

MINUTES OF THE
TRAFFIC RECORDS COORDINATING COMMITTEE (TRCC) MEETING
1120 North 22nd Avenue, Phoenix, AZ
Human Resource Development Center, Ocotillo Room
1:00 P.M., Tuesday, February 17, 2009

The regular scheduled meeting of the Traffic Records Coordinating Committee (TRCC) Meeting was held on Tuesday, February 17, 2009.

TRCC MEMBERS ATTENDING:

Reed Henry, ADOT-HES*
Jeff King, DPS
Doanh Bui, ADOT-ITG
Rick Turner, ADOT-MVD
Mark Hodges, ADOT-MPD
Alan Vitcavage, FMCSA
Esther Corbett, ITCA
Lori Rhyons, Phoenix PD

OTHERS ATTENDING

Kiran Guntupalli, MAG
Haleh Farhed, ADOT-ITG
Bruce Byron, Glendale-PD
Kris Steffa, Glendale-PD
Teri Oliveira, ADOT-ITG
Amy Lattimer, GOHS

TRCC COORDINATOR:

Larry Talley, ADOT-MVD

* Co-Chairperson

TASK LIST from 2/17/09 Meeting:

1. Teri Oliveira, ADOT-ITG: Provide ALISS data mapping document to Lori Rhyons, Phoenix-PD.
2. Doanh Bui, ADOT-ITG: Verify if crash rates calculated in data cube will be limited to the state highway system and advise Kiran Guntupalli, MAG.
3. Rick Turner, ADOT-MVD: Verify ITGA was sent the letter concerning the need for a Data Access/Exchange Agreement and confirm with Esther Corbett, ITCA.
4. Larry Talley, TRCC: Confer with ADOT-Procurement concerning a vendor preparing a requirements document for a contract and bidding on the same contract.

1. Call to Order – *Reed Henry*

Co-Chairperson, Reed Henry called the meeting to order at 1:05 PM, introduced himself as the new Co-Chairperson, and welcomed all attendees. Reed then introduced and welcomed Mark Hodges, ADOT-MPD, as the newest member of the committee who is replacing Jami Garrison.

2. Review of Agenda – *Reed Henry*

Reed asked the committee to review the agenda for recommended changes. No changes were recommended or requested.

3. Approval of November 18, 2008 Meeting Minutes – *Reed Henry*

The Minutes were reviewed. Reed asked that in the future, a “task section” be added to the minutes. Doanh requested that on page 4d), TraCS, that the date ITG committed to in the PIJ should be shown as June 30 – not April 1. Teri concurred. A motion was made by Lori Rhyons and seconded by Jeff King to accept the minutes as written with the two revisions. The motion carried unanimously to accept the minutes of the November 18, 2008 with the two revisions.

4. Funding Status – *Larry Talley*

Larry noted that a handout was provided listing the approved TRCC projects and their current status. Larry stated that Section 408 fund expenditures total \$532,865 through January 31, 2009. Section 408 funds available for years 06-08 total \$1,129,140 at ADOT and \$500,000 at GOHS. In addition, the TRCC has spent \$70,785 of the \$129,350 FMCSA grant funds available. Larry pointed out that the \$30,000 HES flex funds for GTSAC team projects are also available and have not been associated with a project. Project 58, Purchase Server for ADOT-ITG for Data Submission from Local Agencies, had been approved by the TRCC EC and added to the list. Reed asked if anyone had any questions concerning the funding situation. No questions were raised.

5. 06/07 Projects Update:

a) Instruction Manual Video - *Larry Talley*

Larry explained that at the last TRCC he was tasked to come up with an instructional video that explained the changes to the new crash form for law enforcement agencies and distribute it by December 1, 2008. He advised the committee that with the assistance of Glendale PD, specifically Officer Kris Steffa, the cooperation of Brand Canyon Production Company and the support of Arizona Peace Officer Standards & Training Board, we were able to produce the video, make enough copies and get them distributed to LEAs the first part of December. This project is now closed out. Reed stated that the end product was very well done and expressed the TRCC’s appreciation to all involved.

b) TRCC Website - *Larry Talley*

Larry advised the committee that the TRCC website is complete and has been published. It is fairly comprehensive and includes information such as the latest status of TRCC projects, new crash forms, the video, meeting information and other general traffic safety information. The URL is

http://www.gtsac.org/data_improvement/. If anyone has recommendations on how to improve the content or other ideas, please contact Larry.

c) ALISS - *Doanh Bui*

Doanh provided a handout for the committee members to refer to.

1) Database Migration (Data Conversion) and 2) TRS Data Input Application
- Doanh provided a brief history of the DB conversion and stated that it was completed on December 31, 2008. As of January 28, 2009, ITG is now migrating data from the old structure to the new structure on a nightly basis. The new ALISS database conforms to the new statewide standards and the old ALISS structure is now obsolete.

Lori asked if there is any information on how the codes were converted because some of the new codes are the same number as the old code, but mean something different. Doanh stated that data conversion rules were established. Teri stated that there is a data mapping document. Lori asked if that document could be shared. Doanh responded in the affirmative and that Teri would get her a copy.

Doanh continued by explaining that the beta testing of the new DB started on January 5, 2009, user acceptance testing started on January 26, 2009 and the new ALISS went into production on February 2, 2009. A couple of outstanding issues remain and are listed on the handout. ITG is currently working to resolve them.

Safety Query Tool and Data Download – ((Item d) AIDW Web Portal & Query Tool)
Doanh explained that this is the internet/gateway. The data owner, MVD, and ADOT-ITG Security have agreed that because no PII is in the AIDW no crypto card will be required - only a RACFID and password are required.

Lori asked how users obtain an ID and password. Doanh explained that it is a two step process. An agency first has to sign a Data Exchange/Access Agreement with ADOT then request RACFIDs through Traffic Records. After approval by MVD, ADOT-ITG will assign an ID and password. Rick stated that he would explain in more detail later in the meeting.

Doanh further advised the committee that beta testing of the query tool started on January 5, 2009, user acceptance testing started today, February 17, 2009, and the tool should go into production on February 23, 2009. Canned queries and data downloads should be available in both Excel and comma delimited formats.

The only outstanding issue with the query tool is the road aliases – an example being US 60 and Grand Avenue. They are both the same road. Currently, users have to do a query for both road names. Shortly, by mid-March, the aliases will be linked up so that users won't have to do two queries – the application will know that they are the same stretch of road.

The Safety Data Cube is just for internal use by HES and Traffic Records. It is the multi-dimensional data cube that ITG has built and it will also be available February 17th. There are a couple of things ITG is still working on - the crash rate calculation in areas with no crashes, which is a minor issue, and secondly the top x% crash locations. ITG is going to build a query to allow people to determine these locations.

3) EIDS Data Submittal (Electronic Incident Data Submittal) – Doanh explained that the programming is complete, but that it still needs to be tested. ITG intends to deliver it as a package with TraCS. However, if any agency is ready to submit data electronically, ITG will work with them to make it happen. ITG is still waiting for Project # 58, \$20,000, which was approved by the TRCC, but funding has not yet been made available for a branch office and for agencies to start submitting the data electronically. Teri is close to producing a final document identifying exactly what has to happen. Agencies still have to have a Data Access/Exchange Agreement signed, same as for accessing data, and an Intergovernmental Service Agreement (ISA) – which still needs to be reviewed by ADOT – and then a purchase order for a box that will set up the branch office or persistent connection. They also have to have the programming in the local office to submit data so we can see the errors that are sent back, and obviously an internet connection that works off their internet provider – hopefully high speed.

Kiran asked if the safety data cube is only provided to the ADOT-HES section. Doanh replied that it is provided to both HES and Traffic Records. Kirin followed up by asking if it only calculates crash rates for state roadways or if it would also include arterials. Doanh responded that the crash rates are based on HPMS data and not just ADOT state highway system. However, he needs to verify that and will get back to Kiran.

Larry stated that he had had inquires from 3rd party vendors who are anticipating writing an application to submit data to ADOT prior to offering their product to local agencies – Intergraph, Spillman, etc. – and are asking if they can test data in advance. The question is what documentation do they need - an ISA, ID's, etc? Doanh stated that they will need a Data Exchange Agreement, an ISA, along with a persistent connection; however, if they are ready to send ITG only a test file and not do it for real, ITG can work out something without having to go through all of that. If a vendor just wants to give ITG a XML file with only test data, then that can be done outside the agreement. They should contact Larry and in turn Larry contact Teri and ITG will work it out.

4) LEADRS Data Linkage – Doanh advised the committee that in May 2008, Teri communicated to the LEADRS person in Texas all of the data field requirements ITG will be needing. ITG considers this task a doable thing; however, ITG doesn't know where LEADRS is in relation to production. ITG considers this no big deal, but ITG considers it an enhancement to ALISS.

5) MVD Driver and Vehicle Data Linkage – Doanh stated that this is an MVD project. On MVD’s side they have their own programmers and developers. Once established, MVD data can be pulled from feeds by Traffic Records. ITG considers this another enhancement.

e) TraCS:

1) Crash Forms: *Doanh Bui*

Doanh explained that this is the officer’s data entry system. ITG was hoping to be able to use version 10, but it has been delayed and ITG doesn’t expect general release until June. So ITG will have to develop the crash forms in 7.3. Teri’s group started working on this project on February 5th. Teri has contacted Jennifer, Phoenix PD, and they are working on it. ITG does not know if DPS is going to participate on the pilot or not. As soon as ITG has all of the detail requirements from the officers, then we will develop a target start date for the pilot phase. This project according to the PIJ is scheduled to end in June, but ITG is going to try and get it out as early as possible.

2) Contact and Citation Forms: *LT Jeff King*

Jeff reminded the committee that DPS has been using their contact form in TraCS 7.3 since October 1st. There are no issues with connectivity and DPS has several different methods to get data from their cars. Jeff stated that he met with his in-house IT personnel last week to start preparing the DPS repair order, warning and FI forms for production for TraCS. DPS has gone out for purchase of printers and bar code scanners. The decision was made to use the same printers as Iowa. DPS is going with 8 1/2” x 11” paper because of the other forms being used. This decision won’t make APS users happy since they use a 4” wide receipt. Jeff stated that he was not sure if DPS-IT will have the citation form ready before or after July 1st – it is a FY expenditure issue. If DPS starts, then they have to have it done by June 30. One concern is that DPS needs assistance from outside vendors for link-up with the courts, but a lot of that is being taken care of now in conjunction with the photo-enforcement program. TraCS is looking really good and moving forward.

Lori asked Jeff which printer DPS went with. Jeff responded - Pentax III, Thermal printer. Based on DPS’s research, thermal is more cost effective than ink jet. In addition, it forces an officer to go to his office to print forms which is much cheaper than printing in the car. Ink jet printing is still an option, but DPS thinks the economics of thermal is better.

f) Data Accessibility: *Reed Henry*

Reed explained that ADOT-HES is currently talking with a consultant to bring on board. The issue the consultant will be researching is the federal, state and tribal laws to determine which laws are applicable to the data. The problem that has been encountered is that an engineering firm can not do law. So the approach HES is taking is the engineering consultant will bring the study up to 80% - 95%, make a

recommendation as to what the TRCC does and then hand the project over to the AG's office for a final decision. The project scope will include summarizing best practices in other states, IDing existing state laws and policies and making a recommendation(s). HES should come to agreement in March with the consultant as soon as it clears with Risk Management and start work soon after.

g) Data Completeness and Accuracy: *Reed Henry*

Reed briefed the committee that the consultant, AMEC, is on board and has been looking at the crash data to establish a baseline for sometime. They are determining how the data meets requirements of crash reports. AMEC has been looking at the large agencies and has come up with rankings. The purpose again is to establish a baseline of where we are for future grant submissions and determine business rules for ADOT-ITG implementation. The project is basically moving forward.

h) LEADRS: *Michael Hegarty*

Michael was not in attendance and Amy apologized for not being able to provide an update. Reed expressed his concern that because the new crash form does not provide for test results but relies on the input from LEADRS and because ALISS currently is not able to retrieve the DUI results, that valuable DUI data is going to be lost.

i) EMS Data Repository: *David Harden*

No report and no representative present.

j) Traffic Records: - *Rick Turner*

1) Status & 2) Backlog Reduction

Rick advised the committee that on February 12th, Pacific Data Center, the vendor who is assisting Traffic Records with catching up the data, contacted Traffic Records reporting they had entered all crash reports provided to them. As a result, no 2008 crash forms are waiting to be input. What Traffic Records shows is that 116,037 crashes have been entered for 2008. Traffic Records shows an average of 140,000 records for the last three years - that is a difference of 23,963 records. Traffic Records is not sure where they are; however, agencies are reporting they still have reports to send in. So, the backlog is caught up and we have nothing in-house.

As of today, Traffic Records has received 5,490 - 2009 crash reports. Of those, 5,315 occurred in January 2009 with the remaining 175 occurred in February 2009. A problem is that Traffic Records is finding crashes that occurred in 2009 coming in on the old forms. Traffic Records is logging them in, processing the reports and sending them back for submittal on the new form. Another problem is that one agency has developed its own form and is not using the State's standard form. Rick stated that he is trying to contact the agency to resolve the issue. Rick went on to explain that Traffic Records is not accepting modified forms at the State level. Traffic Records data entry screens are exactly as the form and any modifications to the forms does not match the flow of the data entry screens and becomes an issue for Traffic Records.

On the old reports Traffic Records only entered a small fraction of the data that was submitted. With the new form, Traffic Records is entering the entire police report.

Rick advised the committee that Traffic Records is also looking at utilizing, the company that has been helping them to catch the data up as they go on. Unfortunately, Traffic Records did not get started with new the new ALISS at the first of the year and still has not been trained. Therefore, we are almost 6,000 records behind already. With the hiring freeze and budget constraints we are down to almost 50% strength. In addition, we are taking on a new program that is going to create problems when it comes to entering data. Finally, Traffic Records has been notified that we have to move buildings again. Currently, we are scheduled to move on March 12th to 2739 E. Washington – the MVD building. So with all of this impacting on Traffic Records, we are looking to see if we can continue using PDC so that, now we are caught up, we don't fall behind again. Therefore, Traffic Records is looking for funding sources. PDC will need to be trained and they will need access to the new ALISS – not sure of the security requirements.

Data Access/Exchange Agreement. Traffic Records sent out notices to all government entities, including police departments, notifying them of the need for the Data Access/Exchange Agreement. All agencies are dealing with us. Traffic Records got requests for 26 agreements so far. We have only received one back and we are dealing with it. Agencies need to understand that there is only one agreement per government entity - so there is no agreement with the PD and one with the Engineering Department. One agreement covers both departments. There will be one contact person per entity. That person will be provided the forms that will be signed and returned to Traffic Records. Traffic Records will review the requests, approve and send them to ADOT-ITG for a RACFID and password. ITG will send them back to Traffic Records and we will provide them to the entity. No personal data will be available. If personal data is needed, a crypto card will be required.

Kiran asked if he could download all of the data from 1993 through the login being provided. Rick stated that he had not worked with it, but believed that a data dump is possible. Doanh responded ITG is waiting for Reed's project; but for now only data an agency has submitted can be download and it is since 1991.

Esther asked if regional planning organizations have to go through the data access process - including ITCA. Rick responded in the affirmative that they need an agreement, RACFID and password like other agencies. Esther stated that if letters went out to all PDs and regional councils, she did not know if ITCA received one. Rick stated he would check on it and let her know.

6. New Items:

a. FY 2009 S. 408 Interim Report Requirement: – *Larry Talley*

Larry provided a handout. He advised the committee that GOHS has received notification that the rules have been modified. We now have to report our measurable

performance measures by the end of next week; therefore, we need the performance measure information provided by next Tuesday. The format is in the handout. After review by Regional Headquarters, we will have the option of working out performance measures that are not met prior to June – and obviously we can improve on performance measures by June. Larry asked that members keep in mind that 2009 is last year of this S. 408 appropriation; therefore, this is our last shot for another \$500,000.

Esther expressed some concern over the EMS PM that reflects the tribes increasing the number of PCRs being submitted. She went on to explain that the Tribal EMS agencies had met with David, but at this point the outcome was only a voluntary submittal of a survey. Larry responded that the TRCC was not really relying on this PM. A discussion followed.

Reed asked Rick if Traffic Records was going to try and enter any 2009 data in the new DB that would qualify a new PM. Rick stated that they have to figure out how many MMUCC elements were on the old form and how many elements were entered in the old ALISS and compare to how many MMUCC elements are on the new form and how many are being entered in the new ALISS.

Doanh stated that he was confused as to the actual performance measure and how it was being measured. A discussion followed.

Rick expressed his concern over the number of personnel in his office available to compile the data needed for the report, to determine exactly what data is available and what is needed. Larry and Rick will get together and work it out.

Reed stated that he had some concern that the new crash forms are being filled out and submitted, but that Traffic Records is not verifying that they are being filled out correctly. The sooner Traffic Records can start entering the 2009 data, the sooner they will know if there is a problem and can address it before bad habits are formed. Ultimately, we want to preclude problems in the future.

A brief discussion followed.

b. TRCC Project 43: Development of Analytical Safety Tools – Requirements Scoping – GIS/Geospatial Analytical Tool – Larry Talley

Larry provided a package of documents for everyone's review. Project #43, Development of Analytical Tools. Larry explained that Jami Garrison, Mick Cseri, MPD, and he had started working on this project prior to Jami's departure.

Larry stated that current plans identify two tools that will be available for safety data analysts - ADOT-ITG's query tool and FHWA's Safety Analyst tool. The consensus between users is that they would like to be able to view and display crash data

utilizing GIS applications. We have looked at tools that other states are using and believe an application can be developed to meet our needs. One of our primary concerns is that we don't duplicate effort of the two tools already available, i.e. don't want to calculate crash rates if the ADOT-ITG tool will do that. What we are proposing is that an outside agency come in and look at what data mining capabilities we have available, what we anticipate and what the users would like. GTSAC action team champions brought this to the forefront when they complained about not being able to get data or the difficulties they were having getting data. The geospatial analytical tool can provide us with the capabilities to overlay crash, citation, DUI and other data for analysis that the other two tools cannot provide.

Larry further explained that the group had been in contact with a company, GeoDecisions, which has developed these types of geospatial tools for other states. What we are thinking about is taking the best functionality from each state's tool and having GeoDecisions create a customized tool best suited for our use. So what is being requested is that the TRCC approve the expenditure of the \$30,000 of HES funds to conduct a requirements phase of this project – prior to starting on Project # 43.

Kiran asked if the project is to investigate the tool. Larry responded no that it is to develop the requirements the users of the tool want and to make sure the final product (tool) does not result in a duplication of the functionality of the two tools already available.

Kiran asked if ADOT procurement procedures would have to be followed. Reed responded in the affirmative. A discussion followed concerning a conflict between preparing the scope and bidding on it. Larry will confer with ADOT Procurement prior to any action being taken.

Alan made the motion to approve the expenditure of the HES funds on this phase of the project and Jeff seconded the motion. The motion was approved with no objections.

7. Call to the Public – *Reed Henry*

Co-Chairperson Reed Henry 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 – *Reed Henry*

Co-Chairperson Reed Henry adjourned the meeting at 2:50 PM.

Next Meeting: May 12, 2009, 1:00 – 3:00, – Location: HRDC, Grand Canyon #1.