

TraCS Steering Committee
Meeting Agenda
November 10, 2015
10:30-12:30
Old Crime Lab Classroom, ABI Building
Teleconference: 800-315-6338, meet me code 85321#

Voting Members					
Miles Brookes, AHSO		Helen Sharratt, ACS		Pam Minton, MSCVE	
Rick Roberts, AST		Clint Farr, DOT&PF		Nichole Tham, DMV	
Deputy Chief B. Munn, UAAPD		Ambrosia Romig, HSS/ATR		Chief Alan Bengaard, KTNPD	
Josh Garcia, DPS					
Proxy Members					
Lee Buchhorn, DOT&PF		Lt. Dave Hanson, AST		Patrick Brosnan, DMV	
Gary Lee, DPS		Deputy Chief J Dossett, KTNPD		Dave Monroe, CTG (contractor)	
Key: P=Present in person, Ph=Present by phone.					

I. Internal Committee Business

A. Approval of Minutes September 23, 2015

Helen moved to approve the minutes, Clint second. Minutes approved without objection.

B. Membership – update on the status of local law enforcement agency membership.

During the past few weeks Rick has worked on increasing the level of communication between his office and TraCS user agencies. An agency POC list was developed and these people have been invited to this meeting and will be invited to subsequent meetings.

II. Updates on Action Items from Previous Meetings

A. Rick will send an updated TraCS Agency Point of Contact list to Miles for inclusion of future TraCS Steering Committee meeting and information communications.

Rick sent the updated email contact list to Miles. The list was added to the TraCS email list serve. This has been positive. Feedback and dialog between Rick and the agencies is improving.

B. Rick will send current TraCS Agency Status Table to Helen for review.

Rick and Helen worked on this. Rick does not anticipate a refresh to the table very often. Rick will send the table to Helen once there more than a couple of changes.

C. Helen will check with court staff on which status data/items they would like reported in the new monthly reports.

This was done and a copy of the report is ready for today.

D. Rick will look into feasibility of crash reports submission by detachment/agency to be included on the monthly report.

This was done and a copy of the report is ready for today.

E. Miles will add TraCS Payee City Data Transfer Solution Project to Item for Discussion on future agendas.

Done.

F. Miles to secure web share client for next meeting for TraCS Wiki demonstration.

Done.

G. Miles will add ATRCC Executive Level Committee status updates to future agendas.

Done.

III. Items for Discussion

A. TraCS Monthly Activity Report

Report attached to the minutes. Rick went through the report for the members. It is still a work in progress. Rick asked members to look over the report over the next month and see if there is anything they wish to be added. If so, please contact Rick and he will see if you request can be filled.

Rick will work with Josh to develop a Crash Report snap shot query for Clint. A year-to-date comparison of crash reports submitted will help Clint in determining how many reports his group should be expecting.

B. Sustainability of TraCS

This is the second month without the contractor. As the TraCS program has evolved there are a lot of staff that has extensive knowledge of the program. Rick continues to use this efficiently to run the program.

C. TraCS Agency Equipment and Training Updates

D. Status of DUI Form Project in TraCS

No significant work has been done on this project in the last month.

E. TraCS Help Support

Fewer tickets are coming in to the desk. Some interesting scenarios come into the desk. With some anticipated new staff in the near future, Rick will become a second tier help support person.

F. 12-200 Revision Update

No update. Waiting on ATRCC action.

G. TraCS Payee City Data Transfer Solution

No report.

H. ATRCC Executive Committee Status Update

Clint reported that a memo requesting a commitment to an as need committee was sent. Confirmation from Dept. of Admin., AHSO, Dept. Fish& Game, Dept. of Ed., and DOT&PF. No commitment from DPS.

I. Saint Paul and Fort Yukon TraCS Interest

Saint Paul and Fort Yukon has expressed interest in TraCS and mobile data terminals for their agencies. Some discussion ensued about whether TraCS installation and grant funding is the appropriate way for this to happen. These agencies account for very few citation/crash reports per year. There is a desire by the committee to outfit all agencies which desire TraCS with it.

Further investigation on NHTSA and AHSO funding requirements to ensure guidelines and rules are followed will continue.

J. TraCS Training Materials Presentation

Rick conducted a quick presentation on developed training materials.

IV. Other Short Business

- A.** Membership change. MSCVE has requested a membership change. Katherine Hensley will serve as the voting member and Pam Minton will serve as the Proxy. Helen moved to accept this change, Miles second. Change accepted without objection.

V. Action Items as a Result of this Meeting

- A.** Rick, Josh, and Clint will work together to develop a 12-200 data report for the TraCS monthly report that reports on what Clint is looking for.
- B.** Miles to update membership list.

Next meetings:

- December 9

All meetings will be held in the AST Conference Room, 5700 E. Tudor Road, Anchorage, Wednesdays, 10:30am–12:30pm, unless otherwise stated.