

Montana Traffic Records Coordinating Committee

Charter-2024



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Introduction:

Purpose: The purpose of this document is to outline the structure, objectives, and operational guidelines for the Montana Traffic Records Coordinating Committee (TRCC).

Background: The Montana Traffic Records Coordinating Committee (TRCC) was established to enhance the collection, management, and utilization of traffic safety data within the state. Initially driven by the requirements of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), the TRCC has played a crucial role in improving traffic records systems. The committee continues to align with federal guidelines, including those outlined in the Bipartisan Infrastructure Law (BIL), to support the development of a coordinated and integrated data system. The TRCC's efforts are aimed at ensuring accurate, timely, and comprehensive traffic data to inform safety initiatives, policymaking, and resource allocation. By fostering collaboration among various stakeholders, including state and local agencies, law enforcement, and public health organizations, the TRCC strives to enhance transportation safety and efficiency across Montana.

Vision: Montana is committed to Vision Zero- a vision of zero fatalities and zero serious injuries on Montana's roadways. In support of this vision, the TRCC will work to reduce the number and severity of traffic crashes, injuries, and fatalities on Montana highways.

Mission: In support of the CHSP overarching strategy, the TRCC mission is to provide coordinated leadership to improve timeliness, accuracy, completeness, uniformity, integration, and accessibility of crash data and systems to address safety issues in Montana.

Committee Structure:

Membership: The Montana Traffic Records Coordinating Committee (TRCC) operates as a single level TRCC where the Executive Committee and Technical Committee meet and act as one. The committee is made up of representatives from Montana Department of Transportation, Montana Department of Justice, Montana Highway Patrol, Montana Department of Health and Human Services, Montana Office of Court Administration, Montana Motor Vehicle Division, and Montana Board of Crime Control.

The duties and responsibilities of TRCC chair are:

- Provide policy oversight and governance for statewide traffic records strategies and activities.
- Lead policy and legislative efforts that advance traffic records goals.
- Engage and seek feedback from the TRCC, Committees, and Stakeholders when major traffic records projects or system redesigns are being planned within member's represented agency.
- Obtain and coordinate the Committee updates from Committee Chairpersons for presentation at TRCC meetings. Approve Committee Chairpersons/Representative's requests for TRCC agenda items/presentations.
- Conduct TRCC member outreach to ensure attendance and engagement at meetings, especially when decisions must be made/acted upon.

The duties and responsibilities of TRCC coordinator are:

- Provide direction, oversight and coordination of traffic crash data analysis and support at the State, regional and national level, and prepare the Traffic Records section of the Highway Safety Plan.
- Serve as the grant Program Coordinator for the Traffic Records program within the Highway Safety Plan.
- Monitor and evaluate Traffic Records grant programs to determine if they are impacting the problem and using resources in both an effective and efficient manner. Develop follow-up plans to address grant program issues that do not meet expectations.
- Represent the State Highway Traffic Safety Office (SHTSO) as the traffic records program coordinator at local, State, regional and national highway safety meetings, conferences, workshops, training seminars and other activities.
- Manage and direct special projects as assigned by the SHSO leadership regarding traffic records issues.
- Facilitate TRCC meetings by following the agenda, keeping time, and coordinating member/delegate voting for program decisions.

The duties and responsibilities of TRCC members are:

- Act as the authorized representatives of their respective agencies in decision-making processes.
- Participate in developing coordinated strategies for initiating or enhancing traffic safety data IT systems.
- Engage in the coordination of IT system improvements or new system projects prior to their final approval and implementation.
- Actively contribute to the development and ongoing updates of the traffic records strategic plan.
- Encourage the sharing of information about traffic safety, industry changes, and technology updates impacting current or proposed IT systems.
- Review and evaluate new technologies and methodologies to ensure the development, operability, and maintainability of traffic safety systems remain aligned with industry norms and strategic directions of the agency.
- Provide well-considered recommendations to the steering committee regarding new project funding and strategic decisions.
- Offer insights and advice on industry trends that may affect traffic safety systems and their implementation.

Strategic Objectives:

The TRCC aims to enhance the quality, accessibility, and utilization of traffic safety data to improve transportation safety across Montana.

The strategic objectives of the TRCC include:

Enhance Data Quality and Integration:

- Improve the accuracy, completeness, and timeliness of traffic safety data.

- Develop and implement integrated data systems that allow seamless data sharing among state and local agencies.
- Standardize data collection processes to ensure consistency and reliability.

Implement Advanced Technologies:

- Explore and adopt innovative technologies for data collection, analysis, and dissemination.
- Leverage geographic information systems (GIS), big data analytics, and machine learning to enhance traffic safety analysis.
- Ensure that all technological solutions are scalable, secure, and user-friendly.

Promote Collaboration and Coordination:

- Strengthen partnerships among state and local agencies, law enforcement, public health organizations, and other stakeholders.
- Facilitate regular communication and information sharing among all TRCC members.

Monitor and Evaluate Program Effectiveness:

- Establish performance measures, benchmarks to assess impact of TRCC initiatives.
- Use evaluation findings to refine strategies and improve program outcomes.

Operational Guidelines:

The operational guidelines of the Montana Traffic Records Coordinating Committee (TRCC) outline the processes and procedures that ensure effective management, decision-making, and communication within the committee.

These guidelines are designed to promote transparency, accountability, and efficiency in all TRCC activities.

1. **Voting Procedures:** Decisions are made by majority vote during TRCC meetings. Voting members can delegate their voting rights to an alternative representative if they are unable to attend. Additionally, members may vote via email when decisions need to be made outside of scheduled meetings. Voting on specific projects can be completed and documented entirely by email depending on circumstances.
2. **Meeting Protocols:**
Regular Meetings: Hold quarterly TRCC meetings to review progress, discuss issues, and plan future activities. If a member is unable to attend, they can designate an alternate representative to attend and participate on their behalf.
Special Meetings: Convene special meetings as needed to address urgent matters or specific projects.
3. **Communication and Reporting:** Maintain regular communication with all TRCC members and stakeholders through email updates, newsletters, and reports.
4. **Project Management:**
Compliance Monitoring: Monitor funded projects to ensure compliance with federal and state requirements.
Reporting Requirements: Fulfill all reporting requirements associated with funding, including financial and performance reports.
5. **Regular Reviews:** Conduct regular reviews of TRCC operations and strategic plans to identify areas for improvement.

6. Feedback Mechanisms: Implement feedback mechanisms to gather input from TRCC members and stakeholders and use this feedback to refine processes and strategies.

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Montana TRCC Members - 2024				
First Name	Last Name	Organization	Title	Membership Type
Lisa	Mader	Office of Court Administration	IT Director	Voting Member
Felisha	Koch	DOJ MVD	Operations Bureau Chief	Voting Member
Janice	Fries	Statistical Analysis Center - BOCC	SAC Director	Voting Member
Becky	Giono	DOJ IT	Project Manager	Voting Member
Mike	Poole	MDT MCS Operations	Manager	Voting Member
Patricia	Burke	MDT Safety Engineering	Section Supervisor	Voting Member
Ed	Ereth	MDT Planning Data and Statistics	Bureau Chief	Voting Member
Terry	Mullins	DPHHS EMS and Trauma Systems	Section Supervisor	Voting Member
Chan	Barry	DOJ MHP	Operations Commander	Voting Member
Kevin	Dusko	MDT SHTSS	Section Supervisor and TRCC Chair	Voting Member
Tammy	Ross	MDT Rail, Transit & Planning	Bureau Chief	Non- Voting Member
Rob	Stapley	MDT Planning Division	Administrator	Non- Voting Member
Michelle	Hauer	MDT Information Systems Division	CIO, MDT	Non- Voting Member
Sai Rami Reddy	Patapati	MDT SHTSS	TRCC Coordinator	Non- Voting Member