

# Alaska Traffic Records Coordinating Committee

March 9, 2016

1:30 pm – 4:30 pm

Location AST HQ Conference Room, 5700 East Tudor Road, Anchorage

Teleconference phone number: 800-315-6338 Code: 85321#

Voting Members					
Miles Brookes, AHSO	P	Tony Piper, HSS/ASAP		Katherine Hensley, MSCVE	
Lt. Dave Hanson, AST		Clint Farr, DOT&PF	P	Nichole Tham, DMV	
Troy Payne, UAA	P	Michael Chin, APD	P	Tammy Kramer, AHSO (non-voting)	P
Helen Sharratt, ACS	P	Ambrosia Romig, HSS/ATR	P		
Marcia Howell, AIPC	P	Matt Walker, DOT&PF	P		
Proxy Members					
Lee Buchhorn, DOT&PF		Lt. Rick Roberts, AST	P	Sgt. Roy LeBlanc, APD	P
Jeff Jeffers, DOT&PF		Sylvia Craig, AIPC		Julie Rabeau, HSS/DPH	
Ghulam Bham, UAA		Patrick Brosnan, DMV		Michael Powell, HSS/DBH	
Pam Minton, MSCVE	P	Jason Whiteside, DMV	P		
Key: P=Present in person, Ph=Present by phone.					

## I. Internal Committee Business

### A. Approval of Minutes from 2/10/2016

Miles moved to approve the minutes, Clint seconded. Minutes adopted without objection.

### B. Membership Updates

No updates.

### C. Charter Amendments Approval

Amendments to the Charter were discussed at the February meeting. The amendments were sent for review on 2/19/16. No discussion. Clint moved to adopt the Charter as amended, (?) seconded the motion. Charter amendments adopted without objection.

### D. By-laws Amendments Approval

Amendments to the By-laws were discussed at the February meeting. The amendments were sent for review on 2/19/16. No discussion. Clint moved to adopt the By-laws as amended, (?) seconded the motion. By-laws amendments adopted without objection.

## II. Updates on Action Items from Previous Meeting

### A. Miles will draft proposed 2016 ATRCC Charter and By-Laws for distribution to the committee for adoption at the March TRCC meeting in accordance with Article V, Sec. 2 of the By-Laws.

This was done on 2/19/16.

### B. Miles will amend the 2016 ATRCC Outlook Event and send the update to the members.

This was done on 2/12/16.

### C. Miles will continue to aggregate all received documents and contact Ryan Klitzsch, Cambridge for the possibility to share some examples with ATRCC and TR respondents.

Miles updated the Committee on this item under III. A., 3. Document Library.

**D. Michael Powell will forward the Administrative Code Language his agency uses for grant solicitation to Miles for guidance.**

Michael sent this item to Miles on 2/11/16. Miles incorporated ideas from this document into the changes to the *Grant Evaluation Rules* document for discussion later in the meeting.

**E. Miles will draft grant rules sheet and distribute to the committee.**

This was done on 2/19/16 and will be discussed later in the meeting.

**III. Items for Discussion**

**A. Traffic Records Assessment**

**1. Assessment Kickoff Meeting: Monday, April 11, 10:00am**

Tammy and Miles held their one-month advance call. Everything is confirmed for this event at the ABI Classroom (next door to AST HQ). Alaska's Assessment Facilitator is Cynthia Burch, University of Maryland-Baltimore. Her area of knowledge is Injury Surveillance.

**2. Assessment Kickoff Invitees**

Miles asked for a list of suggested invites to the meeting which Committee members feel should be included when the agenda goes out. Miles will send out the agenda to the invitees in the near future.

**3. Document Library**

Miles spoke with Ryan from Cambridge Systematics about this library. During that discussion, Ryan advised Miles to contact other TR Coordinators/State Assessment Coordinators to inquire about sharing documents. Miles reached out to Walter McAllister from Oregon about the possibility of accessing some of their documents for guidance. Walter agreed to this however the way Oregon ran its Assessment; he did not upload all the documents himself. Therefore these documents lived in the STRAP Repository and would need TSASS/NHTSA assistance to retrieve them.

During the one-month kickoff call with NHTSA TR Team Miles referenced this discussion. NHTSA replied that it could not release another State's work to Alaska, but it could reopen Oregon's STRAP access to its library and have Oregon share directly with Alaska if requested. Miles will continue to follow up.

Additional questions regarding the Assessment process were asked.  
Helen-When is the round 3 deadline? Round 3 deadline is around June 24, 2016.

Matt-Any special credentials needed or set-up required by respondents? No, respondents will receive a unique web link via email once the assessment goes live on the STRAP system.

**B. FFY17 Grant Application Process**

**1. Grant Evaluation Rules**

Miles sent out the amendments to the Evaluation rules to the Committee earlier in the month. These rules break down the two processes in which grant are to be accepted and reviewed by AHSO and TRCC. One process follows the traditional open solicitation period practiced by AHSO and TRCC in the past with some minor adjustments.

The second process on the rules involves the inviting of grant applications by AHSO, and review by ATRCC provided that the application meets a specific objective or priority project found in the Strategic Plan. Language incorporating H&SS grant solicitation process is included.

## **2. Grant Application Review Form**

No major changes to this form except for conforming changes to reflect the new fiscal year.

## **3. Grant Review Criteria**

No major changes to this document except for conforming changes to reflect the new fiscal year.

Miles moved to adopt the *Grant Evaluation Rules*, *Grant Application Review Form*, and *Grant Review Criteria* documents as submitted for use during the FFY2017 cycle. Clint seconded the motion. Documents adopted without objection.

## **C. Payee City Data Transfer Project**

Helen reported that Fairbanks Police contacted her earlier in the week about this. FPD is having discussions with the city about their process, whether they are going to continue as a payee or shift towards non-payee and what this model will look like. Fairbanks is interested in transferring data electronically to reduce the redundancy currently in their process. FPD is aware of the AHSO grant opportunities.

Miles inquired when this notice was given to Helen. Helen replied that Sgt. Foster wrote to her the previous week, and Stephanie Johnson (City of Fairbanks) had called recently requesting information detailing the difference between a payee and non-payee city. Miles was wondering if his email pitching AHSO's support for this as a pilot project, using grants funds has spurred this conversation. Helen unsure if this was the case.

# **IV. Other Short Business**

## **A. Crash Data Backlog**

Clint provided an update that he and his team is cleaning up the 2013 data, which includes duplicate checks, searching for overlooked 12-200s, and geo-locating some 12-209s, etc. He is hopeful that he can release some initial data to the traffic engineers in the near future.

Clint recently spoke with DMV staff about the potential of returning to online 12-209 entry. Prior user confusion with the online entry of 12-209s created a need to suspend the application. Current efforts are underway to explore alternative ways to having a signature required on the 12-209. Answering this may begin the process of returning to online

submission of the 12-209s and thus electronic transfer of the data into his database. This will help address some backlog as the trend of 12-209 use has increased significantly over the last few years.

**V. Other Short Business**

**A. TraCS Crash Data Repository**

Rick reported that electronic transfer of 12-200s via TraCS to the Crash Data Repository (CDR) is now live. There were 350 or so 12-200s in the queue waiting for supervisor approval before they could be transmitted to the CDR. 73 reports were transmitted last night alone after a reminder went out yesterday afternoon. Reminders to supervisors to approve crash reports and training on the topic will continue.

**VI. Action Items as a Result of this Meeting**

**A. Miles will send out the TR Assessment Kickoff Agenda**

**Next meetings**

◦April 11†	◦May 11	◦June 8	◦July (TBD)
◦August (TBD)	◦September 14	◦October 12	◦November 9
◦December 14			

†Monday meeting 10:00 am, ABI Conference Room. This meeting is scheduled to coincide with the 2016 Traffic Records Assessment Kickoff.

All meetings are the second Wednesday of the month, 1:30 to 4:30 at the Alaska State Troopers Head Quarters conference room, unless otherwise noted.