

TraCS Steering Committee  
Meeting Minutes  
June 8, 2016  
10:30-12:30  
Teleconferenced

Voting Members					
Miles Brookes, AHSO	P	Helen Sharratt, ACS	P	Katherine Hensley, MSCVE	
Rick Roberts, AST	P	Clint Farr, DOT&PF	P	Nichole Tham, DMV	
Chief B. Munn, UAAPD	P	Ambrosia Romig, HSS/ATR	P	Chief Alan Bengaard, KTNPd	P
Josh Garcia, DPS	P				
Proxy Members					
Lee Buchhorn, DOT&PF		Lt. Dave Hanson, AST		Patrick Brosnan, DMV	
Pam Minton, MSCVE	P	Deputy Chief J Dossett, KTNPd			
Key: P=Present					

**I. Internal Committee Business**

**A. Approval of Minutes**

- i. April 11, 2016
- ii. May 11, 2016

Clint moved to approve all minutes. Motion seconded, minutes approved without objection.

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

**A. Miles will make the changes to the Charter and email to the group for review against the current version of the Charter and approval at the June meeting.**

These changes were made. Rick put this project on hold.

**B. Miles will find a Buy American Act compliant product list and send a copy to Rick and Josh**

Miles could not find a comprehensive list of all products for Josh and Rick. However, some lists assembled by other state highway offices, and supporting documentation used in purchasing by other jurisdictions was provided to Josh to assist his staff in location eligible products for TraCS related projects.

**III. TraCS Agency Feedback/Comments/Concerns**

No comments, concerns, feedback.

**IV. Items for Discussion**

**A. TraCS Monthly Activity Report**

Rick email the report to the Committee this morning around 8:00am. He gave a brief overview of the statistics and asked members to contact him if they would like more information included within the report.

**B. TraCS Agency Equipment and Training Updates**

In-car mounts are currently being installed in Sitka. Toughbooks for SPD are currently being built and configured at DPS HQ and will be sent to the SPD once finished.

**C. TraCS Help Support**

TraCS help support continues. Wiki-style help pages are being worked for use by non-AST TraCS users. The flow of help support and requests has been working well .

**D. 12-200 Revision Update on Project Assignment**

This project will be assigned to Lt. Shuey. Clint and Miles will reach out to her for revision/redesign later this summer/early fall.

**E. TraCS Payee City Data Transfer Solution**

No update on this project.

**V. Other Short Business**

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

- A. Miles will contact group in regard to a July meeting.

**Next meetings:**

◦July (TBD)	◦August (TBD)	◦September 14	◦October 12
◦November 9	◦December 14		

All meetings will be held in the AST Conference Room, 5700 E. Tudor Road, Anchorage, Wednesdays, 10:30am–12:30pm, unless otherwise stated.