

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

Date/Time:

February 26, 2026, 11am to 12pm

Location:

Microsoft Teams Meeting

Chair:

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

Participants (VM = Voting Member):

Sandy Amoakohene - VM, Alternate, Central MA Planning Commission

Kerry Collins - VM, EOPSS and ETRCC Chair

Georgia Critsley, Executive Office of the Trial Court

John Fabiano, OGR/Highway Safety

Cole Fitzpatrick, UMassSafe

Bob Frey - VM, Alternate, MassDOT/Office of Transportation Planning

Jenn Gazzillo, UMassSafe

Jennifer Inzana - VM, Alternate, MassDOT/Highway Division

Lt. Kevin Kennedy, MA State Police

Chief John LeLacheur - VM, Beverly PD and Mass Chiefs of Police Association

Susan Lewis - VM, MDPH/Bureau of Health Care Safety and Quality/OEMS

John Melander, EOPSS Deputy General Counsel

Arielle Mullaney, EOPSS Assistant General Counsel

Kelly Persson, EOTSS

Max Rasbold-Gabbard - VM, MDPH

Lt. Sean Reardon - VM, Alternate, MA State Police

Arkin Sawhney

Sonja Singleton - VM, MassDOT/Merit Rating Board

Niren Sirohi - VM, MassDOT/RMV

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. As such, she asked if any attendees were recording the meeting and when no one responded, Kerry confirmed that this meeting is not being recorded. She also reminded attendees to mute their phones /computers so there are no distractions and to use the “raise hand” feature in Microsoft Teams if they have a question or would like to speak.

Kerry conducted roll call to confirm who was present on the call. A quorum was confirmed with 11 out of 15 voting ETRCC members or alternates present.

2. Review and vote on drafted ETRCC meeting minutes from July 1, 2025 (Kerry)

Kerry noted the draft minutes for the ETRCC’s 7/1/25 meeting had been circulated to the membership for review before the meeting. She asked if anyone had requested edits, 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 405c-funded projects, FFY27 405c-funded Availability of Grant Funds, and FFY 2027 Strategic Plan for Traffic Records Improvements – (John Fabiano)

John noted that at the last ETRCC meeting in July, the ETRCC recommended 5 projects to include in OGR’s Federal Fiscal Year 2026 Annual Grant Application to NHTSA. Following NHTSA’s approval of this application last September, OGR was able to provide funding for those 5 projects and contract with Berkshire Regional Planning Commission, Lawrence PD, MA State Police, UMassSafe, and West Brookfield PD. Each one will present at a future ETRCC meeting.

For Federal Fiscal Year 2027, OGR plans to release the 405c Availability of Grant Funding (AGF) by the end of March and will be making approximately \$1 million available for projects to start on or around October 1st. John stated that OGR, in an attempt to alleviate subrecipient’s administrative burden, has changed the reporting requirement for the 405c grant from monthly to quarterly.

Lastly, OGR started preparing the annual update of the state Strategic Plan for Traffic Records Improvements. John reminded the ETRCC that updating this plan is a requirement for OGR to maintain eligibility to receive 405c grant funds from NHTSA and John indicated he will reach out to ETRCC members and other traffic records stakeholders in the coming weeks for help.

4. Presentations on 405c-funded projects:

- Citation Data Portal – (Sonja Singleton, Merit Rating Board)

The Citation Data Portal was a yearslong project, funded in part by FFY22-24 405c grants, which was officially rolled out last April. The Portal makes publicly available all police citations and court judgements rendered. From April – December 2025, there were over 15k active users and more than 22k views. The feedback Sonja has received from portal users has been phenomenal, especially from MassDOT and the law enforcement community. The MRB's biggest current challenge with the portal is educating the everyday person on it as they are getting lots of PII questions with people looking for their own personal citation information. One of their considerations as they look toward Phases 2+3 is changing the name of the portal to market it better to the public.

Kerry asked if there was any discussion at MRB about wrapping the Citation Data Portal into RMS to allow for a real-time data pull. Sonja stated this was something MRB is looking into for the next phase as they are interested to see if they can link citation and crash data. Kerry stated she is interested in providing a one-stop-shop for both the public and traffic safety stakeholders to get real-time crash and citation data from RMS.

- Law Enforcement Crash Report E-Manual: Vulnerable User (VU) Integration – (Cole Fitzpatrick, UMassSafe)

Cole introduced himself as working at UMassSafe which is housed at UMass Amherst within the Department of Civil and Environmental Engineering. He let everyone know that Robin Reissman recently retired and that Jennifer Gazzillo has taken over as UMassSafe Director.

The VU Integration project, which was completed in December 2025, represented the fourth phase of 405c funded efforts involving the Law Enforcement Crash Report E-Manual. UMassSafe's goal with this project was to update the Law Enforcement Crash Report E-Manual to reflect the updates to the crash report following the establishment of *An Act to Reduce Traffic Fatalities* in 2023. This project produced the following deliverables:

- Updated the Data Dictionary with VU definitions, visual examples, type codes, and linked content for reference
- Revised CRA-65 and MSP/ACISS interactive overlays
- Enhanced the Crash Report Quality Scorecard to include VU fields
- Made backend system upgrades

Cole also provided a demonstration of the Crash Report Quality Scorecard noting that it's a tool for law enforcement agencies to identify areas of improvement that often involve working with their RMS provider to resolve.

UMassSafe recently distributed promotional materials for the E-Manual and disseminated them to MSP, MPTC, RMV, and MCOPA.

5. Membership - (Kerry)

Kerry noted a few recent changes to ETRCC membership, including the retirement of the RMV's Mary-Jo Flood and the passing of Jim Morton from the Trial Court. Kerry will work with Bob and John at OGR to identify who will be filling these vacancies. Kerry reiterated that the ETRCC is not considered a board or commission, but that the Committee abides by the Open Meeting Law and it's important to maintain representation from all member agencies to ensure decision makers are working together towards improving data quality.

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

The timing of the next ETRCC meeting will depend on the FFY27 405c AGF schedule; once that's known, Kerry will reach out to poll members on setting a meeting date.

7. Adjourn - (Kerry)

Kerry thanked everyone for attending and the meeting was adjourned at 11:44am.