

TraCS Steering Committee  
Meeting Minutes  
July 13, 2016  
10:30-12:30  
Teleconferenced

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

**Others in attendance**

Ron Frazier, DPS

**I. Internal Committee Business**

**A. Approval of Minutes**

- i. June 8, 2016 –these were not ready for approval. Tabled to next meeting.

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

Rick moved to review these at the next meeting. No objections.

**III. TraCS Agency Feedback/Comments/Concerns**

There was no agency feedback, concerns, or comments in regards to TraCS

Rick did receive positive personal feedback from a rural trooper, who is former NYPD and VA patrol. This trooper not care for TraCS at first, but now likes having it has an option, even with his inability to use computer.

**IV. Items for Discussion**

**A. TraCS Monthly Activity Report**

Monthly report – number of crash reports is increasing to DOT and DMV. Number of those being approved by supervisors is growing. No report generated this month on activities. Rick will email it out later.

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

Sitka computers being outfitted downstairs. Agencies are building own processes to fix computer issues, and DPS gets calls once in awhile

**C. TraCS Help Support**

Web services TraCS version switch, when that happened there's a new step to follow. For first time connects to DPS server has to be known machine then any user can log on with their profile. IT is

working out a way to automate installation process but in the meantime different agencies will need a profile for any new machines. Will be letting all agencies know this.

Agency must follow check list for installation, or not in correct order, so we are working with agencies on this. Training issue.

**D. 12-200 Revision Update on Project Assignment**

Lt. Shuey will be working on this. Rick has no update. Miles – Clint and I have been in touch with Lt. Shuey. Goal is early Sept dive into this.

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

No updates.

**V. Other Short Business**

Rick was hoping to have form done for adding information systems coordinator as his proxy at TraCS. Ron Frazier (formerly of MSCVE-very knowledgeable with TraCS) will be linked at the hip with Rick on RMS and TraCS. Ron will be Rick's proxy for AST for TraCS steering committee. Heads up that it's coming.

Clint reported that 2013 crash data has been completed and submitted. His team is now working on 2014 data and that it should be available much sooner as there are various resources being utilized to enter this data.

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

**A.** Miles will complete outstanding minutes for next meeting

**Next meetings:**

◦August (TBD)	◦September 14	◦October 12	◦November 9
◦December 14			

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