Florida Traffic Records Coordinating Committee
Executive Board Meeting

Wednesday, May 6, 2015, 9:00 am - 12:30 pm
Florida Department of Transportation
Lafayette Room, Second Floor
605 Suwannee Street, Tallahassee

Agenda

TIME	DESCRIPTION	LEAD
9:00 AM	**Welcome and Introductions**	**Danielle King**
	BACKGROUND: Introduction of TRCC Executive Board Members and guests. **Discussion:** Noted present members and had a quorum. The following Executive Board Members attended: • Beth Allman • John Bixler • Lt. Col. Kelly Hildreth • Lora Hollingsworth • Maureen Johnson • Danielle King	
9:35 AM	**Subcommittee Overview**	**Danielle King, Ryan Klitzsch**
	BACKGROUND: Summary of subcommittees review, comments and recommendations of concept papers. • FY 2015 Concept Paper Tracking Form • FY 2016 Concept Paper Ballot **Discussion:** Danielle King went over the Concept Paper Tracking Form and Ballots that were provided to the Executive Board for reviewing the concept papers and the TRCC Application Review Subcommittee the prior week. All concept papers were made available for review on the TRCC website.	
11:00 AM	**Board Discussion and Final Approval of Funding Amounts for Submitted Concept Papers**	**TRCC Executive Board**
	BACKGROUND: The ballots will be tallied by the TRCC Coordinator and the results will be presented to the Board of final funding levels. There will be an opportunity for discussion and Board approval of the results. **Discussion:** Danielle King noted that Florida TRCC will have roughly $3.2 million available plus a surplus of $948,000 in 405c funding to potentially award in FY 2016. This should be enough to fund most of the grants submitted based on recommendations from the Application Review Committee	

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	that met last week.	
	Reviewed EMS Concept paper summary, see attachment. Danielle noted there was one reduction in EMS for Putnam Co to remove the two extra laptops were recommended to be removed by subcommittee. Lora asked if subcommittee decisions were based on consensus, Danielle noted they were.	
	Law Enforcement Concept papers, see attachment. Change "Scanner" to laptops for Hialeah and North Miami through SaDIP. Danielle ran through the TRCC Concept Papers for law enforcement. Was discussion about Hialeah PD reduction because of concerns over being able to outfit vehicles in a timely manner for total amount requested. Committee noted that would not approve more than 250 items for installation per FY grant request, committee decision in the rules and regulations for next FY to add this limit.	
	For Eatonville PD recommend to fully fund but with the caveat of bar code scanners brining the total down to $43,166, need to follow up with them to recalculate the application to outfit 10 bar code scanners.	
	For Live Oak approve but recommend to them to increase $2,000 per laptop to make sure they get them to purchase rugged (I.e. Toughbooks) for a total of $71,097 in recommended funding.	
	Wauchula PD add another $2000 or $22,000 to grant to allow them to buy more rugged laptops for a total of $46,993.	
	Arcadia, recommend increase $1,500 for better laptops and $400 more for scanners for a total of $39,966.	
	Belle Isle PD recommend increase $1,300 for tougher laptops and an additional $400 for bar code scanners. Recommend a total funding of $33,396.	
	Trenton PD recommend increase $1,600 for bar code scanners for a total of $19,498.	
	Pinellas Co discussion on impact printers replacement. Believe that moving over to thermal printers this will improve timliness, will need to speak with NHTSA about this improvement. Board seeks to fund for 100 of the thermal printers and paper (half) for $60,700.	
	Statewide concept papers discussion, see attachment. Ilir noted with U of Florida Geo-location concept paper notes that the project is about geolocation which increases timeliness and accuracy and there is no duplication of efforts between this and FDHSMV concept paper for Uniform Traffic Citation Data Integrity were not found after further clarification from Ilir. Recommend to fund as requested for both.	
	Spoke about Broward Co concept paper. Increase S4 application for the requested Broward Co request instead so this methodology can be implemented statewide by S4 at the University of	

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	Florida. This would move the funding approval up to $259,803 for University of Florida. Florida State for TraCS is requesting redundancy servers in Panama City. Proposal is to fund TraCS software and hardware at $680,000 instead of the subcommittee funding for $35,120. All committee agree to funding $680,000. Concept paper ballots were collected from the attending TRCC Executive Board members to confirm that there was a final agreement in the discussed approval, disapproval and funding level of the concept papers. Review of the ballots confirmed their was agreement regarding all submitted concept papers. Final approval was confirmed.	
11:45 AM	**Critical Updates on TSIS Strategic Plan Goals & Objectives** BACKGROUND: Goal leaders will update the TRCC on quarterly progress in achieving TSIS Strategic Plan goals and objectives. ***Only critical updates to be provided*** • TRCC Coordination: Danielle King • Crash, Driver, Citation/Adjudication Data Systems: DHSMV, Maureen Johnson • Roadway Data Systems: Florida DOT, Joe Santos/Ben Jacobs • EMS/Trauma Data Systems: DOH, Brenda Clotfelter **Discussion:** Notices were sent out prior to the meeting on updating the Traffic Records Strategic Plan. Most of the stakeholders had submitted updates that have been incorporated. Final updates would be completed after the meeting and the revised Traffic Records Strategic Plan would be updated to the TRCC website.	**Goal Leaders**

12:15 PM	**Next Steps**
	
	BACKGROUND: Danielle will discuss next steps in preparing Florida's Section 405(c) grant application and annual update of the TSIS Strategic Plan.
	
	• Interim progress report
	• Section 405(c) Application – due July 1st
	• FY 2016 TRCC Proposed Meeting Dates:
	    o August 12, 2015
	    o December 9, 2015
	    o March 9, 2016
	    o May 11, 2016
	Discussion: Danielle reiterated that Florida's TRCC has been doing great things and talked about wanting to share programs like ELVIS and TraCS at the Traffic Records Forum this year.
		Danielle King

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	Discussion turned to the 405c application due by July 1 and how Danielle will be working on that and the HSP over the next month to fullfill requirements to be awarded those funds. The proposed TRCC meeting dates for FY 2016 were discussed and approved as presented.	
12:30 PM	**Adjourn**	**Danielle King**

FY 2016 TRCC Concept Papers – EMS

Executive Board Member Name:_____

Agency	Project	Notes From Subcommittee	Requested Funding Amount	Subcommittee Rec. Funding	Executive Board Member Rec. Funding
Lake Mary Fire Department	EMSTARS and NEMSIS 3.X Compliance	This project will help achieve improvement in accuracy, completeness, timeliness, integration, accessibility and uniformity EMSTARS and NEMSIS 3 reporting. This project will also improve continuity of care with neighboring agencies through compatibility and information sharing of patient care reports. Need equipment to move over to NEMSIS 3 reporting. Recommend as submitted.	$30,717.01	$30,717.01	Approve rec. funding amount.
Lee County EMS	Lee County EMS Patient Care Reporting Improvement Project	This project will replace the hardware used for electronic patient care reporting by emergency medical providers in the field. This reporting is collected in compliance with EMSTARS and NEMSIS standards, and Lee County EMS is an EMSTARS participating agency. High volumn agency. Need to move towards NEMSIS 3 reporting. Recommend as submitted.	$173,845.80	$173,845.80	Approve rec. funding amount.
Maitland Fire Rescue Department	Intermedix to CAD Interface Enhancement	This project will enhance the department's existing EMS data report writing software and increase both the accuracy and timeliness of the reports. It will allow for the development and implementation of an interface between CommandCAD and TripTix. This will allow for direct download of incident data sets into the department's EMS reporting software. Incident data sets including time stamps, location, incident number etc. Recommend as submitted.	$73,284.00	$73,284.00	Approve rec. funding amount.
Pasco County Fire Rescue	Hardware upgrades to support EMSTARS compliance and NEMSIS 3	This project will upgrade Version 6 of the Zoll Tablet Patient Care Report in order to maintain EMSTARS compliance and to achieve NEMSIS 3 readiness. Software was budgeted but it was not anticipated that the two new servers and additional server storage space would be necessary in order to complete the upgrade. Recommend as submitted.	$8,000.00	$8,000.00	Approve rec. funding amount.
Putnam County Fire EMS	Upgrade of Electronic Patient Care	Putnam Co Fire/EMS (PCFEMS) is currently using an electronic patient care reporting system that is NEMSIS 2 compliant. PCFEMS has been notified by the provider of the current Electronic Patient Care Report program that the current version will no longer be supported to meet NEMSIS 3.x mandates. Should PCFEMS not upgrade and	$73,750.90	$68,250.90	Approve rec. funding amount.

	Reporting System	enhance the current ePCR program, then, effective December 31, 2015 the PCFEMS will no longer be able to submit required EMS NEMSIS/EMSTAR data. Need for Version 3 NEMSIS upgrade. Recommend delating 2 extra laptop requests to bring the total award amount down slightly.			
Stuart Fire Rescue	Tablet upgrades for EMS reporting of Trauma and Medical patient care	Install tablets with mobile connectivity in all fire rescue apparatus to improve response location data, timely data recording, accurate uploads to the trauma and medical ePCR system at the Department of Health's CDX program, aka EMSTARS. Recommend as submitted.	$33,260.60	$33,260.60	Approve rec. funding amount.

FY 2016 TRCC Concept Papers – Law Enforcement

Agency	Project	Notes From Subcommittee	Requested Funding Amount	Subcommittee Rec. Funding	Executive Board Member Rec. Funding
Hialeah PD	Florida Traffic Records System	Plans to implement the TraCS system in the patrol, accident, traffic/homicide units which encompasses over 188 officers. This will allow them to immediately implement TraCS. Recommend to outfit 80 patrol officers instead of the 188 at $258,268.80. Concern over being able to install equipment in a timely manner. Paper as submitted at $1,410 for a total of $259,678.80. SaDIP award will give them approx. 13 laptops.	$662,073	$ 259,678.80	Approve Recommended Amount
Orange Co Sheriff's Office	Implementation of TRaCs	Will allow deputies the opportunity to utilize the TRaCs software. Cut down average time of issuing a citation from 10-12 minutes to 1-3 minutes. Request was adjusted by the agency to reduce request to 700. Further clarification determined that this request would be for replacement printers moving from ink jet to thermal printers. Concern if they can install all of requested printers in a timely manner. Recommend approve 250 printers and mounting brackets. Reduce paper to 250 cases.	$407,480	$ 127,337.50	Approve Recommended Amount
Indian River County Sheriff's Office	E-citation Implementation	Currently, 62 percent of deputies in the patrol section are outfitted with mobile ticket printers due to a grant from FDOT in FY 2015. This grant would outfit all deputies on the patrol force to utilize e-citations. Agree year two funding for e-citation but ask that they add a performance measure to begin submitting e-crash in the next FY.	$43,640	$43,640	Approve Recommended Amount
Eatonville PD	Electronic Submission	The purchase of equipment will outfit 10 patrol units. This equipment will allow them to transition to electronic filing of 80% of citations and 100% of crash reports. Money must go towards bar code scanners not magnetic strip readers. Have submitted e-citations to the court. Recommend to fully fund.	$99,000	$43,166	Approve Recommended Amount
Ceder Key PD	Hardware Grant for eCrash and	Improve timeliness and accuracy of ecrash and ecitations by outfitting officers with the needed equipment.	$37,696	$37,696	Approve Recommended

					Amount
	eCitation	Recommend to fully fund.			
Live Oak PD	TraCS Computers	Replace antiquated computers with Windows XP that are not supported by TraCS, FDLE and others. Presently key in data in TraCS. Bar code readers will streamline this process and auto populate the information on the forms. Recommend that they reduce the 3 desktops ($1,113 a piece) to 1 desktops to be used for the approval of and review of traffic reports and citations.	$37,323	$ 35,097.00	$71,097
Wauchula PD	WPD e-citation and hardware	The server will serve as a platform to store and transmit the electronic data to the partnering agencies. The 2 desktop computers will be used only to hold and transmit citation/crash data. The other equipment will help with the completion for submission of traffic data. Wauchula PD will reduce their metrics if they are approved. Will buy the Dell Latitude laptops not tower, was a typo. Recommend no server and signature pad will be allowed reduce by $3,212 (signature pads) and $2,126 (server). Recommend reduced funding amount.	$30,331	$ 24,993.00	$46,993
Arcadia PD	E-Crash Implementation Grant	This years project will complete the equipping of all patrol vehicles with laptops and hardware to complete E-Crash/Citation reports in the field. This project give the police department the ability to keep officers in the field, instead of in the office completing reports. Along with the ability to complete and submit electronically, our officer will be able to access D.A.V.I.D. giving officers an added tool in the street. A total of eight additional officers will be equipped with this new equipment. Have gone live with-crash. Need to confirm they will purchase scanners not magnetic strip readers if awarded. They are ok with coming on board with TraCS.	$24,766	$24,766	$39,966
Belle Isle PD	Electronic Traffic Improvement Initiative	The addition of barcode scanners, printers and faster more efficient computers and use of the new TraCS software time would be reduced from 10-12 minutes per citation to 1-3 minutes. Must use to purchase scanners not magnetic strips. Recommend to fully fund.	$20,796	$20,796	$33,396
Sewall's Point PD	E-crash grant	E-crash and e-citation solution will improve the completeness and accuracy of traffic records running in conjunction with eCrash and eTicketing (TraCS)	$18,920	$18,920	Approve Recommended

					Amount
		programs. Does intend to go live with e-citation. Recommend fully fund.			
Trenton PD	Citation/Crash Report Enhancement	Help officers utilize e-crash and e-citation software if funding is approved for equipment. Bar code scanners are ok but magnetic strips are not. Recommend to approve funding.	$17,898	$17,898	$19,498
Atlantic Beach PD	Enhanced E-citation and E-crash Initiative	Department recently started using TraCS. Currently officers have to manually enter driver's license data for out of state and sometimes in-state drivers. With scanners time will be saved and error rates will go down inputting the information. Benefit is for citation, recommend to fully fund.	$8,950	$8,950	Approve Recommended Amount
Pinellas Co Sheriff's Office	Pinellas Co Sheriff's Office Thermal Printer Transition Project	The thermal printers will replace the older dot matrix printers, improving speed and reliability. They are already submitting 100% of e-citation. They want printers to get off of dot-matrix (carbon paper) printers to thermal printers. Since they already are 100% e-citation reporting there is no valid improvement by funding this because they are already 100%. No improvement in the TRCC metrics would be seen. If funding remains available may consider funding.	$121,400	$0	$60,700
Dunnellon PD	Traffic Safety and Records	Want to improve timeliness by reducing the average delay between the initial crash date and the date in which the data is submitted to the state. Improve accuracy to reduce the number of errors in crash reports by moving from manual inputs of data to electronic. The Clerk is not ready to accept e-citation. Recommend deny concept paper. No benefit b/c crash reports are already 100% electronic.	$63,750	$0	Approve Recommended Amount
North Miami PD	E-citation improvement project	Increase the number of officers with hardware that integrates to a central data system within the Department to virtually eliminate handwritten crash and citation reporting. Will not leave APS so e-citations will not integrate with state e-citation reporting. Unclear if this would improve reporting. They will be receiving approx. 15 scanners through SaDIP. Recommend they not be funded.	$42,669	$0	Approve Recommended Amount

FY 2016 TRCC Concept Papers – Statewide Projects

Agency	Project	Notes From Subcommittee	Requested Funding Amount	Subcommittee Rec. Funding	Executive Board Member Rec. Funding
Broward County Traffic Engineering	Improving Data Quality of Bicycle and Pedestrian Crashes	Implement the PBCAT methodology in S4 Analytics. This project will round out Signal 4 Analytics' data analysis capabilities by adding a uniformed way to analyze bicycle and pedestrian crashes, as well as the links to guidance to develop both infrastructure and non-infrastructure countermeasures targeting crash types and locations. Unclear what the benefit is to Florida TRCC. State pays for S4 already. Do not recommend for funding as an individual project. Consider reaching out to Ilir to discuss instead of funding a separate grant to Ilir combine with another funding request. Funding recommendation to deny.	$44,923	$0	Deny Funding
Florida Department of Highway Safety and Motor Vehicles	Crash Data Timeliness and Quality Improvement Project	Conduct law enforcement training throughout the state, reviewing data collection software and proposing soft-edit warnings that would curtail the numbers of reports returned to agencies for corrections. Hiring of two people. Recommend to approve.	$187,120	$187,120	Approve Rec. Funding Amount
Florida Department of Highway Safety and Motor Vehicles	Uniform Traffic Citation Data Integrity	This would be a two year project. The first year would include conducting a survey, holding workshops and gathering data to determine the top 25% of the errors being submitted through TCATS and then making recommendations for resolution. Recommend as submitted.	$69,464	$69,464	Approve Rec. Funding Amount
Florida Department of Health	Field Collection for NEMSIS Compliance	Continued multi-year funding request to assist with the implementation and continuation of the NEMSIS compliance work as outlined in the TRIS Strategic Plan. Continue transition EMS providers to electronic collection and reporting under NEMSIS 2.2.1 and migration over to NEMSIS 3.x. Hope to link trauma into this system for integration in the future. FDOH is paying for more of this and Brenda is reducing her time on the project, thus reducing costs. Recommend as submitted.	$344,820	$344,820	Approve Rec. Funding Amount

Florida Department of Health	Web-based data collection for Field Data Collection for NEMSIS	Second and last year funding for the web-based data entry solution to enable the state to offer licensed EMS providers the ability to report their EMS run report data into the EMSTARS database. After second year funding agencies will assume the cost of the web entry solution. 59 agencies are currently paper and this funding will give them the web based capability. Recommend for full funding as submitted.	$50,000	$50,000	Approve Rec. Funding Amount
Florida State University	Electronic License and Vehicle Information System (ELVIS)	ELVIS query tool provides law enforcement agencies with the ability to run queries. Agencies using TraCS will be able to import the contact information directly into TraCS forms. This would expand the testing of the system to additional law enforcement agencies. After additional consultation with Florida State they revised their budget down to $424,602. TBD-amy Estimated adding another 41% for indirect cost, currently at 10%.	$456,697	$643,943	Approve Rec. Funding Amount
Florida State University	Traffic and Criminal Software (TraCS) Hardware	TraCS software package includes forms such as crash, citation, DUI citation, tow sheets, and other traffic relate forms. After consultation with Florida State they revised their budget for TraCS request down to $35,120.13. Recommend that new requested amount be approved.	$161,597	$35,120	$680,000
University of Florida	A Unified and Sustainable Solution to Improve Crash Geo-location Timeliness and Accuracy and HSMV Crash Data Quality	Location fields exhibit the highest error rate of over 70%. This project seeks to improve accuracy of geolocation through cross schemal validation rules. Adding 14% for indirect rate.	$139,845	$159,423	Approve Rec. Funding Amount
University of Florida	Expanding Accessibility,	S4 is a statewide crash analytical system that allows local and state agencies to analyze and create maps and statistical reports of crashes.	$179,035	$204,100	$259,803

	Utilization and Data Integration of Signal Four Analytics	Update the database and carry historic crashes on the most current version of the basemap. Currently their indirect rate is 10% but in FY 16 the indirect rate may go up another 14% to 24% due to the new NHTSA Super Circular. Recommend at another $25,064.90 to cover the 14% for a total of $204,099.90. Get more information from Iiler and Tom on the crash data quality to determine if it will be covered somewhere else. Have them come in to present to Executive Board.			