

## **TRC Meeting Agenda:**

Date: 10/21/2021

Time: 10:00 AM

Location: DTI GRAND CENTRAL, Room

<b>Member</b>	<b>Person Representing (print name)</b>
DTI – Director	Brian Osterloh
DTI- Deputy Director	Mark Leech
DTI – Applications Manager	Asia Stuart
DTI – Communications Manager	Hipolito Fierro
DTI – Infrastructure and Operations Manager	Adam Erhard
DTI – ERP	Dennis Pacheco/Andi Lako
APD	Anthony Ballo
AFD	Ralph Waddles
Animal Welfare	Robert Henderson
Aviation	Patrick Frias
Cultural Services	
Cultural Services – Library	Troy Smith
Environmental Health	Daniel Salazar
Family and Community Services	
DFAS – Purchasing	Kassandra Ray
DFAS –Risk Management	
Municipal Development	Robert Nunez
Parks and Recreation	
Planning	Darryn Phillips
Senior Affairs	Reggie Petersen
Solid Waste Management	John Fowler
Transit	Joe Saraphong
<b>What</b>	<b>Agenda</b>
<b>Housekeeping:</b>	
Call to Order	Brian Osterloh
Roll Call	<b>There was a quorum</b>
<b>Approve of the Agendum:</b>	<b><u>Motion to Approve:</u></b> Mark Leech <b><u>Second:</u></b> Asia Stuart <b><u>Vote:</u></b> Motion carried unanimously
<b>Review Minutes from Previous TRC Meeting:</b>	<b><u>Motion to Approve:</u></b> Adam Erhard <b><u>Second:</u></b> Mark Leech <b><u>Vote:</u></b> Motion carried unanimously
<b>Routine Business:</b>	
<b>Review and Approval of Policies, Procedures &amp; Standards:</b>	
<b>Review TRC Request:</b>	<b>Project Title</b> Safe Fleet V-Max Commander Software <b>1. Description</b>

	<p>The Transit Department has been utilizing on board video recorders from Safe Fleet on 250 vehicles since 2014. Utilizing the garage WiFi at the Daytona and Yale Transit facilities, V-Max Commander works in conjunction with the on board video recorders to provide three main features. 1) V-Max Commander queries the health of each recording system and provides a daily report on failed components. These components include cameras, microphones, GPS antennas, hard disk drives and cooling fans. 2) Each vehicle is equipped with a video tag button. When the tag button is pressed, data from two minutes prior and two minutes after the button press is saved onto the local hard drive until V-Max Commander can download this video. 3) V-Max Commander can accept user's requests for video and will begin downloads when vehicles are within WiFi range.</p> <p><b>2. Business Case / Justification</b></p> <p>1) It currently takes 1/2 FTE to manually inspect each vehicle for failed components. The duties of this PC support position will revert back to supporting users once V-Max commander is implemented. 2) Drivers will have a one-press documentation device. Upon receiving a tagged event, managers will prioritize the importance of each video and make additional requests for video if needed. These may include passenger falling, arguments, vandalism and road rage. Drivers currently overwhelm the dispatch center with these types of calls. 3) Wireless downloads of video will reduce the need to physically retrieve the hard disk drives from the vehicles.</p> <p><b>3. Maintenance, Training and Other Associated Costs</b></p> <p>Cost for the first year is \$31,250. Cost for each additional year is \$15,000. The clock for the first year begins at the completion of the project.</p> <p><b>4. Impact to City / Dept Resources</b></p> <p>More proactive repairs and efficient video retrieval.</p> <p><b><u>Motion to Approve with amendment to add this item to the DTI Standard Commodity List:</u></b> Joe Saraphong  <b><u>Second:</u></b> Mark Leech  <b><u>Vote:</u></b> Motion carried unanimously</p>
<p><b>Technology Overview</b></p>	<p>John Fowler provided an overview of technology that is utilized by the Solid Waste Division. This overview will also be provided at the next ISC meeting.</p>

<b>General Information:</b>	<ul style="list-style-type: none"><li>• Brian Osterloh would like all existing policies and standards reviewed and approved by 1/31/2022. A calendar will be shared with TRC members by 11/16/21 that contains the timeline to accomplish this goal. Input and feedback from TRC members is solicited – review is required from TRC members.</li><li>• A special TRC will be called on Tuesday 10/26/21 to review the current password standard</li></ul>
<b>Total Time:</b>	35:36