

**Alaska Traffic Records Coordinating Committee**

**MINUTES**

September 12, 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:**

- Marcia Howell, IPC, Chair
- Helen Sharratt, ACS, Vice Chair
- Tiffany Thomas, DMV
- Troy Payne proxy for Betty Monsour, UAA
- Bonnie Walters, DOT&PF
- Michael Powell proxy for Tony Piper, HSS
- Ulf Petersen, DOT/MS/CVE

**On The Phone:**

- Matt Walker, DOT&PF/HSIP
- Jeff Jeffers, DOT&PF/HSIP

**Committee Members Absent:**

- Ambrosia Bowlus, HSS
- Justin Doll, APD
- Tom Dunn, AST

**I. Internal Committee Business**

- A.** Approval of meeting minutes from August 8th meeting
  - Helen moves to approve the meeting minutes, Michael seconds the motion. All in favor, none opposed, Ulf abstains. Motion passes.
- B.** Section 408 Budget Spreadsheet – has not been updated since the August meeting. Bonnie will ask the AHSO to update the spreadsheet prior to the October meeting.
  - Expended: \$409,745.33
  - Balance: \$367,351.89
- C.** Bonnie made a motion to accept Matt Walker as the DOT/HSIP representative to the ATRCC with Jeff Jeffers as his proxy. Tiffany seconded the motion and it passed unanimously. Helen motioned to accept Quinn Sharkey as the EMS representative to the ATRCC with Shelley Owens as his proxy. Bonnie seconded the motion and it passed unanimously. Congratulations to both Matt and Quinn, we are very happy to have you on board.

- 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 will update the membership list and make the list available on the committee website.
- E. The committee will be nominating a Chair and Vice Chair for next year in November so start thinking about possible nominees. Please check with the person you plan to nominate to make sure they are interested before formally nominating them.

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

- A. Helen will circulate list of 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 – completed.
- B. Troy Payne spoke to his director about housing a Traffic Records Coordinator position at the Justice Center. They could do it but would need a lot more specific information as to the roles and responsibilities of the position and the funding source before making a commitment.
- C. AHSO will update the Section 408 budget spreadsheet – not complete. Bonnie will ask Tammy to update the spreadsheet prior to the October meeting.
- D. Bonnie spoke to Jeff Ottesen about reconvening the executive committee for the ATRCC and establishing a Traffic Records Coordinator Position. He was willing to be the champion for re-establishing the executive committee. He tasked the ATRCC with putting together a structure for this committee and crafting an invitation letter/email for him to sign and send out to the other director level positions that would be part of the committee. Bonnie will look into the Washington state example of an executive committee and their structure and bring it to the November meeting. He was not very positive about the possibility of getting a PCN (position) for a Traffic Records Coordinator with the state but suggested that we might want to look into using a consultant for this position.
- E. Traffic records project updates are still needed for the ATR Validation project and both TraCS projects. – not completed, will be on the November agenda.
- F. Jeff Jeffers sent Marcia and Helen contact information for the MOA safety engineering chief. An email was sent and it was determined that Kim Carpenter is the right person for the ATRCC but she is too busy and the MOA doesn't have anyone else to participate on the ATRCC. We need a way to interest the MOA, a new strategy. Jeff will ask Stephanie if someone from the MOA can come to an ATRCC meeting to give an overview of the MOA traffic projects and how they use traffic records. By coming to a meeting and reporting to us on their activities we will get some important information and they may see the relevance in their participation in the ATRCC. We would like to include their needs in our strategic planning.
- G. Marcia checked with Tammy Kramer on a timeline for the NTP's on the FFY13 408 grants. Tammy said that they have not received the 408 funding at this time but expect to have it in the next couple of weeks. NTP's will be issued as soon as the money is available.

### **III. Items for Discussion**

- A. MAP-21 Update, GHSA and AHSO summary**
  - There is no new information available regarding MAP-21. As soon as any guidance is received from NHTSA on MAP-21 and its ramifications it will be posted on the website.
- B. Timelines for strategic planning and 408 grant funding protocols**
  - The committee decided that there should be no second chance for grant seekers in the process. Sections 4.4 through 5.3 in the timeline should be deleted. Troy found a grant approval process that he really liked in the state of Florida. This process was concise yet flexible. Starting the grant process in December was discussed so that final voting and approval doesn't interfere with the state legislative session.
  - It was determined that a special working session for strategic planning would be set up for all day on Monday, October 15<sup>th</sup>. There will be a planning session on the regularly scheduled meeting date of Wednesday, October 10<sup>th</sup> where those interested can come and help to get organized so that we have a clear direction of what we need to do when we meet on the 15<sup>th</sup>.

### **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 November meeting.

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

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

- A.** AHSO will update the Section 408 budget spreadsheet.
- B.** Bonnie will update the ATRCC membership list.
- 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.
- D.** Bonnie will look at the Washington State model for an ATRCC executive committee and report back at the November meeting.
- 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 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 November or December 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 and Bonnie will convene a subcommittee on October 10<sup>th</sup> to organize for the strategic planning working group meeting on the 15<sup>th</sup>.

Ulf motions to adjourn, Tiffany seconds. All in favor. The meeting ended at 3:34pm.

**Next meetings:**

- October 10, 2012 – subcommittee for those interested to get organized for the special working group meeting on the 15th
- October 15, 2012 - 8:30am – 4pm – Strategic Planning working group meeting (AST Conference Room)
- 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