

TraCS Steering Committee Minutes
April 9, 2013
DPS HQ Conference Room, 5700 E. Tudor Rd, Anchorage
1:30 – 4:30pm

Committee Members Present:

Lt Kat Peterson, DPS, Chair
Bonnie Walters, DOT, Vice Chair
Jonathan O'Quinn, DMV
Tim Larrabee, DPS
Helen Sharratt, ACS

Committee Members on Phone:

Ambrosia Bowlus, HSS

Guests:

Lt Rick Roberts, DPS
Dave Monroe, CTG
Alina Hahn, DPS

I Internal Committee Business

A. Approval of minutes from March 5, 2013.

- Helen had some corrections to the March minutes. She would like to be listed as not present in the minutes and would like to revise that at this time, the ACS is not appointing a proxy. This item can be removed from future agenda. These changes have been made to the minutes. Jonathan moves to approve the minutes as revised. Tim seconds the motion. All in favor, none opposed, Helen abstained. Minutes are approved.

B. Membership.

- Kat reported that she has been given permission to remain the Chair of the committee until her term expires at the end of the year as long as it doesn't take too much time from her current job. Yay!
- Helen reported that Chief Clemons from AACOP may still assign someone from local law enforcement to participate on the committee but there has not been any action yet. Rick will check with AACOP and other local law enforcement contacts to try and get local law enforcement representation on the committee.

II Updates on Action Items from Previous Meetings

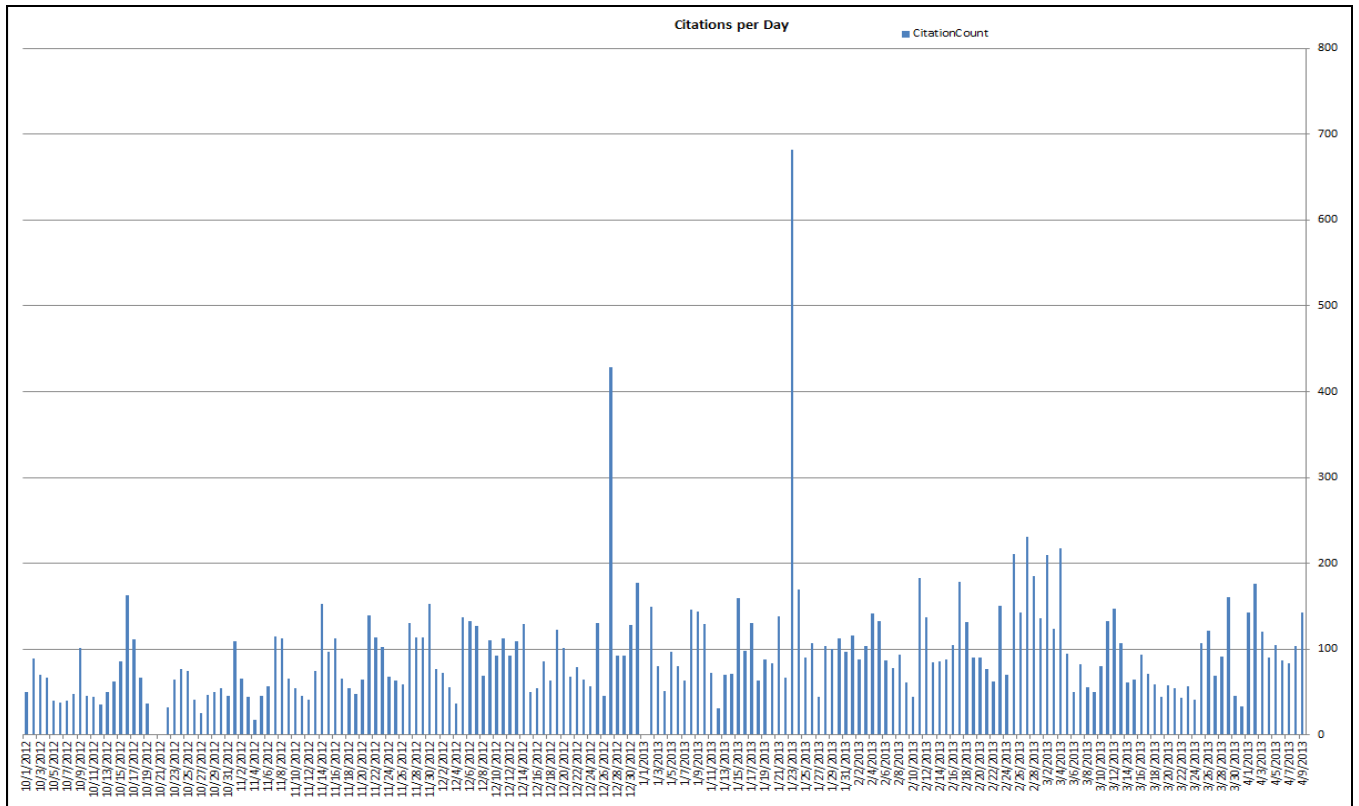
A TraCS Helpdesk Update. (Tim Larrabee)

Tim reported that there has been no significant change since last month except that Kat is not available anymore, leaving only Alina and Dave to take care of all calls. The department is going to train current help desk employees on the TraCS system so that they can be on call and give some relief to Alina and Dave. He is also still trying to hire staff for this purpose. He will give us an update on the status in May.

III Items for Discussion

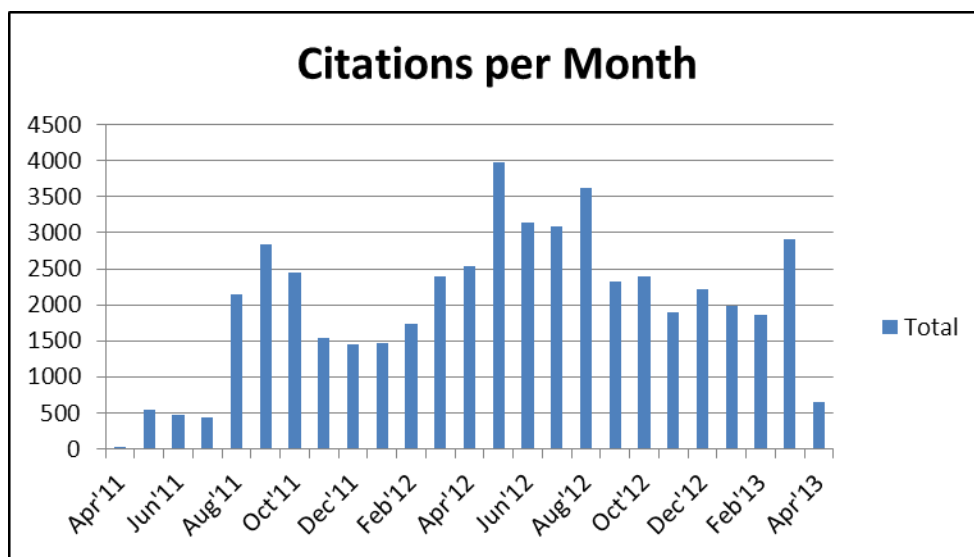
A TraCS monthly activity report (Dave)

- 1) We continue working with TEG to resolve issues in the TraCS application releases as they may occur
 - a) TraCS v10.05.06 was released for Production on April 05, 2013. We continue testing newest releases for use in Alaska.
 - b) We use TraCS v10.04.40 in production statewide and is required for use with the new 12-200 that went into production on January 01, 2013
- 2) TraCS v10.05.xx now includes TraCS Web Services
 - a) Allows for connectivity to the TraCS Repository Server from the TraCS client in the field
 - b) Could eliminate or reduce the need for manual End-Shift
 - c) May facilitate officers/agencies that share equipment and who may need access to their forms from any TraCS client with Internet connectivity.
 - d) Includes TraCS Analysis Reporting, Ad Hoc Reports, and Incident Mapping
- 3) The TraCS Repository Server (v10.04.40)
 - a) There were 89,332 issued 12-213AUCs in the repository as of this morning
 - b) There were 4,759 12-200 Crash forms in the repository as of this morning (3,067 are Validated)
 - c) There were 546 of the new 12-200v1 Crash forms in the repository as of this morning (544 are Validated)
- 4) We are still testing the TraCS Update service that is now built into TraCS natively and expect to implement it with TraCS v10.05.06 or later.
- 5) E-Citation with the Court (The following locations are all currently in scope for electronic submission.)
 - a) AST Citations bound for most Courts in Alaska since 04/29/2011
 - b) Soldotna PD citations since 10/14/2011 that are bound for Kenai Court;
 - c) Palmer PD Citations since 12/03/2011 bound for Palmer Court;
 - d) Homer PD Citations since 02/16/2012 bound for Homer Court;
 - e) Valdez PD Citations since 10/04/2012 bound for Valdez Court;
 - f) Skagway PD Citations since 01/17/2013 bound for Skagway Court;
 - g) Kodiak PD Citations since 02/14/2013 bound for Kodiak Court;
(We expect to have other local LEAs from non-payee cities submitting electronically soon)
 - h) As of this morning, a total of 50,037 TraCS citations have been sent to Courts electronically since we went live on 4/29/2011. There were 1,853 submitted in February 2013. (Due to duplicate submissions to resolve data transmission issues, the Court will normally report fewer submissions.)
 - i) Over 68,525 total TraCS citations have been issued during that time frame



E-Citation Activity 1

6) Below is a chart of citations submitted electronically by month



E-Citation Activity 2

- 7) New 12-200 (MMUCC & FARS compliance)
 - a) Fixes continue to be made in TraCS as the form is used in the field and bugs are reported
 - b) We implemented the DOT boroughs and contacted DMV personnel to make the updates to the CDR as well as the schema. Pending that response, then APD and FPD will be updated.
- 8) Accept/Reject Process for Crash Reports
 - a) Bugs in the code that returns the rejected forms to the TraCS client have been fixed
 - b) Further configuration will be required to implement into production
- 9) We continue working with the ILT (Incident Locator Tool) developer and have been testing the newest release of the ILT that includes Milepost markers with good results.
- 10) All of the 2011 DMV grant ToughBooks have been imaged and encrypted using BitLocker encryption solution for FMCSA compliance. (74 of the 80 units have been deployed as of this week)
 - a) 4 CF-31 units are slated for Kotzebue and will be scheduled now that DOT has completed their work.
- 11) The CF-30 ToughBooks are now be redeployed using BitLocker to encrypt the hard drives
 - a) 3 CF-30 ToughBooks were issued to UAF PD.
- 12) We continue working with the Juneau PD and their IT staff to address any pending issues.
Juneau PD had 910 "Issued" TraCS citations in the Repository as of this morning.
- 13) eCitation update
 - a) The DPS.Citation applications latest changes have been completed and deployed
 - b) All APD testing was completed as of Mon 4/8/2013 2:06 PM
 - c) The first batch of APD citations was processed this morning; 763 citations were processed with 4 failures due to simple missing lookup table values. The failures have been addressed/resolved.
 - d) DPS has the ability to bring other non-payee TraCS agencies on at will.
- 14) 12-213AUC – Proposed Administrative Bulletin 83 based on Supreme Court Orders 1794 & 1797
 - a) Effective date is 04/15/2013. We have been given approval to implement the new forms earlier once approved
 - b) TraCS version of 12-213AUC –
 - i) Changes have been fully implemented (other than font formatting) and approved by ACS.
 - ii) TraCS users are currently testing in production.
 - c) Paper version of 12-213AUC –
 - i) Changes have been implemented and approved by ACS. A small initial order has been made by Supply to be distributed statewide to Law Enforcement agencies.
 - ii) Another DPS Supply order will be placed for additional paper citations once the initial batch has been distributed due to the current time constraints.
 - d) It is expected we should have the TraCS version deployed prior to the 04/15/2013 deadline.
 - e) We have had limited contact with APD and none with FPD concerning their electronic version of the new 12-213AUC. We are not certain of either status.

B Update on FMCSA grant funding and equipment purchase

So far, DPS has been able to spend 524K on new equipment and they expect to have all of the money spent in the next month. The three largest agencies not yet using TraCS, Unalaska, Bristol Bay Borough and Sitka are still not interested. DNR State Parks and State Forestry are very interested in TraCS as well as the City of Yakutat and they should be able to get outfitted in this grant cycle along with all other interested agencies. By the May meeting, approximately 30 units should be deployed. A status update will be given at the next meeting.

C Update on House Bill 108 (HB108)

The communications regarding this bill have gone very quiet and since the session is ending this week it seems likely that this bill will not be passed. Rick is checking with the DPS legislative liaison to get a status on this bill and will report on it at the next meeting.

D Update on the Supreme Court Order (SCO) regarding citations

Both the paper and electronic citation forms have been approved by the Courts with numerous changes. DPS is on schedule to comply with the order and citations are being printed and sent out to all agencies. Helen wanted thank the DPS team for working very hard and closely with the ACS to ensure that the AUC and TraCS forms comply with the SCO. Thanks to all involved in that effort.

IV Other Short Business

Kat asked Jonathan for an update on the status of the CDR. He reported that v2 was ready to go at DMV, they were just waiting for APD and FPD to develop an interface in order to transmit their crash data. DMV will be developing the interface with DPS in the next few weeks. DOT has been waiting for the v1 APD crashes from 2011 and 2012 and Jonathan will work with Tim to get this done using the DPS servers.

V Action Items

1. The next meeting will be held on Tuesday, May 14, 2013 in the AST conference room.

Jonathan moved to adjourn and Helen seconded. All in favor, the meeting was adjourned at 3:12pm.

Helen reported that she will be absent from the May meeting.

Next meetings (All meetings will be held in the AST Conference Room, 5700 E. Tudor Road, Anchorage, 1:30pm–4:30pm, unless otherwise stated).

- May 14, 2013
- June 11, 2013
- July 9, 2013
- August 13, 2013
- September 10, 2013
- October 8, 2013 – Old Crime Lab Classroom (building directly next to DPS)
- November 12, 2013
- December 10, 2013