



Florida Traffic Records Coordinating Committee Executive Board Meeting

Tuesday, August 12, 2014, 1:30 - 4:30 pm
Florida Sheriff's Association Training Center
2617 Mahan Drive, Tallahassee

Agenda

TIME	DESCRIPTION	LEAD
1:30 PM	<p>Welcome and Introductions</p> <p>BACKGROUND: Introduction of TRCC Executive Board Members, Technical Committee Members and guests.</p> <p>SUMMARY: The following Executive Board members attended:</p> <ul style="list-style-type: none"> • John Bixler, DOH • Chief Eugenio Bernal, Police Chief's Association • Deborah Todd (proxy for Dana Reiding), DHSMV • Lt. Col. Kelly Hildreth <p>66% participation</p>	Danielle King
1:45 PM	<p>Critical Updates on Statewide TR Projects</p> <p>BACKGROUND: Project directors will update the TRCC on significant progress on statewide TR projects. ***Only brief, high level updates (5-10 min) to be provided.</p> <ul style="list-style-type: none"> • Crash Records Data Improvement Plan: DHSMV • Field Data Collection for NEMSIS Compliance: DOH • A Unified and Sustainable Solution to Improve Geo-Location Timeliness and Accuracy and HSMV Crash Data Quality: U. Florida • Expanding Accessibility, Utilization, and Data Integration of Signal Four Analytics: U. Florida • E-Citation Expansion: U. Florida <p>SUMMARY: Deborah Todd presented on Crash Records Data Improvement Plan. The % of long form crash reports submitted electronically is 80%, while the % of short and long form crash reports submitted electronically as of July is 78%. DHSMV has focused on working with stakeholders on crash report issues. Eight training sessions have been held this year, reaching 142 officers and 50 agencies. One more training session is planned. Issues include seating chart (i.e., placement in the vehicle) and work zone definition. They are also clarifying that agencies can submit a preliminary report within 10 days if they can't meet the statutory requirement to submit the crash report within 10 days. They are addressing these statute issues for inclusion in the revised crash manual. There are some concerns about whether certain LEAs have the ability to submit incomplete reports.</p> <p>Brenda Clotfelter presented an update on Field Data Collection for NEMSIS Compliance. Florida is the largest state in the U.S. in terms of NEMSIS submissions. The percentage of agencies reporting is sometimes affected by a lapse in getting consolidated agencies back into the system for reporting. Also, DOH hasn't brought on a lot of new agencies this quarter because they are focusing on the transition to NEMSIS v3. The upgrade to NEMSIS v3 required the implementation of a significant number of business rules. DOH hopes to have some agencies submitting in accordance with the</p>	Project Directors



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	<p>NEMSIS v3 spec beginning in January 2015, but the system will continue to accept submissions in v2.x for a short period of time. DOH is developing a web-based NEMSIS submission solution for smaller agencies that do not have an automated system in place.</p> <p>Iilir Bejleri presented on E-Citation Expansion. This project kicked off in May. The goal is to assess the level of participation in the e-citation program, determine technical/institutional barriers, and examine the feasibility of a central repository to transfer e-citation data from law enforcement agencies to court clerks. Three electronic surveys were administered to law enforcement, clerks of court, and e-citation vendors. 100% of court clerks and vendors have responded, and over 50% of law enforcement agencies have responded. Analysis of survey responses will be done during the remainder of the grant.</p> <p>Iilir Bejleri presented on A Unified & Sustainable Solution to Improve Geo-Location Timeliness and Accuracy and HSMV Crash Data Quality. An operational version of the pilot has been developed, and the project team is working with TRACS staff to make additional modifications. The changes will require an XML schema update, which will allow location data to be attached to the crash report, requiring less dependency on the geolocation server. The plan is to have more focused testing with a single agency, and then expand the pilot to other agencies. They are ready to work with other vendors on the geolocation component, including LexisNexis/IyeTek, Sungard/OSSI, and CTS America (FHP vendor). For HSMV data quality, they are working with DHSMV on a cross-field validation engine to implement an initial set of rules (12+ rules). Next steps will include packaging the template and validation engine and distributing it to vendors. Testing and modifications will be done as needed. Brenda Clotfelter noted that DOH faced similar challenges in implementing business rules into vendor software, and she suggested that DOH and UF coordinate on this issue further.</p> <p>Iilir Bejleri presented on Expanding Accessibility, Utilization, and Data Integration of Signal Four Analytics. Signal Four Analytics added 125 new users and 17 new agencies this quarter. Work activities include update of the geocoding engine, export of crash location coordinates to Appriss, export of data to GIS format, improvement on user management, and continued work on the citations interface. It was noted that there are roughly 8 citations for every crash, which results in a very large dataset for citations. Next steps include updating the unified basemap to the 2014 version, completing the citations query interface, and offering two webinars in September.</p>	
2:45 PM	Discussion of FY16 Subgrant Application Process	Danielle King, Joe Fish
	<p>BACKGROUND: The Board will discuss the following items regarding the FY16 Subgrant Application Process:</p> <ul style="list-style-type: none"> • Establishment of Per Unit Equipment Costs • Identification of prioritization criteria/supplemental information needed for Clerk of Court proposals • Identification of prioritization criteria/supplemental information needed for EMS proposals • Formation of a Proposal Subcommittee to review proposals and construct recommendations 	



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	for the Board in April/May 2015	
	<p>SUMMARY: Danielle reported several improvements to be made to this year's grant application/ announcement, including establishing unit costs for certain levels of equipment, clarifying what equipment and software the TRCC won't pay for, making it clear that failure to complete all fields in the grant application could result in disqualification of the proposal, developing criteria for EMS agencies to apply for subgrants, and establishing a subcommittee to review applications prior to TRCC meeting.</p> <p>Joe Fish provided information on a range of prices/options with respect to mobile computers and printers. In general, a rugged laptop is recommended if laptops are removed from the vehicle, while a semi-rugged would be adequate if the laptop remained in the vehicle. Prices for rugged laptops range from \$3200 - \$3800; semi-rugged laptops range from \$1650 - \$3000; and tablets range from \$1300 - \$2500. Mobile printers range from \$279 - \$1425. In FY15 grant applications, proposals for laptops ranged from \$1300 - \$6400, and printers ranged from \$300 - \$1400. In setting caps for equipment pricing, it is recommended that the TRCC consider a target range of \$3000 - \$3500 for laptops and a maximum of \$750 for printers. Bar code scanners are typically \$250 - \$500.</p> <p>Danielle noted that TRACS user equipment is in this same range. She suggested the TRCC not set minimum specifications on equipment type, since this could encourage the purchase of low-quality equipment.</p> <p>Brenda noted that EMS equipment needs are typically limited to laptops, since data is generally sent to the hospital or office and does not require onsite printing. As a result, DOH is not funding printers as part of their FY2015 agency subgrants project. For the 2016 grant cycle, laptops for EMS providers would be sufficient. Brenda will check into the need for air card costs and other typical expenses from previous applications. Danielle noted that the TRCC will buy air cards, but they won't pay for the service, since this is considered a maintenance cost for the agency.</p> <p>There was a discussion about whether TRCC should pay for interfaces. In the past, the TRCC has paid for clerk interfaces, but EMS and other agencies also use interfaces. If the TRCC pays for interfaces, they need to ensure that they're paying for something that benefits the TRCC. Danielle suggested that the Board consider setting caps on interface costs. By November, DOH should be up and running with their grant process, so they can share information on average interface costs for EMS agencies. At the November meeting, the Board will consider whether other interfaces, such as for EMS, will be eligible and whether there should be a cap.</p> <p>The average cost for thermal printer paper is \$60/case. The Board agreed on a cap of one 6-roll case of thermal paper per printer.</p> <p>It was suggested that FDOT could work with vendors to set up a contract, and agencies could purchase equipment using established contract rates. CS will help do research on established state contracts and contract prices for that type of equipment as well as information on average interface</p>	



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	<p>costs. The Board can set caps at November meeting. This information should be listed on the TRCC website.</p> <p>Grantees need to break down budget costs in their grant application, including information on the equipment make, model, type of mouse, and type of accessories included in the cost. The current form isn't intuitive from that perspective. For the November meeting, Danielle will work with CS to develop a new application form and notice for Board review/approval. The new application should be easier for the agencies and make it simple for the TRCC to get the information we need (i.e., make it look like a citation form). Danielle requested that Brenda suggest supplemental application elements for EMS agencies. The revised application should advise agencies that TRCC grants are awarded on the basis of reimbursement and that agencies need to have funding up front. It should also inform applicants of funding restrictions.</p>	
3:45 PM	<p>Other Business</p> <p>BACKGROUND: The following topics will be discussed:</p> <ul style="list-style-type: none"> • Funding Discussion • Update on Outreach Video • Future TRCC meeting dates <ul style="list-style-type: none"> ○ November 6, 2014, 1:00 – 4:00 p.m. ○ February 4, 2015, 1:00 – 4:00 p.m. ○ May 6, 2015, 9:00 a.m. – 4:30 p.m. <p>SUMMARY: For the FY2015 grant cycle, Polk County was ranked last on the list of approved grant applications. That agency turned down funding and submitted a request to decline the funds. As a result, \$356,500 in grant funding is available. The TRCC agreed to fund the remaining ranked projects with this funding. CS will send notification of grant award funding to these agencies.</p> <p>An outreach meeting is scheduled for Sept. 12 in Orlando. The same subgrant application form will be used this year as last year. Agencies are encouraged to submit their formal grant applications in September if possible. The grant application form will be sent out with the outreach workshop announcement. Danielle requested that CS include TRCC members in the workshop email.</p> <p>The outreach video on the importance of traffic records data will be filmed next Tuesday and Wednesday at the Public Safety Institute. The video will be completed by the end of the fiscal year. It will be available for LEA roll call and will also be posted on the TRCC website.</p> <p>DHSMV offered to host the November 6th meeting at their auditorium. Meeting dates for FY15 are noted above, and these will be updated on the TRCC website as well.</p>	Danielle King
4:30 PM	Adjourn	Danielle King