



## Florida Traffic Records Coordinating Committee Executive Board Meeting

Wednesday, September 16, 2015, 9:00 am - 12:00 pm  
Department of Highway Safety and Motor Vehicles  
DHSMV Auditorium  
2900 Apalachee Parkway, Tallahassee

### Agenda and Meeting Notes

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. Review and approval of May meeting minutes.</p> <p><b>Discussion:</b> Noted present members and had a quorum. The following Executive Board Members attended:</p> <ul style="list-style-type: none"> <li>• John Bixler</li> <li>• Maureen Johnson</li> <li>• Lora Hollingsworth</li> <li>• Danielle King</li> <li>• Beth Altman</li> </ul> <p>Danielle welcomed the attendees and noted there was a busy day ahead for the TRCC with the Traffic Records Assessment kickoff occurring in the afternoon. Members and attendees around the room and on the phone introduced themselves. Members reviewed and approved the May meeting minutes.</p>	
9:15 AM	<b>Update on FY 2016 Traffic Records Funding and Grants</b>	<b>Danielle King</b>
	<p>BACKGROUND: The TRCC Coordinator will provide an update on funding for FY 2016:</p> <ul style="list-style-type: none"> <li>• Status of FY 16 funding</li> <li>• Status of FY 16 awards and contracts</li> </ul> <p><b>Discussion:</b> FDOT is working on finalizing the update on the new contract forms for FY 2016 grantees. Once those are finalized an email will go out directing grantees on next steps. Once that is completed awards and contracts for FY 2016 will go out. Special notification was given that grantees cannot begin working or drawing down on the FY 2016 grant until they have been given approval to do so.</p>	
9:35 AM	<b>Revision of TRCC Charter</b>	<b>Danielle King, Ryan Klitzsch</b>
	<p>BACKGROUND: Review current TRCC Charter for revisions</p> <ul style="list-style-type: none"> <li>• Review additional language needed per federal regulations</li> <li>• Discussion and comments from Executive Board on additional changes and revisions to Charter</li> </ul> <p><b>Discussion:</b> The Florida TRCC Charter had not been updated for a number of years. Discussions</p>	



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	<p>were held going through the entire charter. Ryan Klitzsch with Cambridge Systematics noted the need per federal regulations to add four specific committee functions that are currently void from the charter. TRCC Executive Committee were comfortable with the addition of the four committee functions for the revised charter as follows:</p> <p>The traffic records coordinating committee shall –</p> <ul style="list-style-type: none"> <li>(i) Have authority to review any of the State's highway safety data and traffic records systems and any changes to such systems before the changes are implemented;</li> <li>(ii) Consider and coordinate the views of organizations in the State that are involved in the collection, administration, and use of highway safety data and traffic records systems, and represent those views to outside organizations;</li> <li>(iii) Review and evaluate new technologies to keep the highway safety data and traffic records system current; and</li> <li>(iv) Approve annually the membership of the TRCC, the TRCC coordinator, any change to the State's multi-year Strategic Plan required under paragraph (c) of this section, and performance measures to be used to demonstrate quantitative progress in the accuracy, completeness, timeliness, uniformity, accessibility or integration of a core highway safety database.</li> </ul> <p>The TRCC reviewed the charter from the beginning “Mission” section, minor adjustments were suggested. The “Governance of the TRCC” section added language about the TRCC consists of multi-tiers such as the TRCC Executive Board and Technical Committees. It was also added that the TRCC would meet at least three times a fiscal year. Minor adjustments were also made to the “Purpose” section of the charter.</p> <p>A final review was made of the revised charter by the TRCC Executive Board. John Bixler called for a motion to accept the revised charter. Maureen Johnson made a motion, John Bixler seconded. Revised charter passed unanimously and will be forwarded to the Governor’s Representative and the TRCC Chair for signature.</p>	
<b>10:15 AM</b>	<b>Critical Updates on Statewide TR Projects</b>	<b>Project Directors</b>
	<p>BACKGROUND: Project directors will update the TRCC on significant progress on statewide TR projects. ***Only brief, high level updates (5-10 min) to be provided.</p> <ul style="list-style-type: none"> <li>• Crash Data Quality of DHSMV Stakeholders: DHSMV</li> <li>• Field Data Collection for NEMSIS Compliance: DOH</li> <li>• Web-Based Data Collection for Field Data Collection for NEMSIS Compliance: DOH</li> <li>• Local EMS Agency Subgrants: DOH</li> <li>• Electronic License and Vehicle Information System (ELVIS): FSU</li> <li>• Expanding Accessibility, Utilization, and Data Integration of Signal Four Analytics (Year 3): U. Florida</li> </ul>	



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	<ul style="list-style-type: none"> <li>• A Unified and Sustainable Solution to Improve Geo-Location Timeliness and Accuracy and HSMV Crash Data Quality: U. Florida</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• DHSMV reported that Signal Four is showing 98.4 percent accuracy. Iir, noted for Signal Four, main focus now is on network analysis. Looking to include not only crash reports but citations of the system now. For Geo-location is looking to improve timeliness and accuracy of the map based system, have upgraded to Version 2.0. He recently presented this at the TRACS conference.</li> <li>• Brenda did a PowerPoint presentation regarding EMSTARS. They want to move from collection of data to dissemination of data and share it with partners. Plan to implement using new NEMSIS standards. Unable to utilize grant funding for FY 14/15 because vendors were not compliant to new NEMSIS standards, they now are compliant. For submission to NEMSIS Florida remains number one. 17.32 percent of EMS run reports are being submitted within 10 days, 50.81 percent within 30 days. 172 agencies, out of 273, are submitting via EMSTARS, which accounts for 75 percent of all EMS runs in the state.</li> <li>• For the Trauma Registry Brenda noted that 53,843 records were submitted by 27 trauma centers in 2014 with 99.5 percent validity. For the first two quarters of 2015 there have been 25,140 submissions from 134 non-trauma acute care hospitals.</li> <li>• ELVIS started with one pilot agency, Panama City PD, have now added 32 additional agencies this year. 195,000 queries have been run this year. Looking to set up ELVIS in the future so it can provide driver history information.</li> </ul>	
11:15 AM	<b>Other Business</b>	<b>Danielle King, Ryan Klitzsch</b>
	<p><b>BACKGROUND:</b> Danielle will discuss next steps in preparing Florida's Traffic Records Assessment and annual update/revision of the TSIS Strategic Plan.</p> <ul style="list-style-type: none"> <li>• Expectations for Traffic Records Assessment</li> <li>• Discuss approaches for revising strategic plan following assessment</li> <li>• FY 2016 TRCC Proposed Meeting Dates:               <ul style="list-style-type: none"> <li>○ December 9, 2015</li> <li>○ March 9, 2016</li> <li>○ May 11, 2016</li> </ul> </li> </ul> <p><b>Discussion:</b> After the first of the year there will be a new TRCC coordinator, Danielle will stick around to help train the new person. John Bixler proposed to cancel the meeting for TRCC on December 9<sup>th</sup>. Discussion was had about combining the assessment closeout and pushing that out to January with the next TRCC meeting. CS will send further guidance out to verify when the TRCC assessment final report out will be. CS will send out outlook invites for March and May</p>	



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	<p>meetings to TRCC group. Concept papers will be due in the Spring of 2016 same as this year.</p> <p>There was talk brought up by Ilir to consider developing a TRCC and DHSMV memorandum that supports Ilir's work regarding Signal Four Analytics to help him when he approaches local law enforcement agencies to show the state is behind him and he is not a vendor. Maureen and Ilir noted they would work on this.</p> <p>Danielle noted that the Traffic Records Assessment kickoff will follow today's TRCC meeting at 1pm today in the same room. All were encouraged to attend.</p>	
12:00 PM	<b>Adjourn</b>	<b>Danielle King</b>