Traffic Records Coordinating Committee Meeting Minutes
Tuesday September 1, 2009
In Room 415 NC DMV Building in Raleigh, NC

Present: Scott Proescholdbell, Cornelia Kensak, Pam Guptill, Brian Mayhew, John Stokes, Ethel Keen, Chad Lohmeier, Janet Greene., Julian Council, and Eric Rodgman.

9:33 am Eric Rodgman welcomed the members ; Eric had everyone introduce themselves briefly with their name and the agency.

9:37 am John Stokes announced that NC had been awarded another round of the 408 Data Improvement in the amount of $648,000 for the coming year 2009-2010. John updated the committee on current projects noting that NC AOC had added new printers for their eCitation program. John added that the NC SHP had 103 more MDTs in the processing pipeline.

John noted that Captain Hayes from the NC SHP had retired. John will contact the NC SHP and see who would be replacing Captain Hayes on the NC TRCC.

John said to send him any proposed ideas for the coming year's NC money data improvement allocation.

Janet Greene added that the AOC printers were all in the field and that they had a free utility to help the LE agents with processing the citations to AOC. No other option is possible at this time.

Ethel added that there was currently a crash report submission problem from the Charlotte / Mecklenburg County area. Ethel had sent a letter on inquiry to address this issue – no response yet.

9:51 am Ethel began an update look at her recent experience / attendance of the TR Forum. Ethel was felt it was a good meeting. She noted that there were helpful session on data quality, various system improvements, and individual testimonials on experiences that different agencies shared.

Ethel signed herself up on behalf of NC to be part of the National Agenda magazine.

The issue of one option was raised. John Stokes noted that it was not a mandate. Chad Lohmeier noted that they faced the same issue with their data and system upgrades. Janet Greene noted that the AOC folks double checked their data twice before it was added to the actual database.

Another question about how Charlotte was processing their crash data came up. Do they use the NC DMV license and registration data to complete / check data values? There is a need to address this issue since Greensboro, Winston-Salem, and Wilmington re all interested in electronic submission of crash reports.

10:13 am   Ethel began her discussion of the DMV Crash report Review and Revision Process. She shared a two page handout detailing the basic process as she sees it to this point. Ethel asked that the NC TRCC appoint a steering committee to help over see and contribute to the process, that a process facilitator be hired to organize and push the effort through until the completion. Someone like Dave Bozak who spearheaded the last effort in 1998-1999.

Ethel noted that this person needs to be hired by October if possible. Ethel noted that she has approval for the contractor to be hired.

Ethel asked the NC TRCC if it appoint a steering committee to assist, advise, and oversee the NC DMV Report Form revision process. There would also be an executive committee to oversee the process.

Ethel described the 2 phase process. The first phase would be input from the users and owners of the crash data system. This process would include various focus groups to collect the different individual recommendations. The contractor would collect all these inputs and summarize them with final recommendations to NC, NC TRCC, etc.

As part of this phase, the documentation would be produced to describe new data elements and their descriptions. The summary would also include best estimates of the steps and costs for each step to accomplish the crash report creation.

Phase two would be the complete design, building, and implementation of a the new system to put the new revised form into reality. This phase would be more expensive and longer term.

Brian noted that a new system would have a major ripple effect as many other systems would be affected and require changes to put them in synchronization. For example, the TraCs system would have to again be modified to handle a new crash report format.

If new business rules were implemented to control the data, all the users would have to be made aware of them. Several members of the committee noted that there would have to be adequate lead time to make this transition seamless. This whole resolution process would possibly take 2-3 years to achieve.

The contractor would have to possess very good communication skills, have high level analytical skills, and knowledge on how complex data TR data systems work.

That person would be hired under a personal service contract. Ethel noted she had approval to hire a person under such a contract.

10:49 am Several committee members added other issues which may affect the process. There has been interest (by bicycle advocates) in requiring that all bicycle related crashes be captured using a crash report (not all of them are currently captured – ones not involving a motorized vehicle are non-reportables. A similar problem with ATV crashes off-road also exists. The possibility that a short form be created was mentioned. Such a form could be used for deer related crashes or other minor collisions. The short form would capture the basics and create a record of the event – still filled out by a LE agent.

Another issue is one where vehicles are involved in criminal actions. Someone dropping a boulder onto a passing vehicle is not really a crash -- a criminal event. There is no need for completing a crash report.

The role of the steering committee would include: monitoring the process, raise issues of importance to the contractor, and meet regularly to assist and advise the contractor.

John Stokes accepted the role of the lead for this committee. Other members will include Pam Guptill, Brian Mayhew, Janet Greene, Chad Lohmeier, Eric/Carol from HSRC, IT rep, NC SHP rep, and Sharon Schiro.

The executive committee would consist of key individuals within NC DOT DMV.

11:12 am John asked about creating a core group for the NC TRCC – have a separate listserv to distribute information on a more limited basis. In some cases, not everyone needs to be involved in discussions of an issue. The BAC issue was brought up. Some members were interested in contributing and were very helpful. Others were not even sure why they were asked.

Eric will help set up a second listserv for the core members of the NC TRCC.

11:28 am Eric asked when should the NC TRCC meet next? Dates in October were reviewed – Eric will send out an email to the TRCC listserv to get feedback on the date in October. Janet Greene at AOC agreed to host that meeting.

11:35 am Meeting was adjourned.

Respectively submitted – Co-chair NCTRCC Eric Rodgman, MPH