

MINUTES OF THE  
TRAFFIC RECORDS COORDINATING COMMITTEE (TRCC)  
MEETING

150 North 18<sup>th</sup> Avenue, Phoenix, AZ  
Department of Health Services (ADHS), Conference Room 540A  
1:00 P.M., Tuesday, August 19, 2008

The regular scheduled meeting of the Traffic Records Coordinating Committee (TRCC) Meeting was held on Tuesday, August 19, 2008.

TRCC MEMBERS ATTENDING:

Jami Garrison, ADOT-MPD\*  
Jennifer Brown, FHWA  
Doanh Bui, ADOT-ITG  
Rick Turner, ADOT-MVD  
Alan Vitcavage, FMCSA  
Sarath Joshua, MAG  
David Harden, ADHS  
Lori Rhyons, Phoenix PD  
Tim Flood, ADHS  
Don Bischoff, Mohave Co. Sheriff\*\*  
Paul Casertano, PAG\*\*

OTHERS ATTENDING

Kiran Guntupalli, MAG  
Bob Mickelson, ITCA (for Esther)  
Amy Lattimer, GOHS (for Michael)  
Sanja Grujakovic, City of Mesa  
Terry Mullins, ADHS  
Cassi Hollins, ADOT-MVD  
Renate Ehm, City of Mesa  
Pradeep Tiwari, ADOT-HES (for Reed)  
Jamie Smith, ADHS  
Jatsal Chikani, ADHS  
Margaret Boone-Pixley, Avondale  
Jack Helfrich, City of Mesa \*\*  
Joel Bunis, ADHS

TRCC COORDINATOR:

Larry Talley, ADOT-MPD

\* Co-Chairperson

\*\* By Phone

1. Call to Order – *Jami Garrison*  
Co-Chairperson, Jami Garrison called the meeting to order at 1:05 PM, asked attendees if any changes were requested to the proposed agenda. No revisions to the agenda were requested.
2. Approval of May 20, 2008 Meeting Minutes – *Jami Garrison*

David Harden requested two minor administrative changes to his section. The Minutes were reviewed and a motion was made by David Harden and seconded by Don Bischoff to accept the minutes as written with the noted changes. The motion carried unanimously to accept the minutes of the May 20, 2008 meeting with changes.

Jami requested attendees introduce themselves. Introductions were made around the room.

3. Funding Status – *Larry Talley*

Larry provided a spreadsheet that lists the 06/07 SAFETEA-LU, Section 408, Grant Funding that the State has received to date and explained that GOHS had retained some money for specific project funding. The spreadsheet also includes FMCSA grant funding for a total of \$1.18 million but these numbers still need to be finalized with GOHS. Larry stated that a decision needed to be made regarding Project #32, Develop a Computerized Tracking System for Returned Crash Reports, since that project has been rolled into Project #2 and will free up \$100,000. A discussion followed. The Committee decided to withhold making a decision until a later date.

Larry briefed the Committee on the SAFETEA-LU funds in the amount of \$1.3 million that will become available through GTSAC from ADOT-HES Flex Funds. These funds must be spent on Traffic Safety Projects. During an earlier meeting of Champions, an initial consensus was reached that the funds would be distributed between the Action Teams (Emphasis Areas) in the amount of \$30,000 to each Team as seed money to get projects started. That would leave \$900,000 in the pot that each Action Team could apply for. A procedure for initial project submittal and additional funding has not been established; nor has the decision been made which agency or committee will have the final approval of the projects and allocation of funds. Larry stated that it was his understanding that the funds should be spent on projects to improve or provide data to support other Teams as outlined in the SHSP – primarily citation data and subsequent analysis of that data. Don asked about the expiration of the funds. Jennifer confirmed that the funds had a one year (FY 2009) life and that the projects needed to be executed quickly since the money was coming from the highway safety improvement dollars that are typically spent on engineering and infrastructure improvements. This allows ADOT to flex back to other agencies in order to advance the SHSP. Jennifer expanded on the proposed distribution of funds and application procedure. Bob asked if the funds would be coming out of the HSIP. Jennifer responded that yes, it was the 10% flex from HSIP. Paul asked that if the funds are not used if they will they go back into the general ADOT pot the way the HES funds used to or will they go back into HSIP to be distributed. Jennifer replied that out of the 10% flex each team will be given the ability to spend the first \$30,000. If they don't have projects, then the \$30,000 will be added to the \$900,000 pot. Paul asked that if large chunks of the \$900,000 pot are not spent, then what happens to those funds. Jennifer replied that the unspent dollars would then most likely go back into the HSIP pot that the State has the ability to spend, but she was not sure about the obligation authority. A discussion followed and Jennifer recommended the

committee refer their specific questions to Reed Henry. Jennifer emphasized that each project needs to support an initiative in the SHSP and there has to be a benefit associated with the project.

4. 06/07 Project Update:

a. Crash Forms and Instruction Manual – *Larry Talley*

Larry stated that the forms have been completed, but a couple of minor changes were identified in a meeting of the ITG Development Team; therefore, the distribution of the forms was on-hold until the Team completes its work. The hope is to be complete by October 1, 2008.

Larry stated that he is approximately half way through with his part of the revised Instruction Manual. It is moving along with the goal of having the manual and the instructional video available to law enforcement agencies no later than December 1, 2008.

A discussion followed on the number of agencies that were interested in using TraCS as a data collection system. Larry stated that most of the agencies that had contacted him were curious but were taking the position of wait and see. Once we (TRCC) have something to show them, let them know, and then they will make a decision.

b., c1, and d. ALISS & TraCS – *Doanh Bui*

Doanh provided two handouts, Crash Data collection Systems & ALISS Database and Data Access – ALISS Database, covering the ADOT-ITG status. Doanh stated that over all the projects are on schedule. Doanh stated that under the Collection System project, Item 4, Research of real-time driver & vehicle data feed from MVD, ITG has received a level of effort from MVD; however, they have not received a projected completion date. Doanh went on to cover the progress on several other key items of the project.

The second project – back end – is going as planned and is on schedule as stated above. Doanh went on to explain that ITG has built a data cube to allow Traffic Records and Engineering personnel perform ad hoc queries of the data.

A general discussion followed concerning who would have access to the data cube, how agencies will obtain approval for access, data range of data in the new ALISS, and how expeditiously the data would be available to users.

c2. Warning and Citation Forms – *Larry Talley*

Since LT Jeff King was not in attendance, Larry updated the Committee on the status of these forms. Larry stated that as he understood the current situation, DPS had started piloting a test portion of the Contact Data Collection form and

hoped to go live around October 1, 2008. DPS has also received a grant to purchase printers for their units so they can start utilizing the TraCS E-Citation form hopefully around January 1, 2009.

e. Data Accessibility– *Pradeep Tiwari*

Pradeep advised the Committee that this project was on-hold pending funding.

f. Data Completeness and Accuracy – *Pradeep Tiwari*

Pradeep stated this project is also on-hold pending funding; however, the consultant has been selected and a series of preliminary meetings have been held. A discussion followed concerning the scope of the quality evaluation and timelines.

Bob asked if his understanding that the web based access will be in place January 1, but no one will be able to use it until the project determining the user community and level of access is complete was accurate. Doanh responded that Bob's understanding is not completely true. Doanh clarified it by stating that ITG is planning on giving access to agencies who ask for it on January 1<sup>st</sup> but access will be limited to their data only - not somebody else's. Margaret asked what will be the proper way to request access? Doanh and Larry confirmed that a formal process has not yet been established.

Larry advised the Committee that his intent was to ask Reed to have Dr. Kar set up a meeting of the State Crash Data User Group in December to go over the new crash form, Instruction Manual, web portal and access and security requirements. A discussion followed on who should be included. It was agreed that the group should not be limited to just data users.

Bob pointed out that a complicating issue may be that in a given jurisdiction more than one law enforcement agency may be submitting reports. An example is that on Tribal lands DPS, Tribal, and the Sheriff's departments may all be submitting reports. So with the current scheme, will an agency only be able to see the data they submit? Doanh responded that until the above project is complete, Bob is correct. A discussion followed.

g. LEADRS – *Michael Hegarty*

Michael was not present, so no update was available.

h. EMS Data Repository – *David Harden*

David stated that he has a couple of updates since the last meeting. A meeting was held with ITCA to discuss their participation in the Premier EMS Agency Program, and to discuss establishing a process or methodology to distribute the survey he has established. The survey is designed to determine what data is being housed and what data is being passed between Tribal Nations having established

EMS programs in place. Since that meeting, Ester has spoken with The National Association of Tribal EMS. They are considering a holding a special session or, if not, at their annual meeting in January discuss about how the Tribes can get involved in utilizing the survey and how to include interaction with Indian Health Services and Bureau of Indian Affairs.

Concerning the MOU ADHS had established with the State of Colorado to utilize their database, Dave explained that the ADHS IT Department thoroughly reviewed the software for its compatibility and its long term uses as a database. With that introduction Dave turned the presentation over to Joel.

Joel stated that ADHS has a platform already in existence that ADHS is going to work off of. It is based on Microsoft SharePoint. Joel then went on to explain in detail how the acceptance of the data will take place and how the database will work.

Joel made a comprehensive PowerPoint presentation that went into detail on the Premier EMS Agency Program and its many benefits.

A discussion followed the presentation.

i. and 5. Traffic Records Backlog Reduction and Traffic Records Update – *Rick Turner*

Rick began by stating that the Traffic Records Section is still short three Information Processing Specialists II who are data entry personnel. They are also short one Information Processing Specialist III. This position is grant funded and was funded to do work on BAC data. Management has attempted numerous times to fill these positions but because of the hiring freeze, they have had no success in obtaining the necessary authorizations. Management has concerns that a couple of others may depart bring the fill level down to approximately 50%.

As far as microfilming of the crash reports goes, Rick explained that the Section has microfilmed everything received through June 2008.

As far as data entry goes, Rick advised the Committee that ADOT has hired a data entry company, Pacific Data Center, Inc., to help enter the crash reports in order to get caught up. Currently, the contract is slated to be completed by January 1, 2009. The data entry has been divided between the contractor and in-house personnel. Internally Traffic Records is entering fatal and truck/bus reportable crashes, all highway crashes from DPS, Counties, and other agencies that historically have been designated as having difficult reports. Internally, data entry is current through May 2008. Externally, the contractor is on line and starting to pick up speed. Currently, they are finishing up April 2007 and are moving along. Because the work is split and there is no clear cut off of data entry, it is now difficult to say that all crashes are entered through a specific period of time as has been done in the past.

6. 2008 Traffic Records Forum – Larry Talley

Larry reported that the 34<sup>th</sup> International Traffic Records Forum was held in Orlando, Florida, July 27<sup>th</sup>-31<sup>st</sup>. He stated that he attended two sessions on the NHTSA Model Impaired Driving Records – Data Dictionary where the speakers focused on the new DUI data dictionary and specifications of a model information system. Larry advised the Committee that he has provided GOHS a copy of the elements and attributes for their information.

Larry stated that again the most informative sessions were the open forum (open mike) sessions with NHTSA, FMCSA, and FHWA representatives. Discussions and presentations revolved around several areas including the 2010 Federal legislation, continued building on SAFETEA-LU, more incentive based distribution of funds, rewards to States that are doing good jobs and continued focus on traffic safety data. NHTSA continues to look at performance measures and wants to continue S. 408 funds, but the authorization and appropriation expire in 2009. Larry further explained that their position is that S. 408 funds should only be considered seed money for traffic records data improvement and States are expected to supplement the S. 408 with other funding sources including S. 402, S. 406, S. 410 and possibly 1908, if a State can show a relation to racial profiling, and HSIP flex funding. This additional funding is needed to insure the program remains viable if S. 408 is not reauthorized.

Larry stated that he attended several sessions on TraCS and one item that stuck with him was the significant amount of funds that some States are spending on the program. Examples included: Florida - \$600,000/yr, TN - \$750,000/yr (although they will cut back now that they have completed development).

Larry logged on to Milwaukee's COMPASS website to display the diverse layers of geographical information systems data that Milwaukee is making available to the public. Milwaukee's presentation in Orlando focused on how communities can collaborate better when data is shared for problem solving.

(Web-address added for information) <http://compass.milwaukee.gov>

Another session that Larry stated he attended was the TRCC Coordinator session. Approximately, 10 States were represented. The primary topic of discussion was third parties managing traffic safety data. A few states now have programs in place where the management of the data has been turned over to a third party. This approach is considered cost neutral since the State agencies are removed from the day-to-day management of the data and customer service. If an individual is involved in a crash, the individual contacts the vendor, pays a fee to obtain a copy of the crash report and then the fees are shared between the vendor and agency preparing the report. This approach is a cost savings to the State in that the vendor is responsible for data entry, accuracy and maintenance. A discussion followed.

Lastly, Larry reminded the Committee that the 2009 Traffic Records Forum is in Phoenix at the Biltmore, July 12-16.

7. Results off the 2008 AZ Conference for Law Enforcement & Prosecutors – *Michael Hegarty*

Michael was not present so no report was available.

8. New Items

a. Performance Measures – *Jami Garrison*

Jami stated that Larry had sent an email to each TRCC Action Person requesting they identify performance measures to be used in the 2009 submittal for S. 408 funds. Larry was hoping that the TRCC could establish some measurements for the LEADRS and DPS E-Citation programs. Since the benchmarks are established as of last June 15, the longer we wait to determine which ones are going to be used, the harder it will be to determine what the benchmarks were. Larry stated that the EMS program is also another possibility.

Larry put the Traffic Records System slide up and reminded the Committee that only crash data is going to be available for analysis through the TRS web portal. He suggested that the Committee should be considering which system they want to focus on next. A discussion followed.

b. Fatal Reporting – *Larry Talley*

Larry stated that one of the issues that keeps coming up is the timeliness of the reporting of fatal crashes to Traffic Records from local law enforcement agencies. Currently, when a potential fatal crash occurs within the State, that information does not have to be provided to Traffic Records until 30 days after the finalization of the report. The question is that with the new electronic system do we want to pursue a requirement that certain data has to be electronically transmitted to Traffic Records before the investigation is complete and the final report is submitted?

Rick stated that some of the States have an Early Notification of Fataals. Rick pointed out that they have been attending meetings with law enforcement agencies and prosecutors to convey the importance of receiving the information in a timely manner. Only a few agencies are currently notifying Traffic Records of the fatal information in a timely manner. Traffic Records has to look through news paper articles and things like that to try and estimate numbers. This process has been working somewhat but is not real accurate. Some States like NM have a mandate, not sure if it is legislative or not, that any agency which works a fatal has to report it within 24 hours to their State Law Enforcement Agency and that agency then reports it to their FARS unit which then reports to National. Because it is mandated, their accuracy is about 95%, so they can put out their numbers to the media and others in a timely manner and the numbers are reasonable. That is

what Traffic Records would like to see. Out of the roughly 130 State law enforcement agencies there are currently about 9 -12 that are voluntarily reporting the early information. However, without some mandate or something, Traffic Records cannot count on receiving the data in a timely manner. Some mechanism for early reporting has to be implemented.

A discussion followed. Jennifer emphasized that traffic safety data has to become real time data – not two year old data. She stated that she is not sure legislation is the vehicle to make it happen.

Dr. Flood proposed looking at the new electronic death certificate system and comparing its data to FARS to see how close they track. It could give Traffic Records a good sense of where the numbers are. A discussion followed on how timely the data is, but that the proposal is worthy of a look.

Jennifer agreed with Dr. Flood that it was worth exploring to see if there is a way to get to the crash fatalities in a more timely manner. Further discussion followed.

It was agreed that Dr. Flood and Rick would set down and explore the possibility and report back to the Committee.

c. Pedalcycle Crash Reporting – *Larry Talley*

Larry pointed out that there is a void in traffic safety data collection in that the State does not collect data on pedalcyclists and pedestrians who are involved in crashes in the trafficway that do not involve motor vehicles. This will include light rail in the future. So any studies that involve multi-modal planning such as bike routes, that data will not be available in the traffic records data. It is may be stored locally as an incident, but the data would be very difficult to retrieve.

Because of the length of the meeting, this item was tabled until a later date.

d. Safety Event at Capitol – *Michael Hegarty*

Michael was not present so no report was available. Jennifer announced that the Safety Event is January 14<sup>st</sup> and is sponsored by GTSAC. The purpose of the event is to share traffic safety data with the public, the media and the legislature. It will follow the same format as last year with a lunch followed by some sort of large demonstration although the intent is to vary the theme this year.

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

Jennifer confirmed that the Safety Summit will be on February 10<sup>th</sup> and is co-sponsored by GTSAC and LTAP. The theme is Zero Fatalities, Every One Counts and is a 4-E summit; Engineering, Education, Enforcement and EMS. It is a full day event with concurrent sessions running all day. It will be held at the Desert Willow Conference Center located in the Cotton Center business park.

10. Call to the Public – *Jami Garrison*

Co-Chairperson Jami Garrison 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 – *Jami Garrison*

Co-Chairperson Jami Garrison adjourned the meeting at 3:15 PM.

Next Meeting: November 18, 2008, HRDC.