

**Alaska Traffic Records Coordinating Committee**  
**2016 Traffic Records Assessment Kickoff Meeting Minutes**

April 11, 2016

10:00 am – 12:30 pm

**Location:** ABI Conference Room, 5500 East Tudor Road, Anchorage

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Voting Members					
Miles Brookes, AHSO	P	Tony Piper, HSS/ASAP		Katherine Hensley, MSCVE	
Lt. Dave Hanson, AST	P	Clint Farr, DOT&PF		Nichole Tham, DMV	P
Troy Payne, UAA		Michael Chin, APD		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	P	Sylvia Craig, AIPC		Julie Rabeau, HSS/DPH	
Ghulam Bham, UAA		Patrick Brosnan, DMV		Michael Powell, HSS/DBH	
Pam Minton, MSCVE					
Key: P=Present in person, Ph=Present by phone.					

**Others in Attendance**

Cynthia Burch, UMBC  
Linda Fisher, NHTSA  
Carrie Belden, DOC

John Siegler, NHTSA  
Al Fletcher, FHWA  
Bonnie Hough, ACS

Kara Mueller-Haag, TSASS  
Jack Stickel, DOT&PF  
David Oliver, DOT&PF

**I. Introduction & TR Assessment Overview**

**A. Cynthia Burch, University of Maryland Baltimore- Assessment Facilitator**

Cynthia introduced herself and explained her background in traffic records in Maryland. She continued with an overview of what to expect with the Assessment, its history and evolution, and how the collected data and subsequent report out is used for traffic records strategic planning by the ATRCC.

Cynthia continued with a narrative of the three rankings (meets, partially, and does not meet advisory ideal) assessment responses can earn. Additionally, she explained how the ratings can be improved with the passage of each assessment round and how respondents' questions and concerns addressed are to be answered by NHTSA, assessment contractor, etc. during the assessment.

**II. STRAP Demonstration**

**A. Kara Mueller-Haag, Traffic Safety Analysis Systems & Services**

Kara presented the STRAP system to the attendees. Topics covered were token distribution for access to respondents' questions, how to answer assigned questions, attach appropriate back up documentation, how to save and submit assigned questions, how to find technical support, tools and reports for users, and what to do if a respondent is assigned a question which is not appropriate to their field or data system.

Miles asked respondents to contact him prior to declining to answer or forwarding a question to which they have been assigned. This request is to ensure that all questions are answered without any breakdowns in communication.

Kara demonstrated the step by step process of answering a question, attaching documentation, and saving/submitting responses for review. Kara repeated these steps for subsequent rounds (2 and 3) as assessors return findings to the first round of responses.

### **III. Assessment Respondent Q&A**

**Q.** Will the webinar be available after this meeting?

**A.** Yes, Miles will receive it and will forward to the respondent group.

**Q.** Is the Injury Surveillance (ISS) broken down during the Assessment report out?

**A.** The ISS module will be not be broken out by individual injury system in the findings/recommendations report. However, the ISS module does have an in-depth system breakout on the scoring spreadsheets.

**Q.** Is there a size or a resolution for maps used as supporting documentation that assessors require?

**A.** There is no set standard. The documentation has to support the response for the assessors. There is a 4GB size limit per file, this is the only restriction.

Contact information for Cynthia, Kara, and Miles will be distributed after the meeting for any questions that arise.

### **IV. Internal ATRCC Committee Business**

**A.** Approval of minutes from 3/9/16

Matt moved to adopt the minutes. There were no objections.

### **V. Items for Discussion**

#### **A. FFY17 Grant Application Update/Review Meeting**

AHSO grants will be due on May 13 by the close of business. This date is after the already scheduled meeting of May 11<sup>th</sup>, which would be used to discuss and make grant project recommendations. Miles moved to reschedule this date to later in May so ATRCC could meet and discuss the grant applications. There were no objections. Miles will coordinate a poll to find the best date for rescheduling the May ATRCC meeting. Miles will also send applications for review to the members as they are received by AHSO.

#### **B. Payee City Data Transfer Project Update**

No updates.

### **VI. Other Short Business**

**A.** Jack invited ATRCC members to the Roadway Data Improvement Program (RDIP) event in April which will provide a lot of overlap between this assessment and the RDIP process.

### **VII. Action Items as a Result of this Meeting**

**A.** Assessment tokens will be emailed by TSASS. Miles will check in with respondents to ensure successful receipt of tokens.

**B.** Miles will share the presentation with the respondents.

**C.** An excel sheet which can be used to help with questions facilitation will be sent out to the respondents once Miles receives it from Cynthia.

**D.** Miles will work on rescheduling the May ATRCC meeting.

**Next meetings**

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

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.