

TraCS Steering Committee

Meeting Agenda

April 11, 2016

1:30-4:30

ABI Conference Room, 5500 East Tudor Rd, Anchorage

Teleconference: 800-315-6338, meet me code 85321#

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

**I. Internal Committee Business**

**A. Approval of Minutes**

**i. March 9, 2016**

Miles moved to adopt the minutes, Ambrosia seconded, the minutes were adopted without objection.

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

**A. All members to review Strategic Plan and Charter; submit changes to Rick and Miles via email by C.O.B. 3/28.**

**B. Rick and Miles will aggregate changes and distribute t the Committee for discussion at this meeting.**

**III. Items for Discussion**

**A. TraCS Monthly Activity Report**

Rick did not distribute the report prior to the meeting. He emailed it to the Committee members later in the meeting.

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

Sitka PD's equipment, except for laptops, has arrived and is prepped for shipping. These items should be sent down to Sitka later this week. The Toughbooks for Sitka are delayed due to some issues with the contract between DPS and Panasonic's distributors. This delay has prompted DPS to move away from the Panasonic brand Toughbook towards Dell's semi-rugged laptop option.

A question of whether or not Dell was an approved product under the Buy American Act was raised. This was not an issue for the equipment procurement for Sitka PD since they elected to go with the Panasonic, but further research into Dell's compliance with the Act could be conducted. Josh asked if there was a list of compliant equipment. Miles and Tammy believe there is and will forward a copy to him and Rick.

**C. TraCS Help Support**

Rick's support team was recently trained in how to develop a self-help document portal to include the TraCS user manual among other systems. These documents will be more accessible to TraCS users.

Help documents for the DUI form are being assembled with the help of DPS and DMV. Now that Rick has a full staff this project is moving forward. The help form will be incorporated into the form itself.

**D. 12-200 Revision Update**

Rick has gone through the 12-200 and highlighted to fields which are important for each crash severity level. Rick would like to speak with DOT representative about roadway data elements, to make sure changes/data collection remains MMUCC compliant. No fields would be lost under this revision. Rick's next step is to try and rearrange the crash form to make a tiered approach flow well.

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

No updates on this project.

**F. Future TraCS Agenda Structure**

This item was tabled for a later date.

**IV. TraCS Charter**

Rick noted that the best course for developing updates to the Charter and Strategic Plan may be to identify what TraCS is and what it is not. Josh and Ambrosia agreed with this course of action. Rick presented his thoughts on what TraCS is and is not to the Committee and emailed this definition to the group for discussion purposes. Josh noted that this is a good start to identifying what TraCS is and the role DPS and others have in supporting the application, however more items still needed to be defined, such as how far does DPS IT support extend in regards to peripheral elements of TraCS such as network connections, servers, etc. Rick asked members to continue to think about how TraCS should be defined.

Rick reviewed the comments submitted on him on the Charter;

- **Section 1. Purpose:** no changes were purposed
- **Section 2. Mission:** Rick noted that he had inserted the word "software" after TraCS in the hopes of defining what TraCS is, and that this may not have been the right method of doing so after receiving comments on this amendment. Helen's comment on Rick's amendment reiterated that at recent meetings it was agreed that more than just software uploading for agencies would be done in the support of TraCS, such as help support, training, advice, grant writing assistance, etc. These items go beyond and are not covered by the term "software". Rick agreed with this, but a definition of TraCS still needed to be flushed out. Some agencies agreements have not been updated since the TraCS testing phase and are not between the current TraCS implementing agency DPS. Josh noted from DPS view, that they host the server side of the software and the interface to transfer data. Doesn't like tying it so close to DPS in the event that it is moved to another agency. TraCS needs to not be so dependent on DPS. Some things, such as helpdesk support is in good faith. Josh hopes this continues, but DPS is not required to do so.

- **Section 4. Organization and Procedures:** Miles noted that Advisory Membership is listed under 4.1.2. is noted but nowhere else in the document is it mentioned or what an advisory member does or doesn't do or what rights and privileges they have at meetings. Who should the Committee be comprised of and what should the substance of the meetings be? Helen replied that all parties which have relevant input towards the TraCS program should be encouraged to participate in the meetings. This committee was established initially because TraCS had significant promise to integrate many components of Alaska's core traffic data systems for the sharing of data between multiple agencies. This is why the original objectives were broader than which are currently being proposed such as DPS providing the software or putting a "fence" around just the application. A lot of other actions with multiple agency coordination and cooperation must occur for the TraCS to be successfully implemented to its full potential.

Linda Fischer, NHTSA asked Helen the difference between the objective of TraCS and ATRCC were. Linda noted that ATRCC's objective is the integration and transfer of the data collected by TraCS. TraCS is just a tool for this to happen. In order for TraCS to be meaningful statewide in order to fulfill the goals of TRCC via the TraCS program a venue was needed to work out the logistics and the TraCS Steering Committee became that venue. Linda was still confused about this organization. Helen, continued that in order to utilize the funding opportunities made available by the federal government through AHSO, coordination of TraCS outside of TRCC needed to occur. This coordination (TraCS meetings) led to the request for funding from AHSO/TRCC which is ultimately leading to answering the objectives of TRCC.

Rick relayed that between ATRCC, TraCS, and the Interface Exchange meetings there is a lot of bleed over of the same information between all the gatherings. How much overlap between these meetings needs to occur. TraCS Steering Committee's authority needs to be developed. Providing the peripheral support to TraCS is important, but is that the goal of this venue.

Rick questioned at which point an agency becomes a TraCS agency when you sign the agreement, when equipment is deployed, once you are trained, etc. TraCS user agencies should be the voting members that steers the direction of software enhancement and forms which are developed in the system. TraCS could welcome any agency which wishes to electronically collect and distribute data to the meeting to exchange ideas, but not have a vote in the steering of TraCS. Discussion regarding the dwindling amount of local participation in the steering committee also occurred. There would be voting members and observers and that TraCS would be open to any interested persons. The committee agreed that the need for advisory membership (4.1.2) was no longer needed in the Charter. The next step is to identify what voting membership is to the Committee.

**V. TraCS Strategic Plan**

This item is tabled until the Charter updates are approved by the Committee.

**VI. TraCS Packet\***

This item is tabled until the Charter and Strategic Plan updates are approved by the Committee.

**VII. Other Short Business**

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

- A.** Miles will “Agency Feedback” to future agendas
- B.** Miles will amend charter striking item 4.1.2.
- C.** Miles will amend charter adding a section 4.6.7 addressing non-voting observer’s participation in meetings.
- D.** Voting members to look at Rick’s TraCS definition and send Miles and him feedback by April 20<sup>th</sup> and redistribute to the Committee
- E.** Miles will find a Buy American Act compliant product list and send a copy to Rick and Josh

**Next meetings:**

◦May 11	◦June 8	◦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.