Florida Traffic Records Coordinating Committee
Executive Board Meeting

Thursday, February 11, 2016, 9:00 am - 12:30 pm
Florida Department of Transportation
FDOT Auditorium
605 Suwannee Street, Tallahassee, FL

Agenda and Meeting Notes

TIME	DESCRIPTION	LEAD
9:00 AM	**Welcome and Introductions**	**Danielle King/Ryan Klitzsch**
	BACKGROUND: Introduction of TRCC Executive Board Members, Technical Committee Members and guests. Review and approval of September meeting minutes. Review TRCC distribution list. Discussion: Danielle started the meeting with everyone introducing themselves. The following Executive Board Members attended: • Maureen Johnson • Lora Hollingsworth • Danielle King • Beth Allman Danielle noted since John Bixler left that the TRCC was without a Chair. Lora nominated Maureen Johnson as interim Chair, and noted that a formal nomination and voting could occur at the next meeting. Maureen accepted and voting board members voiced approval of interim Chair. Members reviewed and approved the September meeting minutes.	
9:15 AM	**FY 2017 Traffic Records Coordinating Committee**	**Danielle King**
	BACKGROUND: The TRCC Coordinator will provide an update on funding for FY 2017. Discussion: Danielle noted that all concept paper materials were available on the TRCC website (http://www.fltrafficrecords.com/about.html) and are due to be submitted March 31, 2016. Danielle noted that again a subcommittee of the TRCC will be conducting a preliminary review and scoring of the concept papers to be submitted to the whole TRCC Board for review and ultimate approval.	
9:30 AM	**Strategic Highway Safety Plan (SHSP) Revision**	**Lora Hollingsworth**
	BACKGROUND: Presentation and discussion on SHSP revision	
	Discussion: Lora went over what the SHSP is and that it is time to update it since its last revision in 2012. Spoke how she envisions the TRCC Strategic Plan helping to address the targets in the SHSP. Lora discussed how the Florida Transportation Plan (FTP) was developed and input was taken from stakeholders across the state. Lora went over the PowerPoint SHSP Strategy (attached). Minor changes for strategies; were noted but the following comments were noted amongst the TRCC: **Provide ongoing coordination in support of multiagency initiatives and projects which improve traffic records information systems.**	

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	- This falls in line with the TRCC mission and can stay as written. - Consider changing "coordination" to either "direction" or "leadership". - The authority of this committee stops at coordination with data systems. This group doesn't have the authority to direct or lead the data system owners. - If we change this to "coordination and leadership" or "vision and coordination" it may fit better. - Would "collaboration" be the right term? It seems to be one step above coordination, where data system owners are actually working together rather than just having a dialogue with one another. "Continue to facilitate ongoing collaboration" may be the best adjustment for this strategy. **Develop and maintain complete, accurate, uniform, and timely traffic records data.** - Could change this to "Continue to facilitate maintain and enhance…" - Consider incorporating an additional strategy relating to "Developing new records data, where applicable" - Add "accessibility" to this strategy? - Accessibility is covered in a different strategy. There seem to be merit to having these as separate thoughts - If we include "develop" in this strategy, it could open us up to new data as well. - Consider incorporating "relevant traffic records data" into this strategy. The strategy could state "Continue to develop, maintain, and enhance complete, accurate, uniform, timely, and relevant traffic records data." - Does this language adequately address bicycle and pedestrian users that are not involved in crashes with motor vehicles. - In the narrative, we can discuss that we are focused on having the correct data. **Provide the ability to link traffic records data.** - Provide may not be the right term. Consider simplifying this to state "Link traffic records." **Facilitate access to traffic records data.** - Consider changing this to state "Provide access to traffic records data." - Who do we want to provide access to? How are we providing access? Is it useful? - Facilitate may be a good term? Some users are unaware of how best to access the data. - Would "Enhance accessibility of traffic records data." work better? **Promote the use of traffic records data.** - Add "Continue to promote the use of traffic records data." - Could consider adding "for decision making purposes" - Wouldn't this be applicable for all of the strategies? Could we just describe	

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	this is the narrative that precedes these strategies? • We aren't really stating that we are using the data we collect. How do we illustrate that we are doing that? This strategy seems to be closer to a goal of the TRCC rather than an SHSP Strategy. • We need to carefully explain the use of the SHSP at the beginning of the document, referencing the target audience and the fact that this is a data driven document/initiative. **Potential New Strategies** • Consider creating a strategy to "Continue to seek improvements to existing data systems". 　○ This may be covered in the second strategy if we incorporate the term "relevant". • Create a strategy focused on "roadway characteristics information" such as roadway volume, bicycle and pedestrian volume, etc. 　○ Maybe not another strategy, but this could be something the TRCC could incorporate as one of their goals to support an existing SHSP Strategy. Consider incorporating a research component to the SHSP, either here or somewhere else.	
10:15 AM	**Strategic Planning Next Steps**	**Danielle King, Ryan Klitzsch**
	BACKGROUND: Discuss strategic planning steps after the assessment report. Discussion: Ryan Klitzsch went over the Excel (attachment) that listed the Traffic Records Assessment recommendations rated as "very important" that Florida was noted either "did not meet" or "partially meet". As a follow up Ryan will send out to the TRCC distribution list a sign up sheet for each of the eight sections noted in the assessment to work on a subcommittee to address the recommendations. Also, an additional subcommittee will be noted for "integration subcommittee" that should include a person from each of the eight subcommittees. Danielle noted next steps for the TRCC in the assisting in the rewrite of the SHSP is to ask for volunteers to break off into subgroups based on the Excel documents assessment leads.	
11:30 AM	**Critical Updates on Statewide TR Projects**	**Project Directors**
	BACKGROUND: Project directors will update the TRCC on significant progress on statewide TR projects. Discussion: • Field Data Collection for NEMSIS Compliance: DOH Brenda went over PowerPoint (attachment) • Web-Based Data Collection for Field Data Collection for NEMSIS Compliance: DOH • Local EMS Agency Subgrants: DOH, Brenda went over a PowerPoint (attachment) • Electronic License and Vehicle Information System (ELVIS): FSU – Zoe went over the	

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	second year funding of ELVIS. 45 agencies and 2,100 users are utilizing ELVIS. Have had over 250,000 queries in the system since it began. • Expanding Accessibility, Utilization, and Data Integration of Signal Four Analytics (Year 3): U. Florida – Ilir noted 320 agencies are using Signal Four. A new server will be put online to help with the added users. They are working to improve the bicycle/ pedestrian component of the system. Ilir demonstrated the system online. • A Unified and Sustainable Solution to Improve Geo-Location Timeliness and Accuracy and HSMV Crash Data Quality: U. Florida - Ilir spoke about geo-location. Without the tool there is a 42 percent accuracy rate, with the tool the plan is to be 100 percent accurate. Should start to see a major increase in accuracy of mapping crash reports in the near future. Plans are to work with FHP in the near future. • TRACS spoke about training they have been doing to local law enforcement agencies so they know the importance to get reports in on time. Currently, 31 percent of crash reports are coming in electronically. 40 agencies are collecting electronic citations but there is not central repository for it for them to submit to.	
12:15 AM	**Other Business**	**Danielle King, Ryan Klitzsch**

	BACKGROUND: Florida's Traffic Records Assessment and annual update/revision of the TSIS Strategic Plan.
	
	Discussion:
	• Concept papers due by March 31, 2016.
	• Discussed that the subcommittee will review concept papers via phone.
	• FY 2016 TRCC Proposed Meeting Dates:
	  o April 26, 2016 meeting to go over strategic planning at FDOT Auditorium.
	  o May 12, 2016 at the FDOT Auditorium.	

12:30 PM	**Adjourn**	**Danielle King**