

MINUTES OF THE  
TRAFFIC RECORDS COORDINATING COMMITTEE (TRCC) MEETING  
1120 North 22nd Avenue, Phoenix, AZ  
Human Resource Development Center, Palo Verde Room  
1:00 P.M., Tuesday, November 18, 2008

The regular scheduled meeting of the Traffic Records Coordinating Committee (TRCC) Meeting was held on Tuesday, November 18, 2008.

TRCC MEMBERS ATTENDING:

George Delgado, ADOT-MVD\*  
Jeff King, DPS  
Doanh Bui, ADOT-ITG  
Rick Turner, ADOT-MVD  
Reed Henry, ADOT-HES  
Sarath Joshua, MAG  
David Harden, ADHS  
Lori Rhyons, Phoenix PD  
Tim Flood, ADHS  
Bryan Hill, Glendale-PD

OTHERS ATTENDING

Kiran Guntupalli, MAG  
Haleh Farhed, ADOT-ITG  
Bruce Byron, Glendale-PD  
Kris Steffa, Glendale-PD  
Joe Turitto, Glendale-PD  
Teri Oliveira, ADOT-ITG

TRCC COORDINATOR:

Larry Talley, ADOT-MPD

\* Co-Chairperson

\*\* By Phone (Note: Because of equipment incompatibility, a phone bridge was not available.

1. Call to Order – *George Delgado*  
Co-Chairperson, George Delgado called the meeting to order at 1:02 PM and informed the committee that his Co-Chair, Jami Garrison, is no longer an employee of ADOT and has gone to work for MAG. George recognized Jami for all of the work she did for the State and especially the TRCC.
2. Introduction of Attendees – *George Delgado*
3. Approval of August 19, 2008 Meeting Minutes – *George Delgado*

The Agenda and Minutes were reviewed and a motion was made by Sarath Joshua and seconded by Rick Turner to accept the minutes as written. The motion carried unanimously to accept the minutes of the August 19, 2008 meeting as written.

4. Appointment of new TRCC Co-Chair – *George Delgado*

George advised the committee that as a result of Jami's departure the Committee is looking for a new Co-Chairperson. He emphasized that no special requirements other than a keen interest in Traffic Records and a commitment to attend meetings have been established. George advised members to talk with Larry or himself if you have any questions. Dr. Flood asked if Jami's new position took her away from traffic records. George replied in the affirmative. Sarath explained that she was working in the MAG Information Census Group and does not deal directly with safety.

5. Funding Status – *Larry Talley*

A handout was provided listing approved TRCC projects and their funding status. Larry stated that Section 408 funds and expenditures totaled \$370,460 through October 31<sup>st</sup>. Section 408 funds available for years 06-08 total \$1,629,140. In addition, the TRCC has spent \$39,130 of the \$129,350 FMCSA funds. Approximately, \$30,000 HES flex funds for GTSAC team projects are also available. George asked if anyone had any questions about the funding situation. Dr. Flood asked if we were on track with expenditures. Larry explained we were a year behind because of the delay caused by the data collection study and that GOHS has expressed concerns over the delay in expenditures. They are starting to question our continued submittals for additional funds when we are not spending the money as identified in our plan. Dr Flood asked if the Committee needed to reprioritize projects in a manner in which we can better spend funds. George responded that we do a fairly decent job of monitoring projects, but we do need to improve spending and entertain new projects. The Committee is always willing to hear presentations for new projects. Larry noted that additional \$100,000 has been allocated to ADHS for the EMS repository project.

6. 06/07 Projects Update:

a) Crash Forms and Instruction Manual: *Larry Talley*

1) Status – Forms and Manual

Larry reported that the Instruction Manual was completed around the middle of October and that the forms and manual would be available to LEAs before the December 1, 2008 suspense. Rick reported that the Traffic Records Section had sent a letter to all LEAs making them aware that the new forms will be available through the ADOT warehouse and that Traffic Records was receiving a good feedback. A discussion followed.

2) LEA Instructional Video

Larry reported that initially contact was made with the ADOT Creative Services Branch in June concerning the production of a training video regarding the changes to the new Crash Form Instruction Manual and how to fill out the new forms. As a result of a meeting in September with ADOT, an Adobe .pdf file with the changes highlighted was provided shortly thereafter. Last Thursday

Larry was contacted and advised that Creative Services could no longer support the TRCC's request and recommended that we use the .pdf document that had been provided for our training media. George stated that we did not want to do that because it was not a professional representation of our Committee. George further stated that Larry has been directed to pursue outside vendors to see if he can find someone who could produce the video in the timeframe needed – December 1<sup>st</sup>. A discussion followed. Joe Turitto, Glendale PD, offered that one of his officers had created a Power Point presentation on the subject and that they were willing to share if it would be beneficial. George directed Larry to get with Glendale PD.

b) *ALISS: Doanh Bui*

Doanh directed everyone's attention to the two handouts ITG provided. He reported that a lot of work had been done but that a lot of work remained to be done. Doanh turned the presentation over to Teri Oliveira.

1) Database Migration & 2) TRS Data Input Application

Teri reported that funding had been approved for the MVD project to link real-time driver and vehicle data to ALISS, but because of scheduling it will not start until February 2009. A discussion followed on the purpose of this project.

Teri then went through each element on her TRCC Status Update handout and concluded by stating that they were on schedule for delivery by January 1.

Sarath asked if the data was being converted back to 1998. Doanh responded yes and stated that as of January 1<sup>st</sup> new crash forms will be entered into the new DB. Old form data will be entered into the old DB and migrated over to new DB nightly.

Sarath explained that MAG was launching a project based on this new database and it is good to know that the old data will be available in the new format.

Kiran and Sarath raised a concern that they had. Kiran had discovered that in some cases pedestrian and bicycle crashes are being reported as property damage. He has looked at the crash data and the only way to determine the details is by looking at the forms themselves. He has found that most of crashes are under the dollar limit, but are included in ALISS even though there are no injuries. This does not appear to be consistent between MAG agencies. Kiran asked if that is the State policy. Rick stated he would have to look into it and provide an answer.

c) *AIDW Web Based Analytical Tools: Doanh Bui*

Haleh reported that they are on track and have scheduled a couple of demos of the data cube with HES and that they are going to turn over the data cube to Traffic Records very soon. Currently they are checking the data to see if it is OK. User acceptance testing is scheduled 12/10 and user training 12/19 and deployment for 1/1.

Larry stated that he had sent Reed an email requesting Kohinoor set up a meeting with his data user group and so we could explain how to use the tool and the new forms, but has not received a response. Reed replied that it probably would not happen.

George stated that he had had a conversation with Risk Management, Cindy Eiserman, and she agreed that Risk Management would be in charge of managing the security requirements/sign-in screen. George stated that he needed to get on her calendar to work out the details.

Larry asked if an encryption-card was going to be required for data access users as discussed at the last meeting. Doanh responded that it was still being looked into. He further explained that the dedicated link would not require one. However, for an individual who just wanted to log on, they will have to be set up with a user ID, password and will need an encryption-card. The process to obtain the ID and password is being worked on by ITG.

Brian asked if requirement specifications are being set up and if each Agency will be notified? Doanh responded in the affirmative and stated that was what Teri had addressed earlier - hardware and software and costs will be spelled out. A discussion followed.

A lengthily discussion followed as to who was funding the encryption-card - State or Agency – how many would be required in each agency and how many cards would an individual have to carry if they had to have access to several secure sites.

Doanh stated that it was pretty safe to say that ADOT was not going to pay for the cards. The question was then asked as to how much each card cost. A \$50.00 per card cost was submitted. The question was asked if the TRCC could pay for the cards. George responded that the scope would have to be determined before a decision could be reached.

Sarath asked if MAG would be able to get into the database and run queries. Doanh responded that they would be able to run canned queries and download crash records into CSV or Excel format. The exception is PII (personal) data. It will not be available. Lori asked when the download piece would be available. Doanh responded that the planned deployment was January 1.

d) TraCS:

1) Crash Forms: *Doanh Bui*

Doanh reported that June 30, is the date ITG committed to in the PIJ. Obviously, a lot of work that has done for Traffic Records will be applicable to TraCS - such as the location tool. This is a benefit, so hopefully it will go faster. The plan calls for TraCS to be developed in the current version and when Iowa releases Version 10, then convert. We are hoping to get an early release of the new version.

Lori stated that Phoenix officers are actively using TraCS electronic entry and not paper. After the first of the year, they will have to go back to handwriting reports until TraCS is available. Lori further stated that Jennifer Snoops had asked that Phoenix officers using TraCS be allowed to continue until the new version was released. Teri and Larry confirmed that Jennifer had requested an exemption and it had been approved. The reports will continue to be entered in the old ALISS database and then converted to the new.

- 2) Contact and Citation Forms: *LT Jeff King*  
Jeff reported that DPS had rolled out its Contact Data Collection form to all of its officers on October 1<sup>st</sup> - approximately, 1,100 officers. DPS encountered very few glitches and overall the process went much smoother than anticipated. Jeff stated that they had developed an automated application so they did not have to physically touch each computer for the installation of TraCS. The warning and repair order forms are ready to roll out, but the problem is that printers are needed in the cars. A grant to purchase the printers has been approved and they expect to have them installed by February 2009. E-citations will be included, but coordination with the Courts may delay them. Jeff went on to state that DPS-IT manhours are at a premium right now. A discussion followed concerning the printers DPS will utilize
- e) Data Accessibility: *Reed Henry*  
Reed reported that his staff has been working on this project. They are having a difficult time finding a consultant to take on the project, but should have it resolved shortly.
- f) Data Completeness and Accuracy: *Reed Henry*  
Reed reported that they have a consultant on board, AMEC. The consultant has developed a work plan and they are currently looking at different data elements. They are in the process of pulling a 1,000 plus reports to establish a baseline.
- Kiran raised the question of crash location accuracy and described the problems he has encountered. A discussion followed and Reed suggested that Kirin contact Jeff Boyd in his office to discuss the issues.
- George pointed out that before Reed arrived Haleh had requested a list of data users that will be requesting access to the data by agency be provided. Jeff raised a question concerning exactly what was needed and a discussion followed concerning the number of users and the frequency of access. Reed was tasked with pulling the list together.
- g) LEADRS: *Michael Hegarty*  
Michael stated that LEADRS is out there and available to law enforcement agencies. He went on to state that he understands that about a dozen agencies are currently using it. The application has been tested and the kinks have been worked out.

h) EMS Data Repository: *David Harden*

Larry reported that David had another commitment and was unable to attend today's meeting, but had provided the following report to be read into the minutes.

“The Bureau of EMS and Trauma System (BEMSTS) is making progress in developing and implementing the EMS Data Collection System and Linkage Schema with other Databases. The BEMSTS has received test data from some of the five EMS agencies participating in the Testing Phase of the project. The remaining participating EMS agencies are having technical difficulties due to log-in and password issues that are presently being rectified by the ADHS IT Department”

i) Traffic Records: *Rick Turner*

1) Status & 2) Backlog Reduction

Rick reported that Traffic Records has contracted with a vendor to help catch up the backlog. The vendor is Pacific Data Center, Inc (PDC). Traffic Records personnel trained PDC personnel in June and they started entering data in July. Currently they are finishing up November 2007 and Traffic Records personnel are entering records they cannot input. Traffic Records has microfilmed all reports through August 2008 and are working on more reports from August 2008.

PDC got off to a slow start and now Traffic Records has concerns that they will not meet the deadline of January 1, 2009. The ADOT Contracting Office sent the vendor a letter to try and motivate them. After a couple of exchanges, management met to contemplate terminating the contract or proceeding to work with them. After weighing the alternatives, management decided to try and work with the vendor and motivate them. PDC has made some changes – they are now working 7 days a week and two shifts instead of one. Based on their current data entry rate, it will be the end of March 2009 before they finish. They were entering 300-400 reports/day, but that increased to 834/day. A second phase of 1500 reports/day is anticipated. Their plan ultimately calls for 3,776/day, but we are skeptical. At rate they are going, it should be close.

George expanded on some of Rick's comments. And complemented Rick on his and his staff's efforts.

Sarath asked about the plan to keep up the data up to date after January 1<sup>st</sup>. Rick responded that the Traffic Records Section can handle it. The task is more obtainable with the new system – even though they are entering more data. However, Rick expressed his concerns over Traffic Records 60% staff level and the hiring freeze.

George elaborated on MVD's efforts to obtain approval to hire data entry personnel. Sarath asked if the new software had been tested to see if data entry is improved. Rick responded negatively, but stated that the biggest boost will be

when agencies start uploading the crash data electronically; thus, eliminating Traffic Records from having to touch the paper forms.

7. New Items:

a. Fatal Reporting Timeliness – *Rick Turner/Dr. Tim Flood*

Rick stated that he and Dr Flood had not really gotten together on the issue yet and that they had nothing to report. Dr Flood stated that this project is relevant to the timeliness of the reporting of fatalities by using death certificates as a source of information. Unfortunately, the new vital records system has changed field definitions and Traffic Records may not have tapped into it yet. Rick responded that so far they have been able to find the necessary records and fix the holes that are causing the problems.

Rick stated that the states that do well with early reporting mandate that local agencies report all fatalities within 24 hours to their state police and then the state police turn that information over to FARS within 48 hours. Arizona doesn't have that system. Rick stated he was trying to explore it further to see if mandating is even feasible. A discussion followed.

b. TraCS Support Position – *Doanh Bui*

Doanh stated that Teri had generated a draft, but that he had not done anything with it. He will prepare recommendations and provide them to the Co-Chair. George stated that he would take a look at it and present it to the TRCC Executive Committee. After they have an opportunity to look at it and comment, he will bring it back to this group. A decision has to be made as to where the position will reside, funding, etc.

c. TRCC Web Site – *Larry Talley*

Larry explained some of the constraints that have been imposed on the TRCC website and that it had to be developed within the template of the GTSAC website. Currently, a version is up on the ADOT development server for review by ADOT committee members. Unfortunately, members outside ADOT do not have access to the development server. All web pages are there but some are without content. Larry reviewed a few pages of the website and asked that members provide feedback after they have had a chance to review them in more detail.

8. Upcoming Events:

a. Safety Event at Capitol, January 14, 2009 – *Michael Hegarty*

Michael reported that this will be the 5<sup>th</sup> annual event. It will run from 10:00 AM until 2:00 PM and will include a luncheon. There will be invited speakers and guests. It is intended to educate legislators and is considered a good media event. Michael highlighted some of the displays and demonstrations and asked members to RSVP by Dec 17<sup>th</sup> if they would like to attend.

b. Safety Summit, Zero Fatalities, Every One Counts – *Jennifer Brown*

Since Jennifer was absent, Michael explained that the Summit is a forum for sharing information on best traffic safety practices. It is a daylong program with several breakout sessions at the Cotton Center. There is a cost to attend.

c. 2010 NHTSA Traffic Records Assessment – *Michael Hegarty*

Michael advised the committee that the last NHTSA assessment was completed in 2005 and is good until 2010. Michael further stated that he had contacted the NHTSA Regional Office and they had advised him to hold off requesting a new assessment for now because federal authorization of S. 408 funds will expire in 2009. NHTSA needs to see if new legislation will require a current assessment before scheduling.

d. 2009 Meeting Dates – *Larry Talley*

Larry proposed the following quarterly meeting dates and the committee approved.

- 1) February 17, 2009
- 2) May 12, 2009
- 3) August 11, 2009
- 4) November 17, 2009

Additional discussion item: Brian stated he had been approached by other agencies and had a couple of questions he would like to ask about on behalf of these agencies.

(1.) If an agency wants to use TraCS, what will be the process and what will be the cost?

(2.) Will an on-line version of TraCS be available for direct entry into the system without having to utilize a full blown version of TraCS? This was discussed last year, but what, if any, progress has been made.

Larry started by stating that a web based version of TraCS will be developed at the national level after TraCS 10 is deployed. Currently, Arizona has not had any discussions concerning this version.

Rick stated that there is no cost associated with TraCS - except for the hardware.

Doanh stated that ITG's commitment is to provide AzTraCS by April 1<sup>st</sup>. What will be available is a version that runs on a laptop and the TRCC pays annual license fee to the State of Iowa. The application will also include a sequel server software package. As a using agency, the agency will have to pay for the sequel server software license – it is a one time cost. All of the details have not been worked out yet, but ADOT-ITG is hoping for an early release on TraCS 10. We hope to know more by the end of the year.

9. Call to the Public – *George Delgado*

Co-Chairperson George Delgado made a call to the audience providing an opportunity to members of the public to address the Traffic Records Coordinating Committee. No public comments or questions were received.

10. Adjournment – *George Delgado*

Co-Chairperson George Delgado adjourned the meeting at 3:10 PM.

Next Meeting: February 17, 2009 – Location: HRDC