

**Alaska Traffic Records Coordinating Committee**

**MINUTES**

August 8, 2012

DPS Conference Room, 5700 E Tudor Road, Anchorage

1:30 am – 4:30 pm

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

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**Attendance:**

- Helen Sharratt, ACS, Vice Chair
- Tiffany Thomas, DMV
- Troy Payne proxy for Betty Monsour, UAA
- Bonnie Walters, DOT&PF

**Guests in Attendance:**

**Guests On Phone:**

- Matt Walker, DOT&PF/HSIP
- Jeff Jeffers, DOT&PF/HSIP
- Quinn Sharkey, HSS/EMS

**On The Phone:**

- Michael Powell proxy for Tony Piper, HSS
- Lt. Tom Dunn, AST

**Committee Members Absent:**

- Betty Monsour, UAA
- Tony Piper, HSS
- Marcia Howell, AIPC, Chair
- Ambrosia Bowlus, HSS
- Ulf Petersen, DOT/MS/CVE
- Justin Doll, APD

**I. Internal Committee Business**

- A. Approval of meeting minutes from July 11<sup>th</sup> meeting
  - Bonnie Walters moves to approve the meeting minutes, Michael Powell seconds the motion. All in favor, none opposed, Tiffany Thomas, Troy Payne and Tom Dunn abstain. Motion passes.
- B. Section 408 Budget Spreadsheet – has been updated and posted to the website.
  - Expended: \$409,745.33
  - Balance: \$367,351.89
- C. Representation on ATRCC for DOT/HSIP and HSS/EMS will be voted on at the September meeting after all the paperwork has been processed.
- D. The ATRCC membership list needs to be updated and available so that we know the number of members needed to make a quorum for the meetings. Bonnie Walters will update the membership list after the new members are voted on at the September meeting and make the list available on the committee website.

## **II. Updates on Action Items from Previous Meetings**

- A.** Kat Peterson has called local law enforcement agencies to solicit representation on the committee but has yet to hear back. She will update the committee on any interest at the September meeting.
- B.** AHSO will continue to update the 408 budget spreadsheet monthly and post it to the website. Status on the close out of FFY2011 Section 408 grant funds will be reported.
- C.** Matthew Walker (HSIP) and Quinn Sharkey (EMS) have submitted their paperwork to become members of the committee. The committee will discuss and entertain a motion to accept new members at the September meeting.
- D.** Traffic records project updates are still needed for the Alaska Trauma Registry Validation Project and both TraCS projects. Ambrosia Bowlus should be prepared to give a brief update on the Trauma Registry project and Kat Peterson should be invited to give an update on the status of the TraCS grants.
- E.** The committee is still waiting for guidance from NHTSA on the changes to our program from MAP-21. As soon as any information is received, it will be posted to the ATRCC website.

## **III. Items for Discussion**

- A.** Helen Sharratt was concerned about the possibility of interest in membership by a private engineering firm on the committee. It is not permitted in our charter. Bonnie Walters noted that the contact from the private company was not for membership on the committee but general interest in highway safety. Bonnie will email her and suggest that the most appropriate place for her to get involved would be through the Strategic Traffic Safety Plan process. There is still a big concern on the committee about how to engage the Municipality of Anchorage (MOA) traffic safety engineers and have them participate on the committee. Jeff Jeffers will research the name of the proper contact person within the MOA and get that information to Marcia Howell and Helen Sharratt. Marcia and Helen will then draft a letter from the committee to the MOA requesting their membership and participation on the ATRCC.
- B.** MAP-21 Update, GHSA and AHSO summary
  - The only information that we have at this point is that MAP-21 requires a dedicated traffic records coordinator. It doesn't seem that much else has changed as far as traffic records are concerned.
  - As soon as any guidance is received from NHTSA on MAP-21 and its ramifications it will be posted on the website.
- C.** Timelines for strategic planning and 408 grant funding protocols
  - The priority for the September meeting will be to review the list of concerns that Helen Sharratt has compiled from our FFY13 408 grant funding process and determine the 408 grant funding protocol for the future. There is a problem with

the timing of this grant process in that it coincides with the legislative session which makes it very difficult for some members to participate in the process using the current timeline. It would be much better if we could move the dates up by at least a month to ease this burden. It would also be nice to stagger the 408 grant funding process and the strategic planning process so that we aren't trying to accomplish two large and complicated tasks at the same time.

- The timeline for the strategic planning will be put on hold until there is some guidance regarding MAP-21 from NHTSA.

#### D. Traffic Records Assessment follow-up

- The committee took the recommendations of the Traffic Records Assessment , Section 1 and went through them one at a time to determine their feasibility and make comments. The results of this discussion follow:
- *Establish a full time Traffic Records Coordinator position to be the champion for data collection, sharing and integration for traffic safety related systems. That individual must dedicate the time needed to create and implement proper guidelines to successfully unify traffic safety related data at a State level.* Both the AHSO and ATRCC are aware and support the need for this position. The problem comes with the creation of a new PCN within the state system. Unless it is put forward by the Commissioner level it is not going to happen. There might be some way to temporarily fund the position using the 408 grants. Troy Payne suggested that the position might be housed at the University if it could be funded through the grant process. He will discuss this possibility with his director and report back to the committee.
- *Establish an executive committee that will support and prioritize projects throughout the State for the working committee.* This is the level at which the establishment of a Traffic Records Coordinator would be put forward. Bonnie Walters will speak with Jeff Ottesen, Program Development Director at DOT about reconvening the executive committee and working on establishing this position as well as giving direction to the committee as to what leadership would support and like us to work on.
- *Establish a subcommittee to compile a more comprehensive resource guide for users to become aware of the available data.* There would need to be a Traffic Records Coordinator to do this effectively. The reality is that most agencies have a hard time keeping up with current documentation on their systems so to do that for the public is not realistic. We can update the guide as it is and that will give potential data researchers/users a contact point for getting more detailed information about the data. The committee will not drill down deeper into the data at this point in time.
- *Perform a training needs assessment for traffic records system personnel to ensure they become more data aware.* This recommendation requires both funding and a Traffic Records Coordinator position.
- *Develop and regularly monitor data quality metrics and measures following the guidelines in NHTSA's Model Performance Measures for State Traffic Records Systems.* This is done in the 2013 Strategic Plan and will continue to be done in the committee's strategic planning process.

- *Continue to evaluate systems within the traffic safety arena to ensure data needed by everyone are being captured and the data are accessible.* Helen Sharratt noted the word 'continue' at the beginning of this recommendation and the committee agreed that we will continue what we are doing in this arena. Researching ways to make data more accessible could be part of a Traffic Records Coordinator position.
- *Continue to improve data capture and electronic submission among all agencies where needed.* This is what we do every day and will continue to do.
- Committee members should look over these comments on the recommendations and if you have any questions or comments, bring them to the next meeting.

#### **IV. Traffic Records Project Updates**

- A. The representatives for the Trauma Registry and TraCS projects were not present to give updates. We look forward to their updates at the September meeting.

#### **V. Other Short Business**

- A. Helen Sharratt suggested It would be helpful to have a grant review protocol/model/manual to use when formulating our 408 grant protocols. If any committee member knows of such documents, please let Marcia Howell and Helen Sharratt know so that we can make them available and decide if we want to use them in our process.

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

- A. Helen Sharratt will circulate a list of the concerns noted during the last 408 grant review process. All committee members should read this and be prepared to discuss and prioritize funding protocols and timelines for future 408 grant cycles.
- B. Troy Payne will talk to his director about housing a Traffic Records Coordinator position at the University and report back at the September meeting.
- C. AHSO will update the Section 408 budget spreadsheet.
- D. Bonnie Walters will talk to Jeff Ottesen about reconvening the executive committee for the ATRCC and establishing a Traffic Records Coordinator position.
- E. Traffic Records project updates are still needed for the Alaska Trauma Registry Validation Project and both TraCS projects. Ambrosia Bowlus should be prepared to give a brief update on the Trauma Registry project and Lt. Kat Peterson should be prepared to give an update on the status of the TraCS grants.
- F. Jeff Jeffers will send Marcia Howell and Helen Sharratt the contact information for the MOA safety engineering chief. Marcia and Helen will then draft a letter expressing the importance of MOA representation on the ATRCC.
- G. Marcia Howell and Helen Sharratt will check with Tammy Kramer on a timeline for NTP's on the FFY13 408 grants.

Bonnie motions to adjourn, Tiffany seconds. All in favor. The meeting ended at 3:20pm.

**Next meetings:**

- 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