

TraCS Steering Committee Minutes  
January 8, 2013  
DPS HQ Conference Room, 5700 E. Tudor Rd, Anchorage  
1:30 – 4:30pm

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**Committee Members Present:**

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

**Committee Members on Phone:**

Ambrosia Bowlus, HSS  
Helen Sharratt, ACS

**Guests:**

Dave Monroe, CTG  
Alina Hahn, DPS  
Renata Smith, MS/CVE  
Jamie Conn, MS/CVE

**I Internal Committee Business**

A. Approval of minutes from December 11, 2012.

- Jonathan moves to approve the minutes. Tim seconds the motion. Dave tried to clear up Helen's concerns regarding the processing of backlogged citation data from APD. All in favor, none opposed, Helen abstains. Minutes are approved.

B. Membership.

- Helen reported that she had contacted Kalie Klaysmat from AACOP in regards to the appointment of a local law enforcement person to the TraCS committee. Ms. Klaysmat emailed that they asked for volunteers at the December AACOP meeting but no one came forward. The President, Chief Tom Clemons, spoke of making an appointment but that has not yet occurred. We will keep this item on the agenda for an update in February.
- Ulf Petersen, the MS/CVE representative on the committee, is no longer in state service. He stated in a brief email that Theresa Maser is the person to contact in his absence, she is also his proxy on the committee. Bonnie will contact Theresa to see who MS/CVE would like to appoint as a replacement representative on the committee.

- Kati Breci, the AK Railroad Police representative on the committee, is no longer working for the AK Railroad Police. Kat will contact them to see if they have a replacement representative for the committee.

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

### **A TraCS Helpdesk Update. (Tim Larrabee)**

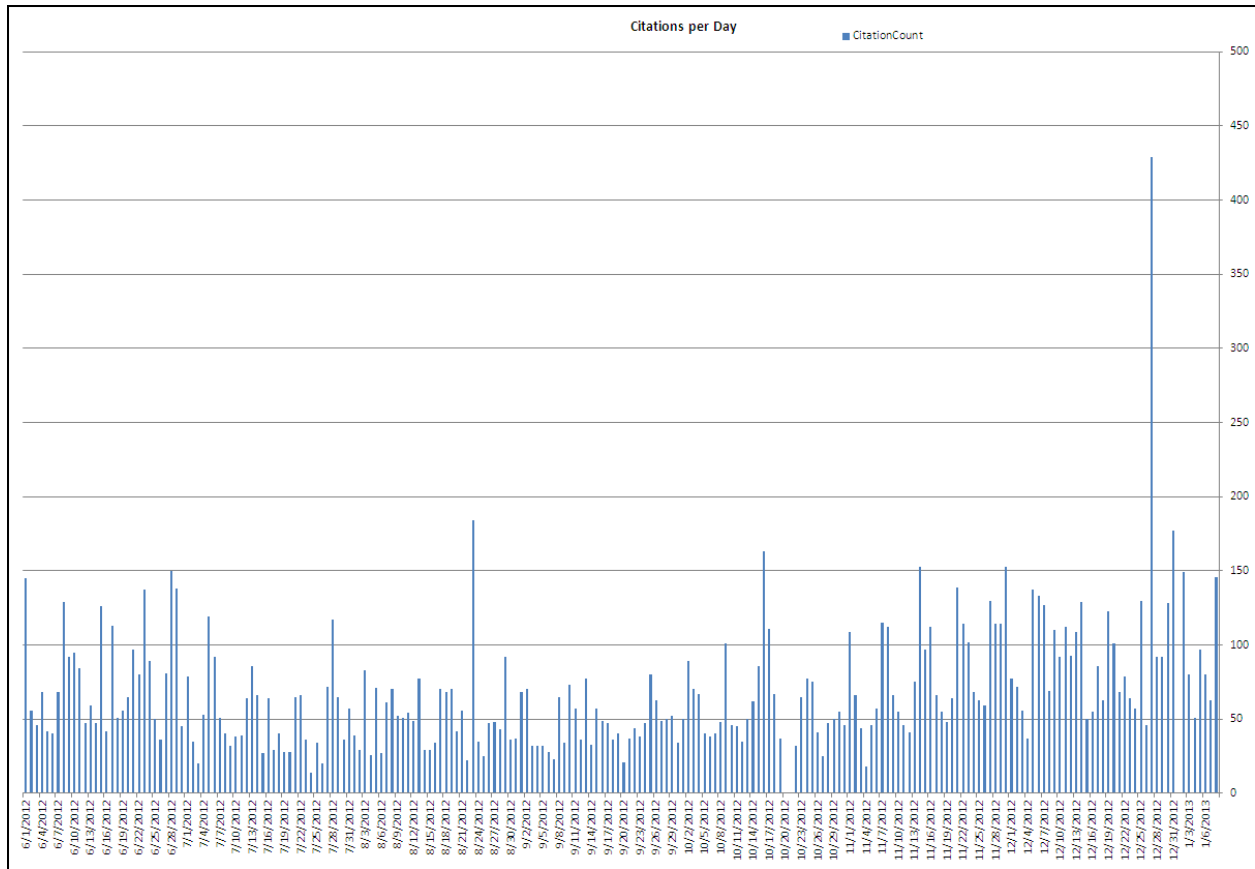
- Tim reported that he has had no luck with recruitment for these positions. There have been four failed recruitment attempts so far but he will keep working on it and try to get more exposure for the posting. He will give us an update on the status in February.

### **B Charter Appointing Member and Proxy Member paperwork still needed from Jonathan and Helen.**

## **III Items for Discussion**

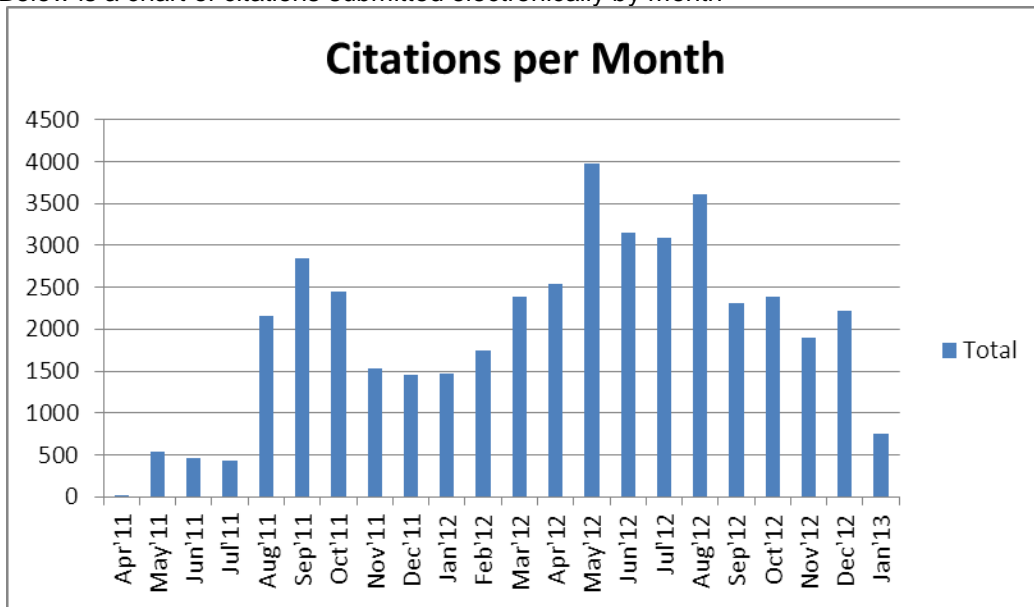
### **A TraCS monthly activity report (Dave)**

- 1) We continue working with TEG to resolve issues in the newer TraCS application releases as they may occur
  - a) We now use TraCS v10.04.40 in production statewide.
  - b) This new version is required for use with the new 12-200 that went into production on January 01, 2013
- 2) The TraCS Repository Server:
  - a) TraCS Web (v10.04.40) is currently in production
  - b) There were 82,023 issued 12-213AUCs in the repository as of this morning
  - c) There were 4,574 12-200 Crash forms in the repository as of this morning (2,932 are Validated)
  - d) There were 9 of the new 12-200v1 Crash forms in the repository as of this morning (All of them are Validated)
- 3) The TraCS Update Server (v10.04.40)
  - a) We are still testing the TraCS Update service that is now built into TraCS natively
- 4) E-Citation with the Court
  - a) Data from AST bound for all Courts, Soldotna PD citations since 10/14/2011 that are bound for Kenai Court, Palmer PD Citations since 12/03/2011 bound for Palmer Court, Homer PD Citations since 02/16/2012 bound for Homer Court, and Valdez PD since 10/04/2012 bound for Valdez Court are all currently in scope for electronic submission.
    - i) We expect to have other local LEAs from non-payee cities submitting electronically soon
  - b) As of this morning, a total of 43,395 TraCS citations have been sent to Courts since we went live on 4/29/2011. There were 2,212 submitted in December 2012. (Due to duplicate submissions to resolve data transmission issues, the Court will normally report fewer submissions.)
    - i) Over 64,623 total TraCS citations have been issued during that time frame
    - ii) Rejections are either being dealt with as one-offs or have changed the way the data is validated in TraCS, the way it is transmitted to the Court, or the way it is received by the Court, as necessary to resolve each issue.



**E-Citation Activity 1**

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



**E-Citation Activity 2**

- 6) New 12-200 (MMUCC & FARS compliance)
  - a) The new version of the 12-200 is in use statewide
  - b) The manual is now fully integrated within the TraCS help files
  - c) The manual has been completed, converted to PDF, posted on the TraCS Source web site and DOT was notified this morning that it can be posted on the DOT Web site.
  - d) The paper reports have been sent to every law enforcement agency in the state during the 2nd week of December. The form went live on January 1, 2013.
  - e) The electronic form built into TraCS went live on January 1, 2013. We are currently working on solving some issues with End Shifting the new crash reports
- 7) We are testing the online Accept/Reject Process for the 12-200 Crash forms using TraCS Web and returning the rejected forms to the client machines across the state
  - a) Alina has developed utilities required for both clients and servers
  - b) It appears the server side Accept/Reject for the Supervisors is functional
  - c) There are still minor bugs in the process to return the rejected forms to the TraCS client
  - d) We hope to be able to implement this in the next few weeks
- 8) We continue working with the ILT developer on implementing the newest version of the ILT in Alaska. The ILT Developer has hired additional developers to speed delivery of new versions of the ILT and other related software. We are testing a version of the ILT that includes Milepost markers.
- 9) 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)
- 10) The CF-30 ToughBooks are now be redeployed using BitLocker to encrypt the hard drives
- 11) Juneau PD has held TraCS refresher training internally and all officers should now be using TraCS. We continue working with the Juneau PD IT staff to address any pending issues.  
***They had 626 "Issued" TraCS citations in the Repository as of this morning.***
- 12) eCitation v2 has been implemented
  - a) There are no longer plans to process a backlog of APD citations through the eCitation interface prior to going live. They will now be processed ASAP.
  - b) The pre-check has been completed and is under testing. A post checking mechanism must now be added to eCitation before it can go live.
  - c) eCitation must now be extended to cancel an APD citation that does not exist in APSIN, without impacting the flow of TraCS Citations.
  - d) We are ready to bring more non-payee cities online.
  - e) A list of EIMOR and eCitation tasks to be completed before going live is now being refined.

Helen reported that the Court System has draft agency MOU's in various stages of completion out for Fairbanks, Skagway, Kodiak, Wasilla, Juneau, Seward, UAA and Whittier for implementation of electronic citation data to the Court System.

Jonathan reported that DMV got the increased authorization to spend the FMCSA grant monies for the TraCS equipment. They just got a new admin officer and she is working on the RSA to make the money available to DPS which shouldn't take too much longer. This money will fund approximately 120 units to be purchased for TraCS.

## **B TraCS Strategic Planning**

The committee continued work on the strategic plan. Jonathan went through all of the comments that Helen had sent to the committee and edits were made. When all of the changes were made, Jonathan sent the document to all of the members on the phone so that they could look it over. Bonnie motioned to accept the strategic plan as revised on January 8, 2013. The motion was seconded by Ambrosia. All in favor, none opposed

or abstained. The motion passed and the new TraCS Strategic Plan is approved. Bonnie will update the website with the new plan and send a copy to the ATRCC.

#### **IV Other Short Business**

- The new v2 12-200 crash report was deployed on January 1, 2013. AST/TraCS users as well as APD are using a new electronic version of the crash form. Paper versions of the form have been distributed to law enforcement agencies statewide. There have been lots of help desk calls but nothing catastrophic so far. Jonathan reported that DMV got the money to develop the Crash Data Repository (CDR) interface for the new form and they are currently working on it.

#### **V Action Items**

1. Bonnie will contact MS/CVE regarding membership, update the website with the new strategic plan and send the new strategic plan to the ATRCC.
2. Kat will contact the AK Railroad Police regarding membership.
3. The next meeting will be held on Tuesday, February 5, 2013 in the AST conference room.

Jonathan moved to adjourn and Tim seconded. All in favor, the meeting was adjourned at 3:50pm.

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

- February 5, 2013
- March 5, 2013
- April 9, 2013
- 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