

**STATE OF KANSAS
TRAFFIC RECORDS COORDINATING
COMITTEE**

TRCC CHARTER
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**STATE OF KANSAS
TRAFFIC RECORDS COORDINATING COMMITTEE
CHARTER**

I. INTRODUCTION

The State of Kansas has established a Traffic Records Coordinating Committee (TRCC), which provides a forum to promote sharing of relevant traffic records data.

This Charter shall serve as the TRCC's foundational document and be referred to as a guide to the TRCC in carrying out its work.

II. OVERVIEW AND PURPOSE

The TRCC shall play a key role in developing a system that will integrate and enhance statewide traffic records data for comparison and statistical analysis. Information will include, but not be limited to, the information found in the crash, driver, vehicle, roadway, citation/adjudication, and emergency medical services/injury/surveillance databases. The Mission and Vision of the TRCC is as follows:

- A. **Mission.** Reduce fatalities and serious injuries on Kansas roadways by providing timely, accurate, integrated, and accessible traffic records data.
- B. **Vision.** Develop the primary integrated data destination for creating life-saving strategies which improve the quality of life for the traveling public on Kansas roadways.

III. ORGANIZATIONAL STRUCTURE

The TRCC is a single level committee consisting of a Chairperson, a Traffic Records Coordinator ("TRCC Coordinator"), and Representatives from Partner Agencies. The TRCC shall be supported by the Kansas Department of Transportation's (KDOT) Bureau of Transportation Safety.

A. **Leadership.**

1. **Chairperson.** The TRCC Chairperson shall:

- (a) Be the Assistant Bureau Chief of KDOT's Bureau of Transportation Safety, or the Assistant Bureau Chief's designee.
- (b) Preside over TRCC votes.
- (c) Approve new Partner Agencies.
- (d) Have signatory authority for the TRCC, including the annual approval functions listed in subsection (e) below.
- (e) Prioritize traffic records projects funded through federal and state funding sources.

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- (f) Approve annually, as part of the state's annual application for 23 U.S.C. § 405(c) federal highway safety grant funds, sections of the Highway Safety Plan related to state traffic safety information system improvements and the Traffic Records Strategic Plan. The sections of the Highway Safety Plan and the Traffic Records Strategic Plan include details pertaining to:
 - (i) The TRCC Membership.
 - (ii) The TRCC Coordinator.
 - (iii) Performance measures to be used to demonstrate quantitative progress in the accuracy, completeness, timeliness, uniformity, accessibility, or integration of a core highway safety database.

2. Coordinator. The TRCC Coordinator shall:

- (a) Be appointed by the TRCC Chairperson.
- (b) Draft and maintain meeting notes for each TRCC meeting, which shall include membership attendance.
- (c) Maintain and keep current the TRCC Roster of Membership.
- (d) Manage traffic records projects, including management and tracking of performance measures.
- (e) Develop and submit any National Highway Traffic Safety Administration (NHTSA) reporting required for 23 U.S.C. § 405 (c) grant funds. This reporting includes, but is not limited to, the traffic records sections of the state's Highway Safety Plan and Annual Performance Report, the Kansas Traffic Records System Performance Measurement Report, and the TRCC Strategic Plan.

B. Membership.

1. Overview.

- (a) The TRCC seeks to have a multidisciplinary membership of stakeholders that are representative of owners, operators, collectors, and users of traffic records and public health and injury control data systems; highway safety, highway infrastructure, law enforcement, and adjudication officials; and public health, emergency medical services, injury control, driver licensing, and motor carrier agencies and organizations. Such members are referred to as "Partner Agencies."

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2. Representatives.

- (a) Each Partner Agency shall designate at least one (1) Representative that will attend and participate in the TRCC's quarterly meetings.
- (b) Partner Agencies are encouraged to include as their Representatives on the TRCC:
 - (i) An executive or an executive's designee who is empowered to establish policy, direct resources, and set the Mission and Vision for the TRCC; and
 - (ii) A technical staff member possessing the necessary technical skills to provide guidance.
- (c) Representatives shall:
 - (i) Assist with establishing goals for improving the TRCC.
 - (ii) Review laws dealing with traffic records for consistency and for conformity with current technology.
 - (iii) Review and approve the state's multi-year Traffic Records Coordinating Committee Strategic Plan.
 - (iv) Assess the need for legislation to facilitate the development and operation of the TRCC.
 - (v) Request funding for projects to gather, maintain, and integrate traffic records data.
 - (vi) Be expected to deliver quarterly or annual updates on current TRCC or other traffic safety data projects.

3. Roster of Membership.

- (a) The TRCC shall have a Roster of Membership listing each TRCC member by name, title, organization, and core safety database represented.
- (b) TRCC's current Roster of Membership shall be posted on the TRCC website.
- (c) The TRCC's Roster of Membership shall be updated to add any new member or remove any withdrawn member of the TRCC before the state's annual update to the Traffic Records Strategic Plan.

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4. New Members.

- (a) Any Partner Agency currently a member of the TRCC may recommend any entity or organization to become a new member of the TRCC. New membership is subject to agreement by any such recommended entity or organization and approval by the TRCC Chairperson.

5. Withdrawal of Membership.

- (a) Any Partner Agency may withdraw their membership from the TRCC by providing written notice to the TRCC Coordinator.

IV. FUNCTIONS

A. Responsibilities. The TRCC shall:

1. Consider and coordinate the views of organizations in the state that engage in the collection, administration, and use of highway safety data and traffic records systems, and represent those views to outside organizations.
2. Conduct itself in accordance with applicable laws and regulations and shall not direct any Partner Agency to act in a manner contrary to law.
3. Review and evaluate new technologies for keeping highway safety data and traffic records systems current and secure.
4. Review and support the state's multi-year Traffic Records Coordinating Committee Strategic Plan. The TRCC Strategic Plan, as required under 23 C.F.R. § 1300.22 (c), shall:
 - (a) Describe specific, quantifiable, and measurable improvements that are anticipated in the state's core safety databases, including crash, citation or adjudication, driver, emergency medical services or injury surveillance system, roadway, and vehicle databases.
 - (b) For any identified performance measure, use the formats set forth in the Model Performance Measures for State Traffic Records Systems.
 - (c) Identify which highway safety data and traffic records system assessment recommendations the state intends to implement and the performance measures to be used to demonstrate quantifiable and measurable progress.
 - (d) For recommendations that the state does not intend to implement, provide an explanation.

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V. MEETINGS

- A. **Frequency.** The TRCC shall meet no less than three (3) times per year. However, the TRCC will typically meet once per quarter.
- B. **Time & Place.** The time, date, and place of each TRCC meeting shall be set by the TRCC Chairperson.
- C. **Notice.** The TRCC Coordinator shall provide e-mail notification to each TRCC Member of the time, date, and place of upcoming meetings no less than thirty (30) days before each meeting is to take place.
- D. **Attendance.** Meeting attendance may be by means of teleconference, telephone call, or any other communications equipment that allows all persons participating in the meeting to speak and hear all participants. Participation by such means shall constitute presence in person at a meeting.
- E. **Notes.** The TRCC Coordinator shall take notes of all meetings. Approximately one (1) week after each meeting is held, the TRCC Coordinator shall distribute a preliminary draft of such notes to each Partner Agency to allow Partner Agencies the opportunity to review such notes for accuracy, provide feedback, and suggest revisions. Meeting notes will typically be distributed to each Partner Agency as a final draft approximately one (1) week before the next meeting is to be held.

VI. AMENDMENTS

- A. This Charter may be amended from time to time and such amendments shall take effect upon the TRCC Chairperson's dated signature.

VII. TRANSPARENCY

- A. **Open Public Meetings.**
 - 1. All TRCC meetings shall be open to the public in accordance with the Kansas Open Meetings Act (KOMA), K.S.A. 75-4317 *et seq.*, and amendments thereto.
- B. **Open Records.**
 - 1. TRCC records shall be subject to the Kansas Open Records Act and maintained in accordance with records retention laws and policies.

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DECLARATION OF ADOPTION

The undersigned hereby certifies that the foregoing Charter is adopted by the Kansas Traffic Records Coordinating Committee.

TRCC CHAIRPERSON:

Chris Bortz

Printed Name

Assistant Bureau Chief,
KDOT Bureau of Transportation Safety

Title

6/29/23

Date

Signature



**STATE OF KANSAS
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APPENDIX A – LEADERSHIP**

TRCC CHAIRPERSON:

Chris Bortz

Printed Name

Assistant Bureau Chief,
KDOT Bureau of Transportation Safety

Title

6/29/23

Date

Signature

TRCC COORDINATOR:

Amy Smith

Printed Name

Traffic Records Coordinator

Title

6-29-23

Date

Signature

**STATE OF KANSAS
TRAFFIC RECORDS COORDINATING COMMITTEE
APPENDIX B – ROSTER OF MEMBERSHIP
FEDERAL FISCAL YEAR 2023**

Partner Agency	Core Safety Database Represented	Name and Title of Executive Representative	Name(s) and Title(s) of Technical Representative(s)
Kansas 911 Coordinating Council (KS911)	Crash EMS/Injury Surveillance	Scott Ekberg, NG 911 Administrator	
Kansas Association of Chiefs of Police (KACP)	Crash Citation/Adjudication		Ed Klumpp, Legislative Committee
Kansas Attorney General's Office	Citation/Adjudication		Corey Kenney, Kansas Traffic Safety Resource Prosecutor
Kansas Board of Emergency Medical Services (EMS)	EMS/Injury Surveillance	Joe House, Executive Director	
Kansas Bureau of Investigation (KBI)	Citation/Adjudication	Laura Bohnenkemper, Asst. CIO of Delivery Services Brooklynn Graves, IBR Manager Joe Mandala, Chief Information Officer Leslie Moore, Director of Information Services	<vacant position>, Program Support
Kansas Criminal Justice Information System (KCJIS)	Crash Citation/Adjudication EMS/Injury Surveillance	David Marshall, Executive Director	
Kansas Department of Health and Environment (KDHE)	Crash EMS/Injury Surveillance	Wendy O'Hare, Trauma Program Director	Danielle Sass, Epidemiologist

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APPENDIX B – ROSTER OF MEMBERSHIP
FEDERAL FISCAL YEAR 2023**

Partner Agency	Core Safety Database Represented	Name and Title of Executive Representative	Name(s) and Title(s) of Technical Representative(s)
Kansas Department of Revenue (KDOR)	Driver Vehicle	LeeAnn Phelps, Vehicle Services Manager	Lacey Hane, Court Liaison Donald Lee, Compliance Reviewer
Kansas Department of Transportation (KDOT)	Crash Roadway	Chris Bortz, Assistant Bureau Chief Shawn Brown, Interim Chief Information Officer Hailey Dougherty, Traffic Safety Engineer Gary Herman, Behavioral Safety Manager Jim Hollingsworth, Safety Data Manager Vanessa Spartan, Bureau Chief	Carla Anderson, State Highway Safety Engineer Chase Hull, Traffic Safety Analyst Michael Ronin, Crash Data Section Manager Scott Schiller, Applications Developer Supervisor Terri Slater, Applications Developer Amy Smith, Traffic Records Coordinator James Stewart, Information System Manager
Kansas Highway Patrol (KHP)	Crash Vehicle	Tom Mai, Interim Chief Information Officer	Tom Catania, Safety and Health Specialist Tim Kurowski, Applications Developer Stephen LeRow, Lieutenant Wes Ludolph, Captain Omar Macias, Information Systems Manager
KUCR-Kansas Geological Survey (KGS)	Crash Roadway	Ken Nelson, Section Manager/DASC Manager	Shawn Saving, GIS Specialist
Lyon County Sheriff's Office	Crash Citation/Adjudication		John Koelsch, Undersheriff
Office of Judicial Administration (OJA)	Citation/Adjudication	Kelly O'Brien, Director Anne Madden Johnson, OJA Administrator	