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

MINUTES ~ FINAL ~	DATE December 20, 2017	TIME 10:00 a.m.	LOCATION 1970 West Broad Street, Columbus, Ohio 43223 ODPS Atrium (1st Floor Shipley Bldg.)

ATTENDEES

Executive Council
Director John Born (ODPS); Jennifer Townley (on behalf of Director Jerry Wray (ODOT)); *Len Shenk (on behalf of Chairman Asim Haque (PUCO)); and Administrative Director Michael Buenger (Supreme Court of Ohio)

Technical Council
*Jeff Anspach (Buckeye State Sheriff's Association); PR Casey (ODPS-Legal); *Keith Church (ODPS-IT); Jamie Doskocil, Co-Chair (OSHP); Jeffrey Dripps (ODPS-Procurement); Jerome Ferguson, Sr. (ODPS-BMV); Tricia Fought (City of Columbus); Ron Garczewski (Federal Highway Administration (FHWA)); Major Marla Gaskill (OSHP); *Tom Gwinn (OSHP); Sherry Harkness (OSHP);*Stephanie Hess (Supreme Court of Ohio); Christopher Kinn (OSHP-Crash Recon.); Christina Lochbaum (ODPS-Procurement), *Jim Luebbers (ODPS-Criminal Justice Services); *Michael McNeill (ODOT); *Sue Morris (ODPS-EMS); *Karen Rodgers (ODPS-BMV); Johnathan Ryan (City of Columbus – Division of Traffic Mgt.); Robin Schmutz, Chair (OSHP); *Janille Stearmer (Homeland Security); Derek Troyer (ODOT); *Lori Tyack (OAMCCC/FCMCC); Francheska Welsh (ODPS-BMV); and *Jordan Whisler (OARC/MORPC)

* Member Agency Representative   + Quorum present

ABSENT	County Engineers Association of Ohio; Federal Motor Carriers Safety Administration, National Highway Traffic Safety Administration; Ohio Chiefs of Police Association; Ohio Department of Health; Ohio Department of Public Safety (Emergency Management Agency); and Ohio Insurance Institute

~ Executive Committee Meeting ~

Welcome and Introduction

The meeting was called to order at 10:07 a.m. All those present introduced themselves and which organization they were representing. In addition, the TRCC Executive Council was in attendance and introduced themselves as well. (Attendance above.)

Captain Schmutz thanked the TRCC Council for all their input and assistance throughout the year. A lot of work has been accomplished as is evident through the many projects that have been funded and implemented in 2017. In addition, she thanked Jamie Doskocil and Sherry Harkness for their support and hard work throughout the year as well.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

Grant Funding Update

A review of the FFY 2017 and FFY 2018 budget was presented and discussed. *(Attachment 1 – Grant Funding Update 2017 & 2018)*
- Most projects approved by the Council in 2017 have also been approved by NHTSA. However, many are still in the procurement stage. Should be completed within the next few months.
- Total spent (paid-out) in 2017 was $210,048.87. Much of the spending was completing past projects. More to be spent in the upcoming grant cycle.
- 2018 Total Budget is $5,400,000 which includes carry-over from previous years (FFY 2014, 15, 16, 17). Current 2018 funding ($1.4 million) allowance has yet to be appropriated.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

TRCC Charter Updates & Approval

A draft copy of the State of Ohio TRCC Charter was distributed to all TRCC members prior to the meeting for review and comment. The TRCC Charter was revised to include the comments received. The Council reviewed and discussed the revised charter. *(Attachment 2 – 2018 State of Ohio TRCC Charter)*

The revised 2018 State of Ohio TRCC Charter was approved.

> ***ACTION: Motion to approve the revised 2018 State of Ohio TRCC Charter.*** Tom Gwinn – First. Janille Stearmer – Second. None – Abstained. None opposed. Motion approved.

The 2018 TRCC Charter will be sent to each Executive Council member for signature. An executed copy will be forwarded to each Executive Council member.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
2018 TRCC Charter forwarded to all Executive Council members.	Jamie Doskocil	Upon Execution

Funded Project Updates (FFY 2017)

The Technical Council approved funding for 14 projects in 2017. All but one was approved by NHTSA.

Crash Scene Measurement Technology Upgrade Project ~ Cleveland PD

In May 2017 the Technical Council agreed to fund a Cleveland PD project to purchase a variety of equipment, training, and software/software upgrades totaling $31,052. Due to the majority of the items not meeting the "Buy America" requirements, the project has been withdrawn.

Crash Reconstruction Equipment ($1,324,720.57) ~ *(Jamie Doskocil & Lt. Chris Kinn)*

The Technical Council heard presentations from the below agencies. The requests included a variety of equipment and training upgrades, software packages, etc., in order to enhance their existing crash reconstruction teams. The projects should provide regional benefits for those jurisdictions, assist with crash data, and lead to improved accuracy in crash investigations.

- Ohio State Highway Patrol ($756,219.66)
- Union County Sheriff's Office ($81,000.00)
- Summit Metro Crash Response Team ($25,958.60)
- Canton Metro Crash Team ($111,542.31)
- Statewide offering of 10 total stations ($350,000)

OSHP currently working with several agencies with the goal to have all on the same platform statewide. With the technology advances that the software and equipment being purchased offer, we will ultimately be able to offer actual virtual tours of crash scenes during court cases vs a reconstructionist testifying using a map.

A grant application for 10 total stations is being developed. By distributing the devices to local agencies, we can enhance the quality of data, decrease the amount of time the roads are closed, and improve the overall crash investigations. The reconstructionist are usually called to serious injury and fatal crashes which are the incidents that cause the biggest impact on the citizens of Ohio.

STRAVA Bicycle/Pedestrian Data Set ($86,490.00) ~ *(Michael McNeal)*

In May 2017, the Technical Council approved the purchase of bicycle and pedestrian data from STRAVA (three years of data from 2016 to 2018). A quick summary presented as to why the data is important:

- 2016 - 140 pedestrian fatalities out of 1,100 total fatalities
- 13% of fatalities are pedestrians
- 15-20% revolve around bicycles
- Steady increase in fatalities: 2014 below 100 / 2015 – 117 / 2016 – 140 / 2017 to date – 130

In order to reduce fatalities, we must first understand where they are occurring so those areas can be identified for improvement. Millions of people upload to STRAVA each week. The data is then used by departments of transportation and city planning groups to improve infrastructure for bicyclists and pedestrians. The data is shared with regional planning organizations and local governments around the state. The data includes three basic data sets; streets, origin/destinations, and intersections. The data collected can help identify the high volume use areas and assist with developing plans for improvement.

eCitation Interface Project ($500,000) ~ *(Jamie Doskocil)*

In March 2017, the Technical Council approved funding to contract with various vendors to construct interfaces as part of the larger eCitation project. The project allows ODPS to move forward with working with private vendors to build interfaces between third party private eCitation software systems, bridge a link between our OLEIS and standalone CAD and/or RMS systems. Although many agencies liked our software package, they were unable to utilize it because it does not communicate with their own records systems forcing double entry. Our ultimate goal is to promote eCitations and collecting the data for our statewide database which will allow for better decisions. Currently working with five vendors which are now in procurement. OSHP continues to provide OLEIS demonstration throughout the state to local law enforcement agencies.

Director Born inquired as to how many courts/counties accepted eCitations. The Council discussed:

- 180 agencies received printers – therefore using or preparing to use eCitations
- Approximately 90 courts are configured to accept eCitations
- Most county & municipal courts throughout the state have a rule in place to accept the printed copy of eCitations
- Mayor's courts – working on an interface to link the Mayor's courts to OLEIS through the Baldwin Group. Once complete there will be approximately 200 Mayor's courts on board.
- Municipal Courts:
  - Franklin County is currently in testing phase.
  - Clermont County is live using Courtview as their case management system

- Franklin County Municipal Courts are working with Equivant to clear a few "bugs". They are working with Franklin County Sheriff's office, Upper Arlington, and OSHP. Recently CPD approached them as well. Additional demos and/or presentations with City Representatives may be warranted at this time.
- OSHP has met with and presented to several CPD commanders and Hamilton County Clerk.
- Lori Tyack was asked to explain the benefits they see by using eCitations: The Franklin County Municipal Court receives 100,000 – 120,000 citations from 21 LEAs each year in Franklin County. Also accepts additional tickets from Delaware and Fairfield Counties. They have 13 people completing data entry every day. Processes 5,000 tickets each week. On some holiday weekends receive 1,000 tickets from OSHP alone in one day. Receiving the data and the ticket electronically will help with quality control, timeliness, accuracy, and efficiency. The eCitations are received/uploaded into their system within hours of being issued, compared to days/weeks for hand written citations.

- OLEIS update:
  - 985 active courts in Ohio
  - 270 have adopted local rules to accept eCitations
  - 92 courts currently live
  - 1 pending
  - 22 went live within the last year

Scanners for the OSHP Posts ($26,932.91) ~ *(Jamie Doskocil)*
In December 2016, the Technical Council approved the funding to purchase 59 document scanners to be distributed to all the OSHP post for eCitations and cash report documentation. ECitations are all digital, paper copies are no longer necessary. OSHP personnel must upload additional documentations that are attached to the eCitation. This assists with keeping all the information together, records retention requirements, and allows for a complete retrieval of all documents upon a public records request. Each OSHP post must scan all the documents into eCitations. However, not all OSHP post had scanners. With the purchase of the 59 scanners, all OSHP post are able to scan and upload supporting documentation.

EMS Mobile Tablet Project for Injury Reporting ($700,000.00) ~ *(Sue Morris)*
In July 2017, the Technical Council approved the purchase of 1,500 Electronic Tablets to be distributed to EMS Agencies throughout the State of Ohio. The Electronic Tablets and cases are to be distributed to EMS Agencies throughout the state of Ohio to assist with EMS Data Reporting Submissions to the Ohio Emergency Medical Service Incident Reporting System (EMSIRS), and for use with the OHTrac Mass Casualty Incident Mobile Application. Currently there are several EMS agencies recording their emergency runs using paper copies and entering into the system at a later date. EMS collects about 1.2 million EMS incidents a year. By providing the agencies the ability to submit the run detail electronically will enhance the data acceptability, allow for a more complete and timely view of traffic and trauma related incidents and improve accuracy in the data. It will also allow for better tracking of those patients that are admitted into hospitals. It will allow the linkage to all systems to obtain a complete picture. Currently we are receiving 35% of the incidents within 1 to 1 ½ days of the occurrence, the tablets will enhance the timeliness of receiving this information. Which will assist in surveillance of the opioid epidemic and possibly get ahead.

Phase 1 of the tablet deployment has begun, 600 tablets are currently in procurement. Once received, will begin distribution to those agencies through a grant process.

Drivers Record Retrieval System ($187,000) ~ *(Keith Church)*
In December 2016, the Technical Council approved the funding for one Software Developer position for the purpose of creating an Ohio Driver Records retrieval system to integrate with the Ohio Law Enforcement Information System (OLEIS) eCitation application that will allow Law Enforcement agencies to electronically attach an Ohio Driving Record extracts to citations being electronically sent to local courts. Timeline: January – February 2018 will move towards quality assurance testing and in March 2018 plan to go live with training.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

Wrap Up Executive Council Meeting

Captain Schmutz thanked DPS IT for all their assistance with the TRCC projects. She also thanked Lt. Chris Kinn and Sergeant Geoffrey Freeman for their "behind the scenes" assistance. There are a lot of great ideas, but there is not enough time or people to move forward with all of them. OSHP and DPS IT meet regular to discuss and prioritize all the current projects.

2018 State of Ohio TRCC Charter: As required the Executive Council reviewed and approved the 2018 State of Ohio TRCC charter and membership with no objections.

Director Born thanked all for their hard work. Seeing the results of the work from TRCC Technical Council has done several things: 1) brings Ohio into the 21st century 2) reduces cost and 3) allows all a better picture of what we are doing and the effectiveness of it. TRCC has helped in the reduction of fatalities in Ohio. Although Ohio has had the safest roads in history in the last seven years, we are still losing three people a day.   Everything that the TRCC Technical Council has done and continues to do is very important and matters. On behalf of all ODPS, Director Born thanked all of TRCC Technical Council members for everything they have accomplished as a group.

Again, with eCitations, the amount of time an officers spends on the side of the road has decreased significantly which increases their and the drivers safety.

Jennifer Townley (ODOT) stated that the TRCC partnerships are so very valuable. With the constantly changing technology it will be very important to figure out how it all plays into the data being collected, specifically within the OH-1 crash report.

Vendors are starting to reach out to OSHP for assistance on how to work with our systems. We continue to build relationship regardless of how the data is collected, as long as we can work together to make Ohio roads a safer place.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

~End Executive Council Meeting at 11:00am ~
~ BREAK ~
~ Technical Council Meeting called to order at 11:21am ~

Review and Approval of Meeting Minutes

The meeting minutes from September 19, 2017 were reviewed and approved.

> ***ACTION: Motion to approve the September 19, 2017 TRCC Technical Council meeting minutes.*** Sue Morris – First. Stephanie Hess – Second. None – Abstained. None opposed. Motion approved.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Approved meeting minutes from September 2017 posted online.	Sherry Harkness	Following adjournment

NEW BUSINESS

Review and Approval of 2018 Meeting Schedule

The 2018 TRCC meeting schedule was reviewed and approved.
- February 13, 2018
- May 15, 2018
- July 31, 2018
- September 18, 2018
- December 11, 2018 (Executive Council meeting)

All meetings will take place at the Ohio Department of Public Safety (ODPS) and will begin at 10:00 a.m. Please note: date, time, and location are subject to change.

> ***ACTION: Motion to approve the 2018 TRCC meeting schedule.*** Derek Troyer – First. Jeffery Anspach – Second. None – Abstained. None opposed. Motion approved.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

Roundtable Highlights

Court Outreach ~ (Jamie Doskocil & Stephanie Hess)
Jamie Doskocil provided a list of the current courts that are accepting citations electronically to the Ohio Supreme Court. If anyone would like a copy, contact Jamie Doskocil.
- 90 courts accepting electronic citations
- 168 courts noted as not electronic

Several courts would like to begin accepting electronic citations but are having a few issues that need to be resolved. Discussed ways to assist courts in bridging the technology gap. The Ohio Supreme Court has several technology grant programs available. 2018 grant submission deadline has expired. Will need to focus on 2019. Stephanie Hess will review the list provided and cross reference it with the 2018 grant applicants and possibly prioritize those applicants. Presentations from various entities (vendors, TRCC, other courts, etc.) during the Clerks Association meetings regarding electronic citations could be beneficial. This would provide an opportunity to obtain the support of the other Clerks offices and begin conversations with their local LEAs.

The Supreme Court of Ohio has internally discussed the possibility of someday passing a rule making implementation mandatory. However, this could prove difficult and would likely be years down the road.

If anyone knows of a court having technology difficulties with accepting electronic citations, you are asked to forward their information to Jamie Doskocil who will then forward to Stephanie Hess for further information regarding the availability of the technology grant programs.

Crash Reconstruction Equipment (Total Stations) Review Group.
In May 2017, the Technical Council approved the purchase of ten Trimble Total Stations to be made available to local LEAs upon request through the grant application process.
- Total Stations are in procurement
- December 28, 2018 the invitation to bid will be released
- 15 days to submit proposals
- 30 days after award, vendor must provide product
- 1 to 1 ½ day training is being development.

Once the contract has been awarded, will forward/release the application for the Total Stations. A subcommittee has been formed to review the applications and make recommendations.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

Project Proposals

Unmanned Aerial Vehicle ~ *(Lt. Chris Kinn)*
The OSHP Crash Reconstruction Section submitted a proposal requesting $50,000 for Unmanned Aerial Vehicle (UAV) Pilot Project. OSHP requested to purchase a UAV for testing and data collection. If the pilot project is successful, a recommendation to purchase additional UAVs may be made. The Council discussed the request. *Refer to Attachment 3 - TRCC Project Proposal Application – UAV Pilot Project for details.*

Discussed:
- Procurement for bid
- 10% to be funded by OSHP
- OSHP SRT currently use
- All usage will be logged
- Bulk use for crash scene investigations
- All crash reconstructionist have been trained on UAV
- In compliance with all state, local, and federal regulations/restrictions

Will collect data and report back:
1) Accuracy
2) Test crashes prior to real crashes
3) Overlap of mapping/compare with Total Station results
4) Timeliness (UAV vs Total Stations)
5) Validations to be used in court

> ***ACTION: Motion to approve the funding of $50,000 to purchase an Unmanned Aerial Vehicle (UAV) for a Pilot Project for crash investigation.*** Lori Tyack – First. Karen Rodgers – Second. None – Abstained. None opposed. Motion approved.

OH-1 Crash Report System – Rewrite and System Enhancements ~ *(Keith Church)*
ODPS IT submitted a proposal requesting $187,000 to retain a software developer to assist with incorporation of the new OH-1 Crash Reporting requirements (1 Consultant Software Developer @ $85 per hour/total hours 2,200 = $187,000). The Council discussed the proposal. *Refer to Attachment 4 – TRCC Project Proposal – OH-1 Crash Reporting System for details.*

> ***ACTION: Motion to approve the funding of $187,000 to retain a software developer to assist with incorporation of the new OH-1 Crash Reporting requirements (1 Consultant Software Developer @ $85 per hour/total hours 2,200 = $187,000).*** Derek Troyer – First. Sue Morris – Second. Keith Church – Abstained. None opposed. Motion approved.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

Core Area Updates

Core Area leads provided the following updates:

Crash ~ Tom Gwinn:
 Crash Report (OH-1): OH-1 Crash Committee has had their final meeting. The OH-1 revisions will be brought to the Council once finalized.

 Crash information: Implemented a new Preliminary Fatal Crash notification system. Mainly on the OSHP side. This allows OSHP to track fatalities throughout the state. Other agencies are encouraged to work with their local post.

 Fatal Statistics are up by 3.7% (42 more) from last year. Total number of fatal crashes are 1,143.

 Electronic Crash Submissions: Tracking 70% electronic submissions including third party vendors.
 OSHP sends the paper crash reports to an outside vendor for entry. There has been a significant drop in paper-based reporting within the last few years:
   * 2015 – sent 161 boxes (=700/800 crashes per box)
   * 2016 – 141 boxes
   * 2017 – 104 boxes

 Data Integration: several stakeholders met to discuss the importance of data integration and how it will benefit all (data sets include crash reporting, EMS, etc.). Jamie Doskocil will begin reaching out to other agencies to inquire as to the types of data sets they are currently collecting and the possibility of linking those data sets.   Perhaps building interfaces to link and automate those data sets as other states have and are currently doing.

Driver and Vehicle Services ~ BMV: Currently working to develop an On-Line Court Submission. This would give courts that do not submit their convictions electronically another avenue to submit without having to contract with another vendor. The courts would have to meet the requirements and complete and application to gain access to the Government Access Site.

Roadway Data ~ Michael McNeal: Update was provided during the Executive Council meeting.

eCitation/Adjudication ~ Jamie Doskocil

 Printer Project – Update provided during Executive Council meeting. Continue to distribute printers and provide demonstrations. Began the project with 2,700 printers/800 printers remaining/180 LEAs have received printers. May run out soon and will need to come back to the Council to request addition printers.

 Magnetic Card Readers (in-car printer project expansion): The magnetic card readers that were approved in July 2017 have been received. The magnetic card readers are used along with the OLEIS to eliminate data entry. Ordered and received 650 and of those, 450 have already been claimed.

 Butler County Sheriff's Office: Butler County Courts have been electronic for some time and the Sheriff's office is now headed towards eCitations. . They contacted OSHP to inquiry about receiving up to 80 in-car printers.

EMS/Injury Surveillance (EMS) ~ Sue Morris
 Update provided during Executive Council meeting. Will continue to report to the Council on the progress of the EMS Tablet project. Plan to grant the tablets to transport agencies and transport vehicles.

Data Use and Integration ~ Jamie Doskocil
 Update provided previously.

ACTION ITEMS	PERSON RESPONSBILE	DEADLINE

Open Forum

Lori Tyack inquired as to the progress of:
   * *E-Complaint Committee*: Captain Schmutz and S/Lt. Davis will look into resuming the committee meetings beginning the first of the year.
   * *Columbus City Prosecutor's Office and Matrix:* Captain Schmutz will follow-up with the Columbus City Prosecutor's office. OSHP has been in discussion with Matrix, however, additional discussions are needed.

Derek Troyer stated that along with STRAVA, ODOT has begun a data collection plan. Some future projects will be brought forward to the Council.

ACTION ITEMS	PERSON RESPONSBILE	DEADLINE
None		

> _**ACTION: Motion to adjourn.**_ Tom Gwinn – First. Jeff Anspach – Second. None Abstained. None opposed. Motion approved.

The meeting adjourned at 12:18 p.m.

SUMMARY of ALL ACTION ITEMS	PERSON RESPONSIBLE
2018 TRCC Charter forwarded to all Executive Council members.	Jamie Doskocil
Meeting minutes from September 19, 2017 posted online.	Sherry Harkness

ATTACHMENTS
Attachment 1 – Grant Funding Update 2017 & 2018
Attachment 2 – 2018 State of Ohio TRCC Charter
Attachment 3 - TRCC Project Proposal Application – UAV Pilot Project
Attachment 4 – TRCC Project Proposal – OH-1 Crash Reporting System

~ NOTE: All attachments are available upon request. ~

NEXT MEETING

Tuesday, February 13, 2018 at 10:00am
Ohio Department of Public Safety – Conference Room 1106
1970 West Broad Street, Columbus, Ohio 43223