

Alaska Traffic Records Coordinating Committee

MINUTES

November 14, 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:

- Marcia Howell, IPC, Chair
- Matt Walker, DOT&PF/HSIP
- Bonnie Walters, DOT&PF
- Kat Peterson proxy for Tom Dunn, AST

On The Phone:

- Helen Sharratt, ACS, Vice Chair
- Tiffany Thomas, DMV
- Ambrosia Bowlus, HSS
- Ulf Petersen, DOG/MS/CVE
- Quinn Sharkey, EMS
- Michael Powell proxy for Tony Piper, HSS
- Shirley Wise, NHTSA

Committee Members Absent:

- Justin Doll, APD

I. Internal Committee Business

- A. Approval of meeting minutes from September 12th meeting
 - Tiffany moves to approve the meeting minutes, Ulf seconds the motion. All in favor, none opposed. Motion passes.
- B. Section 408 Budget Spreadsheet – has not been updated since the October meeting. Bonnie will ask the AHSO to update the spreadsheet prior to the December meeting.
 - Expended: \$422,708.67
 - Balance: \$556,757.16
- C. The committee decided to wait until the December meeting to vote for leadership positions. Be sure to contact anyone that you would like to nominate for these positions prior to the nomination to make sure that they are interested and able to serve. If anyone is interested in serving in any of the leadership positions, please let Marcia or Helen know.

II. Updates on Action Items from Previous Meetings

- A. AHSO updated the Section 408 budget spreadsheet in October and it was posted to the website. Bonnie will ask Stephanie to update the spreadsheet prior to the December meeting.

- B. Bonnie updated the ATRCC membership list and it is posted to the internal website but not available on the external site. She will get the list posted to the external site before the December meeting.
- C. Marcia will send a link to the ATRCC website to the new members, asking them to read the charter and bylaws to become familiar with committee responsibilities. Not complete.
- D. Bonnie will look at the Washington State model for an ATRCC executive committee and report back at the November meeting. Not complete.
- E. Traffic records project updates are still needed for the ATR Validation project and both TraCS projects. Completed at the November meeting.
- F. Matt asked for clarification as to what the committee was looking for when inviting the MOA traffic engineer to present at a future meeting. It was clarified that we are looking to get an overview of MOA traffic records related projects with a discussion on how they are using traffic records and where they want to go with their traffic records program.
- G. Bonnie spoke to Jeff Ottesen about reconvening an Executive Committee. He is willing to champion the committee if the ATRCC will give him a structure for the committee and draft an invitation letter for his signature. Bonnie will work on getting this together for the December meeting.
- H. Michael is working on the logic model. He was waiting for more data from the strategic planning sessions but will move forward using the data from the current strategic plan. He will send the results to Marcia for distribution and it will be discussed at the December meeting.

III. Items for Discussion

- A. Marcia spoke with Greg Fredricksen from NHTSA about the effects of MAP21 on the ATRCC. He stated that the Traffic Records Improvement grants are no longer under 408 but will be called 405. Under this scenario, the traffic records grants will probably decrease from 500K to 300K each year. Traffic records projects are also eligible under the 402 grant program and we should keep that in mind when looking for funding for our projects. There is also an Interim Progress Report due to NHTSA from the Highway Safety Office on December 15th. The ATRCC will need to show measureable improvement in one of the core systems in this report. We will also need to designate a Traffic Records Coordinator and record it in the meeting minutes.
- B. Helen motioned that Bonnie Walters be designated as the ATRCC Traffic Records Coordinator until such time as the Alaska Highway Safety Office fills this position. The ATRCC would prefer that these duties be assigned to a full-time position. Ulf seconded the motion and it passed with Bonnie abstaining.
- C. The data showing measureable progress on the Interim Progress Report to NHTSA will be EMS data that Quinn will provide. The performance measure is in the current strategic plan and does show measureable progress. Bonnie will send Quinn the performance measures page from the strategic plan and he will send the appropriate performance measures that will be passed on to the AHSO.
- D. Marcia asked that Bonnie check with the contractors, Cambridge Systematics, regarding possible facilitation of the strategic planning process. We need to have a strategic plan in place prior to the start of the grant process in February. There is a contract in place that covers support for the ATRCC. Bonnie will work with the contractor in order to have a facilitator present at the December ATRCC meeting.

- E. DMV hopes to have met prior to the December ATRCC meeting to discuss whether or not they will be able to provide performance measures for the strategic plan.
- F. MS/CVE wanted to discuss concerns about the crash data quality in regards to the electronic crash forms being built by APD and FPD and submitted to the CDR. MS/CVE has 90 days to report commercial motor vehicle crashes to the feds and they are graded on the completeness of the data that they provide. They are concerned that without validation checks in the system that the data provided by APD and FPD will not be acceptable. APD & FPD have been given all of the TraCS validation rules. APD is not able to use them all due to business processes that conflict. Ulf motioned to table this discussion to the December meeting. Helen seconded and the motion passed.

IV. Traffic Records Project Updates

- A. 1. The FY12 Trauma Registry Validation Project has been completed. Eight of 24 facilities have now undergone the validation process. Results have shown that the diagnosis coding/e-coding needs to be trained and training has been scheduled. Data entry services were at 95% correct which is very good. These results have given the agency a good baseline to work from.
- 2. TraCS project updates show that 80 installations have been completed during FY12. Ketchikan has all of the equipment except computers installed in their vehicles. With the new grant through DMV those computers will be purchased and installed and Ketchikan will be completed. In the next grant cycle there are three agencies that will be targeted for TraCS deployment; Sitka, Unalaska and Dillingham.
- 3. ACS project update. Helen reported that the FY12 DUI work has been completed. They were also able to update issues with minor offense codes on an ad hoc basis. The driver license number records and the officer tables were also completed.

Bonnie will update the FY12 408 grant reports on the website. The committee should add an annual report review to the agenda each year going forward.

V. Other Short Business

- A. Helen stated that she believed it is important to include in the strategic plan, that wherever the ATRCC decides it makes sense, standards endorsed by MAJIC for data exchanges should be a consideration in evaluating projects. This item will be on the December agenda.

VI. Action Items as a Result of this Meeting

- A. AHSO will update the Section 408 budget spreadsheet.
- B. Bonnie will get the current contact list on the public website.
- C. Bonnie will update the ATRCC 408 grant report spreadsheet.
- D. Marcia will send a link to the ATRCC website to the new members, asking them to read the charter and bylaws to become familiar with committee responsibilities.
- E. Bonnie will look at the Washington State model for an ATRCC executive committee and report back at the November meeting.
- F. Jeff Jeffers will contact the MOA safety engineering chief and ask if they would be willing to give a presentation to the January or February meeting of the ATRCC with an overview

of the current MOA traffic records projects and discussion on how they use traffic records and where they want to go with their traffic records program.

- G.** Michael will populate the logic model with data from the current strategic plan and forward it to Marcia for distribution.
- H.** Quinn will provide EMS performance measures with measureable progress to Bonnie who will get them to the Highway Safety Office for inclusion in the Interim Progress Report for NHTSA that is due December 15th.
- I.** Bonnie will check with Cambridge Systematics regarding a facilitator for strategic planning at the December meeting.

The meeting ended at 4:04pm.

Next meetings:

- December 12, 2012
- January 9, 2013 – Old Crime Lab Classroom (building directly next to DPS)
- February 6, 2013 – Old Crime Lab Classroom (building directly next to DPS)
- March 6, 2013 – Old Crime Lab Classroom (building directly next to DPS)
- April 10, 2013
- May 15, 2013
- June 12, 2013
- July 10, 2013
- August 14, 2013
- September 11, 2013
- October 9, 2013 – Old Crime Lab Classroom (building directly next to DPS)
- November 13, 2013
- December 11, 2013

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