

Minutes of the Massachusetts Traffic Records Coordinating Committee Meeting-August 5, 2010

TRCC Meeting Logistics

Meeting	Massachusetts Traffic Records Coordinating Committee (TRCC)	
Date/Time	Thursday, August 5, 2010, 10:00 a.m. - 12:00 p.m.	
Sponsor	Highway Safety Division (HSD), Office of Grants and Research, Executive Office of Public Safety and Security (EOPSS)	
Facilitator	Barbara Rizzuti, Program Coordinator, EOPSS/HSD	
Participants	<p>Richard Conard, Massachusetts Department of Transportation (MassDOT)/Highway Division</p> <p>Mario Damiata, National Highway Traffic Safety Administration (NHTSA)</p> <p>David DiNocco, MassDOT</p> <p>Derryl Dion, Department of Fire Services</p> <p>Shirley Diotte, Federal Motor Carrier Safety Administration</p> <p>Bill Giuffre, Cambridge Systematics, Inc.</p> <p>Ray Guarino, Old Colony Planning Commission</p> <p>Holly Hackman, Department of Public Health (DPH)</p> <p>Richard Hill, Merit Rating Board</p> <p>Sylvia Hobbs, DPH</p>	<p>Kathy Jacob, Metropolitan Planning Organization (MPO)/ Central Transportation Planning Staff (CTPS)</p> <p>Filomena Lupo, EOPSS/Office of Technology and Information Services, Massachusetts State Police</p> <p>Laurann Paragona, Registry of Motor Vehicles (RMV)</p> <p>Karen Perduyn, RMV</p> <p>Abdullah Rehayem, DPH</p> <p>Robin Riessman, UMassSAFE</p> <p>Barbara Rizzuti, EOPSS/HSD</p> <p>David Wessman, Health Care Finance</p>
Location	State Transportation Building, 10 Park Plaza, Boston, MA, Conference Room 1	
Agenda	<p style="text-align: center;">Agenda</p> <ul style="list-style-type: none"> • Brief introductions by TRCC members • Review/Approval of June 3, 2010 minutes • Submission of Section 408 Application • Update from TRCC on their organizations' progress since they received the recommendations from the Traffic Records 	

	<p>Assessment in March 2009 and the Business Plan</p> <ul style="list-style-type: none">• Establish objectives for TRCC in upcoming year• Discuss TRCC Update to the Crash Report and Citation Forms Subcommittee goals• Project Progress Reports<ul style="list-style-type: none">Karen Perduyn, Registry of Motor Vehicles: E-Submission ProjectSylvia Hobbs, Department of Public Health: Massachusetts Ambulance Trip Record Information System and Trauma RegistryDerryl Dion, Department of Fire Services: Massachusetts Fire Incident Reporting SystemCasey Woodley, Office of Technology and Information Services: Electronic Data Capture System• Financial Summary• MassTRAC update<ul style="list-style-type: none">Memorandum of UnderstandingUpcoming Trainings<ul style="list-style-type: none">TRCC Members - Tuesday, August 17, 1:00pm – 5:00pmLaw Enforcement - Monday, August 23, 1:00pm – 5:00pmLaw Enforcement - Wednesday, August 25, 1:00pm – 5:00pm• Other business/Upcoming Events<ul style="list-style-type: none">○ ATSIP Traffic Records Conference○ <i>An Act Relative to Safe Driving</i> - new ban on texting while driving for all operators, bans operators under the age of 18 from using any type of cell phone or mobile device while driving, requires operators over the age of 75 to renew their licenses in person and undergo a vision test every five years, etc.• Adjourn
Next Meeting	TBD

Meeting Summary

Welcome and Introductions

Barbara Rizzuti welcomed attendees and explained that Sheila Burgess, the Director for EOPSS/HSD, had personal issues she needed to take care of and asked her to chair the meeting in her place. Barbara Rizzuti then asked everyone to introduce themselves, and then thanked everyone for attending the meeting.

Approval of Minutes

There was a motion from Sylvia Hobbs to approve the minutes from June 3, 2010. The motion was seconded by Richard Hill and there were no objections. The minutes were approved.

Submission of Section 408 Application

Barbara Rizzuti informed the TRCC that the EOPSS/HSD submitted the FFY 2010 Section 408 application to NHTSA prior to the due date of June 15. Mario Damiata then explained that the process for approving applications is running smoothly and they will be sending approval letters to the Governors' Representatives soon.

Update from TRCC on their organizations' progress since they received the recommendations from the Traffic Records Assessment in March 2009 and the Business Plan

The TRCC then spent some time going through the spreadsheet (attached) regarding the recommendations from the assessment and business plan and updating the progress each agency has made. Updates from the TRCC were added to the spreadsheet. Agencies were told that they could always email additional updates to Barbara Rizzuti for inclusion in the spreadsheet. Sylvia Hobbs mentioned that the TRCC should work on streamlining the Section 408 application process and allow additional time for comments on the charter. Mario Damiata said that it is important for the TRCC to be clear on what their role is. Mario Damiata said that Section 408 regulation states that the TRCC should have the day-to-day oversight of traffic records. The Massachusetts Executive-Level TRCC (METRCC) would set the vision. Robin Riessman suggested that a document be created to state exactly what the METRCC and the TRCC are responsible for.

Establish objectives for TRCC in upcoming year

Four objectives were identified by TRCC members:

1. Holly Hackman noted that the TRCC should work on sharing findings to educate other agencies. This will help to see where the gaps are.
2. Kathy Jacob noted that she is very interested in MassTRAC, but she would like to be able to query by location. Ray Guarino also notes that location information is

very important. The objective identified by the group was for the TRCC to establish goals for systems, including MassTRAC and the RMV imaging system.

3. Mario Damiata said that the TRCC should be responsible for tracking Section 408 projects. In addition, Mario Damiata mentioned that we may want to create a Massachusetts TRCC website that is linked to the U.S. Department of Transportation TRCC website. This website would contain information about the TRCC and ongoing projects. Sylvia Hobbs also noted that the TRCC may want to add project information to the Commonwealth website, Commonwiki.
4. Kathy Jacob noted that it is important that we improve data quality and get the core information so that we don't have so many unknowns. Robin Riessman mentioned that UMassSAFE developed the Massachusetts Commercial Vehicle Crash Data Tool to improve the collection and utilization of Commercial Motor Vehicle (CMV) crash data by law enforcement personnel across the state. The information available includes the details of the crash, the details of the vehicles involved as well as the quality of the available data. This will help us to see what law enforcement is missing. Kathy Jacob also noted that the TRCC should also work on the recommendations from the Traffic Records Assessment.

Richard Hill mentioned that objectives may change after the TRCC sees the presentation from Casey Woodley of the Office of Technology and Information Services regarding the electronic data capture project.

Discuss TRCC Update to the Crash Report and Citation Forms Subcommittee Goals

Karen Perduyn said that the RMV will be doing a minor revision of the crash form by April 2011. Richard Hill said that he has a meeting tomorrow to go over the data integrity of the commercial motor vehicles. Richard Hill mentioned that law enforcement may not understand what commercial motor vehicles or hazardous materials are.

Shirley Diotte said that she sent out little "cheat sheets" to all law enforcement explaining the laws. Richard Hill said that law enforcement may be out of compliance with federal regulations. Richard Hill also mentioned that some data entry operators may have entered "yes" or "no" when they actually couldn't tell what the check meant because it was in the middle of the space. They should have checked "unknown." Shirley Diotte said that only people on the scene can decide if hazardous materials were present or not. Sylvia Hobbs said that it would be important to look at fire data. Derry Dion said that there are boxes on their forms for hazardous materials and they use the DOT definition of hazardous material.

Project Progress Reports

Karen Perduyn from the Registry of Motor Vehicles gave a brief update on the E-Submission Project. She said that she may need to extend the ISA. They will also need to follow up with the Office of Technology and Information Services on police submission. Karen also stated that RMV was looking to purchase a drawing tool and that a product demo was scheduled for next week.

Sylvia Hobbs from the Department of Public Health gave a brief update on the Massachusetts Ambulance Trip Record Information System (MATRIS) and Trauma Registry. Nine software companies have completed MATRIS compatibility testing. The Department of Public Health has surveyed Massachusetts ambulance companies. 300 are ready to submit data and 100 already are on board. Sylvia Hobbs also mentioned that they may need to extend the ISA. DPH attorneys will be sending out user agreements. Once an ambulance company signs up, they will have a two-month trial period after which use of MATRIS will be mandatory.

Derryl Dion from the Department of Fire Services gave a brief update on the Massachusetts Fire Incident Reporting System. Unfortunately, when they were cleaning up the server, it crashed. The problem is now at the EOPSS level. They are also going to add training for fire department staff, and they are hoping to complete the geocoding by September 1. MassGIS will provide the geocoding services. DFS will be receiving an ESRI software upgrade. Fire response reports will be implemented in the fall/winter.

Financial Summary

Barbara Rizzuti had given a financial summary (attached) for the Section 408 projects. There were no questions.

MassTRAC update

Barbara Rizzuti told the TRCC that the memorandum of understanding for the Massachusetts Traffic Records Analysis Center (MassTRAC) is complete. Members who would like access must have these signed by their organization heads before working with EOPSS to create individual accounts. She also informed them of the upcoming training sessions:

TRCC Members - Tuesday, August 17, 1:00pm - 5:00pm
Law Enforcement - Monday, August 23, 1:00pm - 5:00pm
Law Enforcement - Wednesday, August 25, 1:00pm - 5:00pm

Other business/Upcoming Event

Barbara Rizzuti then gave a brief summary of her time at the Traffic Records Forum in New Orleans. She said that she learned a lot from the workshops and is hoping to use what she learned to help the TRCC and MassTRAC. She said that hopefully next year the TRCC workshop will be more of a roundtable discussion. She then notified the TRCC that presentations from the conference can be found at <http://www.atsip.org/forum2011/>. Mario Damiaata also said that he thought the conference was great. He thinks that the TRCC should have a goal of participating in one panel and one poster session during next year's conference.

Barbara Rizzuti then told the TRCC about *An Act Relative to Safe Driving*, the new ban on texting while driving for all operators, which bans operators under the age of 18 from using any type of cell phone or mobile device while driving, requires operators over the age of 75 to renew their licenses in person and undergo a vision test every five years, etc. A copy of the bill is attached.

Adjourn

Barbara Rizzuti then thanked everyone for attending.

Meeting adjourned.