
Meeting of the State Traffic Records Coordinating Committee (TRCC) Meeting Minutes

Date: May 18, 2016

Time: 9:00 a.m. – 11: 30 a.m.

Location: NMDOT GO Training Room 1

Purpose: To identify traffic records projects for FY 2016-2017 (short-term), and beneficial multi-year projects (long-term) to help meet the TRCC's goal of reducing traffic-related crashes, fatalities, and injuries in New Mexico. To validate and prioritize the projects identified. These projects will be used to update the 2016 TRCC Strategic Plan.

20 people in attendance:

Dely Alcantara, UNM

Anthony Apodaca, NMDOT

Mike Archibeque, CB Technologies

Charles Becvarik

Jimmy Glascock

David Hadwiger, NMDOT

Steve Harrington, AOC

Afshin Jian

Julie Krupcale

Major Joseph Lovato, DPS State PD

Rose Manning

Andrea Naranjo, NMDOT

Christie Ross, Consultant

Sophia Roybal-Cruz, NMDOT

Mike Sandoval, NMDOT

Kimberly Wildharber

Julie Wheeler

Margarita Terrell

Jason Allen

John Palmer

Meeting participants received copies of the following:

- 1) Meeting Agenda
- 2) Summary findings from April, 2016 NHTSA Assessment

Available at <http://nmtrafficrecords.com/traffic-records-overview/coordinating-committee-strcc/> are copies of the following:

- 1) Meeting presentation (attached to the Agenda document)
- 2) NHTSA Opportunities Matrix

1. Welcome and Introduction

Mike Sandoval

1.1 Mr. Sandoval called meeting to order at 9:10 a.m.

1.2 Meeting attendees introduced themselves

1.4 Mr. Sandoval discussed the **TRCC's ROLE:** Per NHTSA guidelines, the TRCC should have input into the TRCC Strategic Plan, which is revised annually. (This

includes establishing goals and objectives, identifying and prioritizing traffic records projects, and setting performance measures.)

5. Mr. Sandoval discussed the **TRCC's MEETINGS**: The TRCC used to meet monthly for project progress reports, work sessions, etc. Ideally, the committee will meet 6 times during the upcoming fiscal year
6. Mr. Archibeque explained that CB Technologies was hired to update the 2016 TRCC Strategic Plan
- 1.7 Mr. Archibeque explained that representatives from each of the six systems should attend **TRCC MEETINGS**. In addition, each system's IT representative should attend because they can address how projects can be accomplished.

2. Strategic Plan Strategy Presentation

Michael Archibeque

- 2.1 Mr. Archibeque reviewed the purpose of a TRCC Strategic Plan and the NHTSA recommended **strategic plan approach** which includes the following processes:
 - Define Deficiencies
 - Establish Mission & Vision
 - Establish Goals & Objectives
 - Identify Candidate Projects
 - Prioritize Projects
 - Establish Performance Measures
 - Identify Funding, Milestones, and Relationships
 - Publish Strategic Plan
- 2.3 Mr. Archibeque explained that performance measures are very important and gave some examples of types of measures around timelines (how quickly is data available electronically from the time it was collected), accuracy, uniformity, accessibility (this doesn't mean to the public, but across systems for analysis), integration, and completeness.
- 2.4 Mr. Archibeque explained that **NHTSA's 2016 recommendations** across all systems were to improve the following:
 - Data Integration (between systems) and Data Automation
 - Creating specific and meaningful Performance Measures
 - Data Dictionaries
 - Data Quality
- 2.4 Mr. Apodaca commented that standardization across systems will improve opportunities to integrate systems and data. He gave the following example: Some MVD locations input the first name, then last name in the citation form. TraCS users input the last name first and then the first name. Until this is resolved it will be difficult to integrate leads into the TRaCS system. A law enforcement official commented that the official MVD policy is to follow the TraCS naming convention (last name, then first name). Law enforcement would like to integrate leads into the TraCS system but can't until this issue is resolved.
- 2.5 Mr. Sandoval reviewed candidate projects to be considered for funding, which included:

- TraCS application support
 - TraCS maintenance & support (for existing users)
 - TraCS expansion (to new users)
 - TraCS data integration and exchange
 - Uniform Crash Report (UCR) Modifications
 - Uniform Crash Report (UCR) Training
 - FARS/Crash Gap Analysis
 - Uniform Traffic Citation Update
 - Registration Bar Code Scan
 - Citation Scanning/Interface Completion
 - Integration of DUI data
 - Electronic development of abstracts
 - Integrating trauma and injury data
 - Upgrading licensing software
 - Integrating hospital and pre-hospital data
- 2.7 Mr. Sandoval explained that NHTSA wants to see the State of New Mexico making progress in addressing NHTSA's recommendations for an improved traffic records system. They want to see data driven decisions.
- 2.10 Mr. Sandoval explained that while funding sources have changed, the overall amount of funding for traffic records is generally the same
- 2.11 Mr. Sandoval said that there should be enough funding for all projects presented to receive full or partial funding in the upcoming fiscal year (beginning Oct. 1)
- 2.11 Mr. Archibeque asked the attendees if there were other candidate projects which should be considered. Mr. Becvarik said that EMS was looking for a better way to clean and assimilate their crash and injury data.
- 2.12 Mr. Archibeque asked if the discussed projects represented the priorities of the group. There was general agreement and no dissenting comments.

3. Questions

All participants

- 3.1 Ms. Alcantara asked if she could get a copy of a TraCS training manual so that the CRASH team can determine how data is to be entered for improved data validation and accuracy. **She arranged to obtain one.**
- 3.2 Ms. Alcantara asked if there was an example of a good and complete data dictionary that she could see. **Mr. Archibeque said he would contact colleagues to find one for her.**
- 3.3 Mr. Hadwiger asked if there were other projects which they should consider undertaking to address NHTSA's recommendations. Mr. Archibeque explained that the projects identified and discussed today will address some of NHTSA's recommendations. There may be additional projects (like updating data dictionaries, creating a quality audit process) which should be part of the overall strategic plan, which may not require significant resources, and which may be

undertaken over time. **Christie will work with system leads to help identify and document these projects and create project plans for them.**

- 3.4 Ms. Alcantara asked if anyone knew when ARNOLD would be fully implemented. Nobody knew. **Christie will let Ms. Alcantara know.**
- 3.5 Several participants asked if meeting notes, the opportunities matrix and the NHTSA assessment could be posted online. **Christie and Sophia will complete.**

Meeting adjourned at 11:30 a.m.