

**Statewide Traffic Records Coordinating Committee**  
**Meeting Summary**  
**August 27, 2003**  
**Held at the NJDOT Training Facility at 25 Scotch Road**

The meeting started at 10:00 with a welcome from Bill Beans, Manager, Bureau of Safety Programs, NJDOT; and Committee Chairman.

This is a major undertaking and the success of the project depends on the active participation of the committee members.

The first action taken was the election of a STRCC Secretary and assistant. Those positions were filled by Al Tindall of DHTS and Karen Yunk Of the district Federal Highway Administration office.

The next order of business involved the manning of six sub-committees. Those included:

1) **the Development of a Strategic Plan,**

the plan provides goals, strategies and time frames for completing the system development and supporting it in the future.

Plans are to have a draft of the report completed in the spring or early summer of next year.

**Chairman:** Pat Ott, **Secretary:** Al Tindall, **Assistant:** Claudia Knezek

2) **Crash report (NJTR-1) review and revising the Crash Manual,**

The report's data elements need to be reviewed for pertinence and the manual updated to reflect the changes. Samples of data definitions, diagrams, and supplemental forms must be generated. The manual also needs to make a strong case for collecting accurate, complete and timely data.

**Chairman:** Capt. Tom Dreher, **Secretary:** Sgt. Bob Parlow, **Assist:** Claudia Knezek

3) **Electronic Data Transfer,**

All motor vehicle crash related data should ideally be captured at the scene in a data base and then uploaded to headquarters, the county and the State where it may be warehoused.

**Co-Chairs:** Bill Carione, Debra Johnson, **Secretary:** Bill Donahue

4) **Statewide Data Integration,**

This committee needs to look at the various sources of data contributing to the Traffic Records System and the format it currently or will arrive in. This is important for adding new data or comparing various files during analysis.

**Chairman:** Jim Carl, **Secretary:** Lorie Leonardi, **Assistant:** Gary Zayas

5) **GIS/GPS Integration,**

The evaluation of Geographic Information Systems or Global Positioning Systems will determine which system the committee will endorse. There are various users groups with in the State which can offer some insight into which is best for this situation.

**Chairman:** Gary Zayas, **Secretary:** Al Tindall, **Assistant:** Jim Carl

6) **A Directory,**

This sub-committee will develop a directory of generators, keepers ad users of Traffic Records information. This will assist in determining users needs,

**Chairman:** Claudia Knezek, **Secretary:** Joe Decker, **Assistant:** Al Tindall

No other recommendations were made for additional subcommittees.

The next full STRCC meeting is scheduled for **December 5 at 10:00** at the NJDOT Training facility **at 25 Scotch Road**, West Trenton.

Subcommittees are encouraged to meet a minimum of two times before the December meeting to report on progress. These meetings should then continue every three months.

The session was then adjourned.

- Please see the attached list for the complete list of committee members.

Submitted by Al Tindall - - Karen Yunk