



State Traffic Records Advisory Committee (STRAC)

Bi-Monthly Meeting

Thursday, December 14, 2017,
10:00 AM to 1:00 PM
Colorado State Patrol Academy
15055 Golden Rd, Bldg. M1
Golden, CO 80401

Meeting Minutes

Attendees:

CamSys, Ryan Klitzsch (TRC) on phone
CDHS, Webster Hendricks
CDOR, Crystal Soderman (Vice-Chair)
CDOT, Alisa Babler (Chair)
CDOT, Dave Bourget (Secretary)
CDOT, Paul Clayton (Minutes)

CDPHE, Christine Demont
CDPS, Janet Allbee
CDPS, John Lynkiewicz
CDPS, Maj. David Santos
DRCOG, Beth Doliboa
DRCOG, Mark Northrop

JDI, Joe McCarthy (TRC)
CDOR, Selina Baschiera
CDPS, John Ehmsen
CDPS, Alison Elfring
CDOT, Eboni Younger-Riehl
Denver, Andrew McFadden

Agenda:

1. Introductions
2. Acceptance of past minutes
 - A. Crystal Soderman asked for a correction
 - B. Motion to approve the minutes from the Oct 19, 2017 meeting with appropriate corrections.
 - i. Moved by David Santos; seconded by Crystal Soderman; unanimously approved.
3. Review of the past action items:
 1. The vendor working for CSP is still working to get the records into DOR electronically. Approximately 12,000 are involved in this process. The dates of the records range from 2011 to 2017. There were a variety of reasons for the hold up. CSP is unsure if this problem is relegated to a specific area, or not.
 2. This has not happened yet, although there is value to writing a newsletter.
 3. The deadline to change the definition of "Serious Injury" on the state crash form is April 15, 2019.
 4. Done
 5. This update is dependent on DRIVES.
 6. Technical and legal questions needed to be postponed until January. CDAC is working with e-discovery system.
 7. Done.
 8. Done.
 9. This is an agenda item for this meeting
 10. The Hit and Run form is in draft format. CSP attended a work group on this subject. More will follow on this.
 11. A list is needed from the TRC of who attended the DR3447 meetings.
 12. DTD has addressed Lat/Long info. Chris W. (CSP) is still working on this.

Action Items:

1. Janet will let Alisa and Crystal know when the CSP records will be released. - carried over from previous meeting action items
 2. Ryan Klitzsch will set up a conference call with Sellina Baschiera to discuss the driver file portion of the Strategic Plan.
 3. DOR / Crystal will send out a bulletin for the new Hit & Run form.
 4. The TRC will provide a list of who attended the crash form meetings to Major Santos and Crystal.
4. Status of 405C Projects:
 - A. All 2017 projects have been completed
 - i. \$200,000 was left on the table. This was the highest amount that Dave B. has seen.
 - B. Attendee reports from the Traffic Records Forum have been sent out.
 - C. Most 2018 projects are active.
 - i. All purchase orders and contracts are done, except Canon City and NFRMPO.
 - ii. Two projects will be voted on in this meeting.
 - iii. \$800,000 is unplanned.
 - iv. If anyone has projects that would improve state traffic records, please send them to Dave B.
 - v. Investigations into multi-year projects are underway.
 - vi. Solicitations for 2019 projects sent out this week; please forward them on to interested parties.
 5. Title VI Plans:

- A. Title IV is a non-discrimination law for all federally funded projects. Any agency that receives federal funding must be compliant.
- B. Contracts with CDOT have Title IV language written into them. Title IV language is also written into the bid process.
- C. Eboni Younger-Riehl of CDOT's Civil Rights Office must report on this once a year.

Action Items:

- 5. State STRAC members will send contact info on their non-discrimination compliance personnel to Eboni Younger-Riehl.
- 6. Dave Bourget will send a list of our contractors to Eboni Younger-Riehl.

6. New Projects Vote:

- A. Weld County Improvements to Crash Records.
 - i. No GPS will be available.
 - ii. Other 405C projects have used this contractor before.
 - iii. These improvements will also help Weld County to make use of Vision Zero Suite software in the future.
 - iv. The sustainment of improvements will be detailed in the long form
 - 1. Motion to approve project the project
 - a. Moved by Crystal, second by Christine, unanimously approved.
- B. CSP -NICHE RMS System.
 - i. Resource commitments have caused the RMS to struggle.
 - ii. More resources need to be implemented as well as improvements made to the interface.
 - iii. Phase 1 will consist of automation of the DR2447, and will be ready by March 1st.
 - iv. Phase 2 will involve DR3447 implementation, and will start in March.
 - v. Phase 3 will be automation for better data.
 - vi. Three new people need to be trained.
 - vii. The long form must specify that this is not ongoing expenses, but rather development and improvement.
 - 1. Motion to approve project the project
 - a. Moved by Alisa, second by Crystal, unanimously approved.

7. Drives, E-crash and Missing Records:

- A. DRIVES Phase 2 rollout is proceeding on schedule.
- B. Arapahoe County Sherriff's e-crash submission is in the testing phase.
- C. 6000 records from Denver have been processed. 2500 Private Property crashes are being kicked out. There is no time estimate for the completion of this project.
 - i. 2016 data should be used with caution because of these missing records.
 - ii. STRAC should encourage agencies to look for missing records

Action Items:

- 7. Crystal will check into the NCIC compliance with the new DRIVES roll out.

8. DR3447 Update:

- A. Minor changes since the last meeting were updated in the form
 - i. Lane position added
 - ii. "At" indicator modified
 - iii. Colons taken out of the time field
 - iv. Look for the date on the upper left corner for version control.
 - v. "Do not submit" will be added in the watermark, and the top of the draft form will be redacted.
- B. A hard copy of the form may be necessary because of legislative requirements. However, DOR would prefer an electronic version.
- C. Frequent communication on the manual is desired. A workshop with vendors will take place in the near future.
- D. The timeline could go into an upcoming newsletter.
- E. DOR's development of the form could overlap with vendor development.
- F. 52 vendors submit to E-Discovery.
 - i. Vendors can't work until the schema is complete at DOR. The data model can be useful in the meantime.
 - ii. Funding may not be possible due to contract issues.
- G. The DOR will not be able to work on the DR3447 form until after the second rollout of DRIVES.
 - i. Both forms will be accepted by DOR for 12-18 months.
 - ii. Legislation will drive changes to the form.
- H. Motion to turn over the DR3447 over to DOR
 - 1. Moved by Maj Santos, second by Alisa, unanimously approved.

Action Items:

- 8. The TRC will send copies of their presentations to Paul Clayton. (Done)
- 9. The TRC will send the approved copy of the DR-3447 to DOR.
- 10. The TRC will send the DR3447 rollout schedule to Crystal & Alisa.
- 11. Crystal Soderman will see if the proposed time line for the DR3447 rollout is plausible.

9. Statewide Fatal Blotter Update:

- A. The OIT staff that are working on this project have changed.
 - B. Salesforce will probably end up being used.
 - C. Offline solutions are in the works.
 - D. Both Sharepoint and Salesforce have challenges.
10. Traffic Records Assessment (TRA) Comments:
- A. All those on the ATSIP mailing list should have seen the solicitation.
 - B. During the TRA, once you meet a requirement, you will no longer have to answer questions pertaining to that requirement.
 - C. Some of the definitions were not always clear last time.

Action Items:

12. Agencies can send proposed changes to the Traffic Records Assessment Advisory either to CDOT (by 12/19) or directly to NHTSA (by 12/26). Dave will compile submitted changes, write CDOT's suggestions, and submit to NHTSA.

11. TRC Update:
- A. Next steps for the TRC will be training on the DR3447, and updating the coding manual, which should be a living document.
12. Schedule for 2018 STRAC Meetings:
- A. Calendars are not yet available for the new CDOT building.
 - B. If we rotate locations, try to keep them in batches, i.e. 6 months at each location.
 - C. Keep the 3rd Thursday of every other month; move time earlier to 9:00 to 12:00
 - D. There is a conflict with the February meeting; effort will be made to adjust the date.

Action Items:

13. Crystal Soderman will then see if DOR can accommodate the next STRAC meeting, after the date is confirmed.
14. Dave will schedule the 2018 STRAC meetings for 9 AM - 12 on the 3rd Thursday on the even numbered months.

13. Round Table:
- A. Beth - DRCOG will be presenting a safety performance measure next week.
 - B. Christine - A project will be undertaken to match hospital record data.
14. Motion to Adjourn
- A. Moved by Crystal, seconded by Major Santos. Unanimously approved.

Next STRAC Agenda Items:

1. DOR/DRIVES Driver Data update (Selina)
2. State Wide Fatal Blotter status update (Alisa)
3. New crash form (DR 3447)
4. TRC Update
5. STRAC Strategic Plan
6. Citation Data Repository - next steps (TRC)

STRAC Voting & Officers Members:

Name	Agency	Position	Phone Number	Email
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