



State Traffic Records Advisory Committee (STRAC)

Quarterly Meeting

Thursday, September 25, 2014
10:00 AM to 1:00 PM
Colorado State Patrol Academy
15055 Golden Rd, Building 100
Golden, CO 80401

Meeting Minutes

Attendees:

Aurora PD, Lt. Jeff Turner
CDHS/OBH, Webster Hendricks
CDOT, David Bourget (*Secretary*)
CDOT, Kevin Dietrick
CDOT, Charles Keep

CDOT, Charles Meyer
CDOT, Tara Mundt (*Minutes*)
CDPS, Janet Allbee
CDPS, Maj. Barry Bratt (*Chair*)
DRCOG, Mark Northrop

RMHIDTA, Sgt. Dale Quigley
RMHIDTA, Kevin Wong
FMCA, William Copley
NHTSA, Leslie Nelson Taullie

Agenda: (action items in red)

1. Introductions
 - a. Lt. Jeff Turner (Aurora PD) is retiring. Lt Mike McClelland will be joining STRAC at the next meeting.
2. Review of past Meeting Minutes (*action item status)
 - a. Motion to approve last meeting minutes
 - i. Motion approved
3. Status of 405C grant projects (2014 & 2015) (Charles M & Dave B.):
 - a. 2014 Projects, most are still on-going, only 6 days left for them to be completed
 - i. 14-04-41-09 Jefferson, Crash Data Cleansing and Analysis Improvement
 1. Completed the work, no final report as of yet.
 - ii. 14-04-41-11 Tech Transfer - Completed
 - iii. 14-04-41-14 Colorado Springs E-Reporting:
 1. In testing phase, having difficulties and requested help from DOR (Justine Gonzales). The difficulties are unknown at this point. Challenge: grant closes on Tuesday. They are still in testing mode, have not been able to “go live”.
 2. There are other agencies that are having problems as well, e.g. Lakewood with their diagrams. All agencies have slightly different systems, therefore different problems.
 3. Follow up next meeting.
 4. Charles M. - Cheri (DOR) is having issues with lack of staff to handle all of the electronic submissions. We should look into helping her with funding to help her with this.
 - b. 2015 Projects - cannot start until October 1, funding is available. George (CDOT) has confirmed the funding is in SAP.
 - i. Two carryovers, due to unable to start on time: CDOT Fox Pro Conversion and Data Integration, and CDOT/MSU Geocoding
 - ii. 15-04-41-05 Broomfield RMS E-Reporting -
 1. Barry - Did they accept the conditions (have to submit electronically to DOR, not by PDF or scanned reports?) Yes, they did accept the conditions.

- iii. Barry - three CDOT projects that are still “proposed”
 - 1. 15-04-41-10 TR Initiative Projects - still just a placeholder due to lack of specific details to write the scope of work.
 - a. Waiting on TRC to help develop this project further and recommendations from the TR Assessment as well
 - 2. 15-04-41-11 Data Integration and FoxPro Conversion - was approved at the last meeting.
 - 3. 15-04-41-12 TRC - was approved at the last meeting
 - iv. Charles M - the expected balance is \$1.2 million, can we use some of that in 2016?
 - 1. Leslie - yes, but would like to see most of the funds planned; you will be receiving more money for FY 2016 as well. Will be looking at close to \$2 million
 - 2. Barry - should set aside funding for the new DR3447 form
 - 3. Charles - definitely think about projects that we can do. The TRC will help with this as well.
 - v. Barry - what is the timeline for the FY 2016 projects?
 - 1. Dave - last year we sent out an email (notice) to all the police departments and STRAC members asking for the short form back in February to be ready for the spring meeting in March. We have one more meeting in December for planning.
 - 2. Charles M - would like to send out an email to other grantees letting them know what type of projects we are looking for.
 - a. Charles K - toxicology reporting and data integration?
 - b. Barry - look into helping Judicial with E-Citations
 - i. Webster - also looking into DUI data use, he has a meeting with Christine Flavia (DHS). Webster will look at how we use the data.
 - ii. CSP will be doing E-Citations next year
 - c. Dale - is there a way to create a “LARS” for live people - for data collection on toxicology reporting?
 - i. Charles M - possibly able to with the new form, open to suggestions
 - ii. Lt. Turner - Alcohol testing can be done within the agency but drug testing has to go out to labs, it takes 5-6 weeks to come back. By the time the results come back, the crash report has already been submitted, no way to follow up with the report.
 - 1. Janet - it can take up to 6 months for some labs to return reports
 - iii. Webster - there are complications with the Statutes regarding Drugs vs. Alcohol: sending the information to DOR or others, confidentiality and management of the data.
 - iv. Project to start collection of the data? Where should it reside? This will be an agenda item for our next meeting.
 - v. Leslie - a dedicated phone line with own server may help
 - vi. 2015 plan toxicology to CBI (dedicated Lab) link it by case number
4. STRAC Annual Report (Barry)
 - a. Voting members give feedback to Barry as soon as you can, this will be finalized in the next few weeks. Want to send to our directors and others to show what STRAC does in depth.
5. Maintenance Of Effort (MOE) (Charles M/Dave B)
 - a. NHSTA Federal Requirement State agencies will have to maintain spending funds on traffic records, report annually. Expenditures are related to the collection of crash and all traffic records, and highway safety-related data.
 - i. Dave B - looked at expenditures for 2010 and 2011 as an average base. (Average = \$7.7 million) The analysis shows that DOR spent most of the money at \$6 million.
 - ii. Leslie - NHSTA will ask what did we spend, same amount, more or less.
 - iii. Barry - should we meet and discuss this bi-annually?
 - 1. Leslie - requirement is only annual, have to show equal to or greater than the average of (\$7.7 million) and excluding “one-time” type of project. MOE applies to MAP 21 (current funding), but is not used in Grow America Act (next funding Bill)

6. Traffic Records Forum (October 26-29th in St. Louis)
 - a. Requirements: have up to \$10,000 to send four people - have to be members of STRAC. Have to pay through their own agency and then reimbursed by CDOT.
 - b. Jan Hart - was schedule to go, no longer apart of STRAC. Who is Jan's replacement?
 - i. Charles Meyer will find out and invite to the forum and future STRAC Meetings.
 - c. CDOT is sending three: Glenn Davis, David Bourget, and new TR Supervisor (funding from different source).
 - d. Barry Bratt and Ted Trujillo are scheduled to go; we still have two slots open. We would like to send someone from Judicial and CDPHE.
 - i. Barry to talk to Chad with Judicial again
 - ii. Webster is not able to go due to rules of travel within CDHS: have to be a requirement or mandatory.
 1. Barry will call the director to ask if Webster can go.
 - iii. Is there interest from DRCOG?
 1. Mark - cannot go; however, someone else might
 - e. Barry - what is the dead line? No later than next Friday (10/03/14)
 - f. Due to Cardinals possibly going to World Series, the hotel price is at \$800/night. Price may go down however, if the Cardinals do not go to the World Series. There is an overflow hotel about five blocks away at \$169/night. The reimbursable amount is only \$108/night.

7. Traffic Records Assessment (Dave B)
 - a. Requirement by NHTSA, done every 5 years. Looking at databases for Traffic Records (comprised of six databases: crash, citation, drivers licensing, vehicle file, and roadway files. Also included are: mortality data, emergency room discharge data, roadway data (engineering, features, ATD, descriptions, signage, etc.)
 - i. Example of questions: "What fields are comprised in your databases?" (E.g., do you collect BAC? If yes, then you will get a check mark; if no, it would be a recommendation to start collecting BAC data).
 - b. A contractor that NHSTA has hired will do the assessment. Answers to questions will go back to NHTSA January 1-19th.
 - i. This year there is a new format (400+ questions was divided and sent out to nine agencies over a month ago. These are due back by next Wednesday October 1.
 1. Already have received three of the batches back, CDOT is currently working on theirs. DOR has the most.
 2. Dave will compile them together for review.
 - ii. Barry has scheduled a meeting to review the answers October 23 at 12:30. Barry will set up the room and Dave will send out the invite.
 - c. NHSTA will need a list of individuals that will have access to the outcome and recommendations along with the questions and answers.
 - d. Leslie - Currently working on the first set of questions, the second set of questions will be for clarification if needed, along with a third set. Second round will be January 20 - February 2.
 - i. Dave asked Leslie to look over them before we submit. Leslie does not need to be at our review meeting. She may look them over; however, it will still be up to the contractor to decide what is compliant.
 - ii. If a question is blank, this could disqualify Colorado from NHSTA funding. Have to have some answer for every question.

8. Traffic Records Coordinator (Barry/Charles) (waiting for CDOT TR Unit Supervisor)
 - a. Charles - we have a draft for the scope of work, would like to fill the TR Unit Supervisor position so he/she may have input. Delay of this is the salary cap and filling of the positions.
 - b. What is the "Drop Dead Date"? - End of October
 - i. Hiring a consultant would be the fastest and most effective process. If the consultant is not working out, we can replace him/her easier than hiring a full time employee.
 - ii. Barry - what is the process going to be for filling this position: presentation, interviews, selection panel? Is it reasonable to assume we will have someone by the December meeting?
 1. Charles - we have to go through the procurement process, talk to approved vendors and limit which consultant would be best for this. Then we arrange for an interview panel/presentations, etc. With procurement process, we hope that by next quarter we should have selected a person/consultant for the TRC position.

9. Proposal to start a new statewide fatal blotter, using CSP's format (Kevin D - CDOT)
 - a. CDOT's blotter is missing some vital information (e.g. Federal Motor Carrier ID, Mode of transportation to hospitals). Hoping to use one standard blotter form for statewide use (CSP, and other agencies) and located in one place (secured website). CDOT is willing to host this website. It would have one submit button in order to notify all that receive the notifications, instead of sending e-mails to multiple places. All will have access to blank form and completed forms will be secured with a user name and password.
 - i. Currently the CDOT Blotter is still being sent to Rahim, which caused issues since his retirement. Temporary fixes have been implemented - Charles M has access to Rahim's email, and there is now an "out of office" response that will point people in the correct direction.
 1. Paul M - CSP uses SharePoint where no one can access it. He will look into external website.
 2. DOR is supportive of this idea. Currently there are six different blotters being used.
 - b. Barry - Communications to all agencies - how do they feel about this change? Who will host this website? Who will maintain it?
 - i. DOR - is the custodian for the crash report
 - ii. DOT - is the official residence of the CO FARS Unit.
 - iii. CSP & DOT - makes the determination of whether it is a FARS case or not
 - iv. CSP - assigns the State Federal ID Number
 - v. DOT - sends the early notifications from the Fatal Blotter to traffic engineers and other DOT Officials. Preliminary crash info from the Blotter is reported to FARS and reconciled with the crash report later.
 - vi. DOR - uses the blotter to remove driver information in their systems.
 - c. Lt. Turner - Please do not ask for more information that you do not need. PD's have a hard enough time with change, if you can remove some of the data fields to replace with others that would be the best.
 - d. Charles M - what information is needed immediately? What information is redundant in the crash report? Can we add fields to the new DR3447 for some of this information?
 - e. Leslie - Kevin D is still missing BAC reports from 2013. Our goal is to be 100% before December 31, 2014.
 - i. Charles M - We are relying on the Coroners to report the BACs. However, due to HIPPA Laws, Coroners and Doctors have a harder time releasing the data to CDOT.
 - ii. Lt. Turner - All BAC is collected into the case files. Would not be a big deal to have the detective get the BAC info to CDOT.
 - iii. Currently Colorado is the "guinea pig" for the new marijuana legalization; we just do not have the best data for it.
 - f. Barry - **Table this item for the #2 topic for October meeting.** DOR may want to add a feature to the system to notify the police departments to remind them to send in the BAC and fill in the blanks, since they are currently working on re-vamping their system now.
 - i. **Send out request for feedback to the agencies after October meeting.**
10. Elections for new officers (Barry)
 - a. Since Vice Chair (Cheri) is not here, we will have to have the Elections next meeting for Chair and Vice-Chair.
 - i. Consider different candidates? Barry to remain as Chair?
11. Action items from Past Meeting Minutes:
 - a. 2.v. - Higher Ed Partnership - web based data query tool. Still TBD (scope of work is still not completed) update next meeting.
 - b. 4.n.vi - Glenn to invite person hired by the Office of Marijuana Coordination, Office of the Governor to STRAC
 - i. They have started the process for hiring; **Janet will send the information to Barry.**
 - c. 4.n.vii. Department of Health (Injury/Suicide Prevention) was invited.
 - d. Charles M - SHSP is in the process of signatures now.
 - i. **Barry - review it in December after signatures.**

12. Leslie - FARS is currently only reporting the top three ranking drugs. NHTSA is currently reviewing and trying to update the requirements. Suggests that Colorado still report Marijuana even though it is ranked lower than other drugs, though this needs to be a statewide discussion/decision.
 - a. Charles M - can the FARS system be updated?
 - i. Charles K - the system is always being updated thus why we go to a FARS training every year and there were big changes 3 years ago.
 - ii. Leslie - They are trying to update the requirement to allow more drugs to be entered. They have hired toxicologists and looking to revamp the system.
 - iii. Washington State has also legalized marijuana and looking to us for leadership on this topic.
 - iv. Barry - Webster to talk to Judicial regarding the requirements for marijuana; also to look at non-fatal drivers.

13. Prospective Dates for 2015 STRAC Quarterly Meetings (at CSP - Bldg. 100, unless otherwise noted):
 - a. March 26th @ 10 AM
 - b. June 11th @ 10 AM
 - c. September 24th @ 10 AM
 - d. December 17th @ 10 AM

14. Round Table:
 - a. Dave B - reminder the Traffic Assessment questions are due back by next Wednesday. Thanks to all for your contribution!
 - b. Kevin Wong - Thank you!
 - c. William - if you need funding for the FARS Blotter, let me know. Universal form would be incredible.
 - i. What does Federal Motor Carrier need?
 - ii. Janet - the CDOT blotter didn't have the FMC USDOT # - it now does
 - d. Sgt. Quigley - we do have rooms that can accommodate up to 50 people at RMHIDTA for possible future STRAC meeting. Located at Hampden and Havana
 - e. Congratulations to Lt. Turner on his retirement!

Topics to discuss in December meeting:

1. Status update on 405 Grant Projects
 - a. 14-04-41-14 Colorado Springs E-Reporting follow up
 - b. Planning of FY 2015 or 2016 funds
 - i. Help Judicial with E-Citations
 - ii. Help DOR with workload on E-Reporting
 - iii. Data collection on toxicology reports
 - iv. Project to start collection of the Toxicology report data? Where should it reside?
 - v. When sending solicitations for prospective projects, send letter explaining what kind of projects we are looking for.
2. New Statewide Fatal Blotter (Kevin D)
3. Traffic Records Forum Report (Dave B)
4. Traffic Records Assessment (Dave B)
5. Traffic Records Coordinator (Barry/Charles M)
6. Elections and Voting for new officers (Barry)
7. Review of signed SHSP (Charles M)

Future Topics:

1. Impaired Driving (Amendment 64)
2. Colorado's Traffic Records Conference - next spring? (Waiting for TRC)
3. New Federal Requirements for Safety Performance Measures (tabled from 6/26)
4. New DR3447 / Statewide Blotter (waiting for TRC)
5. 405C Project: 15-04-41-10 "TR Initiative Projects" - Waiting on TRC and TR Assessment recommendations