



Strategic Highway Safety Plan

FINAL

MINUTES

SHSP Data Focus Group Meeting



December 20, 2012

2:00 p.m. – 4:00 p.m.

Meeting Place: VTrans, National Life, 4th #1

Meeting called by: Mary Spicer

Type of meeting: Monthly

Facilitator:

Note taker: Mary/Mandy

Timekeeper:

Attendees:

Mary Spicer (VTrans), Mandy White (VTrans), Bob Thigpen (DII), Rob Craver (VTrans IT), Sai Sarepalli (CCMPO Engineer), Mario Dupigny-Giroux (VTrans), Susan Clark (VHSA Coord.), Lt. Kevin Andrews (DMV CVE), Joe Arduca (FMCSA, for Ture), Jeff Vigne, Karina Ware (VT YSC), Erin Parizo (VHB), Robin Bousa (VHB).

VHB: Greg Bosworth and Mike Altobello (VHB IT) via phone.

Absent: Tom Fields (GHS LEL), Jason Charest (CCMPO Eng/Planner), Jenna Protzki (VDH)

Agenda item: General Information

Presenter:

Discussion:

--New Data Team member, Karina Ware, Director Youth Safety Council of Vermont.

--Regional Safety Forum: Next forum is scheduled for April 17, 2013 in Waterbury.

--Safety Events Calendar: Susan Clark mentioned that they are putting together a safety event calendar and if anyone has an activity they wish to include on the calendar, just to let her know. This calendar will be posted on the web page for public view.

--Red Ribbons: Sue handed out the red ribbons for driver side mirrors. The ribbons are displayed in remembrance of those killed in a DUI related crash in VT. If interested in more information, go to this years site: <http://www.vadic.org/2012/22nd-annual-red-ribbon-ceremony-at-the-vermont-state-house>.

--Social Media group: Sue is working with the Outreach group to identify other team members that would be interested in participating in a sub group to work on social media, such as Facebook, twitter, etc. Karina and Mandy both volunteered. Karina will be involved representing the Education group, so Mandy will be involved representing the Data Team.

Mandy will be Data FG's member on Social Media sub committee.

Conclusions:

Action items	Person responsible	Deadline
✓ Mandy to provide Social Media committee "briefing" at upcoming Data Team meetings.	Mandy	
✓ Provide Susan Clark w/safety initiative events for the online calendar.	Everyone	
✓		
✓		

Agenda item: CEA Strategies **Presenter:** Robin, VHB

Discussion: Review Strategies related to the Data Focus Group

--Group worked thru those strategies related to the Data group. They included 1A/1/1 & 5, 1b/4/1 & 5, 2A/4/1, 2B/2/1, 4/1/2, and 1 under Special Emphasis Areas.

--Special Emphasis areas: Data

Add to Improve data

Move LRS reference to #3.

Include a goal to increase awareness to LE to use the reporting tools.

Add in goal to implement TR Assessment items where applicable.

Add in a goal for outreach to LE to communicate the need for good location information.

Add in note re: Examine the possibility of expanding HPMS data collection to support Safety Analyst. (VTrans is not sure yet if they will be using SA, so we do not want to do the work if SA is not used. But, we can explore the possibilities.)

Location data: we have to find a way to make LE care about good location information. Take the step to check your lat/long.

Academy: Sarah Couture, Sgt. Scott and Mandy training at Academy . Start w/the Sergeants and then train new people coming in. Should we add this to The special CEA "Improving Vermont's Data"? YES Increase education to LE about data quality and location needs.

Will work w/Enforcement team on this one.

Identify Champions to do each one. May mean more than one group working on a CEA goal.

**VHB will send out worksheets for their CEA/Goals and strategies.

Next: look at goals in Board mtg.

Goals from last SHSP: did we meet them?
5 year averages? yes. 2007-2011

Conclusions:

Action items	Person responsible	Deadline
✓ Worksheet details for each CEA	VHB	12/28/12 ?
✓		

✓
✓

Agenda item: Public Query Tool

Presenter: Mary

Discussion: RFP: IT questions and Build Alternatives

--Mike Altobello and Greg Bosworth from VHB IT support, were available via phone to discuss some questions on draft RFP. Discussion surrounded IT issues/questions and was largely between Mike, Greg, and Rob Craver.

Have two instances of the data (external and internal)?

Rob: difficult to manage multiple dbases and would cause delay in research data (updated data). Want nearly as timely as possible. Therefore only one instance.

Hardware: Hosted in VTrans. Live in existing hardware. If new needed, would need to be scoped and planned. Vendor access to support it? We have currently external vendors accessing in already.

VTrans will do primary, first approach maintenance. Then, go to vendor for second line of support if needed.

Rob a fan of test systems.

Vendor should have their own test environment.

Currently VTrans has a patching schedule. Usually happens over the weekend.

Open source requirement refer to in RFP? No limitations in VTrans now.

Browser support: cross browser? We use IE. Others? Safari, IE and Chrome are the big ones. Ensure support for these three at a minimum. (This is just a internal program coding thing.)

Mapping: standard platform now? Google, Bing, Yahoo? Current web crash map is Google. In house is ArcMap. Should be no licensing issue on the public side.

Ad hoc: not everything in the data base.

WE NEED TO IDENTIFY ONLY THOSE FIELDS NEEDED TO BE ACCESSED WITH AD HOC TOOL.

Redact personal information: use views and tables so personal information does not get out to the public. Data Dictionary is mentioned and should be provided. Should outline the data fields determined to be personal information.

SOW is not the term to use for this document...ok!

Any questions by VHB can be forwarded to Rob Craver directly.

Mary would like to tell the Board on January 3rd that a solid draft of the RFP is read. Therefore, VHB will work to get a draft to Mary by December 28th.

Mary will in turn distribute the draft to the Data Team.

Provide report writer info from crash.

Provided table data links from current VCSG...documents we have should provide to vendors for review.

Robin: structure document to include 5 components. And, ask for specific projects from vendors (examples of what they had done). YES!

Jeff: Include language in RFP re: changes to the form (TRCC). "Extensibility"... when changes to the form comes down the application will have to be able to accommodate the changes. VTrans would do. Include language such as "Upgradeable and maintainable."

Bring to the board on Jan 3rd: Inform board that the RFP has been vetted by VTrans

IT and VT's designated TR IT Coordinator. Present Build choice (Via DII) and present RFP document ? No...just summarize points for build via DII retainer list.

--BUILD Options: 1.)UVM TRC, 2.)DII retainer list, 3.) RFP to the world, and 4.) build in house at VTrans.

Rob Craver confirmed that VTrans does not have the staff to build the tool. Team voted on remaining three options. Seven members present voted for the DII Retainer option. Mary will contact missing five team members to get their votes.

FINAL FIVE VOTES: All voted for DII option. Therefore, the DII retainer list option will be presented to the board at the January 3rd meeting.

Conclusions: Finalize RFP for upcoming Board meeting.

Action items	Person responsible	Deadline
✓ Draft RFP to Mary Spicer	VHB	12/28/12
✓ Distribute Draft RFP to Data Team	Mary	ASAP
✓ Build Options: Seek votes from missing 5 members	Mary	12/21/12
✓ Recommendation of RFP and Build option to Board, Jan. 3 mtg.	Mary	01/03/13

Agenda item: Next meeting.

Presenter:

Discussion:

Try to get in our monthly meeting before the January 31, 2013 Board meeting.

Mary will send out a doodle poll for a possible meeting date.

Conclusions:

Action items	Person responsible	Deadline
✓ Doodle Poll for January meeting.	Mary	12/21/12
✓		
✓		
✓		

Other Information

Resources:

Special notes: