

# Alaska Traffic Records Coordinating Committee

January, 13, 2016

1:30 am – 4:30 pm

## Meeting Minutes

Voting Members					
Miles Brookes, AHSO	Ph	Tony Piper, HSS/ASAP		Katherine Hensley, MSCVE	Ph
Lt. Dave Hanson, AST	P	Clint Farr, DOT&PF		Nichole Tham, DMV	
Troy Payne, UAA	Ph	Michael Chin, APD	P	Tammy Kramer, AHSO (non-voting)	Ph
Helen Sharratt, ACS	Ph	Ambrosia Romig, HSS/ATR	Ph		
Marcia Howell, AIPC		Matt Walker, DOT&PF	Ph		
Proxy Members					
Lee Buchhorn, DOT&PF		Lt. Rick Roberts, AST	P	Sgt. Roy LeBlanc, APD	
Jeff Jeffers, DOT&PF		Sylvia Craig, AIPC		Julie Rabeau, HSS/DPH	
Ghulam Bham, UAA		Patrick Brosnan, DMV		Michael Powell, HSS/DBH	Ph
Pam Minton, MSCVE	Ph				
Key: P=Present in person, Ph=Present by phone.					

### Others Present:

Ryan Klitzsch, Cambridge Systematics  
Jason Whiteside, DMV

Beth Schuerman, AIPC

### I. Internal Committee Business

- A. Approval of Minutes from 11/10/2016
- B. Membership Updates

### II. Updates on Action Items from Previous Meeting

- A. **Miles will work with Tammy to schedule Traffic Records Assessment 2016.**  
This was done and the Traffic Records Assessment was discussed later in the meeting.
- B. **Miles will develop the 2016 ATRCC Meeting Calendar and Activity Timeline**  
A 2016 ATRCC calendar was distributed and approved later in the meeting.
- C. **Miles will update the membership/email lists to reflect changes approved on 11/10/15**  
This was done.
- D. **Miles will work on Grant Application Rule Sheet for further discussion**  
No work was done on this project. Miles will resume project before next meeting.
- E. **Miles will reach out to Fairbanks Police Department for possible Payee City Data Transfer projection options**  
Miles reported that he sent an email to contacts at FPD and has yet you receive a response. He will follow up on the email if he does not hear back in the next week or so.

### III. Items for Discussion

- A. **Traffic Records Assessment**
  - 1. Calendar

The Traffic Records Assessment Calendar was distributed to the group prior to the meeting. The process is approximately 3 months long from the start to the report out. The Assessment will kick off on April 11, 2016.

## **2. Process**

Ryan Klitzsch, Cambridge Systematics, briefed the group on the differences between the old and new Traffic Records Assessment processes. Additionally, Ryan explained that there is a lot of pre-assessment work with the new process, which is completed prior to kickoff helps, ensure a smooth evaluation.

The assessment has a series of three question and answer periods. Questions that are answered satisfactory are not replicated in future rounds. Furthermore, questions may be forwarded to other people during the process if they cannot be answered by designated respondents.

Further advice was given on assembling a robust document library and identifying the proper questions respondents well in advance of the start of the assessment. This is especially important for Injury Surveillance and Roadway Systems components of the process.

Miles will send a suggested document library list related to each TRCC member for their area of expertise for assembly. This will be due by Monday, February 8<sup>th</sup>.

## **3. Respondents**

This was discussed previously under “III., A., 2. Process”

Miles moved that ATRCC members review the questions within their areas of expertise and identify potential respondents within their agency for assessment responses. There were no objections to the motion. Miles will send out an email solicitation to this effect after the meeting.

## **B. 2016 ATRCC Calendar and Activity Timeline**

Miles distributed the 2016 ATRCC Calendar. The format for the year remains constant from years past the second Wednesday of each month 1:30 to 4:30 in Anchorage. There are some dates which are To Be Determined to align with key assessment dates.

The calendar was adopted. Miles will send out Outlook invites to TRCC members and secure TBD dates and forward those to the members.

## **C. FFY17 Grant Application Process**

A brief discussion on the grant process occurred. Helen relayed to the group her initial concerns from the last cycle which prompted her proposed amendments to “Rule Criteria” sheet. Helen’s concerns were not so much about the process, but that the process was documented and followed by the committee.

Miles will continue work on the grant application and review process and submit documents for review at next meeting.

## **IV. Other Short Business**

**A. Executive level TRCC**

No progress has been made on this since the November meeting.

**V. Action Items as a Result of this Meeting**

- A.** Miles will send out TR Assessment questions to TRCC members for respondent identification. Due dates and further instructions on this task will be included with the email to be sent by the end of the week.
- B.** Miles will send email to TRCC members for initial assembly of TR Assessment Document Library. Due dates and further instructions on this task will be included within the email to be sent by the end of the week.
- C.** Miles to send Outlook invites for 2016 ATRCC meetings based off of approved calendar.
- D.** Miles will work on grant process documents for distribution prior to next meeting for discussion and approval.
- E.** Tammy and Miles will contact GIS to identify Roadway System question respondents for the assessment.

**Next meetings**

◦February 10	◦March 9	◦April 11†	◦May 11
◦June 8	◦July (TBD)	◦August (TBD)	◦September 14
◦October 12	◦November 9	◦December 14	

†Monday meeting. This meeting is scheduled to coincide with the 2016 Traffic Records Assessment Kickoff.

All meetings are the second Wednesday of the month, 1:30 to 4:30 at the Alaska State Troopers Head Quarters conference room, unless other wise noted.