Motion carries

4. Improve Court Case Management System Criminal and Minor Offense Records (ACS)

- Ulf Petersen moves that the ATRCC accept the *Improve Court Case Management System Criminal and Minor Offense Records* application, that it fits the goals of the strategic plan, and should move forward in the application process
- Tiffany Thomas seconds the motion
- All in favor, none, opposed, Joanna Reed abstains
- Motion carries

5. TraCS Statewide Training / TraCS Program (DPS)

- Ulf Petersen moves that the ATRCC accept the *TraCS Statewide Training/TraCS Program* application, that it fits the goals of the strategic plan, and should move forward in the application process
- Tiffany Thomas seconds the motion
- All in favor, none opposed, Joanna Reed abstains
- Motion carries

- Ulf Petersen moves that the committee discuss the appropriateness and implications of these next two items:
 - 6. TraCS User Group Meeting (DOT, AHSO)
 - 7. Traffic Records License and maintenance Fees (DOT, AHSO)
 - Tom Dunn seconds the motion
 - These two are ongoing programs and not projects
 - All in favor, none opposed, none abstain.
 - Motion carries
 - Tiffany Thomas makes a motion that after the first five projects are funded, if Section 408 carry over funds are available, then the ATRCC funds the license and maintenance fees first, the TraCS User Group Meeting second, and that the TraCS steering committee seek alternate funding in the future for these two items
 - John Lucking seconds
 - If there is no money available, then the ATRCC recommends the AHSO use other funding for these
 - All in favor, Rick Steiding is opposed, Joanna Reed abstains.
 - The motion carries
 - Ulf Petersen moves that if there are no 408 funds available, then the ATRCC recommends that the AHSO seek funding from other sources to ensure that the license and maintenance fees are paid. If additional funding can be secured then the TraCS User group meeting should also be funded
 - Tiffany Thomas seconds the motion
 - All in favor, none opposed, Joanna Reed abstains
 - Motion carries
- C. Traffic Records Strategic Plan**
- Joanna Reed will send the most current version to the committee and give a firm deadline for input and then work with Helen and Marcia on completing
 - The Committee will vote on the plan via email
- D. TraCS deployment diagram**
- Move to next meeting
 - Anna Bosin is curious as to how each agency plans to use the data that comes from TraCS data collection
- E. Agency/Crash Unique Identifiers**
- When a crash report is filed, how are the reports uniquely identified?
- F. Traffic Records Assessment**
- Joanna Reed is compiling all of the information and will post it on a web page
 - The Assessment Team will be in Anchorage June 4-8
 - The Committee will discuss the Assessment follow up at the June 13 meeting

IV. Traffic Records Project Updates

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

V. Other Short Business

- A. Ulf Petersen – update on Fairbank Police Department – The project finally got off the ground last month, and they are having weekly progress meetings. They are starting the process for building the new 12-200 in their system. Then they will build the interface between their system and the state crash data repository
- B. Ulf Petersen recommends that this committee review the grant review process sooner rather than later and then formalize it into the committee bylaws
- C. Joanna Reed – the new 12-200 has been formally approved by the DPS commissioner and a letter has been sent out to all agencies statewide. It must be used starting Jan 1, 2013.

VI. Action Items as a Result of this Meeting

- A. Review the quarterly reports (All members)
- B. Update on funds to train the new 12-200 (Bonnie Walters)
- C. Vote on the Traffic Records Strategic Plan via email (All members)
- D. All members will share how their agencies plan to use TraCS
- E. TR Assessment Follow up

Helen Sharratt moves to adjourn, Tom Dunn seconds the motion,
All in favor, motion passes
The meeting ends at 4:00pm

Next meetings:

- June 13, 2012
- July 11, 2012
- 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