TRAFFIC RECORDS COORDINATING COMMITTEE (TRCC)
~Technical Council Meeting ~

MINUTES ~FINAL~	DATE Tuesday, March 15, 2016	TIME 10:00 a.m.	LOCATION ODOT – Conference Room 1C 1980 W. Broad St., Columbus, Ohio 43223

ATTENDEES	P.R. Casey (ODPS-Legal Services); *Keith Church (ODPS – Administration); Tricia Fought (City of Columbus-Division of Traffic Management); *Ron Garczewski (FHWA); Lori Genzen (OSHP-OTSO); Sherry Harkness (OSHP); Cory Hopwood (ODOT); *Eram Kennedy, Co-Chair (OSHP); *Kari Kinnard (NHTSA); *Michael McNeill (ODOT); *Michael Pomesky (Ohio Chiefs of Police Association); *Russ Rauch (ODPS-BMV); Karen Rodgers (OSHP-BMV); *Erin Sainato (ODPS-Homeland Security); Robin Schmutz, Chair (OSHP); *Kelly Selzer (PUCO); *Andrew Smith (Logan County Sheriff's Office); Derek Troyer (ODOT); *Lori Tyack (OAMCCC/FCMCC); Francheska Welsh (OSHP-BMV); *Jordan Whisler, (MORPC), *Keith Willoughby (FMCSA) Quorum
	*Member Agency Representative + Quorum present
ABSENT	ODPS-EMA, EMS, CJS; County Engineers Association of Ohio; Ohio Department of Health; Ohio Insurance Institute; and the Supreme Court of Ohio
GUEST:	Lt. Chris Kinn (OSHP); and Patricia Kovacs (Ohio Bicycle Federation);

AGENDA TOPICS

TOPIC	**Welcome and Introduction**

DISCUSSION (Capt. Schmutz)

The meeting was called to order at 10:08 a.m. All those present introduced themselves and which organization they represented (attendance above). Chief Michael T. Pomesky, Perry Township Police Department was introduced as the replacement for Chief Steve Robinette representing the Ohio Association of Chiefs of Police. In addition, P.R. Casey, ODPS Legal Services was introduced as the Legal Counsel assigned to assist with the TRCC Council.

Capt. Schmutz reminded all that the 2016 TRCC meeting schedule has been posted to the ODPS-OSHP webpage at http://ohiohighwaysafetyoffice.ohio.gov/doc/TRCC-2016-Meeting-Schedule.pdf.

ACTION ITEMS	PERSON RESPONSBILE	DEADLINE
None		

TOPIC	**Review and Approval of Meeting Minutes**

DISCUSSION (Capt. Schmutz)

The meeting minutes from November 17, 2015 were reviewed and approved with a date change on page 4 from 2015 to 2016 and 2016 to 2017 *"Committee Reports – Driver and Vehicle Services (23-26)…Plan to begin installing the simulators in December **2016**/January **2017** with all hopefully in place by June **2017.**"*

> **ACTION: Motion to approve the November 17, 2015 TRCC meeting minutes with the noted date change.** Russ Rausch – First. Eram Kennedy – Second. None – Abstained. None opposed. Motion approved.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

TOPIC	**Special Guest**

DISCUSSION (Capt. Schmutz)

Kari Kinnard – National Highway Safety Administration (NHTSA): Ms. Kinnard, from the NHTSA office in Chicago, Illinois, introduced herself and noted that she was only present to observe. She also thanked the Council for all of their hard work. The Council's efforts in gathering information from the field and the knowledge gained from those in the field are essential in bringing everyone together in a collaborative effort in achieving like goals. The Council's ability to identify the issues and then develop strategies and counter measures to address those issues is essential. The Council's involvement is critical in NHTSA achieving their goals and objectives. She stated that if NHTSA or she can assist in any way, to contact her at karikinnard@dot.gov.

Patricia Kovacs – Ohio Bicycle Federation (OBF): Ms. Kovacs presented an analysis of bicycle crashes and suggestions to improve reporting. She reviewed the available types of crash data, the data sources, and how the OBF uses, analyzes, manipulates, and presents the data. She reviewed the OBF proposed changes to Ohio's bike crash reporting: 1) Use vehicular manner of collision for bike crashes, and 2) Use vehicular pre-crash action for bicycles. In addition, OBF submitted a proposal to the Governor's Highway Safety Association (GHSA) for revisions to the Model Minimum Uniform Crash Criteria (MMUCC) which is currently under review nationally.

The current crash report was revised in 2011, rolled out in 2012, and mandatory use by 2013. The crash report is typically reviewed and revised every ten years. The next update will more than likely be in 2018-2019. A

<table>
<tr><td rowspan="2">DISCUSSION
(Capt. Schmutz)</td><td>Special Guest - Patricia Kovacs (con't:</td></tr>
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committee made up of the interested parties will be created to review and revise the crash report. The Council suggested that the OBF become involved in the Crash Report Review Committee. Eram Kennedy will forward the appropriate contact information to Ms. Kovacs.

Ms. Kinnard stated that bicycle safety is one of the Core Traffic Safety Performance measures. Secretary Fox and Dr. Mark Rosekind, NHTSA Administrator, take bicycle and pedestrian safety seriously. NHTSA has created a program area to address bicycle and pedestrian safety. Working with GHSA is the right way to go, as GHSA works directly with NHTSA to develop the Core Traffic Safety Performance measures.

Refer to the attached Ohio Bicycle Crash Analysis PowerPoint presentation for details (Attachment 1).
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ACTION ITEMS	PERSON RESPONSBILE	DEADLINE
Forward the Crash Report review committee contact information to Ms. Kovacs.	Eram Kennedy	

TOPIC	TRCC Committee Charter/Resolution

<table>
<tr><td rowspan="2">DISCUSSION
(Capt. Schmutz & P.R. Casey)</td><td>

Capt. Schmutz stated as the recently appointed TRCC Council Chair, one of her goals is to move forward with additional projects. She requested that the Council bring project ideas forward regarding improving traffic safety and data collection. In addition, she has begun to reach out to additional agencies and other states to gather ideas of where they are headed and some of their traffic safety projects.

NHTSA reviewed the TRCC charter and made recommendations/suggestions. Those recommendations were used to revise the charter. The charter and resolutions have been reviewed, revised, finalized, and executed. A final copy of the TRCC charter was provided to all Council members via email prior to the meeting. Mr. Casey reviewed and discussed some of the changes.
1) Focus on terminology and consistency throughout the charter.
2) Clarify and clearly define the roles between the Executive and the Technical Committee.
3) Define the TRCC structure: TRCC is a two-tier entity comprised of the Executive Council and the Technical Council.
4) The Executive Council's role was defined: The Executive Council will offer advice/guidance and be kept apprised of the TRCC projects and accomplishments. In addition, the Executive Council must meet at least once a year. The Technical Council, however must meet at least quarterly.
5) The Technical Council's role was also defined and consolidated within the charter.
6) The Technical Council membership was also defined
Note: Each Technical Council member will have one vote. Which means that each entity/organization, as listed in the charter, will have one vote. Each member is referring to the entity/organization and not each individual representing that entity/organization that is attending the meeting. (For example: ODOT may have several staff attend, but only one from ODOT is permitted to vote.) It is suggested that each organization prior to each meeting, decide who will be voting. A form listing each organization will be routed prior to the beginning of each meeting to identify the name of the person voting for each organization. If an agency is not listed, they may be added. The member list is not all inclusive and may be revised as needed.
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ACTION ITEMS	PERSON RESPONSBILE	DEADLINE
Council bring project ideas forward regarding improving traffic safety and data collection	All	Ongoing

TOPIC	New Business

<table>
<tr><td rowspan="2">DISCUSSION
(All)</td><td>

A State of Ohio TRCC general overview presentation was provided to the Council. The overview included the TRCC Mission Statement, TRCC current charter, TRCC funding breakdown, Printer Project survey results, and the Crash Reconstruction Equipment request: (Attachment 2)

Grant Funding Update – Captain Schmutz/Lori Genzen.
Prior to moving forward with funding requests, Captain Schmutz reviewed the TRCC budget with the Council. This review provided the Council with the information needed to decide if and what funding is available prior to voting on any funding/grant requests. It was noted that the 405c funds for 2013 ($1,235,495), 2014 ($1,893,454) and 2015 ($1,401,509) remain unspent and/or obligated. If those funds are not spent by a certain date, the funds are in jeopardy of being lost, they will have to be returned to NHTSA. In addition to the above funds, TRCC was recently granted an additional $1,404,589 for 2016. Funds are available and need to be spent on additional Traffic Safety projects. Again, the Council was asked to bring forwarded ideas for additional traffic safety projects by the next meeting (5/17/16).

The Council also reviewed the FFY 2016 TRCC Open encumbrances.
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New Business (con't.)

Ohio Law Enforcement Information System (OLEIS) – Eram Kennedy.
During the November TRCC meeting, a request to purchase in-car printers for outside law enforcement agencies that use the eCitation module of the OLEIS program was brought before the Council. Prior to moving forward with voting on the grant request, the Council requested that a brief survey be developed to gauge the interest in the printers. Per the Council's request, over 900 law enforcement agencies throughout Ohio were surveyed. Of the 900 agencies, 223 provided feedback. Eram Kennedy reviewed the survey results. (see Attachment 2)

The Council discussed the results and the distribution options. The two options considered were:

- Option 1 (No limit): If no limit is placed on the quantity of printers received per agency, the cost would be approximately $1.4 million (about 2,014 printers)
- Option 2 (Limit of 20): Limit the quantity to 20 printers per agency, the cost would be approximately $1.2 million (about 1,708)

  The above numbers are based on the 203 agencies that responded as qualified agencies or willing to become a qualified agency. This number will increase as many agencies responded with interest after the survey closed. In addition, as more agencies become aware of the program, interest and need will increase.

The Council continued to discuss the options and what the program may look like:

- Although a limit may be placed on the quantity of printers that each agency can receive, agencies may be able to receive additional printers (above the initial 20) when/if funding is available.

- With a limit of 20 printers per agency, more agencies would receive printers. Without a maximum limit, a larger agency could possibly wipe out a large portion of available printers. By setting a limit more agencies can take advantage of the program.

- Printers will be limited to primary traffic control cruisers only.

- Agencies will be limited to receiving only the number of printers they need for each vehicle that meets the qualifications. No additional/extra printers will be distributed.

- First come, first served basis - Those that apply first that meet the minimum qualifications will receive up to 20 printers, while supply last. Those agencies that wanted but do not receive printers (or enough printers) may apply again next year or if/when funds become available.

- This will be an ongoing project, year to year, with additional printers being purchased and distributed each year, as needed and as funding is available.

- Courts are interested and in favor of moving towards all agencies submitting electronically. Electronic submission will eventually become the primary submission. Most courts in Ohio can receive electronic submissions with the remainder courts not far behind. Electronic submissions provide quicker submissions (received in approximately 20 minutes), the public can pay their tickets quicker resulting in a faster turnaround time for funds to be returned to the community, improved legibility resulting in less errors, court dates will not fall on a holiday as the system does not allow it, Server space does not seem to be an issue. Most courts currently store the information electronically and the smaller agencies currently utilizing OLEIS have had no issues with server space.

- Electronic submission will assist in developing a central depository of crash data.

- Funding is currently available and can be received quickly.

- Printer availability will be opened statewide. The same 900 agencies emailed the survey will also be notified regarding the availability of the printers and the minimum qualifications needed to receive the printers.

DISCUSSION (All)

Ohio Law Enforcement Information System (OLEIS) (con't):

Eram Kennedy requested a motion to approve an ongoing year-to-year project, as funding is available, the purchase and distribution of a maximum of 20 in-car printers and mounts per agency for outside law enforcement agencies that meet the minimum qualifications as outlined in the MOU with an announcement being disseminated statewide.

> **ACTION: *Motion to approve an ongoing year-to-year project, as funding is available, for the purchase and distribution of a maximum of 20 in-car printers and mounts per agency for outside law enforcement agencies that meet the minimum qualifications as outlined in the MOU with an announcement being disseminated statewide.*** Derek Troyer – First. Lori Tyack – Second. None – Abstained. Kelly Selzer – Opposed. Motion approved.

Crash Reconstruction Equipment Request – OSP Lt. Chris Kinn

During the November meeting, Lt. Kinn presented, on behalf of the Ohio State Highway Patrol Crash Reconstruction Unit, a funding request to purchase additional equipment/software for crash reconstruction. The Council requested additional information on each item so that each could be heard and voted on individually. Per the request, Lt. Kinn presented additional detailed information and data with a breakdown for each item. (See Attachment 2 – Page 6)

The Council discussed the requests and some of their concerns:
- Privacy concern: Per the federal government and privacy rules, the EDR data is not extracted (via Bosch/KIA/Hyundai) without the owner's consent or a search warrant.
- Equipment will be distributed and used throughout the state.
- Total Stations: the more available to use will allow for increased project turnaround time and workload distribution.
- Software Maintenance: Bosch – yearly subscription, one license per pc, OSP currently has 14 licenses. Other software is updated approximately every 2 to 5 years.
- The OSP Crash Reconstruction unit will return to the Council in the future for additional funding as crash reconstruction software updates are necessary. Although data collection standards have been regulated the equipment and software have not. As the vehicles change, equipment and/or software needs will also change. Therefore, the need for updated equipment and/or software will be continuous.
- Cost of Training: Some of the software and equipment cost include training through the vendor. Those purchased that do not, the officers/troopers cover the cost of their own training (via tuition reimbursement).
- Equipment/software is used to assist any outside law enforcement agency that request the assistance with crash scenes.
- OSP is currently holding some of the EDRs from KIAs and Hyundai's in evidence lockers due to the lack of the necessary software to retrieve the necessary data.

The Council considered and voted on each item individually as outline below:

1. 10 Trimble S5 Robotic Total Stations and 2 Trimble R8 GPS Total Stations: Amount Requested – $366,516.94

> **ACTION: *Motion to approve the purchase of 10 Trimble S5 Robotic Total Stations and 2 Trimble R8 GPS States for a total amount of $366,516.94.*** Michael Pomesky – First. Lori Tyack – Second. None – Abstained. None – Opposed. Motion approved.

2. Bosch CDR Equipment (cables & software): Amount Requested: $46,745.00
   NHTSA requires that all vehicles, 2013 and newer, sold in the U.S., that have an Event Data Recorder a.k.a. "black box," that the recorded data must be obtainable and the information is standardized, i.e. records up to 5 seconds of pre-crash data in half second increments. This data is critical in assisting with determining the cause of the crash. *Note: cables are needed for each new vehicle year.*

> **ACTION: *Motion to approve the purchase of Bosch CDR Equipment for a total amount of $46,745.00.*** Michael Pomesky – First. Eram Kennedy – Second. None – Abstained. None – Opposed. Motion approved.

DISCUSSION (All)

New Business ~ Crash Reconstruction Equipment Request (con't)

3. Crash Zone Software – to be used in coordination with the S5 Robotic Total Stations: Amount Requested – $37,835.00

> ***ACTION: Motion to approve the purchase of Crash Zone Software for a total amount of $37,835.00.*** Michael Pomesky – First. Lori Tyack – Second. None – Abstained. None – Opposed. Motion approved.

4. 3 FARO Freestyle Handheld Scanners: Amount Requested – $60,427.00
   Includes software to process the information, to link the scanners, and training.

> ***ACTION: Motion to approve the purchase of three FARO Freestyle Handheld Scanners for a total amount of $60,427.00.*** Michael Pomesky – First. Michael McNeill – Second. None – Abstained. None – Opposed. Motion approved.

5. FARO Reality Software: Amount Requested – $47,385.75
   Includes training.

> ***ACTION: Motion to approve the purchase of FARO Reality Software for a total amount of $47,385.75.*** Russ Rauch – First. Michael Pomesky – Second. None – Abstained. None – Opposed. Motion approved.

6. 4 KIA Event Data Recorder Kits: Amount Requested – $23,533.32

> ***ACTION: Motion to approve the purchase of four KIA Event Data Recorder Kits for a total amount of $23,533.32.*** Michael Pomesky – First. Eram Kennedy – Second. None – Abstained. None – Opposed. Motion approved.

7. 4 Hyundai Event Data Recorder Kits: Amount Requested – $18,000.00

> ***ACTION: Motion to approve the purchase of four Hyundai Event Data Recorder Kits for a total amount of $18,000.00.*** Michael Pomesky – First. Lori Tyack – Second. None – Abstained. None – Opposed. Motion approved.

Note: Kia and Hyundai have their own independent data recorder kits and are not part of the Bosch system. Therefore, they must be purchased separately from Bosch.

ACTION ITEMS	PERSON RESPONSBILE	DEADLINE
None		

DISCUSSION (All)

TOPIC | **Committee Reports**

Administration (1-12) ~ Capt. Schmutz. Capt. Schmutz is currently reviewing the Administration Goals 1-12 items for revision.
Again, the Council is asked to review the TRCC Member list and forward changes to Sherry Harkness.

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

Quality Control (14-20) ~ Eram Kennedy. Interest in the OLEIS program continues to increase. Currently there are 178 agencies using OLEIS. In addition, 190 other agencies are using private vendor software to submit their crash report. At this time there are no other private vendors offering an eCitation module. 60% of crashes are being received electronically, however, only 40% of law enforcement agencies are submitting electronic crash reports. OSP is still receiving reports from 2015, working to finalize. To date, there were 1,112 fatal crashes in 2015.

Roadway Data (21-22) ~ Michael McNeal:
   LBRS update – there are 80 complete counties. Researching if the remaining eight counties can be completed in house. Waiting on an estimate.
   In-Car Mapping Tool – Meetings are being conducted and OSP has offered their assistance during those meetings. Continue to move forward. Initially received approximately $293,000 for the project, however, additional funding may be needed, will return to the Council with that request.

Driver and Vehicle Services (23-26) ~ Russ Rauch. Driver Simulators update – First time drivers will be required to take and pass the driver simulation exam prior to driving/testing with an actual driver examiner. The RFP is currently being routed between DAS and ODOT for review and approvals. Hopefully, the RFP will be released in the summer 2016, contract awarded in the fall 2016, and begin installing in January 2017. There will be 180 driver simulator units for 70 driving exam stations throughout Ohio. Designed to replace the driver knowledge tests and increase safety for the Driver Examiners.

DISCUSSION (All)	*Committee Reports (con't):*
	Citation Tracking (27-33) ~ Eram Kennedy. Covered above.
	EMS (34-38) ~ Sue Morris. None.

ACTION ITEMS	PERSON RESPONSBILE	DEADLINE
None		

TOPIC	**Old Business**
DISCUSSION (Capt. Schmutz)	*Previous Action Items:* • Survey developed and emailed to agencies regarding OLEIS/e-citation printers. *Completed (above)* • Detail list of the Crash Reconstruction items requested to be provided to Council for funding consideration. *Completed (above)* • Review Charter Member List and forward changes to Sherry Harkness. *Continuous* • 2016 TRCC meeting schedule emailed and posted to OSP website. *Completed*

ACTION ITEMS	PERSON RESPONSBILE	DEADLINE
None		

TOPIC	**Adjourn**
DISCUSSION (Capt. Schmutz)	**ACTION: Motion to adjourn.** Eram Kennedy – First. Abstained. None opposed. Motion approved. The meeting adjourned at 12:07 p.m.

ACTION ITEMS	PERSON RESPONSIBLE
Forward the Crash Report review committee contact information to Ms. Kovacs.	Eram Kennedy
Council bring project ideas forward regarding improving traffic safety and data collection	All Council members

ATTACHMENTS
Ohio Bicycle Crash Analysis PowerPoint Presentation (Attachment 1).
A State of Ohio TRCC General Overview PowerPoint Presentation (Attachment 2)

~ NOTE: All attachments are available upon request. ~

NEXT MEETING

Next meeting: **NOTE: Tuesday, May 17, 2016 Meeting was cancelled and rescheduled for:**

Tuesday, June 28, 2016 at 10:00am
Ohio Department of Public Safety – Conference Room 1102
1970 West Broad Street, Columbus, Ohio 43223

TRCC Action Items 2016			
Action Item:	**Person Responsible**	**Date Assigned/**	**Date Completed**
Current			
Forward the Crash Report review committee contact information to Ms. Kovacs.	Eram Kennedy	3/15/16	
Ongoing			
Review Charter Member List and forward changes to Sherry Harkness.	All Council members	ongoing	
Council bring project ideas forward regarding improving traffic safety and data collection All	All Council members	ongoing	
Completed			
Survey be develop and emailed to agencies regarding OLEIS/e-citation printers.	Eram Kennedy	11/17/16	Presented to the Council 3/15/16
Detail list of the Crash Reconstruction items requested to be provided to Council for funding consideration.	Lt. Chris Kinn	11/17/16	Presented to the Council 3/15/16
2016 TRCC Technical Council meeting schedule emailed and posted to OSP website.	Sherry Harkness	3/15/16	Updated & Posted 3/16/16