

TraCS Steering Committee Minutes
April 8, 2014
AST Conference Room, 5700 E. Tudor Rd, Anchorage
1:30 – 4:30pm

Committee Members Present:

Lt. Rick Roberts, DPS, Chair
Helen Sharratt, ACS, Vice Chair
Tim Larrabee, DPS
Jonathan O'Quinn, DMV
Bonnie Walters, DOT&PF
Deputy Chief Brad Munn, UAA PD

Committee Members on Phone:

Chief Alan Bengaard, Ketchikan PD

Guests:

Tracey Lewellyn, FMCSA
Lt. Dave Hanson, DPS
Dave Monroe, CTG
Jennifer Hoage, AST
Josh Garcia, AST
Lee Buchhorn, DOT

I Internal Committee Business

- A. Approval of minutes from March 11, 2014. Tim moved to approve the March 2014 minutes, Helen seconded the motion. No one opposed and the minutes were approved.
- B. Membership. Rick reported that the cities of Dillingham and Petersburg are interested in TraCS. He has requested and is waiting for information from each of the police departments regarding how many officers and vehicles they have in order to determine how many set-ups they are going to need for TraCS deployment. There is approximately \$20K left for equipment purchase which amounts to 3 computers or 2 complete set-ups. This is not going to be enough equipment to fully outfit either of these cities so arrangements will have to be made with them to make some of the equipment purchases. Rick will continue to work with them.

II Updates on Action Items from Previous Meetings

- A. TraCS Helpdesk Update. Tim reported that there has not been much change in the status of the helpdesk since his last report. They are looking at the 11pm to 7am time frame to determine if help desk coverage is needed during that time.

- B. Membership status of Deputy Chief Brad Munn. Deputy Chief Brad Munn, UAA Police Department turned in his completed membership paperwork. We welcome Brad to the TraCS subcommittee and look forward to working with him.
- C. Status of 2013/2014 TraCS crash reports sent electronically to DOT. The paperwork is complete so now it is just a matter of the DOT programmer, Lee Buchhorn, contacting Josh to determine how best to transmit the data.
- D. Status of HB108. Rick reported that HB108 was introduced to the legislature last year by Rep. Peggy Wilson. The purpose of the bill is to establish a \$10 surcharge on traffic citations that would fund the e-citation effort by law enforcement. This money would be used to refresh equipment and maintain and support the programs that allow for e-citations which would include TraCS. There is a hearing scheduled for tomorrow, April 9th, that Rick will attend and testify for this bill. Jonathan reported that DMV is watching some other bills that have the potential to effect traffic records. They are SB64 which may end administrative hearings at DMV. Rick will check with Tiffany on whether or not this bill will affect the DUI forms packet which is currently in development. There is also SB116 which will deal with the issue of personal service for all citations.

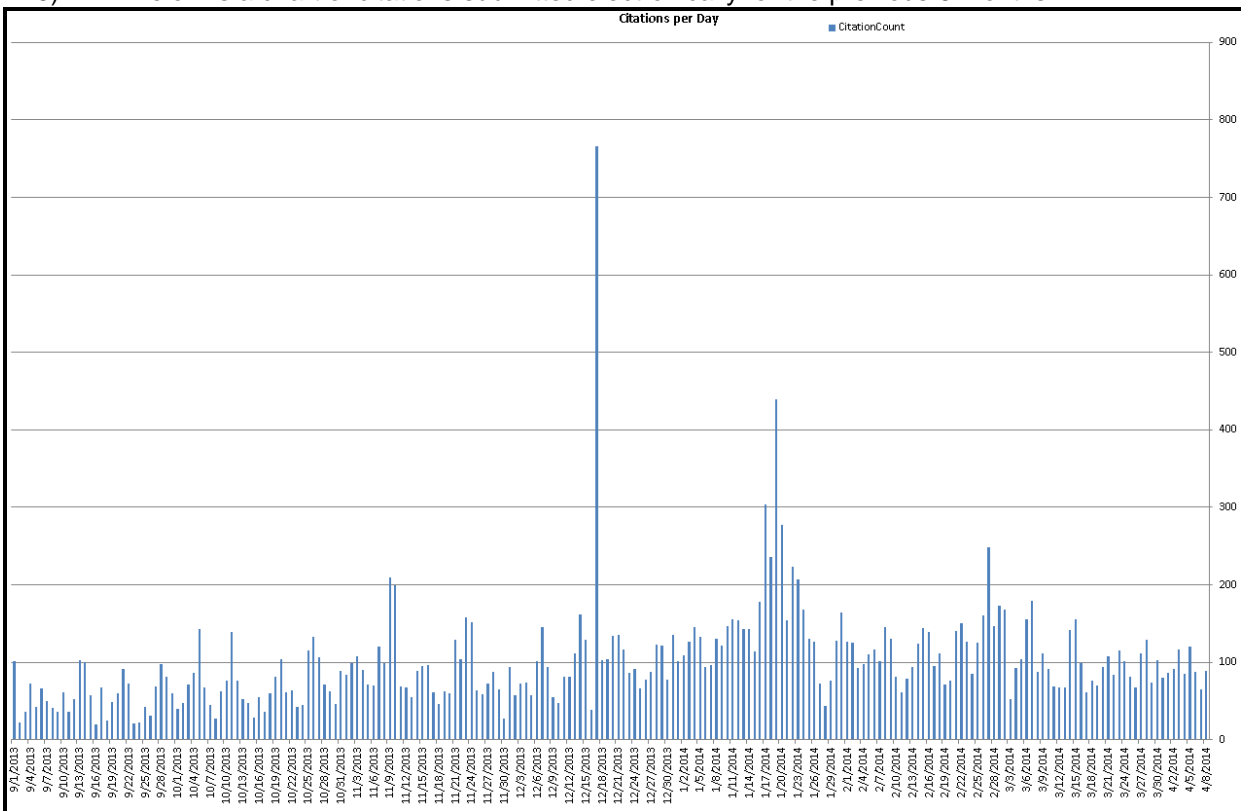
III Items for Discussion

A TraCS monthly activity report (Dave)

- 1) We continue working with TEG to resolve issues in the TraCS application releases as they may occur
 - a) We currently have deployed TraCS v10.05.09 client for use statewide.
 - b) We have received approval from the SSO and have started testing TraCSWebServices
 - c) TraCS v10.05.45 was released last week. We are still looking for a release without bugs that has the features we currently require.
 - d) The next version we release for production will be:
 - i) First version of the TraCS application to be deployed using the TraCS Update Service.
 - ii) Implement the electronic Accept and Reject for the 12-200 through TraCSWebServices.
- 2) The TraCS Repository Server (v10.05.09)
 - a) There were 129,816 issued 12-213AUCs in the repository as of this morning
 - b) There were 4,963 12-200 Crash forms in the repository as of this morning (3,212 are Validated)
 - c) There were 3009 12-200v1 Crash forms in the repository as of this morning (3002 are Validated)
- 3) We have fully implemented the TraCS Update service (v10.05.41) that is built into TraCS natively. We now have over 519 TraCS clients from all TraCS agencies statewide now registered with the Update server and just over 45% are now current. (62% are current as of one week ago.)
- 4) E-Citation with the Court (The following locations are all currently in scope for electronic submission.)
 - a) AST Citations (non-Fish & Game) bound for most Courts in Alaska since 04/29/2011
 - i) Citations bound for all First and Third District Courts, Some Fourth District Courts, and only Barrow Court in Second District at this time
 - b) Soldotna PD citations since 10/14/2011 that are bound for Kenai Court;
 - c) Palmer PD Citations since 12/03/2011 bound for Palmer Court;
 - d) Homer PD Citations since 02/16/2012 bound for Homer Court;
 - e) Valdez PD Citations since 10/04/2012 bound for Valdez Court;

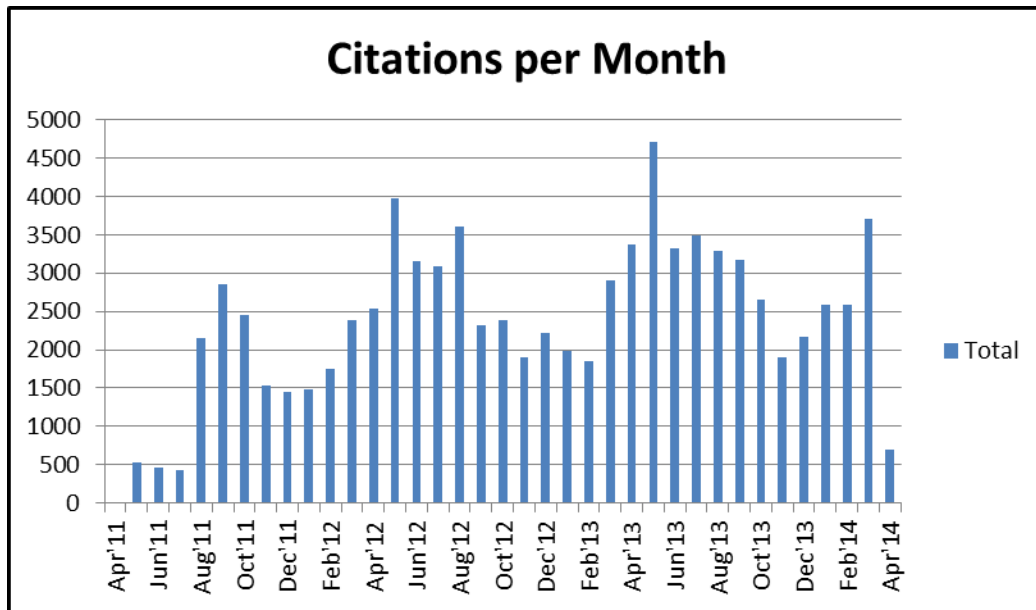
- f) Skagway PD Citations since 01/17/2013 bound for Skagway Court;
- g) Kodiak PD Citations since 02/14/2013 bound for Kodiak Court;
- h) Northslope Borough PD Citations since 09/05/2013 bound for Barrow Court;
- i) UAA PD Citations since 09/25/2013 bound for Anchorage Court;
- j) Juneau PD Citations since 10/10/2013 bound for Juneau Court;
- k) Wasilla PD Citations since 12/05/2013 bound for Palmer Court;
- l) Fairbanks Airport PD Citations are scheduled to go live 04/10/2014 bound for Fairbanks Court;
- m) UAF PD Citations are scheduled to go live 04/10/2014 bound for Fairbanks Court; (We expect to have other local LEAs from non-payee cities submitting electronically soon)
- n) As of this morning, a total of 87,054 TraCS citations have been sent to Courts electronically since we went live on 4/29/2011. (Over 114,339 total TraCS citations have been issued since that date. There were 3,701 submitted in March 2014.)

5) Below is a chart of citations submitted electronically for the previous 6 months



E-Citation Activity 1

- 6) Below is a chart of citations submitted electronically by month



E-Citation Activity 2

- 7) The TraCS Web server is still running TraCS v10.05.15. IE8 (The most advanced version of IE for Windows XP) is no longer support for TraCS Web v10.05.xx. Both the newest version of Chrome and Firefox test successfully with v10.05.15 and Windows XP.
- 8) E-Citation: Version 3 of the DPS.Citation interface to CourtView has now been deployed. The new version accommodates both TraCS electronic citation submittals and citation submittals from APD. The backlog of APD citations has been processed and we are waiting on an agreement to switch the interface into real-time mode from APD and ACS.
- 9) We continue working with the ILT (Incident Locator Tool) developer and have been deploying the release of the ILT that includes Milepost markers.
 - a) We have installed the ILT Update Server and are testing that feature prior to putting it into production.
- 10) 2013 DMV grant ToughBooks (All 2011 DMV Grant ToughBooks were deployed as of September.)
 - a) 7 have been shipped to Nome PD. We have worked with them to integrate them into their network and also have all the equipment working. Training is being scheduled.
 - b) 4 are to be configured for Hoonah PD. We are awaiting information on their officers/staff.
 - c) All 10 have been configured for Bethel PD. We are awaiting information on their officers/staff.
 - d) 4 are to be configured for Sand Point PD. We are awaiting information on their officers/staff.
 - e) 4 are to be configured for Klawock PD.
 - f) 5 are to be configured for Yakutat PD.
 - g) 5 are to be configured for Craig PD.
- 11) 12-213AUC – Administrative Bulletin 83 based on Supreme Court Orders 1794 & 1797
 - a) TraCS version of 12-213AUC (Deployed in TraCS on April 11th, 2013) –
 - i) ACS has agreed that the current 12-213 AUC meets the functional requirements of the Supreme Court Order and the any pending changes can be implemented at a later date once approved.
 - b) FPD has submitted their citations to ACS and ACS has approved the Form. There was concern noted and issues identified with the Offense table and lookup tables that FPD uses and maintains that need resolved.

- c) We have had little or no contact for the past several months with APD on their citations.
- d) There is a separate project underway to review all fields on the citation and identify any missing XML tags for data to be sent to Court.

Helen reported that over 80% of the 2014 citations have been filed electronically with Courts.

B Status of the CDR and AST/APD/FPD interface development and testing

Jonathan reported that the CDR will not be operational until at least July. DMV is busy with the new license project and that will have to be finished before the CDR is rolled out. The initial work for the APD interface has been completed and they should begin testing soon. FPD is also testing and should be ready to go live in the near future. AST will be ready to send data when the accept/reject function is working in TraCS. When all the interfaces have been tested and are working properly, and DMV is ready to start accepting electronic crash records, the interested parties will need to coordinate with DMV on a date when they will stop sending paper reports.

C Status of the DUI forms project in TraCS

Rick reported that two people have been assigned to develop the DUI forms for TraCS and it shouldn't take long to get them ready. Dave is working on the data transmissions to and from the Datamaster.

IV Other Short Business

Rick had concerns about the DPS traffic records grant application. TraCS needs the money for continuing maintenance and support of the system and according to the new rules this is going to require an ever increasing match which is not sustainable. There are other states that use the traffic records grants to fund their TraCS projects completely. Bonnie reported that there is a way to request that the match funding does not increase for a grant by writing a letter to the AHSO. This letter could also be accompanied by a letter of support from the ATRCC and/or TraCS committees. This does not ensure that the match requirement will not be increased, it will be up to the AHSO to make that determination, but it is possible. Some of the other ideas Rick had for their grant were training IT support, knowledge transfer from Dave to other programmers within AST and more forms development.

Rick also reported that there is a need for more TraCS trainers. To that end he has developed a training curriculum for both the trainers and trainees. There is a packet for trainers, which includes lessons plans and materials. This will lead to a more consistent training experience for new users. There are also packets for the people being trained that include all the necessary information they will need to use TraCS.

There is also a problem with DOT installers not being authorized to re-install equipment for TraCS. Now that TraCS has been deployed for some time, police departments are getting new vehicles or changing vehicles and there is a need to remove the equipment from one vehicle and re-install it in another. The way the installation grant was written, it only covers the new installations. Greg Emery and Kerry Sanders from DOT are putting together an installation guide for TraCS equipment that will outline a standard

way to install the equipment in vehicles. This should allow for the local agencies to use their own installers for the re-installation of equipment.

Jonathan announced that he is leaving DMV and the state so will no longer be a part of the TraCS subcommittee. Tiffany Thomas will be the DMV representative. The committee would like to thank Jonathan for all his work with this committee, especially the large FMCSA equipment grants he managed through the DMV and his work on our most recent strategic plan. We wish him the best, wherever life takes him next.

V Action Items

1. The next meeting will be held on Tuesday, May 13, 2014 in the AST Conference Room.

The meeting was adjourned at 3:02pm.

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

- May 13, 2014
- June 10, 2014
- July 8, 2014
- August 12, 2014
- September 9, 2014
- October 14, 2014
- November 12, 2014 (9:00am – noon)
- December 9, 2014