

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

Date/Time:

July 1, 2025, 12 to 1 p.m.

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

Sgt. Salman Dar, Lawrence Police Department

John Fabiano, OGR/Highway Safety Mary-Jo Flood - VM, MassDOT/RMV

Mary Jo Flood - VM, MassDOT/RMV

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

Jamie Gagnon - VM, Department of Criminal Justice Information Services

Jenn Gazzillo, UMassSafe

Jennifer Inzana - VM, Alternate, MassDOT/Highway Division

Lt. Thomas Jensen, MA State Police

Julia Lane - VM, MDPH/Bureau of Community Health and Prevention

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

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

Matt Moran - VM, EOTSS

Andrea Nardone - VM, Municipal Police Training Committee

Max Rasbold-Gabbard, MDPH

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

Robin Riessman, UMassSafe

Nick Russo, Berkshire Regional Planning Commission

Rosa Shephard, Lawrence Police Department

Sonja Singleton - VM, MassDOT/Merit Rating Board

Cpl. Stephen Sinko, Mendon Police Department

Bob Smith - VM, OGR/Highway Safety and ETRCC Vice Chair

1. Welcome and 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.

Kerry conducted roll call to confirm who was present on the call. A quorum was confirmed with 14 out of 15 voting ETRCC members or alternates present.

Julia Lane stated during the roll call that Jeanne Hathaway's role within MDPH has changed and she will no longer be serving as her proxy on the ETRCC. Kerry advised her to let Bob or John at OGR know who will serve as her proxy going forward.

2. Review and vote on drafted ETRCC meeting minutes from May 20, 2025 (Kerry)

Kerry noted the draft minutes for the ETRCC's 5/20/25 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. Vote on Office of Grants and Research's FFY 2026 Availability of Grant Funds 405-c funding recommendations (John Fabiano)

Bob Smith provided an update on the federal landscape with regards to NHTSA funds. Bob reminded the ETRCC that the NHTSA Region 1 Office is no longer staffed due to the reduction of the federal workforce, but operations as usual as staff at NHTSA HQ have filled in to provide technical assistance in the administration of 405c grants and programs. Bob also confirmed that the Certifications and Assurances for Highway Safety Grants for FFY26 were recently released and OGR does not anticipate any challenges or restrictions to be placed upon Massachusetts during the application for FFY26 NHTSA funding. Bob noted that any additional updates regarding funding and the approval of future 405c projects will be relayed to ETRCC members as received.

John Fabiano stated that an Availability of Grant Funds (AGF) for Section 405c funding for FFY 2026 traffic records projects was posted on the Office of Grants and Research's website on April 10th and subsequently shared with the TRCC e-distribution list. \$700,000-\$900,000 of 405c grant funding was made available through the AGF process, with responses due by May 23rd.

In total, 7 AGF responses requesting \$648,580.86 were received by the deadline. These AGF responses were then distributed to members via the TRCC e-distribution list. Notice was also given of related virtual project presentations from June 9th-12th. Presentation materials were later made available on OGR's website.

An AGF Review Committee to consider these AGF responses comprised of two OGR employees, along with a third member who is a Working-level TRCC member from an entity that did not submit a response to this AGF and has prior AGF Review Committee

experience. After a review session on June 13th, the Review Committee produced an Award Recommendations Memo which was circulated to members of the Executive-level TRCC.

The main point of the memo is that the Review Committee recommends 5 of these projects be fully funded for the amount the applicants requested, and 2 projects be rejected. The total recommended funding for the 5 funded projects is \$613,900.86, with the understanding these applicants will work with OGR to refine their AGF responses before contracting as described in the memo.

Applicant & Project Title	Recommended Award
West Brookfield Police Department – Community Traffic Safety and Data Exchange Program Initiative	\$48,600
Massachusetts State Police (MSP) – Improvements to Electronic Surveying Processes	\$189,248.66
University of Massachusetts Amherst (UMassSafe) – Modernizing Crash Data Quality: AI Audit of Vulnerable Road User Fields	\$291,137.67
Berkshire Regional Planning Commission – Berkshire County High Injury Network Dashboard	\$40,000
Lawrence Police Department – Traffic Control Improvement	\$44,914.53
Ipswich Police Department – Subsequent Vulnerable Roadway Users Crash Safety Data Exchange	\$0
Westminster Police Department – Accurate and Timely Crash Reporting Initiative	\$0
Total	\$613,900.86

John paused and asked if members had any questions so far; no questions were posed. John continued to outline the voting process. First, no ETRCC member with a project under consideration in this AGF process can vote on any of the projects under consideration. Nor can any ETRCC member from an entity that represents or oversees an applicant with a project under consideration. John stated that today the following ETRCC members cannot vote, although they can still participate in the general discussion about the proposed projects.

Lt. Sean Reardon, the MSP representative, as MSP has one response under consideration.

Chief John LeLacheur from Beverly, the Mass Chiefs of Police Association representative, as MCoPA serves as the representative for local police, like Ipswich, Lawrence, West Brookfield, and Westminster Police Departments that have projects under consideration.

Kerry noted that Lt. Reardon and Chief LeLacheur must abstain from voting on their own projects but can still vote on projects from other entities.

John noted that representatives from the projects under consideration were at the meeting to answer any questions; Committee members posed no questions. He stated that the ETRCC must vote on the Recommendations Memo and that for it to be approved, at least 2/3 of members present and eligible to vote must vote in the affirmative.

Kerry asked if there was a motion to approve the Recommendations Memo dated June 23, 2025. Andrea Nardone moved the motion; Mary Jo Flood seconded. Kerry then held a roll call to vote noting that a "Yes" vote would approve the Award Recommendations Memo.

In Favor: Collins, Smith, Lt. Reardon (Abstained from MSP's project), Nardone, Gagnon, Singleton, Inzana, Flood, Frey, Lane, Lewis, Chief LeLacheur (Abstained from Ipswich, Lawrence, West Brookfield, and Westminster's projects), Amoakohene, Moran.

Opposed: None.

Kerry stated that the motion was unanimously approved. The ETRCC's award recommendations for these projects will now advance to NHTSA and then to the Secretary of Public Safety and Security for consideration.

4. Vote on FFY 2026 Strategic Plan for Traffic Records Improvements - (John)

John stated that OGR leads an annual update of the Strategic Plan for Traffic Records Improvements for Massachusetts as a major component of the process for applying each year to NHTSA for new Section 405-c funding. This funding supports at any given time about four to six traffic records projects. The major contributors to the plan update are the points of contact for the six major data systems: crash, driver license, EMS/injury surveillance, roadway, citation/adjudication, and vehicle registration/title.

The managers of current and past 405-c funded projects also contribute, as does John, as the State Traffic Records Program Coordinator.

A critical element within the strategic plan for a successful application for 405-c funding is at least one measurable improvement in the performance attribute of one of our six core data systems. John stated that for the FFY26 update, there are two measurable improvements, which are primarily described on page 33 of the plan. They are:

#1. When the Citation Data System was queried in June 2025 for the performance period 5/1/24 - 4/30/25, it showed a timeliness improvement from the baseline period's 7 days on average to post a citation (either electronically or through paper submission) to 6 days in the current value period - an improvement of 1 day.

#2. When the Roadway Data System was queried, it showed a completeness improvement from the baseline date's (3/18/24) 213,878 routes to 213,984 on the current value date of 4/1/25 – an improvement of 106 new routes.

John thanked Sonja Singleton and Debra Eaton from the Merit Rating Board and Charles Major from the Office of Transportation Planning for their help in providing the improvement metrics and supporting data.

John stated that the proposed plan reflects all FFY 2025 projects that the ETRCC approved 405-c funding for but does not include the FFY 2026 projects for which 405c funding was just approved. John will add those projects to the plan and make any related updates after this meeting.

John reminded members that it is no longer a requirement to submit the strategic plan to NHTSA, but that OGR needs to certify by the time the Annual Grant Application is submitted (due August 1st) that Massachusetts has an appropriately updated plan which has been approved by the TRCC.

John stated that per the ETRCC Charter, the strategic plan must be accepted via vote with a 2/3rd majority of the ETRCC members present needed to approve the plan. OGR asked the ETRCC to include with its plan approval today an authorization for OGR to make any necessary edits after the vote, like adding the FFY 2026 projects approved today.

John asked if anyone had any critical edits to the proposed strategic plan; no one did.

Kerry asked if there was a motion to accept the FFY 2026 Strategic Plan for Traffic Records Improvements with the understanding that OGR make any necessary edits after the vote including grammatical corrections and adding the projects approved earlier in this meeting. Mary Jo Flood moved the motion; Sonja Singleton accepted it. Kerry held a roll call vote:

In Favor: Collins, Smith, Reardon, Nardone, Gagnon, Singleton, Inzana, Flood, Frey, Lane, Lewis, Chief LeLacheur, Amoakohene, Moran.

Opposed: None.

Kerry stated that the motion was unanimously approved.

5. Motor Vehicle Automated Citation and Crash System Project Update (DCJIS)

Jamie Gagnon stated that Joe Demers is not available to provide an update as he is on vacation. With all printers purchased and installed, Kerry said the implementation phase of MACCS is now over. She thanked Jamie, Joe, and their team for all their hard work leading the charge on implementation. She stated that DCJIS continues to talk with MSP, the Trial Court, and the RMV to determine what to do when charges are

missing and that progress on these talks will be shared at the next ETRCC meeting.

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

Kerry said the next meeting will be in September or October and that Kathleen Mullen will send out a Doodle poll to find a day/time that works.

7. Adjourn (Kerry)

Kerry thanked the members, on behalf of Secretary Reidy, for all their work over the past year, especially as it pertained to updates resulting from the VRU law and advancements in electronic reporting, and for their ongoing contributions toward improving our traffic records data systems.

The meeting adjourned at 12:28pm.