

TRAFFIC RECORDS COORDINATING COMMITTEE (TRCC) MEETING

MINUTES ~FINAL~	DATE Wednesday, March 18, 2015	TIME 1:00 p.m.	LOCATION ODOT – Room 1C 1970 W. Broad St., Columbus, Ohio 43218
ATTENDEES	<p><u>Committee Members:</u> Dave Baker, Ohio Department of Public Safety-Ohio State Highway Patrol (ODPS-OSHP); Tricia Fought, City of Columbus-Division of Traffic Management; Ron Garczewski, Federal Highway Administration (FHWA), Lori Genzen, ODPS-OSHP; Michael McNeill, Ohio Department of Transportation (ODOT); Eram Kennedy, (Co-Chair) ODPS-OSHP; Sue Morris, ODPS-Division of EMS (ODPS-EMS); Russ Rauch, ODPS-Bureau of Motor Vehicles (ODPS-BMV); Steve Robinette, Grove City Chief of Police (OACP); Kelly Selzer, Public Utilities of Ohio (PUCO); Andrew Smith, Logan County Sheriff (BSSA); Robin Schmutz, Captain (Chair), ODPS-OSHP; and Jordan Whisler, Mid-Ohio Regional Planning Commission (MORPC)</p> <p><u>ODPS Staff:</u> Holly Welch and Jim Hogan, ODPS-Legal Services and Sherry Harkness ODPS-OSHP</p> <p><u>Visitors:</u> None</p>		
ABSENT			
AGENDA TOPICS			
TOPIC	Welcome and Introduction		
DISCUSSION (Capt. Schmutz)	<p>The meeting was called to order at 1:10 p.m. Capt. Schmutz reminded all in attendance that the TRCC meetings will be conducted per the Open Meetings Act. Therefore all TRCC meetings must meet those requirements, i.e., all meetings open to the public, meeting schedule posted, meeting minutes recorded, and approved minutes posted.</p> <p>All present introduced themselves and which organization they were representing.</p> <p>A list of the charter members was circulated for review. Members were asked to review and update as needed and to provide an alternate for each organization.</p>		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
None			
TOPIC	Public Meeting Update		
DISCUSSION (Holly Welch)	<p>Holly Welch, ODPS Legal Services discussed the new TRCC charter and provided an overview of the Ohio Meetings Act.</p> <p>The new charter is still being finalized; therefore the vote to accept the charter has been postponed. TRCC will continue to act under the former charter until the new charter is complete. The new charter will include the formal terms of the each committee seat.</p> <p>The Ohio's Public Records and Open Meetings laws, collectively known as the "Sunshine Laws," give Ohioans access to government meetings and records.</p> <ul style="list-style-type: none"> • All meetings are prearranged (schedule posted), accessible to the public, and a majority of the members must be present to conduct public business. There are a total of 11 members therefore 6 must be present to constitute a majority. • Meeting agendas must be prepared in advance and made available to the public. (OSHP Website) • New Charter will address structure and content of agenda. • Meetings must be regularly scheduled. Special meetings may occur when needed to discuss a specific topic with a 24 hour notice. Immediate notice must be given for all emergency meetings. • All members must attend in person. Members may participate via teleconference only to listen into the meeting, but cannot vote on any business and will not be counted as part of the quorum. • Committee business can only be discussed during official meetings. Although allowed, spontaneous discussion among 1-on-1 members is highly discouraged. • Minutes must be taken. The minutes will not be verbatim. They will contain the basic idea of what was discussed and the outcome (if any) of the discussion. Executive Sessions are closed to the public and minutes will not be taken. A draft of the minutes will be routed to the members for review prior to voting as final at the next meeting. The meeting recording, draft and final meeting minutes are public record. 		

Public Meeting Update (con't.)		
DISCUSSION (Holly Welch)	<ul style="list-style-type: none"> Voting procedures will be defined in the new charter. Any method of voting may be used except for a secret ballot. Anyone having a conflict in any topic up for vote must abstain during the vote. Executive Sessions are by invite only. Prior to going into Executive Session roll call must be taken and a motion made with a specific reason as to why and must be for one of the following reasons: 1) employment, dismissal, discipline, promotion, or demotion 2) investigations 3) purchase/sale of property; 4) pending court actions; 5) collective bargaining matters; 6) confidential matters; 7) security matters; 8) hospital trade secrets; 9) Economic Development Assistance confidential business; and 10) Veterans Service commission applications. The public may attend all meetings to observe, speak if need be, but cannot be disruptive. For more information regarding the Open Meetings Act, visit http://www.ohioattorneygeneral.gov/Legal/Sunshine-Laws. <p>Ethics training for all members may be required. Ms. Welch will follow up to confirm. If required Ms. Welch will provide the training.</p> <p>Reminder to all members: please be aware, when replying to emails with comments be certain to select "Reply" and not "Reply to All". Replying to all would constitute a conversation outside of a meeting which is not permitted.</p> <p>Anna Firestone (ODPS Legal Services) will attend all future meetings to offer guidance.</p>	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Follow-up to confirm if ethics training is required for all members	Holly Welch	5/19/2015

TOPIC	Traffic Assessment Results	
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DISCUSSION (Capt. Schmutz & E. Kennedy)	<p>A copy of the Ohio Assessment Snapshot (Attachment 1) was distributed to the Committee for review and discussion. A complete copy of the final 2015 State of Ohio Traffic Records Assessment (220 pages) will be provided to the Committee via email. The assessment was completed by the National Highway Traffic Safety Administration, Technical Assessment Team. Quick overview, the last assessment completed was in 2010 via face to face interviews. This assessment was completed via an electronic questionnaire with little guidance. Although Ohio came in slightly lower than the national average, there were only two items of concern for TRCC in the current assessment: 1) The Executive TRCC committee is required to meet at least once annually. They however have not. ODPS Legal Service is offering their assistance to rectify this concern. 2) The TRCC does not currently have an inventory of the traffic records system. Captain Combest will report on this issue at the next meeting.</p>	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Final 2015 State of Ohio Traffic Records Assessment will be provided to the Committee via email	Sherry Harkness	5/19/2015
Status report on the inventory of the traffic records system.	Captain Combest	5/19/2015

TOPIC	Committee Reports	
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DISCUSSION (All)	<p><i>Administration (1-12) ~ Capt. Schmutz.</i> Nothing new to report. Currently working on updating the members list.</p> <p><i>Traffic Safety (13) ~ Lori Genzen/Felice Moretti.</i> Nothing new to report.</p> <p><i>Quality Control (14-20) ~ Eram Kennedy.</i> Better results being received from the field. Some crashes are still being recorded on paper. The data entry staff is improving, less errors. 2014 entries are complete. As to date for 2014 there were 281,424 crashes and 1,009 fatal. Waiting on the coroner's final report to finalize. Count will be final as of April 1, 2015. Staff has begun working on 2015.</p> <p>There has been an increase in pedestrian fatalities: By March 2014 there were a total of 13 fatalities and so far in 2015 there have been 27 fatalities (city and rural).</p> <p><i>Roadway Data (21-22) ~ Michael McNeil.</i> LBRs (Summit) - as of last meeting they were 40/50% complete with collecting their data set, currently approximately 90% completed.</p> <p>Currently working on two projects:</p> <ol style="list-style-type: none"> 1) Intersection data file – working with vendor to complete a live demo 2) In Car Mapping Tool – was held up with the IT Council, however, have begun to move forward with the project. <p><i>Citation Tracking (27-33) ~ Chief Robinette.</i> State Patrol has been pushed out statewide. Franklin county vendor is working towards submitting by the second quarter. Crawford county has obtained the software and working with a vendor to incorporate their interface their system with ODPS. Two courts</p>	
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Committee Reports (con't)

have gone live – Fairfield County and Delaware County Municipal are receiving OSP citations electronically. Fairfield County Sheriff's Department and Lancaster Police Department have obtained the software and will begin moving forward in using the electronic citations. Continuing to mail copies of the new software provided by OSP to police agencies and sheriff departments that contains the e-citation. As long as the courts have local rules and except the e-citations, the software is available to those local police agencies/sheriff departments that have the Ohio Law Enforcement Information Systems (OLEIS) program. Anticipate an increase in usage as courts go live and vendors complete the interface. Funding is currently available for hardware (printers – MDTs) for those agencies that have been identified as pilot agencies. Additional funding may come available in the future. Will discuss the funding opportunities at the next meeting.

Recently a technique has been developed using the current crash modules provided through ODPS and electronic citations module currently used by OSP where driving records (BMV reports not LEADS reports) and traffic crash reports can be attached to the e-citations eliminating the need to hand deliver said reports. Currently e-citations can only include up-to 5 citations then another ticket is generated with the same number but will include an A...B...etc., as needed.

Driver and Vehicle Services (23-26) ~ Russ Rauch. New transportation bill is expected to include a funding set-aside for Driver Simulators training which may be placed in every driver exam stations for the first time testers in addition to the road test.

EMS (34-38) ~ Sue Morris. Funding received for the database which is currently on-line. Vendors are working together to

Quick overview:

- 1) EMS collects information on every urgent/emergent call for EMS in the state of Ohio. (1mil records each year)
- 2) EMS collects information on all trauma patients that are admitted/transported between hospitals (50 thousand records each year).
- 3) Unique to Ohio, EMS also collects information through the rehab registry – each patient is followed from the incident, to the hospital, and to rehab facility to collect ultimate outcome data.

EMS received a grant was to build a new database. Have been receiving data from the non-trauma centers via direct level of entry). However, issues with the trauma centers vendor export not meeting the necessary standards. This issue has been resolved and all should be up and running live by the end of the month. Will begin beta testing with web entry users on the EMS side prior to moving the batch entry. Recently had the kick-off meeting was for the rehab entry.

Legacy data - Due to the current servers crashing, the legacy data which is stored at ODPS is being moved. The XML being utilized is working and data should be moved by the end of the month. Prior to completion will verify that the data is clean and correct.

DISCUSSION
(All)

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Funding availability will be discussed at the next meeting. Committee members are asked to be prepared to discuss any project ideas.	All Committee Members	5/19/2015

TOPIC	Old Business
DISCUSSION (Capt. Schmutz)	None

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

TOPIC	New Business
DISCUSSION (Capt. Schmutz)	The Committee discussed how to move forward pertaining to the assessment. The new Charter will again establish the Executive Committee and annual meetings. The Charter should be completed by the next meeting for the Committee to review and vote to accept. In addition, Capt. Schmutz and Capt. Combest will begin reviewing the Traffic Records Inventory and will also continue to review the assessment to break it down into manageable sections.
	The assessment will be emailed to all Committee members for review. The Committee is asked to carefully review the sections of the assessment as it that pertains to their individual areas and be prepared to discuss.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

ACTION ITEMS	PERSON RESPONSIBLE
Follow-up to confirm if ethics training is required for all members	Holly Welch
Final 2015 State of Ohio Traffic Records Assessment will be provided to the Committee via email	Sherry Harkness
Status report on the inventory of the traffic records system.	Captain Combest
Funding availability will be discussed at the next meeting. Committee members are asked to be prepared to discuss any project ideas.	All Committee Members

ATTACHMENTS

Ohio Assessment Snapshot (Attachment 1)

NEXT MEETING

Next meeting:

Tuesday, May 19, 2015 at 10:00AM

*Ohio Department of Transportation – Conference Room 1C
1980 West Broad Street, Columbus, Ohio 43223*
