

TRCC Executive Committee Meeting

AUGUST 28, 2018
LOD COOK AT LSU
BATON ROUGE, LA

Welcome, Introductions & Roll Call

Meeting Agenda

Welcome, Introductions & Roll Call
Minutes Review – May 15, 2018
Summary of Funds Available FFY 2018
Summary of Funds Available FFY 2019
2018 Project Claims
2019 Project Amounts
New Project Request:
 Crash Report Mobile App & Multimedia Training
Traffic Records Data Governance
Traffic Records Data Inventory
Agency Reports
Other Business/New Business
Adjournment

Minutes Review

Minutes from May 15, 2018 Meeting.

Any additions or modifications?

Motion for approval?

Summary of Funds Available FFY 2018:

Carryforward funds: (from FFY 2016)	
MAP 21 405c Data Program (FFY 2017)	\$1,856,445.04
MAP 21 405c Data Program - Expended in FFY 2017	<u>\$266,211.22</u>
Total MAP 21 405c Data Program Available (will carryforward into FFY 2018)	\$1,590,233.82
SAFETEA-LU Funds: (carryforward from FFY 2016)	
408 Data Program (Available in FFY 2017)	\$448,272.99
408 Data Program - Expended in FFY 2017	<u>\$448,272.99</u>
Total 408 Data Program Available	\$0.00
FAST ACT Funds Received in FFY 2017 (1st year receiving FAST ACT funds)	\$588,988.90
FAST ACT Funds - Expended in FFY 2017	<u>\$24,571.05</u>
Total FAST ACT Funds Available (will carryforward into FFY 2018)	\$564,417.85
FAST ACT Funds received in FFY 2018	\$599,317.96
Total FAST ACT Funds Available - @ 7/31/2018 (will carry forward into FFY 2019)	\$1,163,735.81
Anticipated Funds for FFY 2019	\$624,916.72
Estimated Total FFY 2018 Available	\$3,378,886.35

Summary of Funds Available FFY 2019

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2018 Project Claims

Project	Contract Amount	Total Claims	Balance
—TRCC/HSRG Support (includes amendment)	\$ 375,201.00	\$ 165,285.85	\$ 209,915.15
—TRCC Travel & Training (TRCC ATSIP Travel)	\$ 30,000.00	\$ -	\$ 30,000.00
—LERN Contractor	\$ 49,900.00	\$ 23,877.00	\$ 26,023.00
—LERN AIS Training	\$ 25,000.00	\$ 24,423.60	\$ 576.40
—LSP CDR Training	\$ 62,000.00	\$ 45,616.00	\$ 16,384.00
—LSP Crash Reconstruction Training (in Progress)	\$ 81,000.00	\$ -	\$ 81,000.00
—LSP LACRASH Transition (\$30,000/3 years)	\$ 10,000.00	\$ 3,600.00	\$ 6,400.00
—University of Louisiana at Lafayette PD (contracting)	\$ 1,500.00	\$ -	\$ 1,500.00
Subtotal	\$ 634,601.00	\$ 262,802.45	\$ 371,798.55

2019 Projects Amounts

—TRCC Support	\$204,274.00
—TRCC Travel & Training (TRCC ATSIP Travel)	\$30,000.00
—LERN Contractor	\$49,900.00
—Bar Code Readers	\$750,000.00
—LSP LACRASH Transition (\$30,000/3 years)	\$10,000
—Louisiana Ambulance Alliance	\$229,000
—Louisiana Department of Health/Office of Public Health	\$74,800
—Crash Investigation 1 & 2	\$72,000
—Reconstruction Series	<u>\$153,000</u>
Total	\$1,624,248

New Request:
Louisiana Uniform Crash Report Manual Mobile Application

1. Provide an Android, Windows app, Android mobile, and iOS iPhone app for function on iOS, Android, and Windows platforms. The apps will allow for use on mobile, tablet, and desktop devices.
2. Present an interactive training and help environment which presents the crash form as an image, represents relevant areas with interactive polygons, and provides instructive text, audio, imagery and/or video to explain that region.
3. Provide a dual context environment. The user can select a help topic and see the relevant section highlighted on the form image. Alternately, the user can select an area on the form image and receive help information about it.

New Request:
Louisiana Uniform Crash Report Manual Mobile Application

4. Execute authentication between the app and the authenticating web server.
5. Allow for remote updates via a Wi-Fi connection. LA uniform crash report materials can be centrally managed and pushed out to users via the iDLS. Content and additional training videos can be created as needed and immediately pushed out to LA Law Enforcement to improve accident reporting within the state.
6. Allow for product and system feedback via email.

New Request: Multimedia Training for Louisiana Law Enforcement

Multimedia Training for Louisiana Law Enforcement

iDLS App: Conversion of the full LA Uniform Crash Report Manual in an interactive/electronic format supported by PAE's iDLS App for use on Android, Windows 10, Android mobile, and iOS iPhone.

1st year iDLS App Maintenance & Support

- PAE will provide defect, update and upgrade support to make improvements and other changes to the Software which are determined necessary to maintain functionality and operating compliance with Android, Windows, Android mobile and Apple iOS operating systems.
- PAE will supply technical support and consulting assistance to the Highway Safety Research Group by mail, electronic mail or telephone in the event of difficulties in the use of the Software.

New Request: Multimedia Training for Louisiana Law Enforcement

1st year iDLS App Maintenance & Support (continued)

- PAE understands that LA will be working to create a new LA Uniform Crash Report and LA Uniform Crash Report Manual. As part of the iDLS App Maintenance & Support, PAE will make all necessary changes to the Android and Windows application to reflect changes in the newly created crash report at no additional charge.
- As the Highway Safety Research Group creates new training videos to support the crash report and crash report manual, PAE will incorporate the new videos into the Android and Windows application at no additional charge as part of the iDLS App Maintenance & Support.

New Request – Project Quote

Development of Android Platform to include Windows 10 Client Application. \$75,000.

Total Android and Windows platforms \$75,000.

Annual maintenance cost after year one= \$11,250.

Optional:

Development of Android Mobile Platform and iOS iPhone Mobile Platform \$50,000.

Total Android Mobile Platform and iOS Mobile Platform \$50,000.

Annual maintenance cost after year one= \$7,500.

Traffic Records Data Governance

What is Data Governance?

Data governance is the formal management of the State's data assets. Governance includes a set of documented processes, policies, and procedures that are critically important to integrate traffic records data. These policies and procedures address and document data definitions, content, and management of key traffic records data sources within the State.

Traffic Records Data Governance

Steps to Establishing a Governance Program

- Develop Data Principles
- Develop a Governance Model
- Establish roles and responsibilities for governance
- Develop governance documentation

Traffic Records Data Governance

How do we Establishing a Governance Program?

- Establish a TR Data Governance Committee with representation for each data system.
- Study best practices
- Consider a requesting a Go-Team to offer guidance on data governance.

Traffic Records Data Inventory

What is a Traffic Records Inventory?

The traffic records inventory is a compilation of contact information, data dictionaries, data flows, user and instructional manuals, and other system documentation for all components of the traffic records system.

Its purpose is to serve as a handy reference for those who wish to learn more about a specific traffic records component.

It is crucial for data integration efforts because, ideally, it identifies potential linking variables among the various systems.

One goal for establishing a traffic records inventory is to create a “one-stop-shop” where interested parties can go to find up-to-date information about the systems. The inventory should thus be kept current through a reasonable update process.

Traffic Records Data Inventory

A Traffic Records Inventory will serve the State by completing the following objectives:

- Give a general overview of the components of the Traffic Records System.
- Provide information on the owner, users and contact information for each data system.
- Identify how each core component validates the data collected.
- Provide the relative strengths and limitations of each core system.
- Identify potential linkages between data systems.

Traffic Records Data Inventory

How do we develop our data inventory?

- Study best practices.
- Consider a requesting a Go-Team to offer guidance on data inventories.
- Start with a simple chart that documents different data systems, where the data is stored, and contact information.
- As we develop our data inventory, consider hiring a data inventory consultant/employee.

Agency Reports

Department of Transportation & Development	Federal Highway Administration
Federal Motor Carrier Safety Administration	Highway Safety Research Group
Louisiana Ambulance Alliance	Louisiana Department of Health
Louisiana District Attorneys Association	Louisiana Emergency Response Network
Louisiana Highway Safety Commission	Louisiana Local Technical Assistance Program
Louisiana Office of Motor Vehicles	Louisiana Office of Public Health
Louisiana State Police	Louisiana State Police Crime Lab
LSP Motor Carrier Assistance Program	Louisiana Supreme Court
Local Agencies	Other Agencies

Other Business/New Business

- Other Business
 - Developing Performance Measures for All Data Systems
 - Crash Report Manual Update Meeting, August 30
 - Northwestern University Drone Demo, September 12
 - Traffic Records User Conference, October 4
 - ATSIP Traffic Records Forum
 - CDIP Report Out
- New Business
 - Next Executive Committee Meeting, November 27, 2018

Adjourn Meeting
