Traffic Records Coordinating Committee "Kickoff" Meeting Minutes
December 4, 2002
Third Floor Conference Room at UNC HSRC

Present: Don Nail, Bill Stout, Bill Hunter, L C Smith, Brad Hibbs, Max Tate, Susan Dyson, Dwayne Tharpe, Kevin Lacy, Rosa Gill, Ed Maness, Greg Mears, Carol Martell, and Eric Rodgman.

Began meeting at 9:40.

Welcome:
Eric Rodgman welcomed everyone to the "kickoff" meeting. Everyone was given a chance to introduce them selves.

Introduction/Background/Key Recommendations
Eric presented a short PowerPoint slide presentation to bring all the committee members. This included the background from the NC GHSP project proposed by Kevin Lacy. It was noted that previous projects had been started in the early to mid nineties, but that nothing had been done in the last seven years. The need for cooperation and communication is still very important and may be critical for traffic safety success in the coming years. This presentation included the following key recommendations for the days meeting:
1)   Identify/select chairperson
2)   Plan the first full meeting
30   Where and when should the first meeting take place
4)   Invite NHTSA (Tom Yager)
5)   Suggest format for planning the next agenda
6)   Other issues.

Ground Rules:
Eric presented the basic ground rules that needed to be set to help get this committee jump started for the coming year. These included:
1)   Chairperson tenure 2 years
2)   TRCC to meet every 4 months
3)   HSRC to act as Executive Secretary
4)   Agencies get one vote per agency
5)   Mission of the TRCC is to promote Communication & Cooperation among ourselves.

Discussion:
The first recommendation was proposed – that Kevin Lacy be selected as the chairperson for the first tenure of two years. The group discussed this and the recommendation was adopted.

Next, the second recommendation that the first full meeting be planned. Rosa Gill offered to host the meeting at NC DOT DMV in their conference room. The recommendation was proposed that everyone review their calendars for the month of February and look for a Tuesday, Wednesday or Thursday morning window for this meeting. The suggested length of the meeting would be from 8:30 until 12:00. Eric agreed to contact Tom Yager from NHTSA. One of their representatives will be asked to make an overview presentation summarizing what other states are doing which would last no more than 45 minutes.

Next, the agenda and persons attending were discussed. Kevin Lacy mentioned that the meeting should include at least 2 municipal police departments. Greg Mears noted how important linkable identification codes were for matching up Ambulance Call Report, Trauma Registry, and Patient Discharge data. Max Tate noted that the next meeting should include a detailed crash report process map. This would help all parties and agencies understand the various steps in capturing the crash data, violation data, and the medical data. Dwayne Tharpe noted that the "Data Mapping" project (he was the PI) had been completed and that the results were available on the web. Many of the problems were related to the completely new crash form, conversion problems, and sometimes crash report business rules which were changed. It mentioned by several members of the committee that the GIS coordinates were also an important part of the new traffic records capability.

Eric added that the committee could converse using a TRCC list serv so that the members could share information, comments, and concerns. It was agreed that he would get this list serv started and include everyone at the meeting.

Other Issues:
Eric asked Don Nail to provide an update of potential funding from GHSP. NC is in a slow period for the Section 402 funds for 2003, but he mentioned that there still might be some opportunities for funding through other money sources in the Federal Government.

Close/Thanks:
Everyone was thanked for their presence and participation.

Meeting was adjourned at 11:25 PM.

Respectfully submitted,
Eric Rodgman.

Action Items:
1)   Rosa Gill host the first meeting at her office from 8:30 till 12:00 in her conference room.
2)   Eric Rodgman will send out the minutes, ask about dates, and set up the TRCC list serv.
3)   Kevin Lacy will chair the first meeting.
4)   Eric Rodgman will contact Tom Yager about that first meeting.
5)   The date for the meeting will be set – everyone.