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**State Traffic Records Coordinating Committee (STRCC)  
Meeting Minutes**

Date: Wednesday, 23 April 2014

Time: 1:00-4:00 PM

NMDOT General Office, Training Rooms 1 and 2

20 people in attendance:

Dely Alcantara, UNM Geospatial	Lolita Martinez, NMDOT
Anthony Apodaca, NMDOT	Maj. Chris Mayrant, NMDPS
Katie Bridgewater, Davis Innovations	Jimmy Montoya, NMDOT
Adam Diamond, NMMVD	Andrea Naranjo, NMDOT
Yolanda Duran, NMDOT	Sean Noonan, NMDOT
Steve Eagan, NMDOT	Capt. Gabriel Pacheco, NMDPS
David Gilbert, NMDOT	Marvin Paulk, SFPD
Ilene Hall, Pricehall Research, Inc.	Sophia Roybal-Cruz, NMDOT
Kenric Hindi, NMMVD/DWI Bureau	Nick Salazar, CSW Enterprises, LLC
Julia Krupcale, NMDFA	
Shawn Logsted, Davis Innovations	

Meeting attendees received copies of the following:

- 1) Meeting Agenda
- 2) STRCC Presentation by Jimmy Montoya (PRESENTATION 1)
- 3) TRCC TraCS 10 Update by Nick Salazar (PRESENTATION 2)
- 4) New Mexico Traffic Records Program Update by Yolanda Duran (PRESENTATION 3)
- 5) MAP-21 Traffic Records System Improvement Grant by Ilene Hall (PRESENTATION 4)

## **1. Introduction**

- 1.1. Jimmy Montoya called the meeting to order at 8:42 AM.
- 1.2. The purpose of today's meeting is to provide an update on the current status of the Traffic Records department of the New Mexico Department of Transportation.
- 1.3. Meeting attendees introduced themselves.

## **2. Traffic Records Updates—Jimmy Montoya (PRESENTATION 1)**

- 2.1. Vehicle registration bar coding (SLIDE 4) is in process. Mr. Montoya and Mr. Diamond gave an update on the project.
  - Adam Diamond, Kenric Hindi, both of MVD, and Anthony Apodaca, NMDOT, are working on the bar coding and software upgrade projects.
  - \$50k allotted for project.
  - All police departments will be able to scan vehicle registrations, which will help simplify traffic stops for officers.
  - Decreased time for officers to stand outside vehicles next to the road may reduce officer deaths and/or injuries.

- Testing will begin August 2014 with vehicle information. Will cover approximately 1.3 million vehicles.
  - Customer-centric records—customers will be linked to any tertiary vehicles, and vice-versa.
  - Information will be comprised of up to 2,000 characters, which is a large amount of information that will be available to law enforcement.
  - Driver module for the system re-engineering project will go live May 2015. At that time, bar code information could include driver information.
  - Officer Paulk, SFPD, asked if bar coding could assist with stolen vehicles, and Mr. Diamond said that potentially it could, but there are some limits to networking through other agencies. The goal with the bar coding is to place as much information as possible on the bar code without compromising individual privacy.
  - Mr. Salazar said in the future there may be a TraCS interface with the bar code as well. There are still questions needing answers regarding this possibility.
  - Maj. Mayrant asked if bar coding will include commercial vehicle registration, and Mr. Diamond affirmed that it will.
  - Mr. Diamond said the only vehicles that will not initially be included are boats and ATVs.
- 2.2. Licensing Software Upgrade—Joint project with the NM Department of Health (SLIDE 5)
- Done upon recommendations made by the Traffic Records Assessment a few years back to meet NEMSIS standards.
  - Will be in effect for FY2015.
  - Purpose is to purchase a service which will provide licensing software and an upgrade to the EMS Tracking and Reporting System.
  - Will enhance the Statewide Injury Surveillance System.
  - Will improve the efficiency of the EMS provider licensee and its ability to renew licenses every two years.
- 2.3. TraCS 10 Funding (SLIDE 6)
- \$500k for TraCS 10 upgrade
  - Will be discussed further by Mr. Salazar during his presentation.
- 2.4. Traffic Records Web Page (SLIDE 7)
- Money has been set aside for one of the vendors to build the Traffic Records webpage.
  - Mr. Montoya included some ideas for the web page on SLIDE 7.
  - Mr. Montoya asked the meeting attendees if anyone had any ideas on what they would like to see on a web page.
    - Mr. Eagan commented that the total number of fatalities as well as the total number of crashes should both be included.
    - Mr. Eagan also said the classes of injuries, particularly Class A, along with the total numbers of injuries would be a helpful addition.
    - Mr. Montoya said UNM will soon have crash data available and it is hoped that the information can be updated monthly. Having this information available will help reduce many of the requests coming through the Traffic Records office.
    - Ms. Hall asked if the information is available now. Mr. Montoya responded that yes, the information is available, but the website is very outdated. Ms. Duran said some data is available on the UNM GPS Traffic Research Unit website. Mr. Montoya said the public,

however, is unaware of where to find that information. Fatality data is updated the 10<sup>th</sup> of every month.

- Ms. Hall suggested that the strategic plan could be included on the website.
- Mr. Montoya said if anyone has further suggestions for the website, he may be contacted.

## 2.5. Traffic Records Achievements (SLIDE 8)

- The FARS Team, represented at the meeting by Sean Noonan and Dave Gilbert, has had numerous successes the past year. When Mr. Noonan and Mr. Gilbert joined the Team last year, there was no FARS Analyst. In August 2013, they started making the benchmarks set by NHTSA and have not missed a benchmark since.
- Crash Data Integration—information is being sent electronically to Ms. Naranjo's office, making things much easier for her to send data to UNM. Electronic submissions eliminate the need for scanning paper documents. Further streamlining of the process is in the works, including bringing other agencies on board with electronic submissions.
- State Police TraCS Agreement—Mr. Salazar will discuss this next.
- UNM website—UNM's GPS department, of which Ms. Alcantara is a part, have changed the NMDOT website, providing more information and making it more user-friendly. Further work will be done on the website, as previously discussed.
- UCR Manual and Training—Mr. Gilbert has been working on a training/refresher manual for Law Enforcement. Training will commence May 6, with the Espanola Police Department. If other officers would like to take training, contact Ms. Naranjo at 827-5292 to schedule an appointment. It is hoped that 70-80% of Law Enforcement Officers will be trained.
- This year, electronic filing of state Fatality Crash Records began. This makes access and retrieval much easier.

## 2.6. Uniform Crash Report (UCR) Subcommittee

- Upon recommendation by the National Institute of Safety Research, changes will be made to the UCR form.
- A Subcommittee, led by Sophia Roybal-Cruz, has been formed to make recommendations for changes. The goal is to achieve at least 95% of MMUCC Standards.
- The subcommittee meets for one hour once per month via teleconference. It is desirable to have Law Enforcement involvement, and NMSP Major Lovato assembled a list of 20 State Police Captains who are willing to participate. While this is an appreciated contribution to the process, the Subcommittee particularly needs the involvement of field officers.
- During the teleconference meetings, each element of the UCR is discussed and a determination is made regarding changes to be adopted. Upon completion, changes will be presented to the TRCC for approval.

## 3. TraCS 10 Update—Nick Salazar (PRESENTATION 2)

3.1. Since Mr. Salazar's last update, the TraCS team has made good progress. TraCS (Traffic and Criminal Software) currently has grant agreements with five New Mexico Law Enforcement Agencies (LEAs) (SLIDE 2):

- Albuquerque Police Department
- Rio Rancho Police Department
- Santa Fe Police Department
- Dona Ana County Sheriffs OFC

- NM State Police—the most recent agreement
- 3.2. Albuquerque Police Department (SLIDE 3)
    - Received its database and web servers, and both have been configured. Previously, APD was using the old version of TraCS, which necessitated conversion of all user files—a very time-consuming process.
    - Currently, 60 APD officers are in the TraCS pilot program.
    - Full training and rollout will start in June. All laptops must be reimaged with additional software, causing a delay in the rollout.
    - Has offered to host the national TraCS SDK Training the week of July 28. This will be a large gathering of LEAs from across the nation using TraCS.
  - 3.3. Rio Rancho Police Department (SLIDE 4)
    - Has seen the most progress since the last update.
    - Has developed processes and training for using TraCS.
    - Has been upgraded from version 7.3 and 100% of the Department is now using TraCS 10.
    - Is working on interfacing with Rio Rancho Municipal Court. This is a big stride for TraCS because at present, no municipal courts are on board, only magistrate courts.
    - Will do the pilot project for the Incident Location Tool (ILT) in May.
  - 3.4. Santa Fe Police Department (SLIDE 5)
    - Database and web server are configured.
    - Users are migrating from TraCS 7.3.
    - Are waiting for help with auto-numbering configuration. Brian Bullard has written a rule that gives each Department a set of crash report numbers, which will eliminate confusion that has resulted in duplicate Crash Report numbers. This pilot program will commence in May.
  - 3.5. Dona Ana Sheriff's Office (SLIDE 6)
    - Fully 100% of the Department is using TraCS 10.
    - Currently testing the latest TraCS packs.
    - Is sending TraCS citations electronically to the Las Cruces Magistrate Court.
    - Will soon pilot sending TraCS crash data to UNM. Mr. Salazar and Mr. Bullard will meet with UNM this week to investigate the electronic integration of TraCS forms into UNM's database.
  - 3.6. NM State Police (SLIDE 7)
    - Recently added to the TraCS program.
    - Will soon present their DoIT Certification documentation.
    - Will hire a project manager.
    - Will begin their pilot project at District 4 in Las Cruces. Dona Ana Sheriff's Office will help in guiding them.
  - 3.7. 8 NM LEAs want to utilize TraCS 10—Las Vegas PD; NM MTP; Santa Fe County SO; Rio Arriba SO; Las Cruces PD; Guadalupe County SO; Espanola PD; and Tesuque Tribal PD.
    - TraCS grant agreement money is reimbursed to agencies, but many of the agencies have difficulty getting the money initially.
    - Agencies also lack the necessary technical expertise and manpower.

### 3.8. Incident Location Tool (ILT)

- Pinpoints the exact location of a crash without using GPS. It can integrate with GPS, but the actual map layers are installed on officers' onboard computers.
- Will standardize information across agencies.
- Has the ability to integrate nine fields on the Crash Report, saving time on manually typing in information.
- Auto-populates nine fields on the Uniform Crash Report (SLIDE 9).
- SLIDE 10 shows an example of the ILT as it appears to officers.
  - The puck can zoom in to show the street and out to show the county.
  - The officer clicks on the puck and can enter nine fields of information, which are populated to the corresponding nine fields on the UCR. This saves the officer a lot of time.

### 3.9. Questions

- Ms. Hall asked how many agencies Mr. Salazar anticipates fully using TraCS by the end of the year. Mr. Salazar said that since NMSP and APD are both large agencies and NMSP is spread out geographically, training takes longer. There is no specific timeline for NMSP, but he expects APD to be using TraCS by the end of the summer. Many APD officers are already using TraCS, so the change from the older versions of TraCS to TraCS 10 isn't as large as training NMSP users from scratch. Mr. Salazar hopes that by the end of this calendar year, four agencies will be fully using TraCS.
- Mr. Diamond asked if TraCS sends electronic data with an accompanying image, such as PDF or TIF. Mr. Salazar responded that images are XML files, but TraCS can create a PDF also, so it is possible to obtain a paper copy for records. Mr. Diamond said his group would like to explore the possibility of receiving PDF image files because they are needed according to the statute. Currently, his group scans TraCS citations by hand, which is not efficient.
- Mr. Diamond also commented on citation numbering. He said that in the past, numbering redundancies have caused huge problems for MVD. He urged care to be taken with the issuing of citation numbers. Mr. Salazar said auto-numbering is better because it eliminates human error. He went on to say that Brian Bullard has done a great job on this and actually presented his numbering rule at the National Model Meeting last month in Omaha, causing several other states to request documentation so they can use it as well.
- Mr. Gilbert asked what the ILT uses as its base, such as satellite constellation. Mr. Salazar said that ILT map layers are directly installed on the computers and use no external source, such as a satellite. The ILT auto-updates the maps.

## 4. New Mexico Traffic Records Program Update—Yolanda Duran (PRESENTATION 3)

- 4.1. Ms. Duran thanked the Traffic Records Team for their continuing hard work, particularly on streamlining processes. She also thanked the partnering contractors.
- 4.2. Ms. Duran said her talk will describe in brief MAP-21 requirements and the Traffic Record Go-Team update.
- 4.3. At the last TRCC meeting there was a discussion about bringing in a Traffic Record GO Team. Ms. Duran and Mr. Montoya have worked on getting three applications completed and submitted to the National Highway Traffic Safety Administration (NHTSA) for having the GO

Teams here. The GO Team applications submitted thus far to the NHTSA Division Office are for the development and running of an efficient and effective Traffic Records Coordinating Committee and for the development of a strategic plan and its implementation. She received an update just today from the NHTSA Regional Office stating that the applications have been submitted to Headquarters in Washington, DC. Ms. Duran will keep the TRCC informed as to when the Traffic Records GO Teams will come to NM.

- 4.4. NHTSA Traffic Information System Improvements under 405c (SLIDE 2)
  - Funded through NHTSA. Past funding appropriation changed with the advent of MAP-21. Funding is now called 405c, the NHTSA Traffic Information System Improvements.
  - 405c funding requires having a Traffic Records Coordinating Committee, of which everyone assembled here today, is a part.
  - All projects must have quantitative improvements, such as a Traffic Records Assessment.
  
- 4.5. TRCC Requirements (SLIDE 3)
  - Legally mandated.
  - Meet a minimum of three times annually.
  - Must have a Traffic Records Coordinator.
  - Membership is comprised of owners, operators, collectors and users of traffic records and public health and injury control data systems (SLIDE 4).
  
- 4.6. The NM Traffic Records System is comprised of eight parts. All of the following components are required by the USDOT programs (SLIDE 5).
  - **Crash Database**—custodian is NMDOT.
  - **Vehicle Data System**—custodian is MVD.
  - **Driver Data System**—also under MVD.
  - **Motor Carrier Management Information System**, a federal reporting system—custodian is NMDOT. This System is the repository of commercial motor vehicle accident data. It is reviewed monthly for performance in timeliness, accuracy and completeness by NHTSA.
  - **Roadway Data System**, the repository for spatial data such as roadways and assets — custodian is NMDOT. The ILT tool will be part of this system.
  - **Citation and Adjudication System**—overseen by MVD for the Citation part and the NM Court System for the Adjudication part.
  - **Injury Surveillance System** incorporates EMS, trauma, hospital discharge data and other roadway-crash data —custodian is DOH.
  - **Fatality Analysis Reporting System (FARS)**—custodian is NMDOT. NHTSA requires the reporting of fatalities into a federal system. NMDOT’s benchmarks in this reporting system have seen a vast improvement and are now at 96%.
  
- 4.7. MAP-21 requires certain functions of the TRCC (SLIDE 6).
  - Has the authority to review highway safety data and the traffic records system. Authorizes any changes to the traffic records system.
  - Considers and coordinates the views of state organizations that collect, administer and use highway safety data and represents those views to outside organizations.
  - Reviews and evaluates new technologies for keeping safety data and the traffic records system current.

- 4.8. NHTSA requires a Strategic Plan (SLIDES 7-8).
- The plan must be approved annually by the TRCC.
  - The last Traffic Records assessment was in 2011. After the assessment came the requirement of a five-year strategic plan. The current plan ends in 2017. The next assessment will occur in 2016.
  - Components of recommendations for each segment of the Traffic Records System will be examined and compared to NHTSA recommendations to develop all projects for the next five-year period.
  - NHTSA sets forth the model performance measures. Ms. Duran can provide a copy of the document if anyone is interested in seeing it.
  - If certain components are not addressed in the Strategic Plan, they must be stated with justification as to why they will not be implemented.
- 4.9. Requirements for quantitative improvement in data attributes are tied to NHTSA's model performance measurements (SLIDES 9-10):
- Timeliness
  - Accuracy
  - Consistency
  - Uniformity
  - Completeness
  - Accessibility
  - Data Integration
- 4.10. The purpose of the quantitative improvements requirements is to achieve consistency within the state's records systems and with the national model. The requirements come from several sources (SLIDE 10).
- Currently, NMDOT is working with the Roadway System to improve the Data System, based on Highway Safety Performance (HSP) requirements. HSP elements are being aligned with attributes of the Model Inventory of Roadway Elements (MIRE). Many HPMS data elements are also incorporated. Certain data elements must be collected by the state in order to meet requirements of various sources.
  - Work is being done for aligning MVD's citation and impaired driving records with NHTSA's Model Impaired Driving Records Information System (MIDRIS) data dictionary.
  - Currently, the state's EMS database needs to be brought into compliance with the National EMS Information System (NEMSIS).
- 4.11. Strategic Plan Update and MAP-21 Requirements (SLIDE 11)
- Member list must be generated. Committee members represent partnering agencies.
- 4.12. Traffic Records will send the Charter and Memorandum of Commitment documents to TRCC and STREOC members to be signed. The current Charter will be used, but the Executive Member list must be updated because some members have retired or will retire soon.
- Upcoming meetings will be scheduled.
  - Requirements must be fulfilled for funding.
  - Baseline measures to show quantitative improvement must be developed.
  - Performance measures are set by NHTSA.

- 4.13. MAP-21 has 16 model performance measures that should be incorporated in the Strategic Plan (SLIDE 12).
- Based on fatality and injury rates.
  - FHWA definitions must be used.
  - NMDOT is currently working on updating its system to reflect urban and rural areas according to FHWA definitions. Upon completion, that data set will be shared among agencies to become the spatial data of record for urban and rural reporting.
  - Mr. Eagan does much of the reporting to FHWA.
  - Ms. Hall does the reporting to NHTSA.
- 4.14. Traffic Records Assessment (SLIDE 14)
- At the last assessment, a NHTSA team visited and interviewed all Traffic Records partners. It was a very involved process, but it has now changed. The new process will be web-based.
  - Prior to the assessment, NHTSA will review the databases and make recommendations.
  - The next Traffic Records assessment will be in 2016.
  - Before the next assessment, recommendations from the 2011 assessment will be used to develop projects for funding.
- 4.15. Traffic Records Program Action Items (SLIDE 15)
- Update and implement the Strategic Plan—is in process, will be in the FY2015 HSP.
  - Schedule GO Teams visits.
  - Schedule STREOC and TRCC quarterly meetings. Proposed dates:
    - July 16, 2014
    - October 15, 2014
  - Planning for:
    - Data Committee
    - Uniform Crash Report Change Committee
    - TraCS Users Group
- 4.16. Questions or Recommendations (SLIDE 16)
- Ms. Hall asked whether or not fatality rates for older drivers must be reported as a performance measure. Mr. Eagan said that annually, fatality rates for older drivers must be calculated then checked against those of previous years in order to certify compliance. Ms. Hall stated that those rates do not have to be reported for FY2015 and Mr. Eagan concurred.
  - Regarding linear referencing for any kind of crash report for any public road, Mr. Eagan said that according to the Transportation Research Board meeting he attended in January, neighboring western states are working on this requirement through the ARNOLD Program and other programs. The other states are trying to put various unpaved roads into their systems. FHWA has taken the lead on this topic and has said HSIP funds could be used. NM has not collected data in the past for unpaved roads. He asked first, what can be done to include such data and second, if NHTSA asked for such information.
    - Ms. Duran said ARNOLD is the goal toward which NM's linear referencing system needs to go. ARNOLD is new and isn't a NHTSA requirement yet, although it most likely will become a requirement. FHWA is sending this requirement down. There is a National Traffic Records Coordinating Committee and FHWA, NHTSA, FMCSA, USDOT and USDOT Research are all members. Any FHWA requirements set for linear referencing will be sent through the National TRCC.



- Ms. Duran said a highly detailed report must be given in order to request funding for highway improvement plans. Many different data sets must be included, of which the linear referencing system is a component. NMDOT is diligently working to fix the system.

4.17. Ms. Duran concluded by thanking the TRCC members for their participation.

## **5. Highway Safety Plan—Ilene Hall**

5.1. Ms. Hall, a technical writer, works with the Traffic Safety Division mainly on the Highway Safety Plan, grant applications and the Annual Report. She will talk about the Highway Safety Planning process and how Traffic Records fits into it, and then the Traffic Records Grant applications.

5.2. Prior NMDOT funding was under the government program SAFETEA-LU, but is now MAP-21. MAP-21 funding is only for FY2013-14. Although she has not heard about a continuing resolution, Ms. Hall assumes there will be one for funding for the next few years.

Previously, grant applications and the Highway Safety Plan were on different schedules. Now, however, both are due in June, presenting some challenges to complete both at the same time. The planning process had to be moved up in time.

5.3. The Traffic Safety Division staff meets once a month. The fiscal year begins in November, so at that time, the staff examined critiques, issues and NHTSA specifications regarding program implementations. They also looked at how performance measures were met.

- From January to May the Traffic Safety Division works on the Highway Safety Plan and grant applications. They also meet to discuss program changes and issues within agencies and with contracts.
- UNM TRU provides data used to assess programs to help NMDOT and contractors assess whether or not they will meet performance measures.
- The staff also discusses legislative priorities.

5.4. The Traffic Records program is one of the primary programs of the Traffic Safety Division. It began nine years ago, when NM wrote the first Traffic Safety Improvement Competitive Grant. At that time, NM was the only state in the nation to receive that particular grant to start a Traffic Records Improvement Program. The Program was integrated into SAFETEA-LU and has continued on into MAP-21.

There is a Traffic Records section in the Highway Safety Plan in which are described various projects and performance measures and outcomes. From that information, the Traffic Records Bureau becomes qualified to receive funding.

A primary component of funding is the performance measures. It is necessary for the program to have a variety of performance measures with a variety of agencies in order to have at least one improvement in at least one of the core measures. For example, if MVD has performance measures that can be worked on with the Traffic Records program for which the one-year baseline can be documented and data gathered in time for the June deadline, it could be used to apply for funding.

5.5. MAP-21 Traffic Records System Improvement Grant—See **PRESENTATION 4**.

5.6. Questions and Comments

- Captain Pacheco said that findings from a TSA program last year showed that DPS and NMDOT need to work more closely together. DPS puts together a Commercial Vehicle Safety Plan (CVSP) with projects and performance measures for FHWA. They were informed that TSA wants DPS and NMDOT to integrate their Safety Plans. The next CVSP is due in August. He asked if there is any way both groups can get together to work on that. Ms. Hall is agreeable to this and asked for Captain Pacheco to give her his contact information so they can set up a time to meet.
- Mr. Eagan said that NMDOT’s HSIP involving engineering programs requires qualitative measures and goals to reduce fatalities and serious injuries. Any performance measures for the Highway Safety Plan for NHTSA will also be used as performance measures for the Highway Safety Improvement Program for FHWA.
  - Ms. Hall said that the one measure that does not have to be reported is the serious injury rate, so information on that is not collected. However, perhaps it could be collected and coordinated with the four measures that are required. She will contact Mr. Eagan with information after the next staff meeting for the Highway Safety Plan in which they will finalize performance targets.

**Next meeting:**

**July 16, 2014**

**Location and Time TBD**

**Meeting adjourned at 2:50 PM.**

Submitted by  
Davis Innovations

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