

TraCS Steering Committee
Meeting Minutes
Date: Tuesday, January 30, 2018
Time: 10:00-12:00
Teleconferenced Only

Voting Members					
Miles Brookes, AHSO	Ph	Helen Sharratt, ACS	Ph	Katherine Hensley, MSCVE	Ph
Josh Garcia, DPS	Ph	Clint Farr, DOT&PF	Ph	Nichole Tham, DMV	
Chief B. Munn, UAAPD		Ambrosia Romig, HSS/ATR			
Proxy Members					
Lee Buchhorn, DOT&PF		Ron Frazier, DPS	Ph	Patrick Brosnan, DMV	
Pam Minton, MSCVE		Deputy Chief J Dossett, KTNPD			
Key: P=Present Ph=Present by Phone					

Others Present:

Chief Rhonda Wallace, Kodiak PD
Jeff Waldron, DPS
David Rios, FHWA Alaska Division

Sgt. Larry Baxter, Homer PD
Lt. Kat Shuey, AST
Chief Steve Goetz

I. Internal Committee Business

A. Leadership Nominations/Election

- i. Chair**
- ii. Vice Chair**

Leadership nominations and discussions were tabled until the next meeting. The committee needs to determine who the documented, voting members are before this process can occur. It was decided Miles will double check member credentials and documentation. Committee members should think of and provide Chair and Vice Chair nominations for next meeting. As sitting Vice Chair, Clint will oversee the next two meetings while new leadership is determined.

B. 2018 Calendar

Next meeting is tentatively scheduled for March 7, 2018 for 10am to 12pm. The 2018 calendar can be discussed at this time.

C. TraCS Agency Updates

i. TraCS Monthly Report

There was no TraCS monthly report available. DPS will resume reporting starting next meeting.

II. Updates on Action Items from Previous Meetings

There were no action items to update.

III. TraCS Agency Feedback/Comments/Concerns

A. All e-filing chiefs will be invited

Chief Wallace, Kodiak PD – TraCS is functioning well. No concerns. E-citation is working through kind of slow. ACS has been getting citations. Sometimes a citation is missing after end-shifting. A couple of issues, software reboot with TraCS helpdesk and send again and works fine.

Sgt. Baxter, Homer PD – E-citation is working. No malfunctions. A few didn't get end-shifted, think its operator error. Some officers did provide interface suggestions:

a) Is there a way to pin citation to the main page box. If a citation is not complete and an officer has to get out, when they come back in they have to search for the citation. It would be easier if unfinished citations were pinned to the front page somehow.

b) Is it feasible to have citation data auto populate the 12-200 form section on citations?

Sgt. Shuey said Tracks has both those functionalities. They agreed to have a discussion off line. Ron Frazier sent out an email for Kat yesterday to explain importance of end-shifting. It went out to all supervisors yesterday.

Helen Sharratt –ACS needs all agency identification codes. She looks at citation filing by agency, not by court. The number of citations is an AHSO performance measure for Traffic Records Systems monitoring. Reviewing citation data month to month allows Helen to figure out which agencies are having difficulties. Helen needs a comprehensive list of agency codes in order to pin down citations that for now cannot have their agency identified. Ron Frazer will send complete list of agency codes taken off APSIN.

IV. Items for Discussion

A. TraCS Agency Status

No updates

B. Current TraCS Agency Equipment/Hardware Refresh

i. Lessons learned from Juneau Police

ii. Funding process

iii. Process checklist

iv. MOU/MOA to ensure project completion

v. Potential alternative funding sources (outside of AHSO-FHWA, FMCSA, DOJ, etc.)

Law enforcement agencies have been contacting AHSO for grant funding for the refresh of equipment. First round of TraCS hardware issued ten years ago and are starting to come to their end. In the past, agencies would go to DPS for upgrades and DPS would work to meet their needs. This was not sustainable and this process restricted local agency's ability to configure their hardware to meet their local needs.

Miles provided the example of Juneau PD, which approached AHSO. JPD wanted AHSO to refresh units while working with AHSO and DPS. Project was completed in October there have been some kinks which continue to be resolved. AHSO via Miles is still monitoring JPD e-file statistics This type of process will likely be the model for future agency upgrades. What is the TraCS committee's role in this process? This could be by providing a checklist, signing an MOU or MOA, or even assist in finding funding sources outside of AHSO.

Helen said we should first determine the difference between a refresh and a first year grant. Helen is not sure we can help agencies get new equipment as there's a penalty for providing assistance beyond the first grant. Helen does agree a checklist is needed. Such a checklist might include:

- Are they eligible? (AHSO and NHTSA would decide)
- Who helps put the grant together?
- After grant, what's the quarterly report entail?
- What happens after project? Such as, ensuring they're entering citation to courts.

Most important though is are they eligible.

Helen suggested Miles confer with NHTSA and come back to the committee with a report. First item on check list needs to be addressed at ATRCC level – are they eligible for AHSO funding if they have been funded for equipment before? Seed money vs. new grant – questions needs to be defined and approved by NHTSA in writing.

Questions also include whether new equipment is allowed. An example would be Haines whose machine can't file e-citations. Can federal dollars be used to rebuild or purchase new equipment? Or would that be considered supplanting...would they get a penalty? Miles said it's gray. We use federal funds to pay for licensing every year. So NHTSA is somehow allowing that to happen. Miles will ask that question. Helen offered we need to have that discussion at ATRCC. If awarded fed funds before to initiate TraCS program previously, is it allowable for additional equipment?

Ron wondered if you could use federal dollars for an agency that once had TraCS but then stopped functioning and is now coming back. Can they re-establish as a TraCS agency? Example is Sand Point. It was unstaffed, what is their status coming in? Are they eligible for funding?

Once a citation is e filed, is that the completion of a TraCS project? Will ask Tammy what constitutes a new project? Helen suggested that needs to be a conversation and written confirmation from NHTSA. NSBPD is an example where AHSO supported funding for a contractor or travel. A lot of questions. New agencies, helping current agencies, and agencies invested in but didn't get across finish line?

Helen – we need a formal determination from NHTSA on what can and cannot be funded.

Miles agreed these were good questions for NHTSA. The main hiccup might be that NHTSA doesn't sometimes determine eligibility until the grant is submitted.

Initial priority is to get agencies that are close to having a functional TraCS system across the finish line.

Miles says process is that ATRCC decides yes or no to traffic records grants. AHSO then submits grants to NHTSA as part of safety plan. Helen asked if we put in explanation for each grant application to NHTSA regarding the circumstances of the agency requesting funds and also let agencies know that funding is not certain until NHTSA approves and NTP is issued.

With CBJ, NHTSA agreed to fund additional computers because JPD agreed to replace NHTSA machines with their own money. JPD used NHTSA funding for additional machines to cover all officers individually and in exchange e citations would increase.

C. Assistance for TraCS agencies experiencing technical issues

- i. Identify the issue
- ii. Responsibility/Resolution

This item deferred to next meeting agenda.

D. TraCS/Traffic Records Strategic Plan Performance Measures-Citation

- i. Increase number of agencies authorized to e-File
 1. 15 (2016) to 20 (2022)
- ii. Increase % of e-filed citations by agencies authorized to e-file
 1. 83% (2016) to 95% (2022)

Helen briefed the committee that ACS is working on a report, similar to the AK MAJIK report which is published monthly. This new report will track e-file statistics by law enforcement agency rather than court location. This report should better identify which jurisdictions are meeting performance goals and which agencies might need assistance. The report was not ready for committee consumption at the time of the meeting. It is envisioned that this report will also contribute to the monthly TraCS report agenda item for these meetings.

E. TRCC Executive Committee Formation

There is commitment from 5 state agencies - Law, Admin, Corrections, Public Safety, and HSS. DOT is working with our contractor to establish a first meeting, being mindful of the session but also not wanting to let this opportunity go stale. From TraCS and ATRCC it would be helpful to know what outstanding issues might be moved forward if we had commissioners in agreement? Clint's example was maneuvering resources to ensure data linkages between DHSS and DOT. Helen adds the possibility of APSIN ID shared by all agencies. Also, given the size of our state, this executive level group will also oversee the SHSP effort.

V. Other Short Business

Helen moved that Clint remain as acting chair until new leadership was established. No objections, motion passed.

VI. Action Items as a Result of this Meeting

- A. Ron Frazer to send Helen Sharratt list complete list of agency codes from APSIN.
- B. Helen will send finalize pie chart and send out after addressing exceptions as much as possible based on 1.
- C. Miles Brookes to get status on Sitka TraCS deployment.
- D. Miles will ask NHTSA for confirmation or meet/report on funding eligibility for grey areas identified at this meeting
- E. Clint will send out email to explain by motion he accepted acting appointment today as chair for the purposes of scheduling the next meeting in March, agenda, meeting minutes and soliciting nominations from Clint to membership list for chair and vice chair for 2018. Elections will be held at the March meeting.
- F. Miles to organize documentation of committee membership and send out updated membership list.

- G.** DPS to resume TraCS monthly reporting.
- H.** Miles will send out next meeting notice for March 7. A list for the rest of the year for meetings will be developed at the March 7 meeting.
- I.** Kat will reach out to Homer PD on how to pin citations and auto populate data from citation form to crash form.
- J.** All – list of nominations for chair and vice chair.

Next meetings:

◦TBD