

Traffic Records Coordinating Committee Meeting Report

April 13, 2018

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	<input checked="" type="checkbox"/>
Steve McCoy	EMS Administrator	DOH	STEVE.MCCOY@FLHEALTH.GOV	<input checked="" type="checkbox"/>
Lora Hollingsworth	Chief Safety Officer	DOT	LORA.HOLLINGSWORTH@DOT.STATE.FL.US	<input checked="" type="checkbox"/>
David Brand	Law Enforcement Coordinator	FL Sheriffs Association	Dbrand@flsheriffs.org	<input type="checkbox"/>
Robert Kynoch	Division Director	DHSMV	ROBERTKYNOCHE@FLHSMV.GOV	<input type="checkbox"/>
Chief Virgil Sandlin	Police Chief	FL Chief's Association	vsandlin@cedarkeyfl.us	<input type="checkbox"/>
Major Gary Howze	FHP Executive Officer	FHP/DHSMV	GARYHOWZE@FLHSMV.GOV	<input checked="" type="checkbox"/>
Brenda Clotfelter	EMSTARS Project Manager	DOH	Brenda.Clotfelter@doh.state.fl.us	<input checked="" type="checkbox"/>
Richie Frederick	Program Manager	DHSMV	RICHIEFREDERICK@FLHSMV.GOV	<input checked="" type="checkbox"/>
Amy Cochran	Program Manager	TraCS	AMYC@TRACSFLOIDA.ORG	<input checked="" type="checkbox"/>
Zoe Williams	Program Manager	ELVIS / TraCS	ZWILLIAMS@ELVISFLORIDA.ORG	<input checked="" type="checkbox"/>
Ilir Bejliri	Associate Professor	UF	ILIR@UFL.EDU	<input checked="" type="checkbox"/>
Joshua Sturms	Section Administration	DOH	JOSHUA.STURMS@FLHEALTH.GOV	<input checked="" type="checkbox"/>
Chris Craig	Traffic Safety Admin.	FDOT	CHRIS.CRAIG@DOT.STATE.FL.US	<input checked="" type="checkbox"/>
Danielle King	Operation Coordinator	FDOT	DANIELLE.KING@DOT.STATE.FL.US	<input checked="" type="checkbox"/>
Melissa Gonzalez	TRCC Coordinator	FDOT	MELISSA.GONZALEZ@DOT.STATE.FL.US	<input checked="" type="checkbox"/>
Tom Austin	Management Analyst	DHSMV	THOMASAUSTIN@FLHSMV.GOV	<input checked="" type="checkbox"/>
Seth Bartee	Support Specialist	TraCS	SETHB@TRACSFLOIDA.ORG	<input type="checkbox"/>
Connie Clark	IT Business Consultant	DOH	Connie.clark@flhealth.gov	<input type="checkbox"/>
Major Jeffery Dixon	Troop Commander	FHP / DHSMV	Jeffreydixon@flhsmv.gov	<input checked="" type="checkbox"/>
Stephanie Duhart	Bureau Chief	DHSMV	STEPHANIEDUHART@FLHSMV.GOV	<input checked="" type="checkbox"/>
Ben Jacobs	Crash Records and Research Admin.	FDOT	BENJAMIN.JACOBS@DOT.STATE.FL.US	<input checked="" type="checkbox"/>
Thomas Rast	Inventory Control Manager	DHSMV	thomasrast@flhsmv.gov	<input type="checkbox"/>
Joe Santos	State Safety Engineer	FDOT	JOSEPH.SANTOS@DOT.STATE.FL.US	<input type="checkbox"/>
Danny Shopf	Transportation Analyst	Cambridge Systematics	DSHOPF@CAMSYS.COM	<input checked="" type="checkbox"/>
Lisa Spainhour	Professor / Principal Investigator	TraCS / ELVIS	SPAINHOU@ENG.FSU.EDU	<input checked="" type="checkbox"/>
Doris Stanley	Program Coordinator	TraCS / ELVIS	DORISS@TRACSFLOIDA.ORG	<input checked="" type="checkbox"/>

Timothy Swiggett	Developer	TraCS	Timothys@tracsflorida.org	<input type="checkbox"/>
Deborah Todd	Program Manager	DHSMV	DEBORAHTODD@FLHSMV.GOV	<input checked="" type="checkbox"/>

Others in Attendance:

- Tina Hatcher, FDOT
- Joey Gordon, FDOT
- Margret Edwards, TraCS
- Michelle Snow, FHP
- Carrie Gaudio, AHCA

2.0 Presentation Notes

Welcome and Introductions

Lead: Melissa Gonzalez

Melissa Gonzalez asked everyone to introduce themselves and specify which agency they represent. She asked TRCC members to review the meeting minutes from the previous meeting. The members reviewed the meeting minutes and approved them unanimously.

Critical Updates on TRCC Projects

Lead: Goal Leaders

Crash & UTC Data Improvement: DHSMV

Richie Fredrick, DHSMV, provided their current progress being made for the Crash and UTC Data Improvement Grant objectives:

- Established accuracy and completeness baselines based on 2016 UTC data
 - Collected approximately 45,000 hard error messages and 15,000 soft error messages to establish a baseline. This is the first time DHSMV has been able to track these errors.
 - This number of errors is a relatively small percentage of total UTC data (about 2%).
- Designed a training curriculum based upon the results of the performance metrics to target areas of opportunity.
- Scheduled five train-the-trainer workshops throughout Florida and partnering with FDOT staff for one virtual workshop. Currently there are over 400 registered participants for these workshops.
- Mapped the current Florida uniform crash report (Model Minimum Uniform Crash Criteria [MMUCC] 3rd Edition) to the new MMUCC 5th Edition standards and created a uniformity baseline based on 2016 crash data.
- DHSMV reviewed four e-crash and e-citation vendor software applications to recommend hard and soft error edits to improve accuracy and completeness in these systems.

Field Data Collection for NEMSIS Compliance: DOH

Brenda Clotfelter, DOH, provided an overview for the Field Data Collection for NEMSIS Compliance objectives:

- There are about 80 agencies (30%) not submitting to state incident level repository but 90% of the emergency run reports are submitted to the state repository.
- NEMSIS Data Quality Measures overall score is 87% for completeness and accuracy.
- The timeliness goal is to receive 70% of runs submitted within two hours. NEMSIS Version 3 has 75% of runs being submitted within 10.5 hours while version 1.4 can take up to 45 days.
- 45% of agencies are using NEMSIS Version 3 for an increase of 3% this quarter. The goal is to increase the number of EMS submitting agencies that have transitioned to NEMSIS V3 to 75% by September 30, 2018.
- DOH has entered a partnership with the National Collaboration for BioPreparedness (NCBP). This addresses the integration objective to link two additional data sources to the EMS State Repository by September 30, 2018.
- Joshua Strums provided a demonstration of NCBP Analytics Dashboard to analyze health data for the state of Florida. This automated tool allows agencies to quickly find relevant health data and information related to their county/region. He noted the mapping function includes a timeline

animation so users can see how health and crash factors change over time due to influencing events, such as weather.

- Joshua demonstrated the NCBP Motor Vehicle Crash Dashboard. The dashboard displays traffic crash data and information pulled from EMS runs.
- Lastly, he provided a demonstration of the NCBP EMS Performance Dashboard.
 - Location data is captured from the NEMSIS run reports submitted. The location data for crash data is provided by DHSMV.
 - The long-term goal of this application is for the high-level agency use. Some limited versions will be available to the public, likely only for a few key syndromes.

ELVIS: FSU

Zoe Williams, FSU, provided an overview of the progress made for the ELVIS System:

- Purpose of ELVIS is to link driver and vehicle registration through the Florida Crime Information Center/National Crime Information Center (FCIC/NCIC). Efforts are focused on making ELVIS user friendly to ensure officers are comfortable using it. ELVIS complies with FBI and FDLE security policies.
- Funding request includes maintenance, hosting services, travel, replacement hardware, software licensing, computer materials, and indirect cost.
 - Need to add an additional two factor sign-in methods (required by FBI security policy).
- ELVIS usage increases by about 47 agencies per year. About half the state currently uses ELVIS. The cost per user per year has decreased significantly since EVLIS was created. Today, it costs approximately \$42 per user per year.
- ELVIS is planning on working on a sample licensing model which would provide agencies with enhanced features related to ELVIS. These enhanced features will be available for a small cost to those agencies who wish to participate. The intent is to provide enough revenue to self-sustain the ELVIS System.

TraCS: FSU

Amy Cochran, FSU, provided progress made for the TraCS system:

- There is a total of 205 agencies currently using TraCS with 18,583 users statewide and an average load time of 6 days.
- Signal Four's GeoLocation tool has been integrated with TraCS. The number of users required to use the location tool to validate the location, as of April 1, is 34% of users for crash reports and 5% of users for citations. Eventually, all users will be required to use the GeoLocation Tool since it will be integrated with all TraCS forms.
- TraCS received and completed an FDOT request for crash data to be transmitted in an Excel file instead of the XML format.
- Additional Funding request was made to:
 - Rebuild network architecture at the Panama City Police Department to ensure the current system can have a backup site.
 - The Executive Board approved to grant TraCS the additional \$20,000 to rebuild network architecture using FY 2018 funding.
 - Next year's funding would be used to build the secondary site to support the system backup - pending approvals.

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

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

Dr. Ilir Bejliri, University of Florida, provided an overview related to Signal Four Analytics and Improving Geo-Location Accuracy and Timeliness of Crashes and Citations Projects.

- Signal Four (S4) Analytics interface and reporting dashboard was finalized and S4 Analytics began to receive citation data from the FCCC beginning January 2018.
- Ilir provided a demonstration of the Signal Four Analytics tool for crashes and citations. He showed TRCC members the reporting dashboard function, including a data timeliness function for agencies to observe how quickly they are able to report their data.
 - He requested a one-time download of historical citation data to help populate the database and better understand the data and trends from a historical perspective.
- He is expecting the Smart Cop vendor to integrate the GeoLocation tool making it the third vendor using the GeoLocation Tool (TraCS and APRISS are the other two).

Traffic Information System Strategic Plan 2017-2021

Lead: Melissa Gonzalez

Melissa provided an update on the Traffic Information System Strategic Plan 2017-2021. She said the Strategic Plan was reviewed by each data system owner and comments were provided indicating progress made to each applicable action. The TRCC was comfortable with the revisions made to the Strategic Plan.

Florida 405(c) Grant Application

Lead: Danielle King

Approximately \$2 million in anticipated funding is available. Today the TRCC will vote on projects to include in the 405(c) Grant Application. The plan will be submitted to NHTSA this July.

Subcommittee Overview

Lead: Melissa Gonzalez

Melissa gave a presentation on the FY 2019 concept paper submissions. She noted there was one equipment only based grant the TRCC is not able to fund due to restrictions. She reviewed each of the eligible submissions and noted there was approximately \$2.4 million in requested funding and only \$2 million of available funds. She asked project representatives to provide a brief overview of their objectives and goals for their FY 2019 funding request.

- Field Data Collection for NEMSIS Compliance: DOH
 - Objectives to be accomplished will be to increase the percentage of EMS agencies submitting to the state incident level repository, increase the percentage of EMS emergency run reports submitted to this repository, conducting 3 V3 Data Dictionary trainings, participate in work sessions to maintain best practices, increase the percentage of V3 EMS emergency run reports received within 2 hours of the run, and to link two additional data sources to the EMS state repository to 3.
 - DOH currently provides over 20% soft match for state FTE utilized on this project and the funding request was relatively close to this current fiscal year award.
 - This project is used to demonstrate improvement for the Quantitative Progress Report submitted with the 405(c) State Application.
 - The subcommittee recommended to fully fund this project.

- Crash and UTC Data Improvement: DHSMV
 - Objectives will be to develop a quarterly accuracy and completeness report for law enforcement agencies whom submit crash reports and conduct 8 train the trainer workshops. The uniform traffic citation staff will conduct 5 train the trainer workshops, 1 virtual workshop with the Clerks of Court (COC) and also plan to review 4 COC case management systems and develop a best practices guide for clerks and vendors to reduce citation and disposition errors.
 - Reclassified a trainer other personnel services position which allowed more flexibility to work within a similar amount of funding as this current year
 - The subcommittee recommended to fully fund this project.

- GeoLocation Tool: UF
 - Increase in budget request is due to increase in workload
 - Objectives are to continue to expand the service statewide to support LEAs that use e-crash and to expand services to include the tool for e-citations; provide service 24x7x365 availability of the service; conduct necessary upgrades of the Florida unified basemap; training and periodically survey users and vendors to learn about their experiences with the service to make improvements as needed;
 - Costs are focused on personnel services, server and network support, travel, and indirect cost.
 - The subcommittee recommended to fully fund this project.

- TraCS: FSU
 - Costs are focused on rebuilding network architecture, licensing data hosting, and indirect cost.
 - TraCS will not be employing a network personnel and will use the funding that was originally dedicated to this position to rebuild the network architecture.
 - TRCC members asked if there are other potential funding sources for TraCS.
 - TraCS would like to start charging agencies for elements of TraCS that are not related to crash to find additional funding sources. It is important to note that TraCS makes and saves the state money (but that money doesn't support the TraCS program, it is sent to the general fund).
 - FDOT is currently evaluating options for how to continue funding TraCS in the future.
 - TraCS is closing in on a maintenance phase (a majority of agencies are already using TraCS) so the cost of TraCS is not likely to continue increasing in the future.

- ELVIS: FSU
 - ELVIS will also remove the network architect position.
 - Zoe provided an overview of where ELVIS stands as far as number of users, agencies, costs per user that is being saved to the taxpayers, and the usage of the web based solution since 2016.

- Costs are focused on personnel costs, data hosting fees, maintenance expenses, travel, and indirect costs. The goal is to make the product as appealing to new users and marketing to new agencies.
- It was decided this project will be funded under Section 402 funds.
- Signal Four Analytics: UF
 - The request was for \$136,058 more than this current year.
 - Signal Four Analytics now consists of three traffic data systems (Crash, Citation, and Roadway). This integration requires additional effort and additional funding is requested to support a full-time staff with benefits. It is very difficult to keep OPS employees on staff.
 - Important to note that all employees working on Signal Four are also working on additional projects and the funding for these positions is supported by multiple projects.

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

Lead: TRCC Executive Board

The Subcommittee had the following recommendations for the TRCC Executive Board:

- Subcommittee recommends fully funding the DOH request of \$366,555.
- Subcommittee recommends fully funding the DHSMV request of \$118,114.
- Subcommittee recommends fully funding the UF, GeoLocation Project, request of \$167,241.
- Subcommittee recommends fully funding the FSU, TraCS Project, request of \$900,400.
- Subcommittee recommends fully funding the FSU, ELVIS Project, request of \$511,583 with Section 402 funds.
- Subcommittee recommends one of four options in regards to the Personnel Service request received by Signal Four Analytics:
 1. Fund Personnel Services as current Fiscal Year: \$202,991
 2. Add a new full-time OPS Position with no benefits; Keep the 3 current OPS positions with no benefits but all positions would have a 7.6% fringe: \$263,721
 3. Add a new full-time position (FTE) with benefits; Keep the 3 current OPS positions with no benefits; 35.7% fringe for FTE, 7.6% fringe for OPS positions: \$282,239
 4. Fund as requested adding one new FTE with benefits; Make the three current OPS positions with no benefits to FTE positions with benefits; All positions would have a fringe of 35.7%: \$324,080

TRCC members had the following questions and comments related to the subcommittee's recommendations:

- Because ELVIS is being taken on by a different funding source, technically Signal Four Analytics can be fully funded. Keep in mind, this funding amount will remain at this level moving forward.
 - What can/does University of Florida provide in terms of funding to support Signal Four Analytics?
 - Ilir's salary is primarily supported by the University
 - University provides computers, software, and network infrastructure

- Would other University projects be required to use OPS staff instead of full time staff?

The TRCC Executive Board took the following actions:

- The Executive Board agreed to fully fund DOH, DHSMV, UF-GeoLocation, FSU-TraCS, and FSU-ELVIS.
- A motion was made to fund Option 4 of the Signal Four Analytics project but a second was not received.
 - All agencies have let go of full time employees. If we fund a full-time employee, we have to continue funding that moving forward.
- A motion was made to fund a new full-time employee (with benefits) and additional time for Ilir but a second was not received.
 - TRCC members have concerns that there are no plans for incorporating additional funding sources for Signal Four Analytics.
- A motion was made to include Signal Four Analytics in the Highway Safety Plan at the current funded rate and amend after September Meeting to discuss additional options for funding but a second was not received.
 - TRCC members were not comfortable waiting until November.
- A motion was made to fund Option 3 with a second received. The Executive Board approved funding Signal Four Analytics using Option 3.

Total funding with TRCC funds: \$1,882,243

Total funding with Section 402 funds: \$511,583

Next Steps

Lead: Melissa Gonzalez

Future meetings were discussed and scheduled for the following dates:

- September 7, 2018 (Tallahassee) - Status of Fiscal Year 2018 Projects and Critical Updates on Current TR Projects
- December 7, 2018 (Tallahassee) – Critical Updates on Traffic Records Projects
- April 5, 2019 (Tallahassee) – Executive Board Voting Meeting FY20 Projects

Adjourn

- Meeting was adjourned at 11:55 am.

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