

Traffic Records Coordinating Committee Meeting Report

April 7, 2017

Prepared for

Florida Department of Transportation

Prepared by

Melissa Gonzalez, TRCC Coordinator

Meeting notes taken by:

Danny Shopf, Cambridge Systematics, Inc.



1.0 Attendees

The TRCC attendees are listed in Table 1.1.

Table 1.1 TRCC Meeting Attendees

Name	Title	Agency	Email
Beth Allman	Senior Manager	FCCC	ALLMAN@FLCLERKS.COM
Tom Austin	Management Analyst	DHSMV	THOMASAUSTIN@FLHSMV.GOV
Seth Bartee	Support Specialist	TraCS	SETHB@TRACSFLOIDA.ORG
Dr. Ilir Bejliri	Associate Professor	UF	ILIR@UFL.EDU
Chris Craig	Traffic Safety Admin.	FDOT	CHRIS.CRAIG@DOT.STATE.FL.US
Stephanie Duhart	Bureau Chief	DHSMV	STEPHANIEDUHART@FLHSMV.GOV
Richie Frederick	Program Manager	DHSMV	RICHIEFREDERICK@FLHSMV.GOV
Melissa Gonzalez	TRCC Coordinator	FDOT	MELISSA.GONZALEZ@DOT.STATE.FL.US
Jim Hage		FDOT	JAMES.HAGE@DOT.STATE.FL.US
Lora Hollingsworth	Chief Safety Officer	FDOT	LORA.HOLLINGSWORTH@DOT.STATE.FL.US
Major Gary Howze	FHP Executive Officer	FHP/DHSMV	GARYHOWZE@FLHSMV.GOV
Ben Jacobs	Crash Records and Research Admin.	FDOT	BENJAMIN.JACOBS@DOT.STATE.FL.US
Danielle King	Operation Coordinator	FDOT	DANIELLE.KING@DOT.STATE.FL.US
Robert Kynoch	Division Director	DHSMV	ROBERTKYNOCHE@FLHSMV.GOV
Steve McCoy	EMS Administrator	DOH	STEVE.MCCOY@FLHEALTH.GOV
Amy Pontillo	Program Manager	TraCS	AMYC@TRACSFLOIDA.ORG
Joe Santos	State Safety Engineer	FDOT	JOSEPH.SANTOS@DOT.STATE.FL.US
Daniel Shopf	Transportation Analyst	Cambridge Systematics	DSHOPF@CAMSYS.COM
Lisa Spainhour	Professor / Principal Investigator	TraCS / ELVIS	SPAINHOU@ENG.FSU.EDU
Doris Stanley	Program Coordinator	TraCS / ELVIS	DORISS@TRACSFLOIDA.ORG
Joshua Sturms	Section Administration	DOH	JOSHUA.STURMS@FLHEALTH.GOV
Deborah Todd	Program Manager	DHSMV	DEBORAHTODD@FLHSMV.GOV
Zoe Williams	Program Manager	ELVIS / TraCS	ZWILLIAMS@ELVISFLORIDA.ORG

2.0 Presentation Notes

Welcome and Introductions

Lead: Melissa Gonzalez

- Review and approve the December 2016 Meeting Minutes
Melissa gave a brief overview of the meeting agenda. She asked if anyone had suggested changes to the December 16, 2016 meeting minutes. Lora Hollingsworth and Richie Frederick had the following revisions:
 - 1) Page 2 – “The project (Go Team) will consist of two phases.”
Should read – “The project is intended to consist of two phases.”
 - 2) Page 2 – “The question was asked if the TRCC would fund this. Lora said no.”
Should read – “The question was asked if the TRCC would fund this. Lora indicated this would be an ineligible use of 405 funding”.
 - 3) Page 3 – “Richie Frederick stated they do not fund APPRISS/FIRES. APPRISS provides free crash reporting but does charge for citations.”
Should read – “Richie Frederick stated that DHSMV does not fund LexisNexis / FIRES and they provide free crash reporting.”

With these revisions, the December 16, 2016 meeting minutes were approved.

Critical Updates on TR Projects

Lead: Goal Leaders

- *Crash and Citation Accuracy Improvement: DHSMV*
Richie informed the committee that the established baselines (scorecard) to measure the accuracy and completeness of electronic crash and citation reporting have been completed and consists of seventy measures. Their team has completed five of the eleven Train the Trainer Workshops in Miami-Dade, Orange and Brevard Counties with a large number of attendees and feedback being received. They have reviewed the electronic process for the vendor, LexisNexis, and are finalizing their recommendations on how they can improve their software. TraCS will be the next vendor to review. Richie explained that there are issues with the duplication of citation numbers due to officers keying the incorrect number. The DHSMV provides law enforcement agencies (LEAs) with citation numbers in an Excel spreadsheet format. TraCS uploads this spreadsheet directly to the law enforcement officers (LEOs) and will be one of the recommendations for other vendors to practice.
- *Field Data Collection for National EMS Information System (NEMSIS) Compliance: DOH*
Josh Sturms announced that the updated version of their Data Dictionary, owned by the EMS Advisory Council, is near completion. The EMS Advisory Council has a meeting the following week to vote on the approval of the Data Dictionary. Future training sessions to be conducted throughout the state will focus on what the Data Dictionary is and how to use it to improve the data quality being received. Continued efforts are being made to the remediation of the Data

Warehouse to allow for NEMSIS Version 3 (V3) records. The records currently received are timely with the requirement that all records be submitted by the end of the month following the event. Although agencies are still transitioning to V3, those whom have transitioned are submitting records within hours of the event. Larger EMS agencies are a target to transition to V3 to establish a more comprehensive data set. Recently a number of EMS agencies in the southeast transitioned to V3. Miami Dade Fire Rescue, one of the largest non-participant of the EMS program, recently joined.

- *Electronic License and Vehicle Information System (ELVIS): FSU*
Zoe Williams stated that ELVIS had 5,000 users in December 2016 and are now at approximately 7,000 users across the state. Larger agencies utilizing ELVIS are Miami Police Department (PD), Tampa PD, and Pinellas County Sheriff's Office (SO). Development of barcode readers and magnetic stripes has been completed. LEOs now have the ability of scanning bar codes on the driver's license to run this information directly into ELVIS. TraCS and ELVIS held their user conference on April 5th and 6th. The conference had over 100 attendees and informed users of new features and what is coming in the near future. Zoe also shared that Tampa International Airport is utilizing ELVIS as TraCS does by incorporating the ELVIS web-based service into their other systems with improvements being seen.
- *TraCS Support, Enhancement and Training: FSU*
Amy Pontillo informed the committee that TraCS now has nearly 17,000 users. The next large agency to join TraCS is Seminole County SO which will bring 9 to 10 other agencies. They are currently testing and estimated to go live within the next month. This will increase the number of users by 800 to 1,000 users. Efforts have been coordinated with Dr. Ilir Bejleri to test the Geo-location tool for the plotting of citations on the Signal Four map. Currently the tool is available for use on crash and citation data proving to be fully functional in Hialeah County and receiving positive feedback from law enforcement. Amy advised that in FY18, this tool will be made mandatory as it is one of their performance metrics for next year's grant.
- *Expanding Accessibility, Utilization, and Data Integration of Signal Four: UF*
Dr. Bejleri noted the focus of Signal Four is shifting to electronic citations. Citations have been loaded daily from Hialeah and it is operational. All Signal Four users will be notified of webinars to be conducted over the next three to four weeks. LEAs will have the opportunity to see the available tools Signal Four and the Geo-location projects have to offer and to understand the importance of geo-locating crashes and citations.
- *A Unified and Sustainable Solution to Improve Geo-Location Accuracy and Timeliness of Crashes and Citations: UF*
Dr. Bejleri provided an update for the geo-location tool project. A PowerPoint slide was provided for four TraCS agencies: St. Pete PD, Sarasota County (CO) SO, Hialeah PD, Collier CO SO. The average number of crashes per month for Sarasota CO SO started at 400, St. Pete at 760, Collier CO 800, and over 1,000 for Hialeah. Last year (February 2016), these agencies were not using the geo-location tool so a traditional geo-coding posting board was used. LEAs would fill out a report and submit it, then the address geo-coding technique (GIS technique) was used to let the software

mark where the point was on the map. St. Pete PD ranked the highest percent geocoded at about 42% and as low as 24.7% for Collier County.

The average statewide percent of crashes geocoded was 42% in February 2016. In February 2017 the tool was used more aggressively. These agencies and TraCS made the tool mandatory with great success. St. Pete PD had a 99% success rate for mapped crash reports at the scene with the geo-location tool. Other agencies had increases from 130% to 230%. Dr. Bejleri indicated these numbers should actually be higher. A small issue arose within the TraCS software causing a 10-20% loss of mapping. Once corrected, Dr. Bejleri feels these numbers would start to resemble a 99% success rate. University of Florida students have verified that the location placed by the officer is consistent with the narrative and diagram of the crash report. During the TraCS conference, Dr. Bejleri presented the geo-location tool and there were discussions from LEOs on informing their Chiefs of the success and capabilities of this tool. Amy Pontillo added that they are aware of the problem and are working on resolving the issue. She also said that St. Pete PD was not mandated by TraCS to use this tool. Their statistics are based on their agency's commitment to improve their data accuracy.

Joe Santos asked if there is any time spent with LEAs to explain to them the benefit gained. Dr. Bejleri noted several efforts, one of which is the Train the Trainer training being conducted by DHSMV around the state. The team explains the importance of data accuracy. During one of the trainings a planner from the Transportation Planning Organization (TPO) explained the benefits of accurate data and how it affects future planning. Dr. Bejleri believes interest will increase once LEAs become aware of citation mapping and they can link where citations are being written and crashes are happening to adjust their enforcement in areas to be more effective.

Tom Austin asked which other vendor, besides TraCS, are next to use the Geo-Location tool. Dr. Bejleri, Richie, and Tom recently met with SmartCop known as CTS America. They explained the direction the State is heading and the encouragement given to all LEAs to use this tool. SmartCop understood the importance of this tool and will start incorporating the tool for their non-FHP agencies. A couple agencies are Hillsborough CO SO and Jacksonville SO who have a high volume of crash reports being submitted. Starting in May of this year, Dr. Bejleri will develop a plan with SmartCop to test this tool on a small scale, begin training, and expand this tool to larger agencies.

Also, Dr. Bejleri is scheduling a meeting with the next largest vendor, OSSI/Sungard, to explain the importance of this tool.

Traffic Safety Information System (TSIS) Strategic Plan 2017-2021

Lead: Melissa Gonzalez

- Melissa noted the TRCC was a little ambitious on the objectives and strategies for the Roadway Data System, both have been adjusted to better reflect what is feasible by 2021. A plan to create a local roadway data system is now included in the Strategic Plan. FY17 status updates on accomplishments and goals were entered to reflect existing and future projects within the traffic records data systems. The Crash Data System was updated to reflect train the trainer trainings and new goals for the FY18 Project, Crash, and UTC Data Improvement. For Citation/Adjudication,

Driver, and Vehicle, updates reflecting DHSMV's Motorist Modernization Project were added. The EMS Data System will be analyzing new data elements to be monitored; and objectives and action steps were added for the Trauma Registry to reflect the work they are performing.

- Danielle King added that the original Strategic Plan was a new concept with baselines on a broad perspective. With the traffic records assessment completed in 2016, this new Strategic Plan captures what is currently being conducted throughout projects for each data system combined with the recommendations from the assessment. It now provides the TRCC the ability to track what the State is accomplishing by documenting the action steps and performance measures being made to improve traffic data.
- Vice Chair Steve McCoy agreed that this plan has a more operational approach.
- Joe Santos added that as a requirement of the Highway Safety Improvement Program, the Traffic Records Strategic Plan shall incorporate the collection of MIRE fundamental data elements (July 1, 2017) and thanked membership for including this to the plan.
- DHSMV representatives asked to review their Vehicle section one final time before approval. It was decided that all changes be provided to the TRCC Coordinator by Friday close of business so that an email with the final draft be sent to the Executive Board.
- The Executive Board requested until close of business Monday, April 10, 2017, to provide a final review and vote on the Strategic Plan. Board members will provide an email by Monday close of business with their vote to approve or disapprove the Strategic Plan.

Subcommittee Overview

Lead: Melissa Gonzalez

The TRCC Coordinator presented the TRCC with a spreadsheet detailing: FY18 Projects requesting funding, requested amount and previous year award amount, problem identification summary, FY17 vs FY18 detailed budget comparison, and the Subcommittee recommendations.

- Review Process- The subcommittee recommendations were reiterated to the members. Eight funding requests were submitted totaling \$2,490,029.16. One request was an equipment based only project, six requests were related to existing statewide TRCC projects and the last request was a new concept for a statewide project pertaining to the roadway data system.
- The equipment based only grant for Mascotte PD can no longer be funded under the FAST ACT and the new Roadway Characteristics concept paper was thought to be out of the TRCC's scope due to this project needing a local roadway characteristics data system which has not been established. Melissa informed the TRCC that FDOT is working on gathering local roadway data within the ARNOLD Data Set but at this time funding does not permit them to move forward. The TRCC could consider funding this to help gather this information in a much faster time period to meet the deadline of September 2026 for the collection of the MIRE Fundamental Data Elements.
- Amy Pontillo asked why the Citation Repository Project was not listed for FY18 Projects. Beth Allman, Chair, stated this was already approved for FY17 and was advised not to submit for FY18. Danielle provided a brief status update. In July 2017, the State applied for the 1906 Racial Profiling Data Improvement Grant and was approved. The application included the creation of the central repository that would allow for the analysis of ethnicity for citations within the system and the TraCS mobile collection of citations. Congress approved the funding requested but it has not been released. Chris Craig added that the budget is still under review. Danielle noted the statute states

Section 1906 funding can only be received twice and because funding has not been received for the first approval, there was no need to apply for FY18. The State will apply for FY19 with the scope of what is necessary to complete this project.

The Table 2.1 below shows FY18 project requests and summarizes the Application Subcommittee recommendations.

Project Title	Requested Amount	Recommended Amount	Subcommittee Recommendation
Field Data Collection for NEMSIS Compliance	\$366,470.16	\$366,470.16	The total increase for this continuing project is \$19,775.16. Travel is required for 3 team members to attend 3 regional Florida Data Dictionary Trainings and 4 quarterly workshops with the Florida EMS Advisory Council Data Committee. The subcommittee has agreed that travel and the increase in vendor change order hours is necessary and reasonable for the continuation of this project and recommends to fund as requested.
Expanding Accessibility, Utilization, and Data integration of Signal Four Analytics	\$239,900.00	\$239,900.00	The Signal Four project has been moving forward with a minimum amount of hours available for their personnel, due to budget restrictions last year. This year they are requesting more hours for their staff to accommodate a full workload for necessary upgrades, plus an anticipated workload increase with the addition of citation mapping. Server/network support has also increased to start migrating this data to new technologies. The subcommittee has agreed that all costs are reasonable and necessary and recommends this project be funded as requested.
Unified and Sustainable Solution to Improve Geo-Location Accuracy and Timeliness of Crashes and Citations	\$159,881.00	\$159,881.00	As Signal Four, this project has been funded at minimal hours for personnel costs due to budget restrictions for last year. Additional hours are necessary to update the unified basemap (funding did not permit this FY17), fix software issues, and to support the increase of agencies using this tool (mandated in the near future). The increase in server and network support is required for necessary upgrades. The subcommittee feels these costs are reasonable and necessary and recommends this project be funded as requested.
Crash and Uniform Traffic Citation Improvement	\$115,901.00	\$115,901.00	Personnel has decreased due to a change in positions. They are no longer requiring an OPS Trainer at \$30/hour and request an OPS Coordinator at \$20/hour for 1580 hours. The current OPS Management Analyst will continue on this project. Travel decreased due to a fewer number of workshops: FY17 - 11 workshops; FY18 - 6 workshops and 1 GoToMeeting. The subcommittee feels these costs are reasonable and necessary and recommends this project be funded as requested.
TraCS Support Enhancement and Training	\$902,600.00	\$882,600.00	TraCS has continued to grow and are in need of additional staff to maintain this project efficiently. Personnel costs were budgeted on the high end and it was recommended to reduce

			<p>this by \$20,000 based on estimated costs this FY with a 3% buffer. The Subcommittee approves of the new Systems Administrator position and the \$20k reduction. They would like to point out that if needed, TraCS may request this amount from the Executive Board in the future. The travel request was agreed upon given the average amount of travel in previous years is estimated at \$35,000. Cellular Services were in question but due to FSU's contractual agreements, they are unable to switch providers and must stay in contract. These services do not only cover cell phones but also air cards for internet access in the field. Costs for a firewall, KVM Switch, internet and data hosting at Panama City PD is required to stay in compliance and additional servers are needed to keep up with the high demand of this software. The subcommittee recommends that this project be funded at \$882,600, which is less \$20,000 for personnel, with the caveat that, if TraCS identifies an additional need throughout the year, they can request to be awarded the \$20,000, later.</p>
ELVIS	\$527,622	\$0.00	<p>This project applied for both 402 and 405c funding. The Safety Office has decided to fund this project fully under 402 funds at the approval of the Executive Board. This would allow TraCS to be fully funded under TRCC funds. Comparing personnel calculations from this year (w/ 3% buffer) and the requested budget amount, the number seemed slightly over by \$11,000. This amount will be contingent based on future needs/costs.</p>
Florida Local Roadway Characteristics	\$93,469.00	\$0.00	<p>The subcommittee decided that this is not a TRCC priority and that funding for this project should be found from another source such as FHWA.</p>
Records and Reporting Modernization	\$84,186.00	\$0.00	<p>Equipment based only request.</p>
Total	\$2,490,029.16	\$1,764,752.16	

Board Discussion and Final Approval of Funding Amounts for Submitted Concept Papers – TRCC Executive Board

- The Executive Board was informed that the state projected an estimated \$1,803,000 in section 405(c) funds to be available October 1, 2017. Funding requests as recommended by the Subcommittee were approved unanimously for a total of \$1,764,752.16.

Florida's Section 405(c) Grant Application

Lead: Danielle King

- Danielle informed the TRCC that the State Safety Office will be submitting Section 402 and 405(c) funding applications by July 1st and is currently gathering the necessary documents. New requirements for the application are the official titles for all active TRCC members and the FY2017-2021 Strategic Plan. Another criteria is proof of performance improvements. In the past we submitted a performance measure on the timeliness of electronic crash reports submitted to the repository within 10 days and the number of EMS agencies submitting NEMSIS compliant reports to the DOH via the Bureau of EMS. The EMS report does signify improvement but there was a decline in timeliness for the Crash Data System due to vendor software issues. To show improvement within two traffic data systems, Tom Austin provided statistics for the volume increase of electronic crash reports versus paper reports. Because this does not reflect one of the performance areas specified for the quantitative progress report, Danielle would like to submit on the improvement of location accuracy for electronic crash reports using the Geo-Location tool. Once all this information is approved and submitted, Melissa will add these performance measures into the Strategic Plan.
- Richie explained that Lexis, previously Iyeteck, were changing servers and agencies were not aware that crash reports were not being submitted timely. Another issue was seen at Miami PD, where a large number of crash reports were not being submitted and were submitted at a later time. Amy noted that the new System Administrator Personnel for TraCS will be responsible for monitoring the software and servers because LEAs are not always aware of these issues. Richie stated that the FY18 Crash and UTC Improvement project will be creating forecasting and trend analysis to allow the DHSMV to be aware of these issues before they progress further.

Agency Data Systems

Lead: Stakeholders

- Richie mentioned there were some issues with the diagram section of the crash report. LEAs have been submitting Google map clippings within the diagram causing poor visibility to road names and markings. In the Train the Trainer workshops command staff, Chiefs, and trainers expressed benefit from including a map within the diagram. DHSMV is working on parameters within their system to resolve this issue.
- Dr. Bejleri acknowledged that DHSMV's system is not designed to obtain aerial photography as part of the diagrams but, from the perspective of data improvement, these aerial photos capture the exact image of the location and officers can add vehicle figures as the crash occurred to further detail documentation. This process takes very minimal time on behalf of the officer. The problem is that these files are larger and quality is lost from changing the images from color to gray scale. He suggested a legislative change may need to be made to allow for high quality PDFs to include digital images because TIFF files are not applicable considering paper reports are not scanned since shifting to electronic submission. Tom said the State accepts PDFs but is required by statute to convert them to a TIFF. Amy agreed with Dr. Bejleri that having the ability to place an image with vehicle figures versus sketching a diagram from scratch is a much more timely and cost saving approach. Tom said the process to load these crash reports with images can take DHSMV seven to eight hours because of their size. This approach could be recommended to DHSMV but currently the system will not support it.

Next Steps

Lead: Melissa Gonzalez

Future meetings were discussed and scheduled for the following dates:

- August 11, 2017 – Current status of TRCC FY18 Projects / Critical updates on Traffic Record Projects
- December 8, 2017 – Project Updates
- April 13, 2018 – Executive Board Voting Meeting

Adjourn

- Meeting was adjourned at 10:42 am.

**All meeting minutes can be found at <http://www.fltrafficrecords.com/>*