

Traffic Records Coordinating Committee Meeting Minutes
Wednesday December 6, 2006
In the NC DOT Photogrammetry Conference Room at the Century Center in Raleigh

Present: Brian Mayhew, L C Smith, Terry Hopkins, Ethel Keen, Janet Greene, Wanda Thomas, Don Nail, Sharon Schiro, Joe Geigle, Bill Hunter, Chris Broome (via speaker phone), and Eric Rodgman.

9:05 am Setting up the speaker phone to allow Chris Broome to participate on behalf of NHTSA from Atlanta, member introductions, and a quick welcome to all the members who came.

9:10 am Eric Rodgman and Brian Mayhew opened the NC TRCC discussion with planning for NC TRCC meetings for the coming year. Tentatively the group agreed to meet 6 times during the coming year. It was agreed on that meeting every other month on Thursday mornings from 9:00 am to 11:00 am with 4 of those meetings to be held at the NC DOT Century Center in the Photogrammetry Conference room and 2 meetings to be held at UNC HSRC. The key meeting dates are as follows:

February 8, 2007	from 9 till 11 am at NC DOT in the Photogrammetry Conference Room
April 12, 2007	from 9 till 11 am at NC DOT in the Photogrammetry Conference Room
June 14, 2007	from 9 till 11 am at UNC HSRC in their 3 rd Floor Conference Room
August 9, 2007	from 9 till 11 am at NC DOT in the Photogrammetry Conference Room
October 11, 2007	from 9 till 11 am at NC DOT in the Photogrammetry Conference Room
December 13, 2007	from 9 till 11 am at UNC HSRC in their 3 rd Floor Conference Room .

Recommendation made to include a local Law Enforcement Agency and Metropolitan Planning Agency (MPO). Brian Mayhew will work on contacting possible members. Nominations for chair / co-chair for the 2007 NC TRCC will be requested at the next meeting. Sharon Schiro added that she thought it very important to add the NC Public Health Injury Prevention reps to our list of participating agencies – the key contacts are Kay Sanford and Sharon Rhyne. In addition, state attorney Kim Overton was to be added to the contact list since she is a state resource for NC prosecutors.

9:30 am Eric Rodgman and Bill Hunter passed out a handout showing the basic look for the “new” NC TRCC web site to be used to broker information about the NC TRCC committee, the minutes for all meetings, any presentations, grant documents, members & phone numbers (no email addresses, and general information about the committee. Brian Mayhew asked that the web site have a contact button and email address to send questions, etc. For the time being, any questions and comments will be directed to Eric Rodgman’s email address at HSRC. When the GHSP hires their NC TRCC facilitator position, that person can become the principal contact.

9:37 am Brian Mayhew introduced our new NC FHWA contact Joe Geigle. Joe joins us a replacement for Brad Hibbs. Joe took the opportunity to share a short 8 minute video describing the importance of accurately and timely captured crash data as a major resource for reducing and preventing deaths and injuries on our roadways. Joe noted that this was the short version and there was also a longer version which could be presented to state LE to encourage and to reinforce the importance of properly capturing crash data.

After the video, Bill Hunter brought up the potential problem of some jurisdictions not sending in their reports as is mandated by NC state law (Ethel Keen pointed out this requirement). Two examples of actual crash reduction were noted by the group --- Mt Airy and Winston-Salem. These drops were credited to increased enforcement, corrections & improvements to various problem sites, and local safety campaigns. Ethel Keen also noted a problem where some Local LEA believed their third party vendors were providing electronic crash data submission, which was not the case.

10:00 am Brian Mayhew announced that NC was granted over 1 million dollars to be used to assist NC in improving its Traffic Records. The money will be brokered through NC GHSP. Brian has met with Darrell Jernigan and Don Nail at GHSP on the details. GHSP will over see the distribution of the money and the NC TRCC position will be set up in their agency.

Brian turned the discussion over to Don Nail who gave the committee an overview of the upcoming NC Traffic Data Assessment which is scheduled to take place from Sunday January 28th through Friday February 2, 2007 at the Embassy Suites Hotel in Crabtree in Raleigh, NC. Don passed out handouts describing the format of this upcoming assessment. The various key areas will each be granted an hour interview period to answer questions from the Assessment Committee (composed of 5 members and an administrative assistant). In the meantime, each agency needs to provide the names and contact information of any representatives who will be attending this assessment.

The deadline for providing these names and their contact information is Friday December 8, 2006.

Please send directly to Don Nail at GHSP. His email is dnail@dot.state.nc.us.

For first 3.5 days, the committee will collect additional information from each agency. For the next 1.5 days, the committee will produce a draft assessment report to NC. On the last day, the assessment committee will present their findings to the state. NC will have 30 days to respond to the findings, etc. The Assessment Committee will then have 3 months to finalize their draft report and produce the final report.

The draft report can be used to help the NC TRCC with preparing the second year proposal requesting additional 408 money. This is most likely to be based on another June 15, 2007 deadline. It will be required to qualify for the next round.

Sharon Schiro noted that this type of process should be very helpful in guiding the committee on future activities and directions. She added that it would be very informative to hear all the agencies during their sessions as a way to get better informed about data activities in each agency.

Don described the pre-Assessment questionnaire that each agency will need to fill out and return.

The deadline for these questionnaires is Wednesday January 3, 2007. Please send these completed questionnaires back to Don Nail at NC GHSP. His office will put them all together to be sent to the NHTSA Assessment Committee. The Assessment Committee will review all these questionnaires before coming to NC late in January.

10:43 am Brian asked Chris Broome (via he speaker phone) about updating the strategic plan previously submitted. Chris responded that it needed to be included in the next submission. Brian noted that in some instances the goals of the TRCC may be better served by taking a step back and review in more detail some of the proposals to ensure adequate scope and that all viable and cost effective options are considered. The TRCC needs to feel confident that the proposals have the right scope, will be successful and are sustainable. In particular, Chris noted two specific issues / concerns. For the electronic submission of crash forms task to be funded, the next report needed to be clearer on the impact / performance measures to be used to note progress on this task. Similarly, with the GPS data collection task, the next report needed to be clearer on the impact / performance measures to be used to note progress. For example, where is each task starting from, and what progress will be made in what time frame?

Chris, Brian, and Don noted that the three of them should meet very soon to work out some of these issues related to the upcoming assessment and how the current money will be used and how the progress measured. A meeting Charlotte was suggested.

Chris noted the desire is to get the biggest bang for the buck!!!

11:00 am Brian mentioned that he, Darrell and Don had met concerning the NC TRCC position to be funded. That position is currently being set up in the state system. The process may take several months.

In review, the top 5 NC TRCC project tasks being considered for funding are currently:

- 1) the electronic submission of crash forms (the NC SHP is still working on issues related to this task) ;
- 2) the GPS coordinates added to the SHP crash reports (still in the midst of flushing this task out...) ;
- 3) the centralized storage for linked NC traffic safety & crash data (may be bigger than it appears, need more information on scope and sustainability) ;
- 4) the eCitation task for AOC (This proposal received state budget funds, will need to re-assess what needs are not met) ;
- 5) the centralized storage for GIS / LRS local roads location data task (in progress...) ;

Brian noted that he would be in contact with the agencies associated with these top 5 tasks in the very near future. Don Nail asked that AOC provide short update on the progress of their tasks since the NC legislature was very good to AOC financially.

11:15 am Bill Hunter asked if the 408 money (available now) could be spent before the NC TRCC position is filled at NC GHSP. Chris Broome and Brian Mayhew noted that it could be spent before that position is filled.

Don Nail asked to be updated and informed of any new state laws, new security issues, or other factors that could change task priorities.

11:17 The meeting was adjourned.

Brian Mayhew mentioned that in future meeting an effort needs to be made to allocate time for each member agency to provide updates of any new state laws, new security issues, or other factors that could change task priorities or affect any TRCC member.

Respectfully submitted – Co-chair Eric Rodgman.

Important upcoming dates / deadlines:

Friday December 8, 2006 (TODAY) – send names and their contact info on all persons from your agency attending the NC assessment session for your agency to Don Nail.

Don Nail will send out electronic copies of the pre-Assessment questionnaire ASAP via email.

Wednesday January 3, 2007 – send completed assessment data questionnaires for your area to Don Nail at GHSP (attached to an email or in paper form).

Monday January 29 thru Wednesday January 31st 2007 NC Assessment sessions as noted in the schedule passed out by Don Nail at the meeting. Embassy Suites Hotel in Crabtree in Raleigh, NC.

Thursday February 8, 2007 next NC TRCC meeting in the Photogrammetry Conference Room at the NC DOT Century Center from 9:00 till 11:00 am.

Old web site address: <http://www.hsrec.unc.edu/trafficrec/>