

State of Montana

# CHARTER

Traffic Records Coordinating Committee

*Prepared for:*  
Montana Traffic Records Coordinating Committee

*Updated:*  
March 2022

**CONTENTS**

Revision history .....1

Glossary of Terms .....2

General information .....3

Background.....3

TRCC vision, mission, goals, & guiding principles .....4

Assumptions .....4

Committee strategies .....5

TRCC summary-level roles .....6

Key program deliverables .....7

Roles and responsibilities .....8

Risks .....9

Program constraints .....10

Signatures .....11

**REVISION HISTORY**

| Version | Date      | Contributor  | Description  |
|---------|-----------|--------------|--|
| 0.01    | 1/13/2008 | John Kimball | Initial Draft - unsigned   |
| 0.02    | 5/15/2009 | John Kimball | Updated draft - clarified acronyms and put out for review - no response                      |
| 0.03    | 7/14/2009 | John Kimball | Updated draft - added role clarifications and updated project risks                          |
| 0.04    | 9/01/2009 | John Kimball | Update for Planning and ISD reviews that include the NHTSA assessment comments of March 2009 |
| 1.0     |           | John Kimball | Program-approved draft   |
| 2.00    | 3/29/2013 | TRCC         | Update   |
| 2.01    | 2016      | TRCC         | update- signature page   |
| 2.02    | 2017      | TRCC         | update- signature page   |
| 2.03    | 2018      | TRCC         | update- signature page   |
| 2.04    | 2019      | TRCC         | update- signature page   |
| 2.05    | 2020      | TRCC         | update- signature page   |
| 2.06    | 2021      | TRCC         | update- signature page   |
| 2.07    | 2022      | TRCC         | update- signature page   |

**GLOSSARY OF TERMS**

|                   |   |
|-------------------|---|
| <b>408 Grant</b>  | The NHTSA funding source for the TRSPI program under SAFETEA-Lu                       |
| <b>CHSP</b>       | (Montana’s) Comprehensive Highway Safety Plan   |
| <b>CVISN</b>      | Commercial Vehicle Information Systems and Networks                                   |
| <b>DOA</b>        | Montana Department of Administration  |
| <b>DOJ</b>        | Montana Department of Justice   |
| <b>E-CVISN</b>    | Expanded Commercial Vehicle Information Systems and Networks                          |
| <b>FHWA</b>       | Federal Highway Administration, a division of the USDOT                               |
| <b>FMCSA</b>      | Federal Motor Carrier Safety Administration, a division of the USDOT                  |
| <b>ISD</b>        | Information Systems Division, within MDT  |
| <b>ITS</b>        | Intelligent Transportation System   |
| <b>ITSD</b>       | Information Technology Services Division, Montana Department of Administration        |
| <b>MAP-21</b>     | Moving Ahead for Progress in the 21st Century Act (P.L. 112-141)                      |
| <b>MCS</b>        | Motor Carrier Services Division, within MDT   |
| <b>MDT</b>        | Montana Department of Transportation  |
| <b>MHP</b>        | Montana Highway Patrol  |
| <b>NHTSA</b>      | National Highway Traffic Safety Administration, a division of the USDOT               |
| <b>Planning</b>   | Rail, Transit, and Planning Division, within MDT                                      |
| <b>PM</b>         | Project Management  |
| <b>POC</b>        | Point of Contact  |
| <b>PPSB</b>       | Policy Planning and Services Bureau, under DOA / ITSD                                 |
| <b>PRISM</b>      | Performance Registration Information Systems Management                               |
| <b>PSB</b>        | Procurement Services Bureau, under DOA / ITSD   |
| <b>RFP</b>        | Request for Proposal  |
| <b>SAFETEA-Lu</b> | Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users |
| <b>SHTSO</b>      | Montana State Highway Traffic Safety Office, within MDT                               |
| <b>SOW</b>        | Statement of Work   |
| <b>TRCC</b>       | Traffic Records Coordinating Committee  |
| <b>TRSPI</b>      | Traffic Records Strategic Plan Implementation   |
| <b>USDOT</b>      | United States Department of Transportation  |

## GENERAL INFORMATION

**Program Team Name:** Traffic Records Coordinating Committee

**Program:** Traffic Records Strategic Plan Implementation (TRSPI)

**Managing Agency:** Montana Department of Transportation

**Managing Divisions:** Information System Division, and Rail, Transit & Planning Division

**Document Labels:** For the purposes of this document, Montana Department of Transportation, MDT, the Department and the Agency are interchangeable.

For purposes of this document, “the program” and TRSPI are interchangeable.

**Funding Source:** The TRCC members work on projects that are funded by various sources. Primary sources are state funds administered by various state agencies, and federal monies administered through branches of the USDOT.

**Charter Date:** The original charter was signed in September 2009. This update was completed in March 2013.

## BACKGROUND

The TRCC was originally created as a result of a requirement within the *The Safe, Accountable, Flexible, Efficient Transportation Equity Act - A Legacy for Users* (SAFETEA-Lu). SAFETEA-Lu was enacted by congress in 2005, with NHTSA providing funding by 2006. Section 408 of the behavioral programs under SAFETEA-Lu provided funding to improve traffic safety data in the following areas:

1. Timely collection
2. Complete collection
3. Accurate collection
4. Consistency of data collected (using national standards)
5. Integration with other traffic safety systems
6. Ready accessibility by approved users

The requirements of the original 408 program continue under the new federal authorization, *Moving Ahead for Progress in the 21st Century Act* (P.L. 112-141), signed into law by President Obama on July 6, 2012. Funding levels for traffic records projects under MAP-21 are yet to be determined.

## TRCC VISION, MISSION, GOALS, & GUIDING PRINCIPLES

### VISION

People, goods, and services are transported safely within Montana's borders.

### MISSION

Provide the Montana traffic safety community with the information needed to effectively and efficiently manage and improve surface transportation safety, now and in the future.

### GOALS

The primary goal is the implementation of Montana's Comprehensive Highway Traffic Safety Plan strategies; particularly Emphasis Area # 5 for Traffic Records Management.

The objective for area # 5 of the CHSP is *“develop and implement a comprehensive and coordinated transportation records and crash reporting, data management, and analysis system; accessible to all stakeholders to manage and evaluate transportation safety.”*

### GUIDING PRINCIPLES

- An actively engaged TRCC steering committee and management participation in this effort is critical to success.
- Freely shared information is vitally important; both from a data perspective and as a trust-building function for the team.
- Team decisions will consider the integrity and values of a long-lasting relationship between team members as a significant factor.
- Stakeholders are regularly informed about TRCC activities.
- The strategic plan is the blueprint for activities, timelines, and performance measures to guide the committee.

### ASSUMPTIONS

- The TRCC members, steering committee, and management will actively engage and support the review and approval of program/project documents in a timely manner.
- The TRCC members will:
  - have the necessary authority and management support to participate actively on the team
  - have decision-making authority for their agency/division
  - aspire to make a difference in traffic safety
  - commit 2 to 4 hours per month to support this effort.
- The TRCC members seek and will actively participate in an open exchange for traffic safety information sharing and project collaboration.

## COMMITTEE STRATEGIES

1. Provide an open forum for the exchange of information on traffic safety related topics. The exchange of information will:
  - leverage funding opportunities
  - assist agency's enterprise-level planning and coordinated implementation of similar or related IT projects and technology
  - take advantage of economies of scale due to coordination of information
  - facilitate cooperation in developing partnered solutions for mutual traffic safety data issues.
2. Evaluate, assess, coordinate, and adjust the strategic and tactical safety plans as necessary.
3. Develop recommendations and/or funding proposals to assist local, county, and state agencies that are users and/or providers of traffic records system data.
4. Provide data that can be used to identify gaps in the law and to inform policymakers.
5. Provide data to support traffic safety initiatives.
6. The TRCC steering committee will provide recommendations for activity funding and cooperative actions on new and enhanced traffic safety IT systems.
7. Strategies will be subject to appropriations, policies, and regulations guiding the participating agencies and entities.
8. Will be mindful of and ensure compliance with Federal and State laws, policies, and procedures affecting IT system development.
9. Consult with various disciplines to bring additional expertise as required.

## TRCC SUMMARY-LEVEL ROLES

### INCLUDED

TRCC team members will:

- Have the authority to represent their respective agencies:
  - In the decision-making processes for developing a coordinated approach to initiate or improve traffic safety data IT systems
  - In the coordination of such IT system improvements or new system projects before they are committed to action.
  - Actively participate in developing and maintaining updates to the strategic traffic records plan.
- Promote and encourage an open forum for:
  - The discussion of highway traffic safety data issues and solutions.
  - The coordination and facilitation of traffic safety information sharing regarding:
    - Current and proposed future IT projects as a means of leveraging various sources of funding for mutual benefits.
- Industry or technology changes impacting current or proposed IT systems. Review and evaluate new technologies to ensure traffic safety systems development, operability, and maintainability are current with industry accepted norms and MDT strategic directions.
- Provide recommendations to the steering committee for new project funding.
- Assist in cooperative, mutual actions on new and enhanced traffic safety systems.

TRCC voting members (steering committee) will:

- Consist of representatives from MDT and other member agencies.
- Have the authority to represent their respective agencies.
- Evaluate and determine the approval of applications for NHTSA traffic records funding.

### EXCLUDED

Initiation and management of the individual stakeholder, agency or member projects is not the responsibility of this committee.



## KEY PROGRAM DELIVERABLES

The TRCC will jointly develop the following project deliverables:

- **TRCC charter** to define the team’s vision, mission, goals, guiding principles, roles and responsibilities to meet the strategic plan goals and objectives.
- **Processes** that will support grant requirements, administrative and operational needs to meet the strategic goals.
- **Project funding proposals/approvals** that support the mission and goals of the 408 grant.
- **Interim progress reports** to NHTSA and stakeholders, due semi-annually.
- **Grant applications** for future years of NHTSA funding – with applicable deadlines.
- **Updated strategic plan** – updated quarterly at a minimum.

**ROLES AND RESPONSIBILITIES**

The responsibility matrix shows the levels of authority and responsibilities for the primary deliverables and functional areas of the project.

| Deliverables and Activities                        | Governor's Safety Representative | Steering Committee | Program Manager | State Hwy Traffic Safety Office | Individual Team Members | TRCC Voting Members | Program Support Team |
|--|----------------------------------|--------------------|-----------------|---------------------------------|-------------------------|---------------------|----------------------|
| Strategic Plan Updates                             | I                                | C                  | E               |                                 | C                       | C                   | E                    |
| 408 Grant Application                              | A                                | C                  | E               |                                 | C                       | C                   | E                    |
| NHTSA status reports                               |                                  | I                  | E               |                                 | I                       | I                   | E                    |
| 408 grant communications with NHTSA                |                                  | I                  | C               |                                 | I                       | I                   | E                    |
| Team member project status reports                 |                                  | I                  | I               |                                 | E                       | I                   | I                    |
| Program management deliverables                    |                                  | I                  | E               |                                 | C                       | C                   | A                    |
| Operational and administrative processes           |                                  | A                  | E               |                                 | C                       | C                   | E                    |
| Meetings - Organizing, facilitating, and recording | I                                | I                  | E               |                                 | I                       | I                   | C                    |
| Proposals for new project funding                  |                                  | A                  | C               |                                 | E                       | A                   | C                    |
| Approvals to fund new projects                     | A                                | C                  | C               |                                 | C                       | E                   | C                    |

| KEY |  |
|-----|--|
| A   | Final Approval for Authority                           |
| E   | Initialize & Responsible for Execution (may be shared) |
| C   | Must be Consulted                                      |
| I   | Must be Informed                                       |

**RISKS**

The identification and management of risk is a critical component to a successful project or program. The following risks have been identified for the 408 program. Risks should be monitored, managed, and new risks identified and monitored as the team matures. If the probability of a certain risk seems likely, the program manager will incorporate a plan for the mitigation of the risk into this section

**(Sev) Severity is ranked from 4 (extreme) to 1 (low).**

**(Prob) Probability is ranked from 100% (extremely likely) to 10% (very unlikely).The overall risk rating is computed as Probability X Severity.**

**Mitigation strategies will be required on those risks with a rating of 2.5 or greater.**

| Risk Rating | Risk   | Prob | Sev |
|-------------|--|------|-----|
| 4.0         | <p><b><u>Risk:</u></b><br/>Timely review and approval of program/project documents by the TRCC voting members, steering committee, and MDT executive management.</p>   | 100% | 4   |
|             | <p><b><u>Mitigation Plan:</u></b><br/>Create a Project Charter that includes goals and objectives, team roles, and responsibilities for a Steering Committee to manage issues and make timely decisions.<br/><br/>Educate all on the values of structure, grant required steps and key deliverables, and provide deadlines for approval.</p> |      |     |
| 3.6         | <p><b><u>Risk:</u></b><br/>A low-level of participation by committee members. This project effort is wholly dependent upon active participation by the members; and, this committee assignment is not a primary assignment for the members.</p>  | 90%  | 4   |
|             | <p><b><u>Mitigation Plan:</u></b><br/>Secure MOU agreements to ensure clarity, acceptability and accountability for the membership.</p>  |      |     |
| 2.8         | <p><b><u>Risk:</u></b><br/>Program performance measures may not be met and lose future year’s funding.</p>   | 70%  | 4   |
|             | <p><b><u>Mitigation Plan:</u></b><br/>Team members will provide status reporting at regularly scheduled TRCC meetings and upon request of the program coordinator or from the grant provider (NHTSA).</p>  |      |     |
| 2.8         | <p><b><u>Risk:</u></b><br/>Project cost estimations and appropriations will not include a contingency amount for changes to scope or under-estimations of project cost.</p>  | 95%  | 3   |
|             | <p><b><u>Mitigation Plan:</u></b><br/>A risk contingency amount should be included within the project’s estimated costs.</p>   |      |     |

**PROGRAM CONSTRAINTS**

Teams will have boundaries or constraints that they must work within. The identification and awareness of these constraints needs to be conveyed and visible to successfully negotiate. Awareness of constraints is also intended to ensure protocols and policies are known and followed.

This section seeks to identify the constraints associated with this team’s operations, identify the type of constraint (strategic plan performance measures, individual project scope, budget, time, resources, etc.) and their resistance to change (5 = unchangeable to 1 = easily changed), and whether the constraint is an external or internal constraint.

| Constraint Resistance | External or Internal | Constraint Type          | Constraint  |
|-----------------------|----------------------|--------------------------|---|
| <b>5</b>              | External             | Cost                     | Available 408 funding for TRSPI projects.   |
| <b>4.9</b>            | External             | 408 Performance Measures | Performance measures to meet funding requirements for the 408 grant must be met.  |
| <b>4</b>              | External & Internal  | Parochial Politics       | Divisions or Agencies have their own, parochial politics that constrain full participation by their representatives.                                |
| <b>3.5</b>            | External             | Resource                 | Available time for the agencies’ resources to participate in the TRCC activities and be committed to meeting application and performance deadlines. |
| <b>3.3</b>            | Internal             | Time                     | TRCC team, steering committee, and executive management support for review and approval of documents.   |
| <b>3</b>              | Internal             | Resource                 | Available time and/or support for the individual TRCC members to participate in this effort.  |

## Montana TRCC Charter - Signature Page - 2022

| Name  | Signature   | DATE      |
|---|---|-----------|
| <p style="text-align: center;"><b>Lisa Mader</b><br/>Office of Court Administration, IT Director<br/><b>TRCC Voting Member</b></p>                        | <p>DocuSigned by:<br/><i>Lisa Mader</i><br/>A172DF044E744A0...</p>        | 1/12/2022 |
| <p style="text-align: center;"><b>Felisha Koch</b><br/>DOJ/MVD<br/><b>TRCC Voting Member</b></p>  | <p>DocuSigned by:<br/><i>Felisha Koch</i><br/>72EA55A2D0754B3...</p>      | 1/12/2022 |
| <p style="text-align: center;"><b>Kathy Wilkins</b><br/>Statistical Analysis Center Director DOJ/MBCC<br/><b>TRCC Voting Member</b></p>                   | <p>DocuSigned by:<br/><i>Katherine Wilkins</i><br/>E8D1C8F3E4C8420...</p> | 1/12/2022 |
| <p style="text-align: center;"><b>Becky Giono</b><br/>DOJ/IT Project Manager<br/><b>TRCC Voting Member</b></p>  | <p>DocuSigned by:<br/><i>Becky Giono</i><br/>08481462010B43F...</p>       | 1/12/2022 |
| <p style="text-align: center;"><b>Dan Bisom</b><br/>MDT/MCS Operations Manager<br/><b>TRCC Voting Member</b></p>  | <p>DocuSigned by:<br/><i>Dan Bisom</i><br/>E007010100E0400...</p>         | 1/12/2022 |
| <p style="text-align: center;"><b>Patricia Burke</b><br/>MDT/Safety Engineering Section Supervisor<br/><b>TRCC Voting Member</b></p>                      | <p>DocuSigned by:<br/><i>Patricia Burke</i><br/>B1EED1E8C3B24CE...</p>    | 1/24/2022 |
| <p style="text-align: center;"><b>Ed Erath</b><br/>MDT/Planning Data &amp; Statistics Bureau Chief<br/><b>TRCC Voting Member</b></p>                      | <p>DocuSigned by:<br/><i>Ed Erath</i><br/>0A010175D4E040F...</p>          | 1/25/2022 |
| <p style="text-align: center;"><b>Terry Mullins</b><br/>DPHHS/EMS &amp; Trauma Systems Section Supervisor<br/><b>TRCC Voting Member</b></p>               | <p>DocuSigned by:<br/><i>Terence Mullins</i><br/>BC098E9E79054E0...</p>   | 1/27/2022 |
| <p style="text-align: center;"><b>Kurt Sager</b><br/>DOJ/MHP Operations Commander<br/><b>TRCC Voting Member</b></p>                                       | <p>DocuSigned by:<br/><i>kurt Sager</i><br/>7CFA6DF6E050404...</p>        | 1/27/2022 |
| <p style="text-align: center;"><b>Janet Kenny</b><br/>MDT/State Highway Traffic Safety Section Supervisor<br/><b>TRCC Chairperson / Voting Member</b></p> | <p>DocuSigned by:<br/><i>Janet Kenny</i><br/>44E4D6A2D3E8440...</p>       | 1/28/2022 |
| <p style="text-align: center;"><b>Malcolm Long</b><br/>MDT Director and Governor's Representative for Highway Safety</p>                                  | <p>DocuSigned by:<br/><i>Malcolm Long</i><br/>4040846601284D0...</p>      | 1/27/2022 |
| <p style="text-align: center;"><b>Rob Stapley</b><br/>MDT Planning Division Administrator and Program Sponsor</p>   | <p>DocuSigned by:<br/><i>Rob Stapley</i><br/>2AB07740703D42D...</p>       | 1/27/2022 |
| <p style="text-align: center;"><b>Mike Bousliman</b><br/>MDT Information Systems Division CIO and Program Sponsor</p>                                     | <p>DocuSigned by:<br/><i>Mike Bousliman</i><br/>182A35F2C046441...</p>    | 1/28/2022 |
| <p style="text-align: center;"><b>Mark Keefe</b><br/>MDT/State Highway Traffic Safety Section<br/><b>TRCC Program Coordinator</b></p>                     | <p>DocuSigned by:<br/><i>Mark Keefe</i><br/>0F005660E0E5440C...</p>       | 1/28/2022 |