

TRAFFIC RECORDS COORDINATING COMMITTEE (TRCC) MEETING

MINUTES ~FINAL~	DATE Wednesday, May 19, 2015	TIME 10:00 a.m.	LOCATION ODOT – Room 1C 1980 W. Broad St., Columbus, Ohio 43218
ATTENDEES	<p>Committee Members: Steve Robinette, Grove City Chief of Police (OACP); Kelly Selzer, Public Utilities of Ohio (PUCO); Andrew Smith, Logan County Sheriff (BSSA), Lori Tyack (OAMCCC/FCMCC), and Keith Willoughby (FMCSA).</p> <p><i>Ohio Department of Public Safety:</i> Dave Baker (OSHP-SAU), Lori Genzen (OSHP), Eram Kennedy, Co-Chair (OSHP), Russ Rauch (BMV), Robin Schmutz, Captain, Chair (OSHP), John Seiler (IT), Abby Warchal (PMO)</p> <p><i>Ohio Department of Transportation:</i> Michael McNeill (Safety Program) and Derek Troyer</p> <p><u>Other ODPS Staff:</u> Sherry Harkness ODPS-OSHP</p> <p><u>Visitors:</u> None</p>		
ABSENT	Tricia Fought, City of Columbus-Division of Traffic Management; Ron Garczewski, Federal Highway Administration (FHWA); Jordan Whisler, (MORPC); Sue Morris, (ODPS-EMS)		
AGENDA TOPICS			
TOPIC	Welcome and Introduction		
DISCUSSION (Capt. Schmutz)	<p>The meeting was called to order at 10:04.m. Capt. Schmutz reminded all in attendance that the TRCC meetings will be conducted per the Open Meetings Act standards therefore the meeting agenda will be posted to the DPS website on the TRCC webpage prior to each meeting and the meeting minutes will be distributed prior to the meeting for review. Once the minutes are approved by the Committee, they will also be posted to the website.</p> <p>All present introduced themselves and which organization they were representing (attendance above).</p> <p>Abby Warchal is retiring. Questions regarding e-citation and IT should be directed to John Seiler.</p> <p>A list of the TRCC Committee members was sent to the Committee prior to the meeting and circulated during the meeting for review. Members were once again asked to review the list and update if needed.</p>		
	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	None		
TOPIC	Committee Report		
DISCUSSION (Russ Rauch)	<p>The agenda was adjusted to allow for Mr. Rauch to report on the Driver and Vehicle Services due to another commitment.</p> <p><i>Driver and Vehicle Services (23-26) ~ Russ Rauch.</i> Mr. Rauch updated the Committee on the Driver Simulators. It is likely that all driving stations are capable of accommodating the Driver Simulators. Ideally the driver simulators will be fitted into the current knowledge test cabinets which will eliminate the need for additional cabinets. It is likely that there will be approximately 180 out of 500 fitted with the driver simulators. The driver simulators will be used for first time driver testers. This will ensure that testers have some knowledge of operating a vehicle prior to the test examiners entering the vehicle. Requirements are being developed with plans to be in place by June 2016.</p>		
	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	None		
TOPIC	Meeting Minutes/Notes		
DISCUSSION (Capt. Schmutz)	<p>The meeting minutes from March 18, 2015 were reviewed and approved without change.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>ACTION: Motion to approve the March 18, 2015 TRCC meeting minutes. Chief Robinette – First. Mr. Kennedy – Second. None – Abstained. None opposed. Motion approved.</p> </div>		
	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	None		

TOPIC	TRCC Committee Charter/Resolution		
DISCUSSION (Capt. Schmutz)	The TRCC charter and resolutions are being finalized. ODPS Legal Services will discuss at the next meeting.		
	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None			

TOPIC	New Business		
DISCUSSION (All)	<u>Grant Funding Update – Lori Genzen.</u>		
	<ul style="list-style-type: none"> 2012 Grant funding has been nearly spent. The remaining 2012 balance has been obligated to two ODOT projects which will be spent out this year. Other authorizations although obligated have yet to be spent. Remaining balances: <ul style="list-style-type: none"> 2013 – 1.7 million 2014 – 1.8 million 2015 – < 1million <p>Note: Funding must be spent within 3 years +1. Any funds that remain unspent within the allotted time must be returned.</p> <ul style="list-style-type: none"> Will apply for 2016 grant funding in July 2015. 		
	<u>Ohio Law Enforcement Information System (OLEIS) – Eram Kennedy.</u>		
	Pilot agencies are currently using the OLEIS program. Those agencies were provided with printers which were purchased through the TRCC Committee. In addition to the pilot agencies, anticipate expanding the program to other agencies as funding is still available.		
	The e-citation program is an ongoing project. The Ohio Troopers Information System (OTIS) and the OLEIS programs are multifunctional programs provided to OSP and other law enforcement agencies. The programs contain crash, criminal case, and e-citation modules. At a minimum, agencies need one of these programs, an in-car computer (most agencies currently have), and a printer. A list of the minimum requirements that an agency would need prior to being granted printers was distributed, reviewed, and discussed by the Committee. (Attachment 1)		
	OSP launched the pilot project in July 2014 and have since been expanded to all OSP post. Currently there are several non-OSP pilot agencies waiting to use the program. There are four municipal courts receiving e-citations. The courts (clerk of courts & judges) will be the driving factor as it will save money and the data is received quickly and accurately (validation is included). The violators' citation is printed with the in-car printers to be given to the violator at the time of the stop and courts (once on board) will receive the data electronically.		
	The Committee will need to decide if they are to move forward with supplying printers and mounting brackets to additional agencies. This would be a justifiable expense and currently there are funds available. The printer that is being currently used will become the standard printer to be distributed. If the Committee is in agreement with moving forward, OSP will then purchase and distribute the printers.		
	The Committee continued to discuss the requirements for the e-citation printers. The Committee agreed that those agencies that are currently using their own e-citation software will also qualify to receive the printers as long as they meet the other requirements. The e-citation printer qualifications and MOU will be revised accordingly. Also discussed was the possibility of including the card readers/in-car scanners. As this was not included with the printers initially, it will have to be researched to confirm the option.		
	Currently those agencies using the OLEIS program are submitting their crashes electronically. However, not all are submitting the e-citations electronically, due to the cost of the printers. Agencies using the OLEIS program can choose to use some or all of the modules available. They must however, submit all the information to the State of Ohio electronically or paper. The Committee discussed the advantage of including the requirement that all agencies that are granted the printers must also submit crash data electronically.		
	The Committee was concerned with meeting the demand for the printers. It was determined that additional qualifying factors may be developed to determine the priorities in which agencies receive the printers.		
The Committee is asked to review the E-Citation Printer Qualifications and forward suggestions to Eram Kennedy at ekennedy@dps.ohio.gov .			

TOPIC	New Business (con't).
DISCUSSION (All)	<p><u>Ohio Law Enforcement Information System (OLEIS) – Eram Kennedy (con't).</u> The Committee is also asked to bring any project ideas forward at the next meeting.</p> <p>Lori Tyack, Clerk of Courts of Franklin County updated the Committee on Franklin County's status. Currently they are waiting for Courtview to complete their interface which is still being developed. Once complete will move forward with law enforcement training. CPD however have chosen to withdraw from the program because at this time they are working with their vendor to develop their own program as they currently have their own records management system. She will follow up and report back to the Committee when additional information is available. The Franklin County Clerk of Courts would like to see all law enforcement eventually submit to the Municipal Court electronically regardless of software.</p> <p>The Committee continued to discuss the possibility of using other vendors to develop interfaces to be used in conjunction with OLEIS. It may be beneficial (financially & technologically) for the vendor to allow agencies to utilize the OLEIS e-citation module and write the interface from OLEIS into their RMS. This would allow updates and revisions to be transmitted automatically. Details and standards will have to be developed.</p>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
E-Citation Printer Qualifications reviewed & suggestions forwarded to Eram Kennedy at ekennedy@dps.ohio.gov .	All Committee Members	7/14/2015
Project ideas brought forward at the next meeting.	All Committee Members	7/14/2015

TOPIC	Committee Reports
DISCUSSION (All)	<p><u>Administration (1-12) ~ Capt. Schmutz.</u> Nothing new to report. Currently working on updating the members list.</p> <p><u>Traffic Safety (13) ~ Lori Genzen.</u> Nothing new to report.</p> <p><u>Quality Control (14-20) ~ Eram Kennedy.</u> Process continues to improve. Agencies have continued to improve with submissions and staff is working to process quickly. Approximately 98,000 cashes have been processed for 2015, with 6,000 back logged. Next meeting report will include an update regarding those submitting electronically vs paper.</p> <p>The Committee discussed the time lapse between the initial crash to when the information is actually received and entered into the system. Although there is a mandated time in which agencies must submit their cash reports, not all agencies comply with that mandate and there are no repercussions to those agencies. With that, the Committee is asked to remind those agencies in which they have regular contact the time requirement for submitting their reports. The more often agencies are reminded of that time requirement may assist with timely submissions. The submission requirement is relayed and will be continually reiterated during the Quarterly Traffic Safety meetings. In addition, Kelly Selzer will develop a statement regarding the submission requirement in which Chief Robinette will post to the OACP website.</p> <p><u>E-Citation update and automation of Criminal Complaint.</u> Continue to meet. Captain Jarvi (OSHP–Criminal Investigations) gathered samples of criminal forms from around the state in order to compile a list of data elements that can be added to the form. Finding that although most of the data elements are the same, they may be called/labeled something different causing inconsistency in the data. Attempting to combine those like elements. Once the form has been completed, will move forward with the Supreme Court for a standardize form throughout the state.</p> <p><u>Roadway Data (21-22) ~ Michael McNeil.</u> LBRS – 78 counties have been completed. Lorain County scheduled to be complete in August and Summit County in September. Total will then increase to 80 complete. Currently working on two projects: 1) Intersection data file – vendor demo provided and training will begin in June/July 2) In Car Mapping Tool – Layout was designed in 2014. Now moving forward. A Business Analyst and a Program Manager have been hired. Working to bring them up to speed on the project to begin moving forward.</p> <p><u>Driver and Vehicle Services (23-26) ~ Russ Rauch.</u> Update provided above</p>

TOPIC	Committee Reports (con't)
	<p><u>Citation Tracking (27-33) ~ Chief Robinette/Captain Combest.</u> All of OSHP currently using e-citations with no major issues to report. To date there have been a total of 300,000 citations (printed and delivered to the courts). However, not all municipal courts are on board as of yet, however working with those to rectify any issues preventing them from coming on board.</p> <p><u>EMS (34-38) ~ Sue Morris.</u> No Report</p>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update provided regarding those submitting electronically vs paper.	Eram Kennedy	7/14/2015
Agencies reminded of the time requirement for submitting crash reports.	All Committee Members	Ongoing
Statement regarding crash report time requirement develop and posted to the OACP website.	Kelly Selzer Chief Robinette	ASAP

TOPIC	Old Business
DISCUSSION (Capt. Schmutz)	<p><u>Review Charter Member List.</u> The Committee member list was sent to the Committee for review prior to the meeting. All are asked to review and forward any revisions to Sherry Harkness @ sharkness@dps.ohio.gov.</p> <p><u>Ethics Training.</u> Per ODPS Legal Counsel the TRCC Committee members are not required to attend Ethics training.</p> <p><u>Traffic Assessment.</u> All Committee members received a copy of the 2015 State of Ohio Traffic Records Assessment prior to the meeting via email for review. Issues of concern:</p> <ol style="list-style-type: none"> 1) <i>The Executive TRCC committee is required to meet at least once a year.</i> Working with the Directors in attempt to arrange meetings. 2) <i>Inventory of the traffic records system.</i> Currently there is no inventory of the traffic records system in the State of Ohio. Reaching out to the National Highway Traffic Safety Administration for clarification of this area of concern. <p><u>Project Ideas.</u> As discussed previously, Committee members are encouraged to bring forward any project ideas.</p>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Review Charter Member List and forward changes to Sherry Harkness.	All Committee members	7/14/2015

TOPIC	Adjourn
DISCUSSION (Capt. Schmutz)	<p><u>ACTION: Motion to adjourn.</u> Chief Robinette – First. Sheriff Smith – Second. None – Abstained. None opposed. Motion approved.</p>
	<p>The meeting adjourned at 11:04 a.m.</p>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

ACTION ITEMS	PERSON RESPONSIBLE
E-Citation Printer Qualifications reviewed & suggestions forwarded to Eram Kennedy at ekennedy@dps.ohio.gov .	All Committee Members
Project ideas brought forward at the next meeting.	All Committee Members
Update provided regarding those submitting electronically vs paper.	Eram Kennedy
Agencies reminded of the time requirement for submitting crash reports.	All Committee Members
Statement regarding crash report time requirement develop and posted to the OACP website.	Kelly Selzer Chief Robinette
Review Charter Member List and forward changes to Sherry Harkness.	All Committee members

ATTACHMENTS

E-Citation Printer Qualifications (Attachment 1) ~ Available upon request.

NEXT MEETING

Next meeting: **(Note: Date change – time and location remain the same.) Tuesday, July 14, 2015 at 10:00AM CHANGED To: Thursday, July 30, 2015 @ 10:00AM Cancelled ~ Next meeting Tuesday, November 17, 2015.**
 Ohio Department of Transportation, Conference Room GB
 1980 West Broad Street, Columbus, Ohio 43223