

TRAFFIC RECORDS COORDINATING COMMITTEE (TRCC) MEETING

MINUTES ~FINAL~	DATE Tuesday, November 17, 2015	TIME 10:00 a.m.	LOCATION ODOT – Conference Room 1C 1980 W. Broad St., Columbus, Ohio 43223
ATTENDEES	<p><i>Ohio Department of Public Safety:</i> Dave Baker (OSHP-SAU), Major Brigette Charles (OSHP), Chris Gregory (OSHP-OTSO), Sherry Harkness (OSHP), Eram Kennedy, Co-Chair (OSHP), Lt. Chris Kinn (OSHP), Sue Morris, (EMS), Russ Rauch (BMV), Karen Rodgers (BMV), Capt. Robin Schmutz, Chair (OSHP)</p> <p><i>Ohio Department of Transportation:</i> Michael McNeill (Highway Safety Program) and Derek Troyer (Highway Safety Program)</p> <p><i>Other:</i> Tricia Fought, City of Columbus-Division of Traffic Management, Ron Garczewski (FHWA), Fred Pausch (CEAO), Lori Tyack (OAMCCC/FCMCC), and Jordan Whisler, (MORPC),</p> <p><u>Visitors:</u> None</p>		
ABSENT			
AGENDA TOPICS			
TOPIC	Welcome and Introduction		
DISCUSSION (Capt. Schmutz)	<p>The meeting was called to order at 10:09a.m. Capt. Schmutz introduced Major Brigette Charles who was recently reassigned as the Commander of the OSP-Office of Planning & Analysis transferring from the OSP-Office of Personnel.</p> <p>All present introduced themselves and which organization they were representing (attendance above).</p>		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
None			
TOPIC	Review and Approval of Meeting Minutes		
DISCUSSION (Capt. Schmutz)	<p>The meeting minutes from May 19, 2015 were reviewed and approved without change.</p> <p style="background-color: #cccccc; padding: 5px;"><i>ACTION: Motion to approve the May 19, 2015 TRCC meeting minutes.</i> Eram Kennedy – First. Derek Troyer – Second. None – Abstained. None opposed. Motion approved.</p>		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
None			
TOPIC	TRCC Committee Charter/Resolution		
DISCUSSION (Capt. Schmutz)	<p>The TRCC charter and resolutions are being finalized. A meeting has been scheduled with ODPS Legal Services to discuss the final revisions. There have been very few changes. Once finalized, an executed copy will be provided to all. Will review final version and discuss at the next meeting.</p>		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
None			
TOPIC	New Business		
DISCUSSION (All)	<p><u>Grant Funding Update – Lori Genzen.</u> None</p> <p><u>Ohio Law Enforcement Information System (OLEIS) – Eram Kennedy.</u> Currently there are 145 pilot agencies using the OLEIS program. In addition, there are 97 other agencies submitting their crashes electronically using outside vendors. Included in the OLEIS program is the e-citation program. Although agencies have expressed interest in using the program, currently there are no agencies other than OSP utilizing the e-citation module of the OLEIS program. There are 20 municipal courts accepting e-citations, however OSP is the only agency submitting crash reports electronically. The courts (clerk of courts & judges) want the reports submitted electronically because it not only saves them money, it also provides the data quickly and accurately (validation is included). OSP also would like to see more agencies utilizing e-citation as it will provide citation data as there is no central depository currently available.</p>		

Although 145 agencies have the OLEIS program and are capable of using the e-citation module, they choose not to do so.

From January 2015 through October 2015, OSP issued over 500,000 citations, 94% were submitted electronically. However, not all courts received them electronically, because there are only 20 courts receiving them electronically. Currently, there are 50 courts with signed MOUs submitted with the state agreeing to accept e-citations. Of the 50, 30 are working with their vendors and will hopefully rotate into the system within the next few months. With additional MOUs in the works.

One issue that agencies are concerned with is the cost of the printers required for the e-citation module of the OLEIS program. The printers are necessary in order to give the violator a copy of their citation. Submitting the citation electronically to the courts is not the issue. It cost approximately \$700.00 to equip each car with a printer.

The Committee was asked to consider moving forward with supplying printers and mounting brackets to additional agencies as there are funds currently available to cover the cost. During the last meeting the Committee requested that minimum qualifications be developed that the agencies would have to meet prior to receiving the printers at no cost. The Committee discussed these qualifications. (Attachment 1)

Some items discussed:

1. MOUs will be revised to require that all agencies that are granted the printers must utilize e-citation and submit crash data electronically.
2. Set a maximum amount of printers per agency. Although hard to determine a maximum amount, one factor could be to equip only patrol vehicles, eliminating some vehicles such as, detectives, sergeants, special units, etc. Establishing limitation will allow for even distribution. The larger agencies may have to purchase a percentage of their own printers with DPS/OSP providing additional units, perhaps a 50/50 cost share.
3. Once agencies begin using the e-citation program they will realize the benefit and may be willing to purchase their own printers in addition to the free printers.
4. DPS/OSP will need to determine how many printers to purchase prior to receiving the requests, in order to take advantage of "bulk" purchasing discounts (if available).
5. Should not purchase too far in advance as the printers may become outdated.
6. Printers to be purchased will be the same as what is currently be used in the OSP vehicles.
7. Develop a plan to communicate/advertise the availability of the printers/project.
 - a. Notify current OLEIS users (via email)
 - b. Notify those agencies that are currently submitting citations electronically.
8. First wave may be current OLEIS users only. There are no other agencies that are not utilizing the OLEIS program that have the capability to submit citation electronically. Some agencies may want to start utilizing the OLEIS program for the e-citation only. This can be done with no cost to them. .
9. Need to determine how many agencies may be interested.
 1. Currently 900 police agencies in the state of Ohio.
 2. Crash module may be a way to determine the additional agencies may be interested in the e-citations.
 3. Funds are available to purchase additional printers. If these funds are not spent, we will be required to return it.
 4. There are 145 agencies using OLEIS with an additional 75 moving towards using OLEIS. Which are approximately 250 agencies with the capabilities to use e-citation and needing printers to do so. This does not include those agencies that are using outside vendors to develop their own e-citation program that may also want/need printers. Making it difficult to determine how many agencies will need them.
 5. By setting a cap initially, we can provide printers now and then revisit providing additional printers at a later time, if and when additional funds are available.

The Committee asked that an email be sent to survey agencies interested in the OLEIS program/e-citation module to determine the number of printers each agency may need.

ACTION: Motion to email a survey to the agencies that are using or may use the OLEIS program and e-citation module in order to identify those that are interested in receiving printers based on the criteria that has been set. Lori Tyack – First. Eram Kennedy – Second. None – Abstained. None opposed. Motion approved.

DISCUSSION
(All)

Crash Reconstruction – OSP Lt. Chris Kinn

Lt. Kinn presented a funding request to purchase additional equipment/software for crash reconstruction as the technology is continuously changing.

Funding needed to purchase:

1. 10 Trimble S5 Robotic Total Stations and 2 Trimble R8 GPS Total Stations (\$366,516.94)
 - Additional 16 Troopers were trained as Reconstructionist. Additional stations are needed equip these Troopers allowing them to take detailed measurements at crash scenes.
 - Used to gather data at crash site.
 - Provide detailed, sale drawings of crash scenes.
 - Data collected will be used to determine the causative factors of the crash and relayed to agency (OSP and/or outside agencies)
 - OSP also assists outside agencies upon request.
2. 2 Bosch CDR Software licenses including multiple cables for imaging event data records. (\$46,745)
 - Event data recorder - since 2013 vehicles are manufactured with a “black box”. In order to validate the data, software and cables must be purchased.
3. Crash Zone Drawing Program. Used to create a scale drawing of the crash scene. Will be used in coordination with the Total Stations (\$37,835.00)
4. FARO Reality Crash Software. Used with the scanners to process crash scene and determine the causative factors of a crash. As well as provide 3D animations of crashes. (\$47,385.75)
5. 3 FARO Freestyle Handheld Scanners. (\$60,427.00)
6. 4 KIA and 4 Hyundai Event Data Recorders Kits – need separate software for KIA & Hyundai vehicles. Currently when these modules are seized, OSP does not have the software to retrieve the data and must be sent to a private agency. (KIA-\$23,553.32/Hyundai-\$18,000.00)

DISCUSSION
(All)

It was noted that this technology is only primarily used for fatal crashes, serious injury crashes, or high property damage crashes.

The Committee discussed the request as well as what the Committee had funded previously. The need for crash reconstruction is continuous. One example is the need for Bosch software as it is only a 1 year subscription. However, all other software will not require a yearly update. Data collected has become standardized. But the equipment has not. As the vehicles change, equipment and/or software needs will also change. Therefore, OSP will continually need updated equipment and/or software.

The Committee would like each requested item to be voted on individually depending on funding available. Therefore, Lt. Kinn will provide additional data with a breakdown for each item. The Committee will consider and vote on each item individually at the next meeting.

ACTION: Motion for an individual list of the Crash Reconstruction items being requested to be provided to the Committee for funding consideration and voted on individually at the next meeting. Derek Troyer – First. Eram Kennedy – Second. None – Abstained. None opposed. Motion approved.

Introduction of DPS Legal Staff – Capt. Schmutz.

Capt. Schmutz introduced P.R. Casey, DPS Legal staff that was recently assigned to the TRCC. Mr. Casey is the Public Records Mangers for DPS. In addition to records management he will be assisting with several DPS Boards. Currently working to revise the TRCC charter.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Survey be develop and emailed to agencies regarding OLEIS/e-citation printers.	Eram Kennedy	3/15/2016
Detail list of the Crash Reconstruction items requested to be provided to Committee for funding consideration.	Lt. Chris Kinn	3/15/2016

TOPIC **Committee Reports**

Administration (1-12) ~ Capt. Schmutz. Chief Robinette recently retired. Therefore TRCC is in need of a representative from OACP.

Traffic Safety (13) ~ Chris Gregory. Nothing new to report.

Quality Control (14-20) ~ Eram Kennedy. Have jumped from 47% from last year to 60% for electronic crash submission. This has improved the quality, timeliness, and accuracy of data. Anticipate more agencies submitting electronically which will only increase the accuracy of said data.

Automation of Criminal Complaint Form: Criminal Investigations gathered samples of criminal forms from around the state. Combined like elements, developed a draft form, and sent to the Supreme Court for review. Hopefully will develop a universal form to be used throughout the state.

Driver and Vehicle Services (23-26) ~ Russ Rauch. Mr. Rausch provided an update on the Driver Simulators. Plan to begin installing the simulators in December 2016/January 2017 with all hopefully in place by June 2017. In addition, the BMV announced the self-service terminals available at nine locations throughout the state (Attachment 2). The pilot program may also provide additional services at the kiosks in the future.

Reinstatement office in Columbus has closed. However, payments can be made at all Registrar offices. A telephone center has been added to assist with questions.

Citation Tracking (27-33) ~ Captain Combest. Covered above.

EMS (34-38) ~ Sue Morris. Update on projects that have been funded through TRCC: Trauma Acute Care Registry – in production. Receiving records that are in compliance with ICD10 coding which went in effect October 1, 2015.

1. EMS Incident Report System will be NEMESIS 3.40 compliant. Completing the logic for the business rules as they apply to the incident disposition.
2. Trauma Rehab Registry – updated scope of work received, listing the timelines, milestones, and deliverables. However, the initial request neglected to include the migration of the Legacy data. Therefore, asking the Committee for additional funds to complete this task. The request will complete the move of all records housed that are currently stored at DPS. The application currently being used went live in 1998. DPS and DAS are pushing to decommission these applications. Hoping to complete the transition by April 2016. In order to complete the migration of all the data, requesting \$7,500 for migration of the Legacy data. A copy of the quote was distributed to the Committee (Attachment 3).

ACTION: *Motion to grant EMS \$7,500 to complete the Legacy Data Migration Programming, Services, and Processing.* Sue Moore – First. Mike McNeal – Second. None – Abstained. None opposed. Motion approved.

Roadway Data (21-22) ~ Michael McNeil. 78 counties have been completed. Lorain have been completed. Summit County data set has been completed, should be totally completed by the end of the year. With the total being 80 complete.

Currently working on two projects:

1. Intersection data file – part of a larger project (Road inventory) has been completed. Training began last month. Invoices were coming in as part of a whole. (Intersection data file & road inventory. Those invoices were being paid from the Road Inventory funding. Therefore, reimbursing DPS \$72,000.
2. In Car Mapping Tool – Another transition in the IT department. The Business Analyst and Project Manager that were recently hired have been reassigned. However, have again been assigned new staff. Beginning to work on the project. Will carryover funds of \$293,000.

Other: Capt. Schmutz reminded all that she is required to send grant system updates quarterly. She will periodically request information from the Committee to complete those reports.

	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None			

DISCUSSION
(All)

TOPIC	Old Business		
DISCUSSION (Capt. Schmutz)	<u>Project Ideas:</u> Committee members are encouraged to bring forward any project ideas. None were provided.		
	<u>Fatal Crash Reports:</u> Agencies are under the belief that they cannot submit fatal crash data reports until adjudications. This is not true. The Committee is asked to relay this information to agencies and ask that these reports are submitted in a timelier manner.		
	<u>TRCC Member list:</u> The Committee is asked to review and provide any updates.		
	<u>2016 Schedule:</u> Will be meeting quarterly, beginning March 15, 2016. Schedule will be emailed to all and posted on the website.		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Review Charter Member List and forward changes to Sherry Harkness.		All Committee members	ongoing
2016 TRCC meeting schedule emailed and posted to OSP website.		Sherry Harkness	1/1/2016
TOPIC	Adjourn		
DISCUSSION (Capt. Schmutz)	<u>ACTION:</u> Motion to adjourn. Sue Morris – First. Abstained. None opposed. Motion approved.		
	The meeting adjourned at 11:13 a.m.		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
None			
ACTION ITEMS		PERSON RESPONSIBLE	
Survey be develop and emailed to agencies regarding OLEIS/e-citation printers.		Eram Kennedy	
Detail list of the Crash Reconstruction items requested to be provided to Committee for funding consideration.		Lt. Chris Kinn	
Review Charter Member List and forward changes to Sherry Harkness.		All Committee members	
2016 TRCC meeting schedule emailed and posted to OSP website.		Sherry Harkness	
ATTACHMENTS			
OLEIS program/ E-Citation Printer Qualifications - Updated (Attachment 1)			
BMV Media Release – BMV4U Self-Service Terminals Available at Nine Locations Across the State (Attachment 2)			
EMS Data Migration Programming Quote (Attachment 3)			
~ NOTE: All attachments are available upon request. ~			
NEXT MEETING			
Next meeting:			
Tuesday, March 15, 2016 @ 10:00am Ohio Department of Transportation, Conference Room GB 1980 West Broad Street, Columbus, Ohio 43223			

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