

TraCS Steering Committee  
Meeting Minutes  
March 9, 2016  
10:30-12:30

AST HQ Conference Room, 5700 East Tudor Rd, Anchorage

Voting Members					
Miles Brookes, AHSO	P	Helen Sharratt, ACS	P	Katherine Hensley, MSCVE	P
Rick Roberts, AST	P	Clint Farr, DOT&PF		Nichole Tham, DMV	P
Deputy Chief B. Munn, UAAPD	P	Ambrosia Romig, HSS/ATR	P	Chief Alan Bengaard, KTNPD	P
Josh Garcia, DPS	P				
Proxy Members					
Lee Buchhorn, DOT&PF		Lt. Dave Hanson, AST		Patrick Brosnan, DMV	
Gary Lee, DPS		Deputy Chief J Dossett, KTNPD		Pam Minton, MSCVE	

Key: P=Present in person, Ph=Present by phone.

**Others Present:**

Chief Peter Mlynarik, Soldotna Police Dept.

**I. Internal Committee Business**

**A. Approval of Minutes**

**i. February 10, 2016**

There were a few adjustments to minutes sent out by Helen prior to the meeting. The changes were incorporated. Helen moved to adopt the minutes, multiple people seconded the motion. Minutes adopted without objection.

**B. TraCS Steering Committee Charter**

During discussions at the last meeting, mostly involving the change in how equipment will be obtained by agencies and the business practice within DPS, it became evident to Rick that adjustments to the Charter and Strategic Plan might be warranted.

There were only two changes to the Charter which was sent to the Committee. The word "software" was inserted in two places. Rick explained that it was important for this change as TraCS is software. When TraCS was initiated in Alaska, the infrastructure for TraCS did not exist outside a few agencies which had the needed Mobile Data terminals (MDT i.e computers). The TraCS Committee took the lead in identifying and procuring equipment for interested agencies. Now that many agencies have equipment and are looking to refresh, are obtaining equipment on their own, and AHSO more closely observing NHTSA equipment rules and having agencies apply directly to them for equipment funds the focus of the TraCS Steering Committee, in Rick's opinion has changed, thus the needed charter and strategic plan updates. By steering the TraCS Committee away from securing the equipment, it will allow agencies to select equipment that best fit their business environment outside of the one required DPS application, TraCS.

Helen – Reviewed hx of last update to SP – took a year to do. Not advocating for a year, but important to give pause and look at what we are trying to achieve if there is to be a new mission/focus etc. moving forward. Impetus for last change was issue over small agencies and if they should be funded. The SP that emerged supported centralized support (through DPS) for

assisting all LEAs that wanted TraCS to have it. Understand that AHSO wants grants to go directly to them from small agencies for equipment, installation funding and IT funding, but ACS wants time to provide input on any changes – more than software envisaged by TraCS Statewide to make it successful – Helpdesk support, training, etc. That part of the mission should remain and we need time to discuss wording. If committee does not want to pause, that's OK, ACS will abstain based on needing more time to provide input.

Josh – has no problem pausing. But a lot of these meetings cover topics that are tangential to what he thinks is the function of this committee. His opinion is that this committee's mission is to facilitate the utilization of TraCS – the software. It's just the application, and the connection to central repository. Interfaces to the ACS and DMV are beyond the scope of this committee. If we refocus to software only it gives AHSO more leeway to work with agencies on their grant requests, for hardware and IT help. DPS just wants to aggregate data and that's the end of it.

Helen – thanks for clarification. The roll out of TraCS statewide has been considered all parts needed to improve the citation/adjudication system – from data collection to downstream consumption – accuracy, uniformity, timeliness, etc. That's the basis on which funds have been awarded by AHSO .

Rick - provide time to digest the documents. Send edits to Rick and Miles. We can discuss at several meetings how we can bring focus and clarity to our mission and how things are going forward. There are some things we do have to tweak. AHSO has some input on what DPS should be on the hook for, and others chimed in on support. AHSO wants grants to come directly to them for funds. Ft. Yukon, St. Paul and BBB. Rick has told those agencies they have to do a grant to AHSO and he is cutting and pasting from past grants to show them. They also need to think about installation. Who can do that now DOT isn't doing that? IT staff if they don't have someone they can use? Make sure they have those resources, and if not, they need to hire someone to do the IT work and work with DPS IT. Rick has told them to contact Miles

Rick – Changes he proposes can be changed, open to that. Asks committee to work on the documents at next few meetings, so we can formalize how things are working going forward. Then we need to update forms on line for local PDs and post process. Any opposition to following this course of action? None expressed.

**C. TraCS Strategic Plan**

(See conversation under the previous item)

**II. Updates on Action Items from Previous Meetings**

**A. Rick will develop a form for agencies wanting TraCS- and submit to committee**

Rick explained that this action item was still pending. He explained to the Committee that process still needs to be decided by the members before a form could be created.

**B. Rick will get total on activity report, and clarify accounts by agency**

Rick made these adjustments and sent them out in the TraCS Activity Report prior to the meeting. The report is open for continued adjustment as the members of the Committee deem necessary.

### **III. Items for Discussion**

#### **A. TraCS Monthly Activity Report**

Rick sent the report out to the Committee prior to the meeting. He explained the changes to included tables. If there are items not currently included, that members would like to be, please contact him.

#### **B. TraCS Agency Equipment and Training Updates**

Some agencies are looking to refresh their equipment as it ends their useful life, and others are using their own funds for purchasing. Some of these agencies are looking to use solutions outside of the traditionally used Toughbooks. Because of this, DPS IT Staff has put together minimum specifications for TraCS installation/operation for guidance for agencies to refer to. Two training databases have been launched. One system is specifically used by recruits attending DPS Academy. This database is not connected to an outside server, which prevents the training data from being transferred outside of DPS' servers. Once the academy is complete, IT deletes the data created during training. This system allows recruits during their education to use TraCS continuously similar to the real time business process used by commissioned Troopers in the field.

The second database is set up for new officers which may not be able to attend the Academy before working patrol. This allows officers new to TraCS to train, create documents, learn about end shifting, and then receive their profile once comfortable. Rick can log into these training profiles remotely and help instruct users with difficulties.

#### **C. TraCS Help Support**

The two new people to Rick's staff have been watching help tickets come in since they have started in January, but have not actively worked on these as they had been assigned to other projects. These projects are expected to be completed in the near future, and the new staff will begin training on help desk tickets (for all systems, including TraCS), with the goal that they will assume responsibilities related to the solution of these tickets.

Some errors in the system have been discovered. Josh's technicians have worked with TEG, TraCS computer contractors to solve these issues. The new version which was released a few weeks ago, the largest in a while, caused some units to time out while downloading. Josh's group has worked with these users to solve the problem. One of the features which made the download so big was the function of transferring 12-200 (crash reports) data electronically to DMV and DOT respectively. As of yesterday afternoon, only 18% of the crash reports from January 1, 2016 in the system had been signed off by a supervisor. Rick sent out a reminder email yesterday afternoon, and between that email and 04:00 this morning, 73 reports had been signed off by the appropriate supervisors and thus transferred.

#### **D. 12-200 Revision Update**

Rick continues to review the form and has begun marking up the elements in the report which are germane to specific crash severities. Rick and Clint had discussed the anticipated trend of fewer officer filled out 12-200s and more citizen filled 12-209s as a result of the new 12-200 rolled out in 2013. Chief Mlynarik expressed his support for this project, as his experience within his department has supported the trend of decreased 12-200s filed by his officers.

**E. TraCS Payee City Data Transfer Solution**

No updates from DPS side.

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.

**F. Future TraCS Agenda Structure**

Rick relayed to the Committee that the agenda is open for adjustment if the members feel that items should be added, amended, or deleted. This may be done formally at a meeting or with Rick offline via email/phone.

**IV. Other Short Business**

Rick welcomed Chief Mlynarik or a representative of Soldotna Police the opportunity to become a full participating member of the TraCS Committee if they wished. He referred him to Miles for paperwork needed. Rick would like more user (law enforcement) participation to help steer future TraCS discussions.

**A. DUI Forms**

All the forms associated with a DUI investigation have been combined into one TraCS form. When an officer enters data into the form and prints them they print out the way a DA currently sees them. The officer can print out specific forms related to specific area of the investigation.

**B. Impound Form**

Looks good, there are some small issues such as the form printing on 11"x17" paper. More work on these forms will occur.

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

- A. All-**Review the Strategic Plan and Charter and submit changes and or comments on changes to Rick and Miles via email by Close of Business, Monday, March 28<sup>th</sup> for discussion at the next meeting.
- B. Miles and Rick-** will aggregate changes and comments on the Strategic Plan and Charter and send them to the Committee for discussion at the April 11<sup>th</sup> meeting.

**Next meetings:**

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

**†Monday 1:30-4:30. This meeting is scheduled to accommodate the 2016 Traffic Records Assessment Kickoff.**

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