

Technical Council Meeting Minutes

July 9, 2014 1:00 – 3:00

SHA OOTS – SOC Training Room* or
Phone/Online Access (See page 2)

I. Introductions/Sign-In Sheet

Jackie Milani called the group to order at 1:05 and informed the group that the Charter was approved by the Executive Council and will affect the order of the Technical Council meetings slightly.

Introduction of TRCC Technical Council Co-Chairs

Diedre Parish and Danielle Bradshaw-Lee were approved through online vote by the Technical Council members. Jackie Milani will assist as a co-facilitator, but turned the meeting over to the new Co-Chairs.

II. Approval of Minutes

In the future, the TRCC web address will be added to each set of minutes for easy access. The TRCC website currently resides at the National Study Center domain and will move to the MVA MHSO domain in the near future.

Mike Sheffer motioned to accept the minutes.

Bala Akundi seconded the motion.

Council voted and motion passed.

III. TRCC Administrative Updates

a. Forum Update

Feedback about the Maryland Traffic Records Forum was shared and is available on the TRCC website. Attendance was good, as well as the results of the evaluations for the workshop sessions and the Forum overall.

Planning for next year's Forum will commence very soon, volunteers will be solicited to join the planning committee.

b. Charter

The approved Charter was distributed to all in attendance and summarized by Jackie Milani.

Jackie Milani will send out the list of nine agencies that will be considered for voting rights and will solicit the names of voting members as resolved above.

c. New Meeting Format

d. Voting membership

Voting privileges were discussed for the agencies listed in the Technical Council section of the Charter. Danielle Bradshaw-Lee asked for ideas and Ed Nabors suggested being specific about vendors groups and voting. A decision does not need to be made today, it will be revisited at the next Technical Council meeting. The Charter states that each agency is permitted two votes, which would compromise the anonymity of the vote slightly. Should the Charter be revised to allow all online votes to count anonymously? Some agencies have more members active on the Technical Council than others, should each agency submit the names of the two voting members to the Chairs?

Cindy Burch moved that each of the sixteen member agencies submit the names of 2 voting representatives.

Ed Nabors seconded the motion.
Council voted and motion passed.

e. ACRS Sub-Committee

Danielle Bradshaw-Lee presented the idea of incorporating the existing ACRS Task Force under the TRCC umbrella as an official subcommittee. Doug Mowbray discussed the prioritization of ACRS enhancements in the current ACRS Task Force structure which holds monthly meetings. Becoming a subcommittee of the TRCC primarily involves providing reports and hearing discussion at the Technical Council meetings, but the subcommittee would continue to function and implement the project to their timeline and standard.

It is recommended that it remain a Task Force and not become a TRCC subcommittee, but be a standing item on the Technical Council agendas for reporting (section V). If there are any questions about the ACRS Task Force, contact Danielle Bradshaw-Lee.

IV. Updates from Data Owners

a. E-Citation (District Court)

Brian Browne reported receiving 95,000 E-citations in June 2014 and a marked reduction in the number of manual citations. Approximately 440,000 citations received so far this year, which is similar to the same point last year but an increase is anticipated in the coming months.

Some issues exist when the E-citation moves to the court, an example is one person showed up with a blank citation, but those minor issues are being resolved.

Brian Browne reported that the Judiciary is still working with MVA to resolve the issue with court commissioners that was discussed in at the May TRCC Technical Council meeting. Educational efforts are being made with the commissioners and data keyers. One possible solution is to rely on the barcode for data accuracy, which is a current practice but perhaps not 100% of the time. Acquiring newer barcode scanners was suggested.

b. MSCAN (SHA)

Doug Mowbray reported that the MHSO will be working with MSP and SHA to establish crash data distribution. MSP is the data owner and SHA will be the provider once approval is provided by MSP.

Discussion centered on the Memorandum of Understanding granting access to crash report data. The MOU currently resides as SHA awaiting signatures. Richard Johnson and Bill Mcleod expressed concern about acquiring data from ACRS, while Chris Corea explained that all ACRS data has been provided to Gary Klein.

c. Law Enforcement Data Collection (MSP)

i. E-TIX

July 1 re-format was successfully implemented. Approximately 735,000 traffic stops (500,000 citations, 600,000 warnings, 100,000 equipment orders) thus far this year. Some federal agencies have signed on to use the E-TIX system.

ii. ACRS

In the state, 127 law enforcement agencies have access to the Delta+ platform which includes E-TIX and ACRS with over 4,600 users.

iii. eMAARS

Ida Williams reported that there is no backlog for eMAARS, just normal data entry work as the paper comes in. eMAARS will continue to operate after full implementation of ACRS for the repository.

iv. FARS > ACRS Fatal Crash Reports

Charlene Rock-Foster reported that tomorrow begins the NHTSA Early Assessment of FARS and pulls data from the states. She is able to incorporate ACRS fatal reports into FARS.

V. Updates from Subcommittees

a. GIS

There have been no GIS Subcommittee meetings since the last TRCC Technical Council meeting, the group will reconvene in September 2014. Mike Sheffer is working with Kelvin Saldanha to get the roadway data in the GIS format for the Highway Safety Manual.

VI. Strategic Highway Safety Plan (SHSP) Data Coordinator Update

Cindy Burch explained that each Emphasis Area Team of the SHSP will have a Data Coordinator that will relay data needs and requests to the SHSP Data Coordinator (Cindy Burch) or Co-Chair (Doug Mowbray). Doug Mowbray provided more detail about this process.

VII. Updates from Traffic Records Grantees

a. MCTSA (NSC)

Time was not available for an update, it will be requested by email.

b. eMEDS (MIEMSS)

John New presented information about eMEDS and its position in the State Injury Surveillance System. Details relevant to the upcoming Traffic Records Assessment were also discussed. Updates on the CAD Integration project, which received funding from the MHSO, were given.

c. Washington College

The crash data improvement for 2011 Baltimore City is complete. The 2007-2010 process should be done by July. The data have been provided back to Baltimore City and SHA so that master file has the updates. Erica McMaster stated that the SPIDRE project had an anniversary event and efforts are underway to update their products.

d. Maryland State Police

Danielle Bradshaw-Lee stated that there is no further update for MSP aside from the Maryland Technology for Law Enforcement (MTLE) conference in November 2014.

VIII. Special Presentations

- a. Federal Highway Administration: Highway Safety Manual – Breck Jeffers
FHWA Proven Safety Countermeasures powerpoint slides and information are attached.

- b. State Highway Administration: Roadway Data Improvement Program – Kelvin Saldanha
Information about the Roadway Data Improvement Program was shared and an anticipated date for that assessment is at the end of 2014. Schedule decisions have not been finalized yet, but plans will be made in the next few months. This will help with the upcoming writing of the 5 year Strategic Plan.

IX. Open Discussion

Cindy Burch planned to remind the Council that the Traffic Records Assessment Kick-Off meeting has been scheduled for August 4, 2014 in the OOTS Training Room at SHA. If any TRCC member did not receive a notification/invitation, please contact Cindy Burch or Doug Mowbray.

X. Upcoming Meetings

- a. Executive Council: Aug. 21 (MVA) 1pm – 3pm
- b. Technical Council: September 10 (SHA) 1pm – 3pm

XI. Adjourn

Chris Corea motioned to adjourn.
Mike Sheffer seconded the motion.
Council voted and motion passed.

Danielle Bradshaw-Lee adjourned the meeting at 3:09pm.

Attendance

Bala Akundi – Baltimore Metropolitan Council
Danielle Bradshaw-Lee – Maryland Transportation Authority Police
Brian Browne – District Court of Maryland
Cynthia Burch – National Study Center for Trauma & EMS
Camille Burke – Motor Vehicle Administration
Chris Corea – Maryland State Police
Stephanie Hancock – National Highway Traffic Safety Administration
Jim Harkness – Maryland Transportation Authority
Breck Jeffers – Federal Highway Administration
Richard Johnson – Federal Motor Carrier Safety Administration
Gary Klein – State Highway Administration
Bill Macleod – State Highway Administration
Erica McMaster – Washington College
Jackie Milani – National Study Center for Trauma & EMS
Douglas Mowbray – Maryland Highway Safety Office
Ed Nabors – Dept. of Public Safety and Correctional Services
John New – Maryland Institute for Emergency Medical Services Systems
Diedre Parish – Maryland Transportation Authority
Charlene Rock-Foster – Maryland State Police
Kelvin Saldanha – State Highway Administration
Michel Sheffer – State Highway Administration
Hyeonshic Shin – Morgan State University
Ian Tangert – Washington College
Randy Todd – Maryland Transportation Authority Police
Ida Williams – Maryland State Police

Call-in/Online Access Information

1. Please join us for the MHSO Traffic Records Coordinating Committee Meeting.

<https://www2.gotomeeting.com/join/222463514>

2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

Dial +1 (773) 945-1030

Access Code: 222-463-514

Audio PIN: Shown after joining the meeting

Meeting ID: 222-463-514

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*Directions to SOC Training Room:

7491 Connelley Drive, Hanover, MD 21076

Enter at the Office of Operations (CHART) Entrance. (If you usually come through the Office of Traffic and Safety Office: as you are facing the OOTS doors, the Office of Operations is the next entrance to the left.) The sign over the window reads: Hal Kasoff Statewide Operations Center. Make a left and check in with security. The SOC Training Room will be through the glass doors and to your right (it's the larger room that faces down on CHART, past the display case).

Acronyms

ACRS: Automated Crash Reporting System

eMAARS: Enhanced Maryland Automated Accident Reporting System

eMEDS: Electronic Maryland EMS Data System

E-TIX: Electronic Traffic Information Exchange

FARS: Fatality Analysis Reporting System

FFY: Federal Fiscal Year

GIS: Geographic Information System

MAP-21: Moving Ahead for Progress in the 21st Century

MCTSA: Maryland Center for Traffic Safety Analysis

MHSO: Maryland Highway Safety Office

MIEMSS: Maryland Institute for Emergency Medical Services Systems

MOU: Memorandum of Understanding

MSCAN: Maryland Safety and Crash Analysis Network

MSP: Maryland State Police

MVA: Motor Vehicle Administration

NEMSIS: National Emergency Medical Services Information System

NHTSA: National Highway Traffic Safety Administration

NSC: National Study Center for Trauma & EMS

OCME: Office of the Chief Medical Examiner

SHA: State Highway Administration

SHARP: Safe Highways Application and Reporting Program

SHSP: Strategic Highway Safety Plan

TRIPRS: Traffic Records Information Program Reporting System

TRSP: Traffic Records Strategic Plan