

MINUTES OF THE
ARIZONA DEPARTMENT OF TRANSPORTATION
TRAFFIC RECORDS COORDINATING COMMITTEE (TRCC)
MEETING
100 N. 15th Avenue, Phoenix, AZ
Department of Administration (DOA), Conference Room, 3rd Floor
1:00 P.M., Tuesday, November 6, 2007

The regular scheduled meeting of the Traffic Records Coordinating Committee (TRCC) Meeting was held on November 6, 2007, at 1:00 AM.

TRCC MEMBERS ATTENDING:

Jami Garrison, ADOT-TPD*
Jennifer Brown, FHWA
Doanh Bui, ADOT-ITG
Reed Henry, ADOT-HES
Rick Turner, ADOT-MVD
Tim Flood, ADHS
Eric Ice, FMCSA
Lori Rhyons, Phoenix PD
Jim Williams, GOHS
Michael Hegarty, GOHS
Ester Corbett, ITCA**
Brian Hill, Glendale PD
Don Bischoff, Mohave Co. Sheriff

OTHERS ATTENDING

Jason Harris, ADOT-ATRC
Pradeep Tiwari, HES
Haleh Farhadi, ADOT-ITG
David Harden, ADHS
Kiran Guntupalli, MAG
Theresa Montano, Phoenix PD
Patti Schofield, Phoenix PD
Chris Hemmen, DPS
Kerry Wilcoxon, Phoenix Safety
Madhuri.Uddaraju, Phoenix Safety

TRCC COORDINATOR:

Larry Talley, ADOT-TPD

* Co-Chairperson

** By Phone

1. Call to Order

Co-Chairperson, Jami Garrison called the meeting to order at 1:04 PM, asked attendees to introduce themselves, and reviewed the proposed agenda.

2. Approval of September 18, 2007 Meeting Minutes

The Minutes were reviewed and a motion was made by Jennifer Brown and seconded by Rick Turner to accept the minutes as written. The motion carried unanimously to accept the minutes of the September 18, 2007 meeting.

3. Discussion and Vote on Data Collection Software – Jami Garrison

Jami provided a brief history of the *Data Collection Software Used by Law Enforcement Agencies in Arizona* study that the consultant, ARCADIS, did through a contract with the Arizona Transportation Research Center (ATRC) with Jason Harris, ADOT Project Manager. The consultant briefed the committee on their recommendations at the last meeting. Jami reminded the committee members that the study had recommended two systems – Advanced Public Safety (APS, Report Beam) and Traffic and Criminal Software (TraCS) and that the committee members would be voting on which system would be adopted by the State today. She went on to explain that the cost of APS would be \$500,000 plus the annual maintenance of \$50,000 and that TraCS would be \$25,000 plus the annual maintenance fee of \$30,000. Other than cost, the significant difference is that ADOT will have full customization with TraCS utilizing the Software Development Kit (SDK) while with Report Beam APS will retain the source code and will have to support customizations. TraCS will require that ADOT-ITG provide personnel to support the software. Jami advised the group that the TRCC Executive Team had met, considered the systems and was recommending to the full committee that we go with TraCS. She also stated that ADOT-ITG has agreed to assist in managing the project and that they are here today to show their support.

Michael asked which agency would house TraCS and how many years are we looking at doing this – one year or multiple years?

Doanh replied yes that it is a long-term commitment and provided some thoughts on how the roll-out of the system might occur. The database will be supported by ADOT, the Data Records Group will remain at ADOT; however, the stand alone version support will have to be worked out as the program is developed.

Larry explained that he had spoken with four different states concerning their support structure and staffing levels. At the TRCC executive meeting discussions seem to favor first line support being provided by the using agency, i.e. DPS, Phoenix, Tucson, etc. Each agency would have the first tier of support for their officers while the State would provide the second tier or complex technical support. This is the way New York State is configured and it is working well. The question that remains is how to provide support to the small agencies that do not have IT departments. Different states handle the situation differently and we will have to make that decision in the future.

Eric asked if we knew what the Committee's role in the roll-out is going to be and what additional costs are going to be incurred? Is the TRCC going to be leading these

efforts and who is the lead agency? Jami explained that there are different pieces that this Committee will be responsible for. Eric questioned to what agency level we would provide support analysis.

Larry stated that Eric was touching on a topic that he would be presenting in Agenda Item #7 and asked that we continue the discussion then.

Michael stated that originally GOHS was going to host TraCS licensing and asked if it is now more appropriate that it be done by someone else? Jennifer recommended that it be housed at ADOT and Michael agreed.

Lori stated that she needs to feel comfortable that the State is going to support the funding of TraCS after two years from now and not walk away from it. Jami stated that with the commitment the State is making to update ALISS, the interface and other issues is a firm commitment; however, there is always a risk. Michael stated that that is why he is in favor of embedding TraCS in ADOT so that they could take it over in case this funding source disappears. Jami stated that the executive committee is actively looking at two funding sources for the contract programmers. Lori expressed concern that the last time when the funds were exhausted the programmers were released. Jami stated that this program is important to ADOT and knows it has support all the way to the ADOT Director's office.

Brian asked about the concept of TraCS. Doanh explained in general terms how the data would be collected, stored and transmitted. Brian stated that in the West Valley, with Data Sharing Issues, there are three different kinds of agencies – those that have no RMS, those that have their own that may or may not follow the crash form and those that have a sophisticated data collection system. He went on to say that this needs to be considered as the system is developed. Doanh explained that there will be three models of TraCS available to use and that no agency will be forced to use TraCS. Data transfer protocols will be developed so that agencies that have current databases can continue to use those databases and upload data to ALISS at the same time.

Lori moved that TraCs be adopted as the State standard for crash data collection and Brian seconded the motion. Being no additional discussion the motion was approved with one abstention, Kiran Guntupalli, MAG, on behalf of Sarath Josha, MAG. MAG abstained because they are not a data input agency.

4. CODES Evaluation Team Update - Larry Talley

Larry reviewed the history and current status of the AZ Crash Outcome Data Evaluation System (CODES). Since the federal funding of the project has expired and the TRCC does not necessarily want to see the effort to-date lost, an evaluation team has been formed to:

- Research and recommend where CODES should reside – agency
- Determine the mission of CODES
- Determine minimum reports/documents to be generated

- Determine the staffing, hardware and software required
- Identify future funding requirements

A discussion followed. Eric clarified and updated some of the points Larry made and talked about the multi-data sets. He suggested that the team look at the complexity of the system and determine what is going to work for the TRCC. Bryan suggested that the National Information Exchange Model (NIEM) – Global Justice may already contain some of this data and suggested we look at that. Jennifer talked about the privacy and confidentiality issues versus the additional data that is available in the databases. Does it provide value to the State and where should it be housed? Michael stated that he felt the reason only one report had been completed was because it took Ida so long to clear all the hurdles to get the data together. Rick stated that one of the original goals of CODES to provide data for justification to support legislation. Ester stated that ITCA had some concerns about the legalities involved. Researchers had to do peer exchange research. Federal information is not in there i.e. Veterans Administration data. Separate databases from ADHS. She went on to explain how there was interest in determining the impact of motor vehicles on specific injury types - traumatic brain injury as an example – not necessarily project specific.

The evaluation team is comprised of the following TRCC Members:

Jami Garrison, ADOT-TPS, Team Leader
 Reed Henry, ADOT-HSIP
 Sarath Josha, MAG
 Tim Flood, ADHS
 Jim Williams, GOHS
 Larry Talley, TRCC Coordinator

An invitation was extended to the committee members to join the team. The following members volunteered:

Esther Corbett, ITCA
 Rick Turner, ADOT-MVD

5. TRCC Strategic Plan Update/Annual Report - Larry Talley

Larry explained that the TRCC Strategic Plan for Traffic Safety Data with its 49 projects and 32 performance objectives is now almost 18 months old and has not been revisited. Some issues are outdated, some are no longer needed and some need to be added. (See Attached ppd.) A strategic planning session (working session) is currently scheduled for the afternoon of December 4th to review goals, objectives and performance measures. An invitation was extended to other TRCC members to attend.

A discussion followed. Pradeep asked why the 4-E's were not addressed. Jennifer explained that there are cross-cutting strategies across the six systems and that there are education components in each system.

6. Crash Form Subcommittee Update - *Jim Williams*

Jim provided copies of the latest draft and discussed the history of the crash form. He explained that the form was being revised to include as many Model Minimum Uniform Crash Criteria (MMUCC) data elements as needed for analysis of trends in occurrences, rates, outcomes and circumstances of motor vehicle traffic crashes as provided for in SAFETEA-LU. Jim stated that the forms were being mailed out to engineering, law enforcement and other agencies statewide for input. Kerry asked if ADOT records had looked at the form yet. Rick stated that he was a member of the sub-committed working on the form. Michael elaborated on additional changes that had been made and further explained that we wanted to keep the actual crash form to one page both sides. The diagram has been moved to a separate page. The sequence of events is the major change. Michael stated that the manual will also need to be revised after the form's format is finalized. Kerry asked if a ballpark date has been set for adoption – year or two years? Doanh stated the database has to be revised, but the customization of TraCS will depend on this form. Hopefully the finalization of the form will be early on. A short discussion followed on specific items and design of the form.

7. Traffic Records Update - *Rick Turner*

Rick reported that they are still attempting to fill personnel requisitions. They have had interviews and hope to be fully staffed in a little while. They are still utilizing mandatory overtime in an attempt to catch up. They are also utilizing personnel from MVD to assist. Unfortunately, they are just managing to hold steady. Currently, 40% - 50% of October 2006's records have been entered. Rick thinks fatigue is setting in as sick leave usage is going up. Updating the system is going to be the real salvation. Kerry asked when they hoped to close out 2006. Rick stated that they hoped to do so by the first of the year.

8. Other Items - *Jami Garrison*

Jami made a call to the audience for other items. Michael asked if anyone had updates on hand held citation devices that agencies were utilizing. GOHS is looking as possibly supporting additional agencies. Chris stated that DPS was working with their Apache Junction guys and others on this issue. They are still working on deployment and have not actually started utilizing them yet. However, more and more courts have accepted their technology. Michael questioned Doanh as to whether GOHS should be looking at getting agencies to use or should wait a little bit to see what the interface will be. Doanh stated that ITG will have to ramp up and recommended waiting.

Jason advised the group that paper copies of the Final Report, TRQS-04, were available on the back table and that he would be emailing a link to the electronic version to all participants in the near future.

9. Next Meeting - *Jami Garrison*

The next TRCC meeting was not scheduled.

10. Adjournment

Co_Chairperson Jami Garrison adjourned the meeting at 2:35 PM.