



# Florida Traffic Records Coordinating Committee Executive Board Meeting

Friday, May 9, 2014, 9:00 am - 12:00 pm  
Florida Department of Transportation  
Conference Room 479  
605 Suwannee Street, Tallahassee

## Agenda

TIME	DESCRIPTION	LEAD
9:00 AM	<b>Welcome and Introductions</b>	<b>Danielle King</b>
	<p>BACKGROUND: Introduction of TRCC Executive Board Members, Technical Committee Members and guests.</p> <p>The following Executive Board members attended:</p> <ul style="list-style-type: none"> <li>• John Bixler, DOH</li> <li>• Chief Eugenio Bernal, Police Chief's Association</li> <li>• Debbie Todd (proxy for Dana Reiding), DHSMV</li> <li>• David Brand, Florida Highway Patrol</li> <li>• Lora Hollingsworth, FDOT</li> <li>• Lt. Col. Kelly Hildreth</li> </ul> <p>86% participation</p>	
9:15 AM	<b>Section 405(c) Funding Request Presentation - Electronic License and Vehicle Information Systems (ELVIS)</b>	<b>Florida State University</b>
	<p>BACKGROUND: Funding requested for FY2015: \$322,022</p> <p>This project would develop a FCIC/NCIC import tool that would be provided free of charge to local law enforcement agencies. The tool would improve the accuracy and quality of data submitted, while reducing redundancy and labor costs of manual entry. Currently many agencies are paying separate licensing costs to query NCIC/FCIC data from providers whose software does not easily partner with TraCS. The proposed Electronic License and Vehicle Information System (ELVIS) will provide all LEAs the ability to run queries, and import contact information into TraCS forms. Development of the tool has already begun using TraCS funding; however, additional funding is sought for development, testing, deployment, and training. The ELVIS tool will be provided in a web-based format (to be hosted by the Panama City PD), as well as a desktop client. The grant will support the following expenses: software purchases, computer supplies, office supplies, in-state travel, out-of-state travel, cellular phones, internet fees, desktops/laptops, servers, and indirect costs to FSU.</p> <p>Lisa Spainhour provided an overview of the ELVIS proposal, which was initially funded through TraCS and is 2 years into planning and development. Officer Timothy Swigget provided a demonstration of the application, which pulls data directly from FCIC/NCIC without the need to run drivers licenses, registration, etc. Zach Williams presented on the project objectives and scope for ELVIS. The application would provide information to officers as a car is being pulled over, thereby improving the accuracy, completeness, and uniformity of information entered into the crash/citation report. The project team anticipates the project will save \$1.7 million. The largest barrier, obtaining FDLE approval, has already been conquered. In a recent survey, 61 out of 77</p>	



## Florida Traffic Records Coordinating Committee Executive Board Meeting

Friday, May 9, 2014, 9:00 am - 12:00 pm  
Florida Department of Transportation  
Conference Room 479  
605 Suwannee Street, Tallahassee

TIME	DESCRIPTION	LEAD
	<p>TraCS agencies expressed interest in using ELVIS.</p> <p>Executive Board members asked the following questions:</p> <ul style="list-style-type: none"> <li>• Is there integration with CAD dispatch? Yes, there will be one point of contact at the agency, and everything filters through to them.</li> <li>• What kind of feedback are you getting from officers on the street? The system is currently being beta tested in Panama City. It is not being used in live production yet, but they are getting good feedback with the web version.</li> <li>• Is the system compatible with mag stripe readers? Yes</li> <li>• What happens when the system crashes? There will be off site backups. Panama City setting up a disaster recovery site at their jail, which includes setting up redundant servers.</li> <li>• Do agencies not already have access to NCIC? Many smaller agencies don't have access.</li> <li>• Can you provide details on the redundant system? There will be a duplicate server at the jail, so if the network connection to the main PD dies, it will switch over to the jail. The switchover will be seamless to officers.</li> <li>• What are the specific data sources? FCIC, NCIC, Inlets (missing persons), and III (criminal history). All sources come from FDLE.</li> <li>• Is this a TraCS Florida or TraCS National initiative? It is a TraCS Florida initiative.</li> <li>• How soon could a large agency be supported in the beta test? If FSU receives funding, it would be their goal to add a large agency such as Tampa PD. It will depend on whether the agency agrees. The project team is setting up a vendor booth at the CJIS symposium this year to market the system to PDs.</li> </ul>	
9:35 AM	<p><b>Section 405(c) Funding Request Presentation - Local EMS Agency Subgrants</b></p> <p>BACKGROUND: Funding Requested for FY 2015: \$200,000</p> <p>Funding is requested to allow the DOH to manage subgrants to EMS agencies who are improving their level of automation with the goal of submitting to the state EMSTARS/NEMSIS compliant repository. The proposal includes the software, hardware, communication components, and installation/implementation services that would be acquired by local EMS provider agencies. Typically, this would include notebooks or tables, desktop PCs, printers/scanners, servers, and communication components.</p> <p>Brenda Clotfelter presented an overview of the Local EMS Agency Subgrants proposal. A mandatory participation requirement is currently in draft form; this mandate would require EMS reporting. DOH is already working with AHCA to integrate EMS and outcome data.</p> <p>Danielle noted that Section 405(c) funding is the only national source of funding to support NEMSIS reporting. The TRCC reports on the number of EMS agencies reporting to EMSTARS in order to show progress and quality for funding. John stated that a NHTSA Technical Assistance Committee came in last November and did an assessment. This was identified as a critical gap that needs to be</p>	<p><b>Florida Dept. of Health - Brenda Clotfelter</b></p>



# Florida Traffic Records Coordinating Committee Executive Board Meeting

Friday, May 9, 2014, 9:00 am - 12:00 pm  
Florida Department of Transportation  
Conference Room 479  
605 Suwannee Street, Tallahassee

TIME	DESCRIPTION	LEAD
	<p>closed.</p> <p>The following questions were asked:</p> <ul style="list-style-type: none"> <li>What kind of challenges do you anticipate in bringing EMS agencies on board? DOH will not reimburse funds to agencies that don't meet requirements.</li> </ul> <p>Danielle noted that they will likely expand the TRCC's role in managing EMS subgrants in the future.</p>	
9:55 AM	<b>Scoring/Ranking Process for Project Prioritization</b>	<b>Dena Snyder</b>
	<p>BACKGROUND: Members of the TRCC will be asked to prioritize/score projects using the following criteria:</p> <ul style="list-style-type: none"> <li>Section A: General Administrative. Complete this section for all proposals. Award EITHER 0 or 5 points.</li> <li>Section B: Four Box Analysis Process. Complete this section for all proposals. Award 1 to 5 points.</li> <li>Section C: Impact on Deficiencies &amp; TSIS Strategic Plan Goals/Objectives. Complete this section for statewide proposals, as well as Court of Clerk and Local EMS Agency proposals (since we don't have evaluation criteria for these established yet). Award 1 to 5 points.</li> <li>Section D: Cost Allocation &amp; Impact on E-Submittals. Complete this section for law enforcement agency proposals only. Award 1 to 5 points.</li> </ul> <p>The following ballot details the criteria for each section.</p>	
	<p><i>Maximum Points</i></p>	
	<p><b>Section 405(c) Proposal Evaluation Criteria</b></p>	
	<p><b>SECTION A: General Administrative - COMPLETE THIS SECTION FOR ALL PROPOSALS</b></p> <p>(Award 5 points if criterion are met, 0 points for failure to meet criterion)</p>	
	<p><b>Administrative:</b> All sections of the proposal form are complete; the requested amount is consistent with the detailed budget; the detailed budget math is correct; the proposal is signed; the supplemental application form is submitted (law enforcement agencies only); and the proposal is submitted prior to the deadline. <b>FAILURE TO MEET ANY CRITERIA WILL RESULT IN DISQUALIFICATION OF PROPOSAL.</b></p>	5
	<p><b>SECTION B: Four Box Analysis Process - COMPLETE THIS SECTION FOR ALL PROPOSALS</b></p> <p>(Maximum total points allowed for section: 30 points; 5 points for each criterion)</p>	
	<p><b>Impact on Core Systems:</b> If successful, the project will significantly improve deficiencies in one or more of Florida's core traffic records information systems.</p>	5



## Florida Traffic Records Coordinating Committee Executive Board Meeting

Friday, May 9, 2014, 9:00 am - 12:00 pm  
Florida Department of Transportation  
Conference Room 479  
605 Suwannee Street, Tallahassee

TIME	DESCRIPTION	LEAD
	<b>Project Cost:</b> Budget costs are allowable, reasonable (i.e., the cost is low compared to average proposal cost), and is designed to support the project.	5
	<b>Risk of Failure:</b> The risk of failure is very low, and/or there are minimal costs associated with failure of this project.	5
	<b>Potential Barriers:</b> The project has a high likelihood of success in achieving the desired impact on core traffic records information system(s) with no significant barriers to implementation.	5
	<b>Stakeholder Coordination:</b> There are minimal challenges/uncertainties associated with stakeholder coordination/support for this project.	5
	<b>Performance Measures:</b> Performance measures incorporate NHTSA-recommended traffic records performance measures.	5
<b>SECTION C: Impact on Deficiencies &amp; TSIS Strategic Plan Goals/Objectives - COMPLETE THIS SECTION FOR CLERK OF COURT, EMS AGENCY, &amp; STATEWIDE PROPOSALS ONLY</b> (Maximum total points allowed for section: 15 points; 5 points for each criterion)		
	<b>Deficiencies:</b> Project addresses a high priority deficiency area (i.e., deficiencies in core systems/performance areas) for the TRCC.	5
	<b>Impact on TSIS Strategic Plan Objectives/Strategies:</b> Project objectives are directly tied to one or more specific, clearly identified goal(s), objective(s), and/or strategies in the Florida Traffic Records Strategic Plan and will significantly impact progress in that area.	5
	<b>Reporting on Progress:</b> Project performance measures have potential to be used in Florida's Report on Interim Progress to NHTSA (i.e., performance measures incorporate reporting at statewide or systemwide level and are NHTSA-compliant).	5
<b>SECTION D: Cost Allocation &amp; Impact on E-Submittals - COMPLETE THIS SECTION FOR LAW ENFORCEMENT AGENCY PROPOSALS ONLY</b> (Maximum total points allowed for section: 15 points; 5 points for each criterion)		
	<b>Local Impact on Electronic Submittals:</b> Project will significantly increase the number of electronic submittals by the agency.	5
	<b>Statewide Impact on Electronic Submittals:</b> Project will significantly increase the number of electronic submittals statewide.	5
	<b>Proposal cost allocation:</b> Proposal cost allocation (average money allocated per e-submittal) is reasonable for the scope of the project, and the allocation is low compared to the average allocation across all proposals.	5
<b>TOTAL POINTS</b>		<b>50</b>

Dena Snyder (Cambridge Systematics) provided an overview of the grant tracking spreadsheet and prioritization ballot. Instructions for filling out the ballot were provided to Board members, and they were encouraged to discuss any concerns regarding the subgrant proposals and to help mentor new TRCC Board members with the prioritization process as needed.



## Florida Traffic Records Coordinating Committee Executive Board Meeting

Friday, May 9, 2014, 9:00 am - 12:00 pm  
Florida Department of Transportation  
Conference Room 479  
605 Suwannee Street, Tallahassee

TIME	DESCRIPTION	LEAD
10:10 AM	<b>Board Discussion &amp; Scoring/Ranking of Projects</b>	TRCC Executive Board
	<p>BACKGROUND: Discussion of any remaining questions/concerns regarding project presentations and grant proposals.</p>	
	<p>The Board agreed to disqualify 10 proposals due to one or more of the following reasons: 1) inconsistencies between requested funding amount, detailed budget, and/or budget narrative; 2) budget narrative did not include detailed information on the specific type and quantity of equipment to be purchased; 3) failure to respond to all questions in the supplemental application form; 4) failure to respond to follow-up questions from the TRCC Board in a timely manner; or 5) the proposal topic was not eligible for Section 405(c) funding. The following agency proposals were disqualified:</p> <ul style="list-style-type: none"> <li>• Arcadia PD – Mobile Data Entry</li> <li>• Boynton Beach PD – Printers/Bar Code Readers for Vehicles</li> <li>• Calhoun County SO – Crash Reporting</li> <li>• Lauderhill PD – Citation Reporting Hardware</li> <li>• Liberty County SO – Crash Reporting System</li> <li>• Melbourne Airport PD – Expedition 14</li> <li>• Mexico Beach PD – Crash &amp; Citation Electronic Submission</li> <li>• Miami-Dade PD – eCrash Equipment</li> <li>• Okeechobee County SO – eCrash Implementation</li> <li>• Washington County Clerk of the Court – eCitation RMS Project</li> </ul> <p>There was discussion regarding ways to cut proposal costs in order to fund more projects. The Board agreed that they would not fund the following types of expenses:</p> <ul style="list-style-type: none"> <li>• Paper costs beyond an initial supply</li> <li>• Technical support from e-crash vendors</li> <li>• Cellular connectivity fees</li> <li>• Software bundles to enable e-citations on the devices</li> <li>• Printer connectivity modules</li> <li>• Software to export citations to the Records Management System or Court Clerk</li> <li>• Software to database citation data</li> <li>• Annual maintenance fees</li> <li>• Project management fees</li> </ul> <p>Danielle noted that for future years, she can have Cambridge Systematics cross-check the eCitation/eCrash information submitted in LEA supplemental information forms, since this</p>	



## Florida Traffic Records Coordinating Committee Executive Board Meeting

Friday, May 9, 2014, 9:00 am - 12:00 pm  
Florida Department of Transportation  
Conference Room 479  
605 Suwannee Street, Tallahassee

TIME	DESCRIPTION	LEAD
	information is available through DHSMV.	
<b>10:45 AM</b>	<b>Board Discussion &amp; Approval of Prioritization Results</b>	<b>TRCC Executive Board</b>
	<p>BACKGROUND: The ballots will be tallied by the TRCC Coordinator, and the prioritization results will be presented to the Board. There will be an opportunity for discussion and Board approval of the results.</p>	
	<p>The proposals were prioritized as follows:</p> <ul style="list-style-type: none"> <li>1 - DOH Field Data Collection for NEMSIS Compliance (Year 3), \$ 344,820</li> <li>2 - DOH Web-based Data Collection for Field Data Collection for NEMSIS Compliance, \$50,000</li> <li>3 - DOH Local EMS Subgrants, \$ 200,000</li> <li>4 - DHSMV Crash Data Quality of DHSMV Stakeholders, \$ 71,500</li> <li>5 - UF Unified &amp; Sustainable Solution to Improve Crash Geo-location Timeliness and Accuracy and HSMV Crash Data Quality (Year 3), \$ 125,159</li> <li>6 - St. Lucie Co. Clerk of the Circuit Court – Electronic Citation Images (Year 2), \$ 2,291</li> <li>6 - University of Central Florida PD E-Citation Project, \$ 59,910</li> <li>8 - UF Expanding Accessibility, Utilization, and Data Integration of Signal Four Analytics (Year 3), \$156,354</li> <li>9 - Tampa PD Electronic Crash Reporting (Phase II) (Year 2), \$ 316,250</li> <li>10 - FSU Electronic License and Vehicle Information System (ELVIS), \$ 322,022</li> <li>11 - Umatilla PD IT Update, \$ 7,429</li> <li>12 - Winter Park PD Electronic Citation Reporting, \$ 193,598</li> <li>13 - Lake Helen PD Computer Life, \$ 4,000</li> <li>14 - C. of South Daytona PD Printers for Police Vehicles, \$ 11,039</li> <li>14 - C. of Sweetwater PD Electronic System Acquisition Project, \$ 108,520</li> <li>16 - Juno Beach PD Enhancement of eCrash and eCitation Reporting, \$ 40,013</li> <li>16 - Okeechobee PD eCrash/eCitation Initiative, \$ 45,335</li> <li>18 - Polk Co SO Paperless Submission for Traffic Related Documents, \$ 356,500</li> <li>19 - Ft. Lauderdale PD eCitation/eCrash Reporting Enhancement Project, \$ 144,419</li> <li>20 - Indialantic PD Electronic Submission, \$ 16,200</li> <li>21 - Indian River Co. SO Electronic Citation Traffic Records Implementation, \$ 77,745</li> <li>22 - Bartow PD E-cite Hardware, \$ 30,081</li> <li>23 - Cocoa Beach PD Electronic Citation/Crash Submission (Year 2), \$ 13,717</li> <li>24 - Plant City PD E-Citation Equipment Upgrade, \$ 16,300</li> </ul> <p>The Executive Board was advised that an estimated \$2.4M in Section 405(c) funds should be awarded to the State for the FFY2015 application cycle. John Bixler made a motion to award funding to the top 18 ranked projects totaling \$2,414,740, and to fund the remaining ranked projects if carryover funds are available. The motion was seconded; all approved, none opposed.</p>	



## Florida Traffic Records Coordinating Committee Executive Board Meeting

Friday, May 9, 2014, 9:00 am - 12:00 pm  
Florida Department of Transportation  
Conference Room 479  
605 Suwannee Street, Tallahassee

TIME	DESCRIPTION	LEAD
<b>11:15 AM</b>	<b>Critical Updates on TSIS Strategic Plan Goals &amp; Objectives</b>	<b>Goal Leaders</b>
	<p>BACKGROUND: Goal leaders will update the TRCC on quarterly progress in achieving TSIS Strategic Plan goals and objectives. ***Only critical updates to be provided***</p> <ul style="list-style-type: none"> <li>• TRCC Coordination: Danielle King</li> <li>• Crash, Driver, Citation/ Adjudication Data Systems: DHSMV</li> <li>• Roadway Data Systems: Florida DOT</li> <li>• EMS/Trauma Data Systems: DOH</li> </ul>	
	<p>This agenda item is tabled until the next meeting. Project managers are requested to send their updates to Danielle, and she will distribute them to the Board.</p>	
<b>11:35 AM</b>	<b>Next Steps</b>	<b>Danielle King</b>
	<p>BACKGROUND: Danielle will discuss next steps in preparing Florida's Section 405(c) grant application and annual update of the TSIS Strategic Plan.</p> <ul style="list-style-type: none"> <li>• Interim progress report</li> <li>• Section 405(c) Application – due July 1<sup>st</sup></li> <li>• Updates on TRCC Outreach Video</li> </ul>	
	<p>Danielle reported that Cambridge Systematics has been tasked with developing an outreach video on the importance and value of traffic records data. A draft script is currently being drafted, and we will be in contact with data system owners to identify why we are collecting this information, why we want to link it, how information is being used, and why it is important to fill out the information accurately. The intended audience is law enforcement agencies, but it will be valuable for anyone to understand the value and importance of traffic records data. We will finalize the script by the end of June, shoot the video in early July, and have a product available by early September. We will be reaching out to stakeholders to identify narrators/interviewees to include in the video.</p> <p>There was discussion regarding the need to establish per unit costs. John Bixler noted that in the past, the Board agreed on a cost of \$3500/unit for laptops. Chief Bernal suggested the need to further investigate various brands of ruggedized and semi-ruggedized laptops, and he mentioned his experiences with Panasonic Toughbooks and Getac semi-ruggedized laptops. Danielle noted that she provides guidance to agencies as part of the training process, and she also monitors purchases by conducting on-site visits. For the August meeting, Danielle will ask CS to investigate average costs of various vendors of laptops, mag readers, printers, etc., and the Board will vote on caps.</p>	



## Florida Traffic Records Coordinating Committee Executive Board Meeting

Friday, May 9, 2014, 9:00 am - 12:00 pm  
Florida Department of Transportation  
Conference Room 479  
605 Suwannee Street, Tallahassee

TIME	DESCRIPTION	LEAD
	<p>Danielle asked for feedback regarding the pilot prioritization process. Lora noted that from her experience on other committees, the executive team's purpose should be to hear feedback and recommendations on proposals from a subcommittee, and then agree on those recommendations or suggest changes. John Bixler noted that the Board didn't receive this many proposals when they first started the process. It is also difficult to compare proposals, since some agencies are seeking funding to purchase a single type of equipment (e.g., printers), while others want a complete equipment package (e.g., laptops, mag stripe readers, and printers).</p> <p>Amy Cochran suggested that it may not make sense to fund an agency if their Clerk of Court will not accept eCitations, since these agencies have to print the report and mail it in anyway. This does not contribute to increased electronic reporting in the State. The Board agreed to add "Clerk of Court does not accept eCitations" as an administrative criteria to disqualify eCitation proposals next year. Note - disqualification would be for eCitation proposals only, not eCrash/eCitation proposals. Amy can help verify whether an agency is currently submitting electronically, and whether the Clerk of Court accepts citations electronically.</p> <p>The Board agreed that they would like to form a Proposal Subcommittee to review proposals and provide recommendations on which proposals to fund and why. Danielle will put together guidelines for a formalized Proposal Subcommittee to include herself, TraCS, law enforcement, and DOH. This Subcommittee will be responsible for constructing recommendations for the Executive Board.</p> <p>Danielle also noted that it is important for applicants to understand what the prioritization process is. They need more information on what the Board expects to see in their proposals, what types of equipment will be funded, and why. She will continue working to improve this process.</p> <p>Danielle provided a brief demonstration of the latest changes to the TRCC website: <a href="http://www.fltrafficrecords.com">http://www.fltrafficrecords.com</a>. Attendees were asked to review the list of FAQs regarding the grant process and provide feedback on additional topics that should be included.</p> <p>The next meeting is scheduled for August 12, 2014. Danielle will send out an email to schedule Board meetings for FY15.</p>	
12:00 PM	<b>Adjourn</b>	<b>Danielle King</b>