Traffic Records Coordinating Committee Meeting Minutes
February 19, 2003
Room 415 at the DMV Headquarters

Present: Kevin Lacy, Tom Yager, Don Nail, Bill Stout, Bill Hunter, L C Smith, Brad Hibbs, Max Tate, Rosa Gill, Ed Maness, Sharon Schiro, Carol Martell, and Eric Rodgman.

Began meeting at 10:00 AM.

Welcome:
Kevin Lacy welcomed everyone and thanked everyone for coming to the meeting. Everyone was given a chance to introduce them selves.   Kevin opened the discussion with the presentation of the proposed mission statement for the committee.   No opposition comments to the proposed statement were made. Kevin asked those present to review the mission statement carefully, email any comments to ether Kevin or Eric, and suggested that the committee discuss the mission statement and then vote on it at the next meeting.

Keynote Presentation from Tom Yager
Tom Yager presented an overview presentation of all the work the TSASS project was doing.   He emphasized the 3 key areas of focus currently being targeted by NHTSA through their director Dr. Jeff Runge. The three are impaired driving, seat belts, and traffic records data quality. US DOT is at the end of the latest six-year cycle and they are expected to propose $50 million per year targeting these focus points and using performance measures to evaluate results.

Tom mentioned that a TR Assessment Team could be requested by NC to come to NC and assist NC with an internal evaluation and recommendations on strategies to remedy any weaknesses. A similar assistance/advisory team could also be requested and a team of experts would help NC with ideas and advice on solving a particular problem.

Tom highlighted the many special resources available through their project team via the web or personal contact. He provided folders with documentation for each of the committee members present.

Tom mentioned that the electronic data capture of crash report and violation citation data in the field was the way to go. There is now a TRACS project model along with free software which can be customized as needed for the state. Tom noted that a new traffic records committee has turned the annual meeting forum into a professional association. The next major meeting is in Denver Colorado this summer.

Tom asked that the committee be helpful in supplying traffic records information, contacts, and three years worth of data for their project efforts. Based on the data provided, their team can help produce an exposure database so that accurate rates can be calculated and states can be compared.

Tom answered questions. Kevin proposed that the committee consider the free assessment at the next meeting.

Crash Data Report Processing presented by Rosa Gill:
Rosa described the basic process of the report arriving at DMV. Once there, it is checked to be sure all the signatures have been provided, that the right number of boxes have been checked, and that it is a completed report form. If not, it is sent back to the officer.

Rosa noted that the original form once there could not be changed. If new information was available, then the officer had to send in a supplemental form that would be included with the original. The data on the database could be changed to match the update. She said the typical turn around time for report from scene of crash to the database was between 45 and 60 days (a typical state is about 6 to 8 months behind). The current system does link to the driver history file to check license info.

Rosa noted that they receive about 260,000 or so forms each year. The data also has to be available for the SafetyNet system. Fatals are captured for the FARS representatives. Insurance companies routinely look at the crash reports to identify false claims on injury after a crash.

Rosa answered questions.

Close/Thanks:
Everyone was thanked for being presence and their participation. Special thanks to Rosa Gill for hosting this meeting.

Meeting was adjourned at 11:55 PM.

Respectfully submitted,
Eric Rodgman.

Action Items:
1) HSRC will host the next meeting in the conference room 9:30 till 11:30 on Wednesday May 21, 2003.
2) Eric Rodgman will send out the minutes with the TRCC web site noted.
3) Sharon Schiro of the NC Trauma Registry will present an overview of her database at the next meeting
4) Jeff Rom will be asked if he would like to present an overview of accessing/connecting to the NC crash database at the next meeting.
5) The committee will discuss the use of the free assessment team that can be requested through the TSASS project.
6) Eric will send out reminders and an agenda for that next meeting.