

Traffic Records Coordinating Committee Meeting Report

April 5, 2019

Prepared for

Florida Department of Transportation

Prepared by

Melissa Gonzalez, TRCC Coordinator

Meeting notes taken by:

Justin Haynes, 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	<input checked="" type="checkbox"/>
Tom Austin	Management Analyst	FLHSMV	THOMASAUSTIN@FLHSMV.GOV	<input checked="" type="checkbox"/>
Seth Bartee	Support Specialist	TraCS	SETHB@TRACSFLOIDA.ORG	<input checked="" type="checkbox"/>
Ilir Bejliri	Professor/Principal Investigator	UF	ILIR@UFL.EDU	<input checked="" type="checkbox"/>
David Brand	Law Enforcement Coordinator	FL Sheriffs Association	Dbrand@flsheriffs.org	<input type="checkbox"/>
Blake Canter	Business Office Clerical	FSU	BLAKEC@TRACSFLOIDA.ORG	<input checked="" type="checkbox"/>
Brenda Clotfelter	EMSTARS Project Manager	DOH	BRENDA.CLOTFELTER@FLHEALTH.GOV	<input checked="" type="checkbox"/>
Chris Craig	Traffic Safety Admin.	FDOT	CHRIS.CRAIG@DOT.STATE.FL.US	<input checked="" type="checkbox"/>
Margaret Edwards	Systems Administrator	FSU	MEDWARDS@ELVISFLORIDA.ORG	<input checked="" type="checkbox"/>
Major Jeffery Dixon	Troop Commander	FHP / FLHSMV	JEFFERYDIXON@FLHSMV.GOV	<input type="checkbox"/>
Stephanie Duhart	Bureau Chief	FLHSMV	STEPHANIEDUHART@FLHSMV.GOV	<input type="checkbox"/>
Richie Frederick	Program Manager	FLHSMV	RICHIEFREDERICK@FLHSMV.GOV	<input checked="" type="checkbox"/>
Rupert Giroux	Safety Data Coordinator	FDOT	RUPERT.GIROUX@DOT.STATE.FL.US	<input type="checkbox"/>
Melissa Gonzalez	TRCC Coordinator	FDOT	MELISSA.GONZALEZ@DOT.STATE.FL.US	<input checked="" type="checkbox"/>
Larry Gowen	Chief Performance Officer	FLHSMV	LARRY.GOWEN@FLHSMV.GOV	<input type="checkbox"/>
Justin Haynes	Transportation Analyst	Cambridge Systematics	JHAYNES@CAMSYS.COM	<input checked="" type="checkbox"/>
Lora Hollingsworth	Chief Safety Officer	DOT	LORA.HOLLINGSWORTH@DOT.STATE.FL.US	<input checked="" type="checkbox"/>
Major Gary Howze	FHP Executive Officer	FHP/ FLHSMV	GARYHOWZE@FLHSMV.GOV	<input checked="" type="checkbox"/>
Ben Jacobs	Crash Records and Research Admin.	FDOT	BENJAMIN.JACOBS@DOT.STATE.FL.US	<input checked="" type="checkbox"/>
Danielle King	Operation Coordinator	FDOT	DANIELLE.KING@DOT.STATE.FL.US	<input type="checkbox"/>
Robert Kynoch	Division Director	FLHSMV	ROBERTKYNOCHE@FLHSMV.GOV	<input checked="" type="checkbox"/>
Steve McCoy	EMS Administrator	DOH	STEVE.MCCOY@FLHEALTH.GOV	<input checked="" type="checkbox"/>
Amy Pontillo	Program Manager	TraCS	AMYC@TRACSFLOIDA.ORG	<input checked="" type="checkbox"/>
Thomas Rast	Inventory Control Manager	FLHSMV	thomasrast@flhsmv.gov	<input type="checkbox"/>
Chief Virgil Sandlin	Police Chief	FL Chief's Association	vsandlin@cedarkeyfl.us	<input type="checkbox"/>

Joe Santos	State Safety Engineer	FDOT	JOSEPH.SANTOS@DOT.STATE.FL.US	<input checked="" type="checkbox"/>
Danny Shopf	Transportation Analyst	Cambridge Systematics	DSHOPF@CAMSYS.COM	<input checked="" type="checkbox"/>
Lisa Spainhour	Professor / Principal Investigator	FSU	SPAINHOU@ENG.FSU.EDU	<input checked="" type="checkbox"/>
Joshua Sturms	Section Administration	DOH	JOSHUA.STURMS@FLHEALTH.GOV	<input checked="" type="checkbox"/>
Timothy Swiggett	Developer	FSU	TIMOTHYS@TRACSFLOIDA.ORG	<input type="checkbox"/>
Tina Thompson	Transportation App. Coordinator	FDOT	TINA.THOMPSON@DOT.STATE.FL.US	<input type="checkbox"/>
Deborah Todd	Program Manager	FLHSMV	DEBORAHTODD@FLHSMV.GOV	<input type="checkbox"/>
Zoe Williams	Program Manager	FSU	ZWILLIAMS@ELVISFLORIDA.ORG	<input checked="" type="checkbox"/>
Joel Worrell	Transportation Data Inventory manager	FDOT	JOEL.WORRELL@DOT.STATE.FL.US	<input type="checkbox"/>

Others in Attendance:

- Adriane Liedy, FDOT

2.0 Presentation Notes

Welcome and Introductions

Lead: Melissa Gonzalez

Melissa introduced Adriane Liedy with FDOT and Justin Haynes with Cambridge Systematics, and welcomed a new member, Blake Canter, who is now working for FSU TraCS. She then asked everyone to introduce themselves and specify which agency they represent. The next item was for the Executive Board members to review the meeting minutes from the December 2018 meeting. A motion to approve was made by Beth Allman, FCCC, with a second by Lora Hollingsworth, FDOT. The minutes were approved unanimously.

Critical Updates on TRCC Projects

Lead: Goal Leaders

Crash & UTC Data Improvement: FLHSMV

Richie Frederick, FLHSMV, said the department was currently exceeding their grant target goals with the benchmarks for accuracy, completeness and timeliness all by 5% or more. They are conducting a total of eight training workshops with the first having taken place in Jacksonville the previous week. Notable attendees were personnel from TraCS, FDOT, and the Federal Motor Carrier Safety Administration (FMCSA). An additional goal is to encourage Signal Four's Geo-Location tool to integrate with vendor software to incorporate new Model Minimum Uniform Crash Criteria (MMUCC) data, due to proposed changes to the crash reports. These changes are being presented at the workshops to gain feedback from locals about these proposals.

On the Citation objectives for this project, Richie said they received a report of an issue with the citation forms from the Clerk of Court Case Management Division in Duval County. After conducting tests, a data validation error was discovered and corrected.

Amy Cochran, TraCS, asked a question regarding Timeliness on the submittal of TraCS crash data and DHSMV responded that they are within the grant target goals. Chris Craig, FDOT, asked if the training workshops are conducted online or in person, and the answer was both. Chris suggested for FLHSMV to send him the invite for the workshops so he may provide to the Safety Office's Law Enforcement Liaison (LEL) program. The LELs can encourage Law Enforcement Officers (LEO) presence at the trainings. Ben Jacobs, FDOT, asked when other stakeholders will be asked for feedback on proposed changes to the crash report. The response was that this year DHSMV is prioritizing local feedback and next year's grant focus will be on stakeholder input.

Field Data Collection for NEMSIS Compliance: DOH

Brenda Clotfelter, DOH, provided an update on performance targets. The grant target goal for participation is 85% of agencies participating in EMSTARS; currently 71% of agencies are participating. Brenda also provided the following details:

- Completeness Objectives:
 - Increase percentage of EMS emergency run report submissions to the state repository to 95%. Runs are currently at 90%
 - Three V3 Data Dictionary training sessions have been conducted
- Accuracy Objective:
 - Implement defined data quality performance measures. Five NEMSIS Data quality measures implemented with a NEMSIS score of 89%.
- Uniformity Objectives:
 - 66% of submitting agencies are transitioned to V3.4, with a target of 75% by September 30, 2019
 - V3.5 will be finalized in May 2019 and the Data Dictionary will be completed in 2020 for NEMSIS Implementation 2022
- Timeliness Objective:
 - 51.85% of run reports are received within 1 day
- Integration Objectives:
 - AHCA Outpatient and In-patient (in discussion with integration with HIE); National Collaboration for Bio Preparedness (Crash Records integration complete); Data Sharing with ESSENSE (In progress).

There were no questions following Brenda's update.

ELVIS Support and Enhancement: FSU

Zoe Williams, ELVIS, provided an update regarding the Tallahassee Police Department (TPD) integration post Hurricane Michael. There are now over 15,000 users and TPD has fully settled into hosting the site. She stated that a new notification system delayed hit notifications for "Be on the Lookout," Amber, Silver, and Blue alerts. Improvements based on the feedback received related to the delayed hit notifications is being implemented to further encourage usage. She noted there will be a User Forum on April 19, 2019 for an anticipated 50 to 100 participants, with large participation specifically from the Palm Beach County Sheriff's Office. Discussion will include topics such as barriers to entry in the system and password/access issues.

Zoe also stated they would like to expand to a secondary/backup site but FDLE has not approved it yet. Participants at the User Forum will be encouraged to contact FDLE showing support for the secondary site.

There were no questions following Zoe's update.

TraCS Support and Enhancement: FSU

Amy Pontillo, TraCS, gave an update regarding TraCS Support and Enhancement.

- Accessibility: She confirmed that the Panama City Police Department has been rebuilt and the server is up and running (Clermont Police Department will remain the disaster recovery site). The disaster recovery site is 100% complete and running.

- Accuracy and Completeness: Amy stated accuracy and completeness have improved, with a 99.99% error free rate for TraCS crash reports submitted electronically into the FLHSMV database. Completeness is measured by the percentage of statewide crashes submitted electronically by TraCS. The percentage increased from the last report out of 30% to 38.56%.
- Integration and Timeliness: Currently, TraCS is integrated with our Signal Four Geo-location Tool and the ELVIS. Integration for the Geo-location tool is at 94% of TraCS users. 100% of TraCS agencies have an FCIC/NCIC interface to import vehicle and driver license information of which 71% are using the ELVIS.
- Timeliness: The average time crash reports are loaded into FLHSMV's repository is down with a 9-day turnaround. There will be a training session in May to improve upon timeliness.
- Uniformity: Concerning uniformity, there was an increase in the number of new agencies now using this uniform software package. Additional Police Departments (PD) now joining TraCS are the Chattahoochee PD, Daytona PD, North Miami PD, and Sneads PD as well as the Palm Beach County Sheriff's Office. All will be going live and hosting themselves shortly. In total there are 168 law enforcement agencies and 19,306 users using TraCS with a total of 50,675 crash reports accepted electronically in the FLHSMV repository for quarter 1.

There were no questions following Amy's update.

Expanding Accessibility, Utilization, and Data Integration of Signal Four Analytics: UF

Dr. Ilir Bejliri, University of Florida, provided an update related to the daily data loads and user management of the Signal Four Analytics Project. They are continuing to support the current platform and updates and responding to user queries. Currently there are 3,126 users; 741 agencies and vendors; 57,931 user logins; 177,913 queries/reports; and 712,097 crash reports in the approximate one-year period from April 6, 2018 to date. There are a total of 6.1 million crash records and 29.8 million citation records in the database at present. Signal Four's database has removed records for 2008 and 2009 to be consistent with FLHSMV's 10-year retention.

Next, Dr. Bejliri discussed the status of the new platform migration. The initial version has been completed and they are working with the UF's infrastructure to move to a Cloud platform that works across browsers with improved technology on the server backend. The new interface will not limit data queries and the responses will be faster for queries runned. A new visualization mode now has a heat map to signify a concentration of crashes in an area and additional map visualization for charts has been added. Reporting will be more seamless with an improved data menu, timeliness display, and analytics display.

There were no questions following Dr. Bejliri's update.

A Unified and Sustainable Solution to Improve Geo-Location Accuracy and Timeliness of Crashes and Citations : UF

Dr. Ilir Bejliri also provided an update regarding the Improving Geo-Location Accuracy and Timeliness of Crashes and Citations Project, beginning with the status of current certified crash/citation vendors:

- Appriss – client tool is optional, discussion of mandating

- SmartCOP – tool fully implemented in January, completed updates, conducting final testing by the Jacksonville Sherriff's Office and is expected to go into field operation this quarter.
- TraCS – tool mandated for crash (94% of TraCS agencies), conducted five webinars, made changes to optimize search function.

Currently the outstanding vendors are LexisNexis/Iyetechnology and Sungard/OSSI.

Dr. Bejliri said 167 agencies are using the tool, 15% of crashes (105,506) are geolocated, and 90,153 citations have been geolocated.

Major Gary Howze, FHP, asked if they have filtered out total citations for identifying crash sites. Amy Pontillo, TraCS, responded that the citation crash sites are flagged in TraCS.

Traffic Safety Information System Strategic Plan 2017-2021

Lead: Melissa Gonzalez

Melissa provided the following updates regarding the Traffic Safety Information System Strategic Plan (TSIS) 2017-2021:

- All stakeholders were given the deadline of March 29, 2020 for input towards the Action Plan updates
- TSIS Section 4.0: Annual Implementation Updates needed:
 - Section 4.1: Status Reports on Current TR Projects, and
 - Section 4.2: Achievement of Measurable Progress- Quantitative Progress Report
 - Submission for Accuracy improvements to the Crash System by increasing the average percent of accurately located e-crash reports submitted to the state repository using the Geo-location Tool
 - Submission for Uniformity improvements to the EMS Injury Surveillance System by increasing the percentage of EMS agencies submitting NEMSIS V3 data
 - Section 4.3 Plans for FY 19/20 Grants under 402 and 405

Florida's Section 405(c) Grant Application

Lead: Melissa Gonzalez

Melissa informed the committee that the FDOT State Application review date was scheduled for April 30, 2019 and submittal to NHTSA was on July 1, 2019. The following items below state the current status of items to be submitted:

- TRCC Membership List (Updated Complete)
- Highway Safety Plan Project Summaries (Completed)
- Strategic Plan / Action Plan updates (In-progress)
- Quantitative Progress Report (In-progress)
- State response to recommendations from last TR Assessment (In-progress)
- Application (In-progress)

There were no questions regarding the State's 405c application.

Discussion moved to the 2020 Traffic Records Assessment. The last assessment was completed in December 2015 and the tentative kickoff for the next assessment is scheduled for either May 12, 2020 or May 15, 2020. The STRAP (state traffic records assessment program) preparation will begin in January 2020. FDOT has elected to have a NHTSA team of assessors perform the assessment as they have in the past rather than complete the assessment without an assessment team using an online form. The assessment must be completed in order to maintain eligibility for funding.

Chris Craig, FDOT, stated they are starting a year early in order to prepare.

Subcommittee Overview

Lead: Melissa Gonzalez

Melissa began the FY20 TR Project Submissions discussion by noting there were three projects that were not approved due to the problem identification and problem solution. These projects were: Developing a Data Integration Framework and Identifying Key Data Fields, and Increasing Traffic Records Data Accessibility and Utilization, both from UCF; and the Florida Serious Injury Reporting Compliance Assessment and Technical Assistance from USF.

Melissa stated there is a \$2 million budget for 405(c) funding. Concerning the recommendations for new project submissions: Both UCF's proposed projects would be duplicating efforts and USF's proposed project is research-based and thus ineligible for funding. Custom letters will be written to UCF to invite them to future TRCC meetings to determine user needs and inform them of available resources.

Joe Santos, FDOT, asked if UCF could team with another of the research universities. Melissa responded they would need to meet with the team leaders to explore the opportunity.

Chris Craig, FDOT, reminded everyone 405(c) grants do not fund research projects. Richie Frederick, DHSMV, stated that it could be good to add UCF to the team. Dr. Ilir Bejliri, UF, was not sure which department the UCF team was under, but Joe suggested a follow up to verify.

The Application Subcommittee recommended to fully fund all continuation projects as follows:

Total 402: \$546,333 Total 405(c): \$1,981,534 Grand Total: \$2,527,867

Melissa noted ELVIS would be funded under 402 with the understanding that the request to fund a secondary site would be approved only upon FDLE approval.

Lora Hollingsworth, FDOT, inquired as to whether or not projects are ever "done" in regard to the need for continued funding.

- Both DOH and DHSMV said that funding is much more easily accessible through the TRCC but have consistently petitioned the legislature for additional funding allocations for their respective agencies that would support their projects. Richie Frederick (DHSMV) said they are seeking a Legislative Budget Request this legislative session by partnering with FDOT, UF to consume Signal Four Analytics.

For each proposed continuation project submitted for FY20, Melissa provided the following project impacts to the Executive Board: TSIS Goals, Core Data Systems, Performance Area, and a comparison from the current FY award with the FY20 request. Each Project Lead was informed by the TRCC Coordinator to be prepared to summarize their objectives and goals within their request.

- **Field Data Collection for NEMSIS (DOH)**

Melissa provided the proposed budgeted items and notes pertaining to increases or decreases in items being requested. Brenda Clotfelter (DOH) provided an update on performance measures to be accomplished, integration with HIE, Cloud analytics, and EMS data marks.

Melissa asked who this project benefits. Brenda said TRCC and users will benefit from the cloud data warehouse in accessing data; the hope is that the integration in the Cloud will be similar to FLHSMV's Analytical Warehouse. In addition, the project includes a request for a new position under Contractual Services. Specific goals include increasing the percentage of EMS emergency run reports submissions to the state repository to 98% and increasing the percentage of EMS emergency run reports submitted in compliance with NEMSIS Version 3 to 75%.

Subcommittee recommended full funding at \$439,955.

- **Crash and UTC Data Improvement (FLHSMV)**

Melissa provided the proposed budget items and notes pertaining to increases or decreases in items being requested. Richie Frederick, FLHSMV, clarified that the increase in funding for the new OPS Research Analyst is on the UTC portion of the subgrant. He stated this position will coordinate the Clerk of Courts (COC) software vendor reviews, establish curriculum and training materials to work with the COC's on improving error rates and expand the current best practices document. Regarding accuracy and completeness for location data, FLHSMV will work with COCs to make them aware that UTC data being transmitted is being stripped of certain fields (i.e. latitude/longitude). On the Crash side of this project, objectives will focus on four meetings with critical stakeholders to receive input on a revised Florida crash report to ensure quality data is captured to meet the needs of all stakeholders.

Subcommittee recommended full funding at \$124,594.

- **Expanding Accessibility, Utilization, and Data Integration of Signal Four Analytics (UF)**

Melissa provided the proposed budget items and notes pertaining to increases or decreases in items being requested. Dr. Ilir Bejliri, UF, stated the updates to the web platform for S4 will reach 70 to 80% of goal completion in FY 2020.

New tasks include: improving data quality with FLHSMV coordination and Geolocation geocoding, load data/monitor updates, export crash reports, update new base map as it becomes available from FDOT, expanded reporting capability and added functionality to relate crashes to citations, continue marketing and training via webinars, and to continue the migration of the HTML 5 platform for browser open capability.

Subcommittee recommended full funding at \$377,418.

- **Unified and Sustainable Solution to Improve Geo-location Accuracy and Timeliness of Crashes (UF)**

Melissa provided the proposed budget items and notes pertaining to increases or decreases in items being requested. Dr. Ilir Bejliri, UF, said the service will continue to expand statewide, and there will be a need for 24/7/365 availability for accessing the service, while live technical support will be available during standard business hours.

Amy Cochran, TraCS, asked about the expansion of the geo-location tool on other forms and Dr. Bejliri responded that it was on track. Melissa asked if the number of forms using the tool will impact the search capacity. Google provides the aerial photography search capability for free for a limited number of searches. The TraCS license fee has gone up due to the addition of available features and TraCS TX has seen similar issues with Google search limitations. Usage is being monitored at this time to grasp a better estimate of usage. The team will reach out to Google to receive better insight in what exactly are the costs associated with their services. By December we will know an accurate estimate of usage to determine if we need to integrate map search functionality into the Geolocation tool.

Chris Craig, FDOT, asked if a customized search tool has been vetted for cost and feasibility. Dr. Bejliri responded it has not yet been vetted and is not sure when it will be necessary. Based off of TraCS usage estimates for crash reports the search tool could cost approximately \$30,000 to \$50,000. Dr. Bejliri said that confirming these projections will require additional data collection in addition to giving his team another month to assess cost and feasibility, at which point they will determine if the customized search tool will be necessary. Melissa said additional staff may be needed for the Search tool but seems as if it could be accomplished with non-reoccurring costs. If the LBR receives approval, then FLHSMV will handle any further maintenance. Melissa reiterated that the map load is the majority of this cost and also pointed out that aerial photography cannot be accessed without services such as Google.

Action: Chris suggested the creation of a subcommittee to explore options for this expansion with a report out in September. Melissa agreed and, on Chris' recommendation, will explore membership and form a subcommittee to include Ben Jacobs, Rupert Giroux, and Jared Causseaux (FDOT).

Subcommittee recommended full funding at \$168,567.

- **TraCS Support and Enhancement (FSU)**

Melissa provided the proposed budget items and notes pertaining to increases or decreases in items being requested. The total amount requested decreased by \$31,600 when compared to the current FY. Amy Pontillo (FSU-TraCS) stated external applications are being rewritten to work in both standalone and web environments. Applications being rewritten are NCID imports, CAD information, form and case number management, S4 Geolocation tool data will start being integrated from certain CAD systems and TraCS Mobile is now being implemented which provides cross compatibility with mobile devices (as per TraCS National). Amy stated objectives in FY20 are system and infrastructure maintenance, trainings and marketing at conferences, a survey of agencies regarding e-citation devices/proprietary hardware. Alternative data hosting via a dimensional fact model (DFM) is being considered, but since the secondary sites was recently completed and with this being a fairly new

model, consideration will not be given until feedback is provided by FHP since they have taken the initiative in using this model.

Subcommittee recommended full funding at \$871,000.

- **ELVIS (FSU)**

Melissa explained that ELVIS will be funded under 402 and provided the details and funding breakdown. The request has increased by \$46,126 in comparison to this FY due to the costs of establishing a secondary site. Melissa noted funding is available to fully fund the request pending approval for a secondary site by FDLE. The Application Subcommittee recommended to partially fund ELVIS (to include all costs but the secondary site) until the secondary site is approved by FDLE. Zoe Williams, (FSU-ELVIS), gave a project update stating that 3-million queries run through ELVIS and that Fiscal Year 2020 will focus primarily on maintenance. This includes verifying logs (breaches, valid log-ins), yearly user forums and attending steering committees – requests/concerns center on audits and ease of access. ELVIS is also looking to integrate new technology such as USB and fingerprint capabilities. The FDLE audit will require checking logs weekly, so efforts will be put towards a statistical analysis over a date range for users to assist LEAs under review. The desired outcome will be identifying potential misuse, increasing accessibility and usability to agencies, and complying with FDLE. She noted ELVIS cannot run without funding and will go offline without support from grant funds.

Subcommittee recommended partial funding at \$518,833. Full funding will be awarded pending FDLE approval for a secondary site.

Board Discussion and Final Approval of

Funding Amounts for Submitted Concept Papers

TRCC Executive Board

Melissa presented a summary of the subcommittee recommendations and asked the Executive Board if there were any questions. Steve McCoy, DOH, made a motion to approve the funding recommendations; Lora Hollingsworth, FDOT, seconded and the Board approved unanimously.

System/Other Updates

Melissa stated:

- The GO Team Final Report was received on April 1 and will be sent to the task work group for comments/edits.
- The TraCS Study Update –involves how other states implement TraCS and will be completed by September 2019

Chris added that the NHTSA funding is meant to be seed money and has contracted with Cambridge Systematics to help identify and create a long-term plan for identifying potential alternative funding sources for TraCS in Florida by reviewing funding practices that are currently being utilized by TRCCs in other states.

Next Steps

Lead: Melissa Gonzalez

Future meetings were discussed and scheduled for the following dates:

- September 13, 2019 (Tallahassee)
 - Status of Fiscal Year 2020 Projects and Critical Updates on Current TR Projects
- December 6, 2019 – Critical updates on FY20 TR Projects
 - Location: FCCC, 3544 Maclay Boulevard, Tallahassee, FL 32312
- April 3, 2020 (Tallahassee)
 - Executive Board Voting Meeting for Fiscal Year 2021 Projects

Adjourn

- Meeting was adjourned at 11:37 am.

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