

**Alaska TraCS Steering Committee  
January 30, 2008, 9:00 am – 4:00 pm  
AST's Conference Room  
5700 Tudor Road, Anchorage**

**Meeting Notes**

Attendees

- Lance Ahern, DPS (Voting member)
- Carl Gonder, DOT&PF – Planning (Voting member, Deputy Chair)
- Kerry Hennings, DMV (Voting member)
- Ulf Petersen, DOT&PF – CMV (Voting member, Chair)
- Lt. Kat Peterson, AST (Voting member)
- John Rockwell, APD (Voting member)
- Diane Schenker, AK Court System (Voting member)
- Melissa Steen, AK Railroad Police (Voting member)
- Chris Thomas, AHSO (Voting member, Secretary)
- Col. Audie Holloway, AST
- Maj. John Glick, AST
- Capt. Hans Brinke, AST
- Lt. Daniel Lowden, AST

On the phone

- Cindy Cashen, AHSO
- Maxine Andrews, NLETCT
- Chief Greg Browning, JPD

Internal Business

1. The committee voted to reelect Ulf Petersen as the Chair of the committee. The vote was unanimous.
2. The committee voted to officially recognize Chris Thomas as the Secretary of the TraCS Steering Committee. The vote was unanimous.

Planning for Continued TraCS Deployment

1. The committee voted to admit AACOP to the committee with voting member status. Chief Browning will represent AACOP until further notice. The vote was unanimous.

2. The following resolution was sponsored by Carl Gonder, seconded by Diane Schenker, voted on by the committee, and adopted unanimously:

*The State of Alaska shall adopt a modified NY governance model that requires:*

- 1. A TraCS Central Steering Committee as the policy level group for Alaska as defined in the TraCS Steering Committee Charter,*
- 2. A user group that reports its needs once a year to the Steering Committee,*
- 3. Multiple regional support agencies that assume support for their region,*
- 4. Multiple state agencies who will have critical responsibilities for TraCS, for example, license ownership, form development, server housing, etc.*

3. The following resolution was sponsored by Diane Schenker, seconded by John Rockwell, voted on by the committee, and adopted. Lance Ahern opposed. Carl Gonder abstained.

*The TraCS Steering Committee recommends that a subcommittee be formed to include the DPS TraCS Project Manager, AACOP representative, Ulf Petersen, and Kat Peterson to develop an outline for a TraCS Implementation/Strategic Plan that covers 2008 and 2009 to be completed NLT March 15.*

4. On the matter of Steering Committee size and conditions for membership: The committee voted to table the issue. All were in favor except John Rockwell.

5. The following resolution was sponsored by Kerry Hennings, seconded by John Rockwell, voted on by the committee, and adopted unanimously:

*The TraCS Steering Committee recommends that the subcommittee formed for developing an outline for an Implementation Plan include all necessary User Agreements as an appendix in the plan.*

6. Regarding the server move, collection of the data, system support once AST takes over the server, responsibility for data retention, etc.: The committee's AST representatives stated that the new TraCS Project Manager will make a recommendation at a later time.

7. Regarding crash form updates: DPS owns the form and will be responsible for updating it.

8. Regarding citation form updates: DPS is working on getting the law changed. The committee did not assign responsibility for future updates to this form after

Version 3.0 (“Police Citation”) has been designed by Commercial Vehicle Enforcement.

9. Regarding what resources will be needed in 2008 in regards to staff and money: The committee took no action on this item but deferred the issue for discussion in the Implementation Plan.

10. A TraCS website will be constructed and will reside at DPS. This effort will fit into DPS’ current operating budget.

11. Regarding new forms: Local PDs may develop new forms outside of state issued forms in response to officer needs. Local PDs will therefore be issued the Software Development Kit but will also be informed that certain forms cannot be modified. The State will have no support requirement on local forms.

12. Regarding TraCS software training: The State will continue to rely on contractors but will also develop internal staff. DPS will send one or two people to the next training session.

13. Regarding TraCS fees: Alaska Highway Safety Office will pay for the Incident Location Tool user fee of \$15,000 starting in '09. (In addition to the '09 \$35,000 basic TraCS fee).

14. Regarding a Statewide Easy Street Draw (TraCS Version) license: Kat Peterson will follow up on this and report back to the committee.

15. Regarding an Executive Oversight Committee: A motion was made by John Rockwell to table this issue until the Criminal Justice Committee is formed, or until a Strategic Highway Safety Plan oversight committee is formed. Lance Ahern seconded. The motion passed unanimously.

16. Regarding APD plans for TraCS: APD is currently testing the TraCS crash form but has no plans to implement TraCS for citation software. Until the backend is constructed, no decision will be made regarding the extent of future deployments.

Next Meeting: TBD.