

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, August 11, 2009

The regular scheduled meeting of the Traffic Records Coordinating Committee (TRCC) Meeting was held on Tuesday, August 11, 2009.

TRCC MEMBERS ATTENDING:

George Delgado, ADOT-MVD*
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
Pat McGrath, AOC
Karen King, FHWA
David Harden, ADHS-EMS
Tim Flood, ADHS
Lori Rhyons, Phoenix PD

OTHERS ATTENDING

Teri Oliveira, ADOT-ITG
Haleh Farhed, ADOT-ITG
John Riemer, ADOT-MVD
Sanja Grujakovic, City of Mesa
Pradeep Tiwari, ADOT-HES

TRCC COORDINATOR:

Larry Talley, ADOT-MVD

* Co-Chairperson

TASK LIST from 8/11/09 Meeting:

Rick Turner to review Traffic Records needs for possible FMCSA grant.
Project Managers to review their projects for measurable performance measures for 2010.

1. Call to Order – *George Delgado*
Co-Chairperson, George Delgado called the meeting to order at 1:02 PM, introduced himself and asked that everyone introduce themselves including where they worked.

2. Review of Agenda – *George Delgado*

George asked that everyone take a few minutes to review the Agenda and then he would accept any recommendations for revisions or additions. No changes or recommendations were requested.

3. Approval of May 12, 2009 Meeting Minutes – *George Delgado*

George asked that members review the minutes of the May 12, 2009 meeting and then he would entertain any changes or recommendations. David Harden requested that his last name be entered into the minutes where he was referenced. Alan made the motion that the minutes be accepted with the above amendment and Mark seconded the motion. The motion was approved unanimously.

4. TRCC Expenditures – *Larry Talley*

Larry provided the Committee a spreadsheet with the 06/07 TRCC expenditures as of June 30, 2009 that indicates that \$736,676 has been expended and that ADOT currently has \$307,463 remaining in its contract with GOHS. Larry pointed out that the spreadsheet does not reflect that there is another \$500,000, FY 2008, grant funds at GOHS that have not been contracted for yet. A brief discussion followed. Jeff asked if the funds would expire. George advised the Committee that he is in receipt of an email from GOHS that indicates the funds will lapse at the end of September, but that further clarification from GOHS is needed. George explained that the expenditure of S. 408 funds was delayed and out of sync with the federal fiscal year because the previous GOHS administration had directed that the TRCC conduct an assessment of the different vendors before determining which crash software the TRCC was going to support. The consultants' assessment and the review took approximately nine months and the TRCC spent very little money during that period of time. Larry pointed out the delayed expenditure was made known to NHTSA in the 2007 Annual Report and that NHTSA had approved that report and had subsequently granted our request for additional funds in 2008.

5. Project Status:

a) Query Tool Demonstration – *Rick Turner*

Rick introduced John Reimer who demonstrated the web-based Traffic Records Data Query Tool to the Committee and covered the different form formats that can be used to extract the data.

During the presentation, a discussion regarding the currency of the data, the number of errors in the current reports and the number of rejected reports occurred. John reported that there were currently 107 users and that 28 are from external agencies. Also, Traffic Records is waiting for an additional 30 agreements to be signed and returned. John explained that initially outside agencies were limited to two users, but that restriction has been lifted. A discussion followed on what agreements were required between agencies and what data was covered by each agreement.

b) Electronic Incident Data Submittal - *Larry Talley*

Larry explained that Electronic Incident Data Submittal (EIDS) is the system for local Agencies using 3rd party software to collect the crash data and then submit the data to ADOT utilizing the XML schema. Larry stated that he had only had one Agency that had shown any interest and that Agency was Scottsdale; however, they have not indicated they have made any progress recently.

c) TraCS - *Larry Talley*

Larry reported to the Committee that last week, August 3-7, 2009, the two lead programmers from national TraCS came to Phoenix and worked with ADOT's and DPS' AzTraCS programmers. The purpose of the session was training on the just released TraCS 10 application and the conversion of the AzTraCS 7.3 forms to TraCS 10. All costs were paid for by national TraCS. ADOT-ITG anticipates providing the crash forms to Phoenix PD and DPS for pilot testing on August 24th. Jeff asked if only the form would be available or if the transmission would also be available. Teri responded that everything will be ready. Jeff responded that he was not sure DPS would have everything in place for data transmittal to ADOT. Doanh stated that ADOT-ITG was still finding issues with TraCS 10. Larry responded that Arizona is the first state to utilize TraCS 10 and that we had pushed Iowa to release it to us as soon as they could. A discussion followed on what would be required before DPS could actually start testing. Jeff stated that he could not commit to a definite start date of the pilot project until additional information was available, but that DPS would expedite the testing.

Lori stated that Phoenix PD also could not commit to a date because of projects bumping up against one another. She further stated she was going to have to change her technical support person which will also delay the start. Hopefully, PPD will be able to move as quickly as possible to get the pilot testing up and running in a squad as soon as the technical specs for interface are known. Lori stated that she hoped to start within two or three weeks after the specifications are known.

George asked if the AzTraCS User's Agreements had been signed. Larry stated that he was still waiting for a response from DPS on a requested change before the revised agreement could be forwarded to Phoenix and DPS for signature.

In reference to the e-citation, Larry stated that Jeff and he were scheduled to meet with Cochise County judicial officials and their local IT personnel in Willcox on August 25th to make a presentation on AzTraCS.

d) QA/Trend Analysis – *Reed Henry/Pradeep Tiwari*

Reed introduced Pradeep to the Committee and turned the presentation on the QA/Trend Analysis project over to him. Pradeep explained that the project was intended to examine the crash data in terms of timeliness, accuracy, completeness and consistency, identify trends, and establish benchmarks for future monitoring. Pradeep advised the Committee that the project is currently 80% complete and that the consultant has submitted technical memo three for review and comment before the final documentation.

e) Data User Community - *Reed Henry*

Reed explained that the Data User Community project identifies who will have access to the data, what the data user's needs are and what policies need to be in place to make sure only the appropriate data is given out to the appropriate users. ADOT-HES had the kickoff meeting and last week the consultant interviewed about 20 people from different levels of access. HES hopes to have the entire project completed by the end of the year.

f) EMS Data Repository – *David Harden*

David Harden reported to the Committee on the EMS collection and agreement project. Mr. Harden stated that right now they have seven committed EMS agencies participating in the project. The agencies have user IDs and passwords that allows them access to the database; however, we are still about a year away from reporting. In addition to the seven current participants, an application came in yesterday from Bullhead Fire Department that still needs to be processed. Mr. Harden emphasized that the database is fully operational to receive the data but is not ready to start the reporting process. We are waiting to complete the user interface and the web based portion of it and we are not sure how long it will take. IT only has so many staff personnel to go around and they are dealing with other things right now.

Mr. Harden explained that they are currently making numerous presentations to Fire Departments and EMS communities on the project. Mr. Harden went on to elaborate on the upcoming scheduled presentations.

Mr. Harden invited the Committee to go on line and visit the EMS website section where they can download the application, user agreement, data dictionary, and handbook on how to use the program and how to submit the application.

A general discussion followed on how many providers there are in the State.

6. FMCSA Grant Opportunity – *Alan Vitcavage*

Alan advised that Committee that there is a new safety data improvement grant available for commercial vehicle crash data. There is \$3 million total available with a \$500,000 award ceiling for each State. The application is due by September 30, 2009. A discussion followed and George asked Rick to see if there were any needs in the Traffic Records Section.

7. TRCC FY 2010 Performance Measures – *George Delgado*

George asked that the Committee collectively start thinking about our performance measures for 2010 and to determine what measurable progress we anticipate making. We need to equate each measurement into an action item. George asked each project manager to look at their projects and see what those measurements will be. A discussion followed and George asked that the project managers be prepared to discuss them at the next meeting.

8. S. 408 2009 Submittal – *Larry Talley*

Larry advised the Committee that he did not have any new updates on the latest S. 408 submittal. The Annual Report and 2009 Grant Funds request was submitted on June 12,

2009 and the only correspondence the TRCC has received was an email from NHTSA stating that two of our performance measures were acceptable.

9. 2009 Traffic Records Forum - *Larry Talley*

Larry reported that the majority of the Committee had attended at least one day of the 2009 Traffic Records Forum at the Biltmore in July. Larry summarized highlights from some of the sessions he attended and asked other attendees to comment on the forum.

David Harden reported that he was fortunate enough to have served on one of the panels where representatives from three states and two federal agencies spoke on NEMESIS data development and utilization as part of Traffic Records. Mr. Harden stated that his presentation focused on how the EMS database that they are developing in Arizona interrelates with the Arizona Crash Form and the crash data. Specifically, how they will eventually have access to the database to query geocoded information and locations. His presentation also highlighted how Arizona has the ability to capture which EMS agency transported the patient, which hospital the patient was transported to, as well as the 911 incident number that was generated for each crash incident. Being able to include that information on the crash form was essential for us being able to make this work.

George commented that he sat in on David's session along with attending several other sessions and that he thinks a lot of people learned a lot about the on-going efforts in Arizona regarding Traffic Safety Data improvement and the TRCC. George further stated that the TRCC has realized several major accomplishments that we all should be proud of and that the program has come a long way since the NHTSA assessment in 2006.

George briefed the Committee on a presentation he attended regarding the NHTSA sponsored and funded Traffic Records 101 website. George stated that it is a web-based training series that covers the six pack and has a training session for each of the six modules. George strongly recommend the course to everyone on the TRCC and all existing and new staff.

Other Items: George advised the Committee that on August 20th, Reed, Larry and himself will be making a presentation to the Executive Safety Team which was formerly the Governor's Traffic Safety Advisory Council. The current membership of the Team is the Director, ADOT; Director, DPS; Director, GOHS; DA, FHWA and DA, FMCSA. ADOT Director Halikowski has requested a briefing on the TRCC's history, how the TRCC has spent its funding and insight into our future plans to spend our dollars. George stated that they are looking forward to the opportunity. Karen asked if the meeting was open. George stated that he though it was closed.

Larry recommended to the Committee that it be recorded in the minutes that at the last TRCC Executive Committee meeting, the Executive Committee reviewed its decision to continue supporting TraCS. The review and affirmation were performed as a result of a request by the Director, GOHS, at the May 12, 2009, TRCC meeting that the decision be reconsidered. The result of the review and affirmation was that the TRCC Executive

Committee voted unanimously to continue its support of TraCS. George directed that the decision be recorded in the minutes.

10. 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.

11. Adjournment – *George Delgado*

Co-Chairperson George Delgado adjourned the meeting at 2:50 PM.

Next Meeting: November 17, 2009, 1:00 – 3:00, – HRDC, Palo Verde Room