
**State Traffic Records Executive Oversight Committee (STREOC)
Meeting Minutes**

Date: Wednesday, 25 June 2014

Time: 8:30 AM-12:00 PM

Location: New Mexico State Library, Pinon Room, 1209 Camino Carlos Rey, Santa Fe, NM 87507

18 people in attendance:

Anthony Apodaca, NMDOT Traffic Safety
Elias Archuleta, Chief, NMDOT
Engineering
Keith Bergsten, TraCS Manager, APD
Katie Bridgewater, Davis Innovations
Marcie Davis, Davis Innovations
Yolanda Duran Chief, NMDOT Data
Management Bureau Transportation
Planning and Safety Division, and
STREOC Chair
Roberta Griego, NMDOT Traffic Records
Sgt. James Hohmann, RRPD
Julie Krupcale, NMDFA DWI Programs

Shawn Logsted, Davis Innovations
Maj. Daniel Lovato, NMSP
Anne McLaughlin, NMDOT Statewide
Planning
Lt. Mike Miller, APD
Jimmy Montoya, Staff Manager, NMDOT
Traffic Records
Andrea Naranjo, NMDOT Traffic Records
Eric Roybal, NMDOT CIO
Sophia Roybal-Cruz, Management Analyst
Supervisor, NMDOT
Capt. Chris Smead, DACSO

Meeting attendees received copies of

- 1) Agenda
- 2) DRAFT of *New Mexico Department of Transportation Statewide Traffic Records System Strategic Plan, Federal Fiscal Years 2013-2017*

1. Introduction—Marcie Davis, Davis Innovations

Meeting called to order at 8:55 AM by Facilitator, Marcie Davis, Davis Innovations. The purpose of the meeting is to perform the annual review and approve the STREOC Charter Agreement and Strategic Plan, and to obtain member signatures on the Charter Agreement and Proxy forms. In addition, NMDOT will give status updates on current projects.

2. Introductions and Confirmation of Quorum

Meeting members introduced themselves.

Facilitator Marcie Davis confirmed a Quorum.

3. Overview of NM Traffic Records Program Strategic Plan —Yolanda Duran, Chief, NMDOT Data Management Bureau Transportation Planning and Safety Division and STREOC Chair

Ms. Duran's presentation may be seen as Presentation 1, included with these meeting minutes.

3.1. Federal Requirements

- In order to receive funding for NMDOT projects, NMDOT must comply with federal requirements.
- Traffic Records program receives funding from
 - NHTSA—405C Grant

- FHWA Highway Safety Improvement Program (HSIP)
- FMCSA
- Strategic Plan is required.
 - 5-year plan
 - Updated annually
 - Must be accepted and approved by Traffic Records Coordinating Committee, then uploaded into Federal system

3.2. 405C Program has specific requirements for Congressional appropriation (SLIDE 2). NHTSA model performance measures are the same for all federal appropriations: “To make quantifiable, measureable progress improvements in accuracy, completeness, timeliness, uniformity, accessibility and integration of data in a core highway safety database.”

3.3. A Traffic Records Coordinating Committee (TRCC) is required. TRCC must be chartered or legally mandated, must meet at least three times each year and must have a Coordinator. Ms. Duran is the Coordinator for the Executive Oversight Committee and Mr. Montoya is the Coordinator for the TRCC (SLIDE 3).

NM TRCC has two tiers:

- Executive Oversight Committee
- Traffic Records team

3.4. Membership is comprised of the owners, operators, collectors and users of traffic records and public health and injury control data systems (SLIDE 4). SLIDE 5 shows an illustration of the eight systems that make up the NM Traffic Records System.

Two systems are federally mandated:

- FARS
- Motor Carrier Management System

3.5. TRCC Functions (SLIDE 6)

3.6. Strategic Plan (SLIDES 7-8)

- Must be approved annually
- Has specific requirements for projects
 - All contracts and project agreements with NMDOT now include performance measure.
- Current Plan based on 2011 Traffic Records Assessment. Recommendations are being implemented over 5 years, culminating in 2017.

3.7. Model NHTSA performance measures (listed on SLIDE 9) are to be built into contracts with NMDOT. Both NMDOT and contractors must demonstrate improved compliance, or achievement of higher levels of compliance, with the national model. These required performance measures are based on the Model Minimum Uniform Crash Criteria (MMUCC) Guideline, the Model Impaired Driving Records Information System (MIDRIS) Data Dictionary, the Model Inventory of Roadway Elements (MIRE), and the National EMS Information System (NEMSIS). Compliance data is gathered for use in statistical and analytical reviews.

- 3.8. Current Strategic Plan must align with the Highway Safety Improvement Plan (HSIP), formerly known as the Comprehensive Traffic Safety Plan (CTSP), as well as with performance measures set by the Traffic Safety Bureau outlines in the Highway Safety Plan (HSP).
- 3.9. Today's STREOC meeting will review the requirements for the new Plan (SLIDE 11).
- 3.10. MAP-21 requirements (SLIDES 12-13) can be assessed on NM roadways by the use of counters. Soon, counters that can also measure speed data will be used to help develop model performance measures.
- 3.11. In 2017 the next Traffic Records Assessment will be performed (SLIDE 14). NMDOT must apply one year in advance. There is a newer, more cost-effective assessment process, which includes interviewing TREOC members by phone or over the internet via Skype or webinar. Further details will become clear as the time approaches.
- 3.12. Action items for today's STREOC meeting (SLIDE 15):
 - Vote on the updated Strategic Plan
 - Implement the Strategic Plan
 - Ensure that all Traffic Records projects and performance measures are in alignment with the Traffic Safety Highway performance Plan
 - Ensure that all Traffic Records program projects incorporate traffic records assessment recommendations

4. Review of Charter Agreement—Katie Bridgewater, Davis Innovations

- 4.1. The Charter Agreement explains the purpose of the Traffic Records Executive Oversight Committee.

Voting members signed the document. Additional signatures will be obtained from members not present at the meeting.

4.2. Strategic Plan

Jimmy Montoya noted that on page 12 of the Draft Strategic Plan is a table of Crash Timeliness Measures adopted by NMDOT that have changed; one of which is a timely exchange of information from LEAs. At present, there is a timely exchange of electronic data from LEAs to UNM of 18%. The goal for 2015 is 22%.

In addition to the signed Charter Agreement, other documents will be added to the final submission. The final document will be uploaded to NHTSA by Mr. Montoya Monday, 30 June. Committee members will receive a copy also.

**MOTION to approve the FY 2015 Strategic Plan: Maj. Daniel Lovato, NMSP
SECOND: Capt. Chris Smead, DACSO**

*The New Mexico Department of Transportation Statewide Traffic Records System Strategic Plan, Federal Fiscal Years 2013-2017 was **APPROVED** by the Committee by unanimous decision.*

4.3. Memorandum of Commitment and Proxies were signed by voting members.

5. NMDOT Traffic Records FY 2015 Projects Updates

5.1. Jimmy Montoya reviewed this year's NMDOT Traffic Records projects. Mr. Montoya's presentation, which includes details about each project, may be seen as Presentation 2, included with these meeting minutes.

- 1) TraCS Maintenance and Support (15-HE-640P01), \$750,000 (SLIDE 2)
- 2) TraCS Statewide Rollout Project Management (15-HE-64-P02) \$200,000 (SLIDE 3)
- 3) TraCS Citation and Adjudication Data Transfer (15-HE-64-P03), \$200,000 (SLIDE 4)
- 4) TraCS Equipment (15-HE-64-P04), \$550,000 (SLIDE 5)
- 5) TraCS Software Upgrade (15HE-64-P05), \$200,000 (SLIDE 6)
- 6) Traffic Records Strategic Plan/Program Support (15HE-64-P06), \$350,000 (SLIDE 7)
- 7) Vehicle Registration Bar Code Project (15-HE-6f4-P07), \$50,000 (SLIDE 8)
- 8) Out of State Travel (15-HE-64-P08), \$30,000 (SLIDE 9)
- 9) Uniform Crash Report (UCR) Modifications (15-HE-6f4-P09), \$100,000 (SLIDE 10)
- 10) UCR Documentation and Training for LEAs (15-HE-64-P10) \$100,000 (SLIDE 11)
- 11) Magistrate Court Electronic Abstracts (15-HE-64-P11) \$180,000 (SLIDE 12)
- 12) EMS Licensing Software (15HE-64-P12), \$60,000 (SLIDE 13)
- 13) Uniform Traffic Citation Standardization (15-HE-6f4-P13), \$120,000 (SLIDE 14)
- 14) Crash Data Statistical and Analytical Reporting (15-TR-05-P01), \$450,000 (SLIDE 15)
- 15) Data Entry UNM/TRU (15-TR-05-P02), \$400,000 (SLIDE 16)
- 16) Crash System Improvement, FHWA-HSIP, \$300,000 (SLIDE 17)

Discussion:

Maj. Lovato asked if there is a statewide plan to accept electronic citations as Dona Ana and Bernalillo Counties are doing. He would like to coordinate Dona Ana County's rollout with any other counties that might also have a rollout planned. Mr. Montoya answered that APD will rollout next, but he will find out more information and get that to Maj. Lovato.

5.2. Sophia Roybal-Cruz updated the Committee on the update of the Uniform Crash Report.

A Subcommittee was formed in December 2013 to examine and make recommendations for updating the Uniform Crash Report (UCR) in order to implement as many MMUCC elements as possible. MMUCC was designed as a guideline for a minimum core set of elements to describe motor vehicle crashes in order to analyze crashes within each state as well as nationally.

The UCR Subcommittee is comprised of representatives from LEAs, data analysts and data collectors. The Subcommittee meets twice monthly by teleconference and is systematically reviewing the types of data collected on the UCR. The UCR collects 77 out of the 110 MMUCC elements. The remainder of the 110 elements are derived from other UCR elements or obtained by linking to other state systems, such as EMS.

The Subcommittee was on a brief hold this spring in order to recruit more representatives from LEAs that perform data collections in the field.

Once the update process is complete, approximately a year to a year and a half from now, the Subcommittee's recommendations will be presented to the STREOC for approval, and approval for the recommendations will then be sought from DPS and NMDOT. Training for LEAs in the updated UCR will commence after approvals.

Ms. Roybal-Cruz said that the Subcommittee is open to new participants.

Discussion:

Sgt. James Hohmann, RRPD, asked how many of the 77 elements are already on the NM UCR. Ms. Roybal-Cruz answered that the majority of the elements are on the NM UCR. According to the evaluator from the National Institute for Safety Research, who assessed the NM UCR against the MMUCC guidelines, two areas of data were lacking: data collected for crashes occurring in highway work sites and information on motor vehicles.

5.3. TraCS Updates

- Keith Bergsten, TraCS Manager, APD, said that his agency is in the process of converting APD from the old version of TraCS to the new version, TraCS 10. Training is currently in the third week of six. After their contract with CopperFire expires next year, the entire department will switch to TraCS. In August, citation transfers to Metro Court will commence.

Mr. Bergsten asked Mr. Montoya when electronic transfer of crash reports to the state will begin. Mr. Montoya said that Dona Ana County is testing that now, and crash reports will be sent to UNM.

Mr. Bergsten also said APD is in the process of integrating their records database with TraCS, so all crash information and citation data will be in the local database.

- Sgt. James Hohmann, RRPD, said that his agency will test TraCS soon. Rio Rancho's Municipal Court is interested in electronic transfer of citations going into that office.
- Capt. Chris Smead, DACSO, said TraCS is fully rolled out. PDFs of e-citations are still sent separately to Metro Court, but Metro Court has a system to receive parking citation PDFs through Odyssey. DACSO's goal is to be able to transfer both the electronic and PDF versions simultaneously, as well as for all reports and citations to go through a central distribution via TraCS.

6. Next Meeting

Joint STREOC and TRCC meeting October 21, 2014

Location: TBA

Time: 8:30 AM-12:00 PM

Meeting adjourned at 9:56 AM.

Submitted by
Davis Innovations

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