

TraCS Steering Committee Minutes
March 5, 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

Committee Members on Phone:

Ambrosia Bowlus, HSS

Committee Members not Present:

Helen Sharratt, ACS

Guests:

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

I Internal Committee Business

- A. Lt Rick Roberts was introduced to the committee. Lt Roberts will be replacing Lt Peterson on April 1 as the TraCS program manager for DPS. He will also become the DPS member of the TraCS committee and is in the process of filling out the necessary paperwork. Lt Roberts has spent the last three years in Fairbanks as a member of the Bureau of Highway Patrol (BHP) and is an experienced TraCS user and trainer. Welcome Lt Roberts, we look forward to working with you on TraCS related issues.
- B. Approval of minutes from February 12, 2013.
 - Jonathan moves to approve the minutes. Tim seconds the motion. All in favor, none opposed. Minutes are approved.
- C. Membership.

- Kat reported that she has still not heard from anyone at AACOP regarding local law enforcement representation on the committee.
- Kat contacted the AK Railroad Police to see if they had a replacement representative for the committee. They had not yet decided on a replacement but did want to continue their membership on the committee. They will notify the committee when a replacement has been selected.

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. 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. He is also investigating the possibility of having Dave be on call for a limited time to help out. He will give us an update on the status in April.

B Charter Appointing Member and Proxy Member paperwork was received from Jonathan. Tiffany Thomas has been named as his proxy. At this time, the ACS is not appointing a proxy. This item can be removed from future agenda.

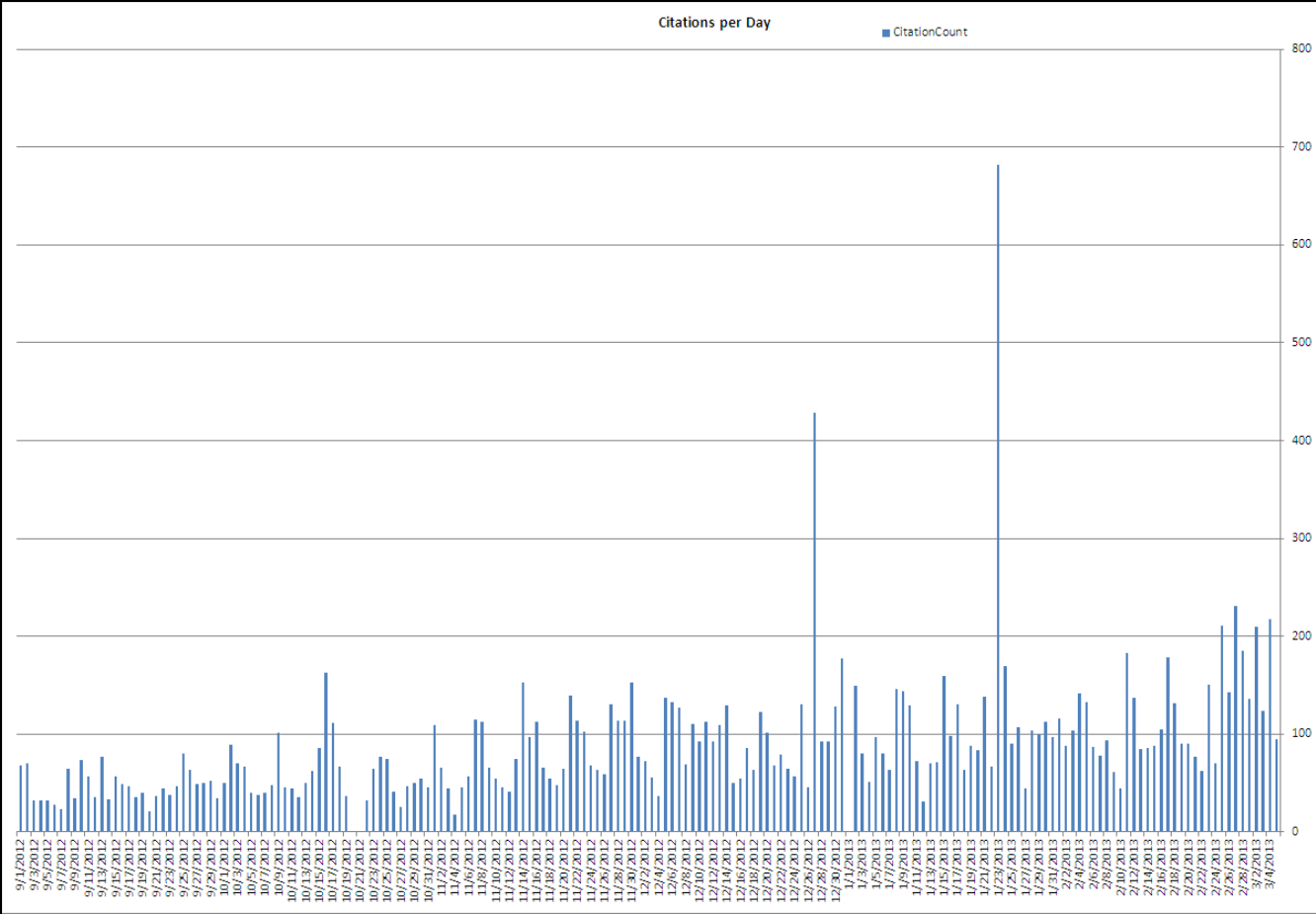
C Bonnie spoke to her Director about sending an email to the smaller law enforcement agencies promoting the use of electronic data capture (TraCS) for the efficiency and timeliness of crash data to DOT. He thought it was a good idea and would be willing to sign such a letter or email. Bonnie has asked Kat to provide a list of agencies that would benefit from such a letter/email so that it can be done.

III Items for Discussion

A TraCS monthly activity report (Dave)

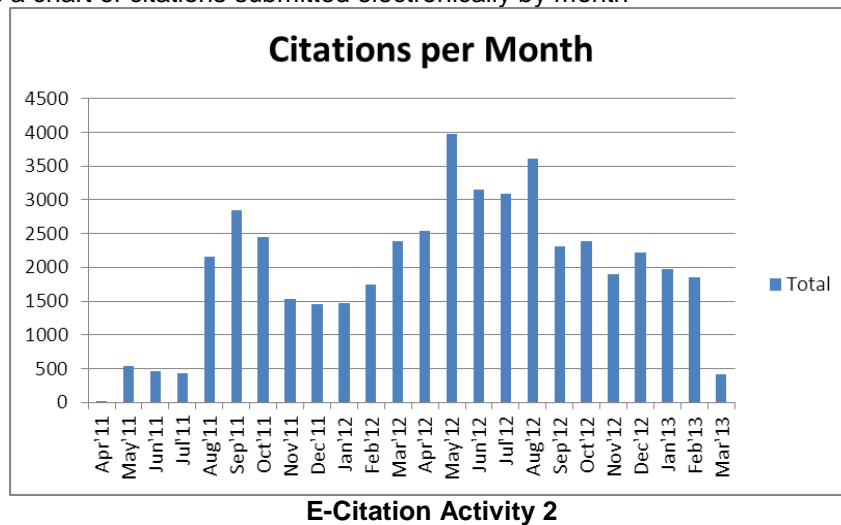
- 1) We continue working with TEG to resolve issues in the newer TraCS application releases as they may occur
 - a) TraCS v10.04.50 was released on February 15, 2013 and is the last TraCS v10.04.x version scheduled to be released.
 - b) TraCS v10.05.01 was released for Production on February 15, 2013.
 - c) We now 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 v10.05.03 will include TraCS Web Services
 - a) Allows for connectivity to the TraCS Repository Server from the TraCS client in the field
 - b) Should eliminate or reduce the need for manual End-Shift
 - c) Should facilitate officers/agencies that share equipment and need access to their forms from any TraCS client with Internet connectivity.
 - d) Includes TraCS Analysis Reporting, Ad Hoc Reports, and Incident Mapping
- 3) Alina, Kat, and Dave attended the National Model Steering Committee Meeting in Miami, FL on February 20 and 21, 2013.
 - a) Features and functionality priorities were voted on for each of the National Model solutions including TraCS.
 - b) Budgets for the National Model were discussed in detail
 - c) The Fall National Model Steering Committee Meeting is set for August 22 and 23, 2013 in Charlotte, NC.
- 4) The TraCS Repository Server (v10.04.40)
 - a) There were 85,925 issued 12-213AUCs in the repository as of this morning

- b) There were 4,688 12-200 Crash forms in the repository as of this morning (3,019 are Validated)
- c) There were 312 of the new 12-200v1 Crash forms in the repository as of this morning (311 are Validated)
- 5) The TraCS Update Server (v10.04.40)
 - a) We are still testing the TraCS Update service that is now built into TraCS natively and expect to implement it with TraCS v10.05.01 or later.
- 6) E-Citation with the Court (The following are all currently in scope for electronic submission.)
 - a) AST Citations bound for most Courts in Alaska since 04/29/2011
(The entire First District Court system went live for AST on 02/20/2013.)
 - 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 46,898 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
 - 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

- 7) Below is a chart of citations submitted electronically by month



- 8) 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) The 12-200 manual was updated as needed
 - c) The Drivers Exchange Form now validates and includes enhancements to speed completion of that portion of the 12-200.
- 9) 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
- 10) We continue working with the ILT (Incident Locator Tool) developer on implementing the newer versions of the ILT. We have been testing the newest release of the ILT that includes Milepost markers with good results.
- 11) 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.
- 12) 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.
- 13) We continue working with the Juneau PD and their IT staff to address any pending issues.
Juneau PD had 822 "Issued" TraCS citations in the Repository as of this morning.
- 14) eCitation v2 has been implemented
- a) The DPS.Citation applications latest changes have been completed and deployed to our testing environment.
 - b) Testing is underway with DPS, ACS, and APD to ensure the correct transmittal of RDJ citations through the bus to the Courts system.
 - c) Changes that have been completed include: pre-checking and post-checking routines to look for the existence of a disposition prior to processing any citation or sending one on to Courts; a verification of the existence of a warning letter before sending any RDJ citation, and many other minor bug fixes, message routing changes, and logging enhancements to facilitate the transmittal of APDs RDJ citations.
 - d) DPS also now has the ability to bring other non-payee TraCS agencies on at will.
 - e) Testing will continue until ACS and APD are happy with the results. At that time DPS will need to plan and execute the deployment of the application to production with a measured release of citations from the APD backlog until everything is caught up.
- 15) 12-213AUC – Proposed Administrative Bulletin 83 based on Supreme Court Orders 1794 & 1797

- a) Effective date is 04/15/2013 though we may be able to implement the new forms earlier once approved
- b) TraCS version of 12-213AUC – Proposed form changes implemented in Test. Rules and Report changes are still pending.
- c) Paper version of 12-213AUC – Proposed form changes have been implemented and submitted for approval.

B Update on FMCSA grant funding and equipment purchase

The money has been received by DPS from DMV to purchase TraCS equipment. AST will be fully outfitted through this grant. Kat is still working with Sitka, Petersburg and the Bristol Bay Borough to encourage their participation in TraCS. The majority of the equipment will be purchased during the next month. An update on this grant will be provided at the April meeting.

C Update on House Bill 108 (HB108)

The language in the bill has been changed to add the proposed surcharge to the already existing law enforcement training surcharge as suggested by the Court System and DPS. There have not been any requests for information lately and the bill seems to have stalled for the moment. An update on this bill will be provided at the April meeting.

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

The paper citation form is at the Court System for final approval. Upon receipt of that approval the TraCS electronic citation will be updated and paper citations will be printed and distributed. Everything is on schedule to have the new, approved citation forms, both paper and electronic, deployed by April 15, 2013.

IV Other Short Business

Jonathan asked that the TraCS Committee send the DMV a request for a benefit statement to be sent out to the smaller law enforcement agencies promoting the use of electronic data capture for crash and citation data.

V Action Items

1. Kat will send Bonnie a list of the smaller law enforcement agencies that will benefit from an email/letter encouraging electronic data capture.
2. Bonnie will put together a letter to DMV requesting a benefit statement to be sent to the smaller law enforcement agencies in the state promoting electronic data capture.
3. The next meeting will be held on Tuesday, April 9, 2013 in the AST conference room.

Jonathan moved to adjourn and Tim seconded. All in favor, the meeting was adjourned at 2:43pm.

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

- 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