

TraCS Steering Committee Minutes

January 12, 2010

AST Conference Room, 5700 E. Tudor Road, Anchorage

1:30pm – 4:30pm

Teleconference: 800-315-6338, meet me code 8532#

Attendees:

- Helen Sharratt, Courts
- Tom Clemons, Seward PD
- Lance Ahern, DPS
- Kat Peterson, AST
- Cindy Cashen, AHSO
- Tamy Case, CTG
- Bob Laurie, DOT&PF
- Maxine Andrews, AACOP
- Joanna Reed, AHSO
- Dave Monroe, CTG
- Alina Moldovan, DPS
- Kerry Hennings, DMV

On Phone:

- Greg Wood, Wasilla PD
- Bob Griffiths, AACOP
- John Lucking, Soldotna PD

I. Internal Committee Business

- A. Approval of meeting minutes from December 8, 2009
 - 1. Helen motions to approve, Kerry seconds, all in favor, motion passes

II. Updates on Action Items from Previous Meetings

- A. Easy Street Draw
 - 1. Only Law Enforcement agencies will get Easy Street Draw.
 - 2. Images of crash diagrams will be exported to a DOT&PF server in a format to be determined.
 - 3. Users such as DMV, FARS, and DOT&PF would then be able to use existing viewers.
- B. TraCS Future forms
 - 1. Kerry circulated the list of future forms.
 - 2. Working with Corrections to develop the booking form
 - 3. Working to standardize data definitions
 - 4. Will poll at the User group meeting to see which forms the users want to see

III. Other Short Business

- A. Cindy will invite Don Brand of Corrections to join the Committee
- B. ABC is interested in TraCS
- C. Possibly other regulatory bodies may be interested in TraCS
- D. TR Coordinator contract was awarded to Cambridge Systematics

IV. Items for discussion

A. AACOP TraCS Monthly Activity Report

1. Completed ordinance table for Ketchikan Municipal Code, began Petersburg Municipal Code
2. Participated in the Steering Committee Meeting 12/8/2009
3. Coordinated equipment installation schedule with Chief Lucking,-Soldotna Dec. 18-19, Chief Clemons-Seward Dec. 19-21
4. Attended training in Soldotna Dec. 22
5. MOUs between CVE and local LEAs completed and scheduled future TraCS installations: Kenai Jan. 21-22; -Homer Jan. 23-24; North Slope Borough Feb. 12-14, Whittier March 12-14; Haines March 19-21, Palmer March 26-28, Bethel April 9-10, Nome TBD.
6. Worked with CVE to determine eligibility of agencies to receive equipment through grant: Anchorage Airport PD, Fairbanks Airport PD, UAF PD, Kodiak, AK Railroad, Sandpoint PD, eligible agencies put on waiting list
7. Website update: CVE Grant presentation; Steering Committee Minutes and Agenda, Fact Sheet
8. User Group registration processing
9. Participated in Future Funding Sub-committee Meeting Tuesday, January 5
10. Participated in User Group Sub-committee Meeting Wednesday, January 6
11. Participated in MAJIC Steering Committee Meeting on Thursday, January 7
12. Participated in Data-Driven Approaches to Crime and Traffic Safety (DDACTS) webex on Friday, January 8
13. User group processing
14. AACOP is developing a newsletter and will include TraCS developments

B. DPS TraCS Monthly Activity Report

1. Deployed Seward and Soldotna. Installed three units in both
2. As part of the training, participants go out to the cars and issue a citation as practice
3. Issue: the scanner drivers sometimes need to be re-installed on their own. Not a TraCS issue, but a windows USB issue
4. Not all of the mounts have arrived so the computers can't all be installed
5. Kenai and Homer will be installed soon
6. Perhaps a Soldotna PD officer could participate in the "Train the Trainer" training
7. Issues are being resolved with both the citation and crash forms, and they are working smoothly.
8. The back end is functional, however there are issues with the data transmittal
9. Cosmetic corrections are being made
10. TEG will hopefully put out the SDK formal training soon
11. AUTO is being built – integration between AUTO and TraCS project for the table of offenses
12. Integrate the TraCS statewide server and the Biz Talk and Enterprise service bus. All the records systems will be tied into this. CourtView, APSIN, etc. statewide integration.
13. There will be a DPS funded TraCS Helpdesk person.

C. User Group meeting update

1. Send a registration form to Maxine if you plan to participate

2. Currently 32 registration forms have been sent in
 3. Update from the National TraCS committee meeting could replace the Dept of Law on the agenda
 4. APOA is funding the t-shirts
 5. Need to work out a few details with the hotel
- D. Agency to Court Electronic Filing agreement
1. Helen is continuing work on a draft user agreement that any agency wishing to file citations electronically with the court will be required to sign.
- E. TraCS long-term budget subcommittee
1. **Funding needs for the frontend: PDs and hardware/training/travel/installation costs. Need to determine how many units per agencies are needed after current CVE grant runs out.**
 - Hardware -one installation \$9k/installation
 - Mounting hardware specific to make and model year of vehicle \$1376
 - Panasonic CF-30 laptop computers configured with TraCS 10 software \$5221
 - Pentax PocketJet III thermal printer with paper and USB cables Printer \$445
 - Honeywell 4810 handheld bar code scanner \$348
 - USB flash drive \$20
 - Installation-DOT technician and DPS trainer
 - Technician travel and lodging to location of install \$795
 - Trainer travel and lodging to location of install \$795
 - 2010 – CVE Funded grant will be depleted after install of Seward, Soldotna, Kenai, Homer, North Slope Borough, Bethel, Haines, Whittier, Nome, Anchorage Airport and Fairbanks Airport.
 - 2011-12 **\$1,152,000** 21 agencies responded to the 2009 survey that they were interested in TraCS. If the number of units installed in 2009-2010 is subtracted from the total number of police vehicles from these agencies 128 police vehicles are remaining to complete the fleets *Note: not all agencies in the state completed survey. It is recommended to repeat the survey in April 2010.*

2. Funding needs for the backend: Servers, data transfer mechanisms, etc.

DPS maintaining server system, DPS funded

New form(s) development? Cost unknown to be funded by agencies

- Criminal Case Intake and Disposition; ATN
- Booking
- Misdemeanor Complaint
- Felony Complaint
- Officer Affidavit by Police Officer in Support of a Complaint
- Impound
- Property and Evidence Form
- Legal Alcohol Testing Consent/Specimen Custody
- Implied Consent
- Notice of Right to an Independent test
- Notice and Order of Revocation .08 >, Disqualification, Refusal

- Notice and Order, Under 21
- Incident Report
- Intoxication report
- Miranda form
- Field sobriety test(s) sheet
- Search warrant

Licensing fees

- TraCS annual license AHSO funded
 - 2010 - \$35k
 - 2011 - \$40k
 - 2012 - \$45k
- Easy Street Draw 12k/annual AHSO funded
 - 2010 - \$12k
 - 2011 - \$12k
 - 2012 - \$12k

User group meetings AHSO funded after 2010

- 2010 - \$25k
- 2011 - \$30k
- 2012 - \$35k

3. AHSO agrees to include in the FFY11 budget the Incident Locator Tool (ILT) estimated \$12,500

V. Last Minute Items

- A. Discussion about TraCS Trainers, equipment, and the timing of each
 1. Training will only be scheduled if all hardware at an agency is deployed before or during the training
 2. Training is best delivered by law enforcement, who is capable of responding to real field issues
 3. The Steering Committee supports these practices

VI. Action Items as a Result of this Meeting

- A. Cindy will invite Don Brand of Corrections to join the Committee
- B. Lance will follow up with secondary agency MOUs (and HB 65)
- C. User group meeting follow-up
- D. National user group meeting follow-up

Lance motions to adjourn, Greg seconds, all in favor, meeting adjourns

Next meeting schedules

2010 TraCS Meetings

- February 9
- March 9
- April 13
- May 11

- June 8
- July 13
- August 10
- September 14
- October 12
- November 9
- December 14

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