

Executive-Level Traffic Records Coordinating Committee (ETRCC) Meeting Minutes

Date/Time:

September 16, 2026, 2 - 3pm

Location:

Microsoft Teams Meeting

Chair:

Kerry Collins, EOPSS Undersecretary for Forensic Science and Technology & ETRCC Chair

Participants (VM = Voting Member):

Kerry Collins - VM, EOPSS and ETRCC Chair
Deborah Crafts - VM, Municipal Police Training Committee
Georgia Critsley - VM, Alternate, Executive Office of the Trial Court
Mike Devaney - VM, Alternate, MassDOT/RMV
John Fabiano, OGR/Highway Safety
Bob Frey - VM, Alternate, MassDOT/Office of Transportation Planning
Jamie Gagnon - VM, Department of Criminal Justice Information Services
Chief John LeLacheur - VM, Beverly PD
Jennifer Inzana - VM, Alternate MassDOT/Highway Division
Susan Lewis - VM, MDPH/Bureau of Health Care Safety and Quality/OEMS
Andrea Nardone - VM, Municipal Police Training Committee
Max Rasbold-Gabbard - VM, MDPH
Lt. Sean Reardon - VM, MA State Police
LtC. Brendhan Shugrue - VM, MA State Police
Sonja Singleton - VM, MassDOT/Merit Rating Board
Cpl. Stephen Sinko - VM, Mendon Police Department and CEMLEC
Bob Smith - VM, OGR/Highway Safety and ETRCC Vice Chair

1. Introductions (Kerry Collins)

Kerry welcomed participants and reminded them this was a virtual meeting being held in compliance with the Massachusetts Open Meeting Law requirements. She stated that this was the third ETRCC meeting of Federal Fiscal Year 2026 and is being held in accordance with the ETRCC Charter and NHTSA's requirements for OGR to receive continued 405c grant funding.

Kerry conducted roll call to confirm who was present on the call. A quorum was confirmed with 13 out of 15 voting ETRCC members or alternates present.

2. Review and vote on drafted ETRCC meeting minutes from June 26, 2026 (Kerry Collins)

Kerry noted the draft minutes for the ETRCC's 6/26/26 meeting had been circulated to the membership for review before the meeting. She asked if anyone had requested edits and John Fabiano said that he had misquoted Georgia who had provided him with an edit. Kerry then provided a final opportunity for review. Given no member requested further changes, Kerry indicated the minutes were unanimously adopted.

3. Office of Grants and Research update on FFY26 + FFY27 405c funded projects - (John Fabiano)

John stated that the five 405c funded projects which were recommended by the ETRCC last July are now either completed or will be wrapping up in the next few weeks before the end of the federal fiscal year which is September 30th. He noted that once projects are completed, he will invite them in to present to the group.

As for the eight projects recommended for FFY27 405c funding by the ETRCC at the last meeting in June, they were included in OGR's Annual Grant Application to NHTSA (which was approved September 17th). John stated he will be working with each department/agency to draft their Scope of Services, fine-tune their benchmark and performance measures, and get their contracts squared away once the new Federal Fiscal Year starts in October.

John asked if there were any questions on FFY26 or FFY27 funding and there were not.

4. Presentation on FFY26 405c-funded project:

- Crash Data Exchange Initiative - (Mendon Police Department)

Corporal Stephen Sinko from the Mendon Police Department and the Central Massachusetts Law Enforcement Council (CEMLEC) Crash Reconstruction Team presented on the FFY26 405c-funded project he has co-managed with West Brookfield PD. Cpl. Sinko was grateful for the funding awarded by the ETRCC and OGR which allowed for the purchase of equipment and software items which can be readily deployed by CEMLEC's Crash Recon Team to capture Event Data Recorder (EDR) downloads from several vehicle manufacturers. He noted that these items have significantly reduced delays in their investigations and helped clear crash scenes quicker with the captured data also helping strengthen prosecution and bringing closure to victims' families.

Cpl. Sinko fielded questions from ETRCC members who wanted to know more about CEMLEC's service area and their threshold for investigating crashes. Cpl. Sinko stated that CEMLEC's Crash Recon Team covers its 78 member communities and responds to

fatal, serious bodily injury, and high liability crashes such as those involving municipal vehicles. He noted that they have a good relationship with MSP CARS which will handle crashes in CEMLEC's 78 member communities that occur on state highways or that involve tractor trailers and that MSP entrusted CEMLEC to investigate the June fatal crash involving Trooper Jacob Mick in Grafton. Cpl. Sinko also spoke about the toll these crashes take on investigators' and officers' mental health. Lt. Reardon recommended the IPTM annual conference for their offerings on both mental health and crash reconstruction.

5. Discussion on Office of Grants & Research plan to continue to utilize the NHTSA Traffic Records Self-Assessment Tool - (John)

Formerly, one of the requirements for OGR to receive 405c funding from NHTSA's State Traffic Safety Information System Improvements Grant was that we had to complete a NHTSA-approved traffic records assessment every 5 years. Pre-2018, the assessment involved a cumbersome, months-long process of national subject matter experts meeting with ETRCC members and state system managers as part of an in-depth review of our state traffic records systems. Ultimately, this produced a final report that was used, along with the Strategic Plan, to help guide the ETRCC and 405c-funded projects.

In 2018, NHTSA issued the Traffic Records Program Assessment Advisory, introducing a new Traffic Records Self-Assessment Tool which we adopted as it was a more modest lift for all involved. The tool was sent to the points of contact for the six major data systems and once they all completed, then the tool automatically generated broad recommendations for improvements for each system. We completed our first use of the self-assessment tool in January 2019, with the understanding that we would update it again in 5-years.

In 2021, however, with the passage of the Bipartisan Infrastructure Law, NHTSA no longer required states to conduct a traffic records assessment of any kind. Still, we opted to continue conducting the self-assessment as it was helpful in gauging where we were at overall with our traffic records efforts, in tandem with our Strategic Plan. That said, the self-assessment was completed again in 2023, with the plan that it would be updated every 3 years to keep its content relevant.

John stated that it is now time to update our self-assessment and that he will send the tool out next week to the state system points of contact and other key stakeholders along with instructions and the 2018 Assessment Advisory for reference. The POCs will have 30 days to complete, then he will send it out for review/comments to ETRCC members, before finalizing it and distributing it ahead of the next meeting.

John asked if anyone had any questions, thoughts, or concerns about the self-assessment process and his plan for completing it; no one did.

Bob Smith reiterated that the ultimate goal of the self-assessment is to guide the ETRCC and potential applicants to address the current needs of the core highway safety databases and ensure future projects align with the needs of each system. ETRCC members were asked to follow up with OGR regarding any questions or if they need assistance during their review of the self-assessment.

6. New business/upcoming event announcements/next meeting – (Kerry)

Kerry provided an opportunity for members to discuss any new business that may come up in the past 48 hours; there was no new business.

Kerry stated that invites would soon be sent out to members for the next two ETRCC meetings as she wants to get the date on people's calendars as soon as possible. They will be held on February 2, 2027 @ 10:00AM and May 11, 2027 @ 10:00AM.

7. Adjourn – (Kerry)

Kerry thanked everyone for attending and said that Cpl. Sinko's presentation is a reminder of the important role the ETRCC plays in ensuring OGR qualifies for 405c funding and that funds are awarded to projects that make a difference in both the traffic records and traffic safety realms.

The meeting was adjourned at 2:43pm.