

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

<b>Date/Time</b>	July 30, 2024, 11 am to Noon	
<b>Chair</b>	<b>Kerry Collins</b> , Office of Grants & Research - Highway Safety Division Director & ETRCC Vice Chair	
<b>Participants</b>	<b>Lt. Eric Bernstein - VM</b> , Alternate, MA State Police <b>Brook Chipman</b> , OGR/Highway Safety <b>Kerry Collins - VM</b> , EOPSS and ETRCC Chair <b>Joe Demers</b> , Department of Criminal Justice Information Services <b>Debra Eaton</b> , MassDOT/Merit Rating Board <b>Bob Frey - VM</b> , Alternate, MassDOT/Office of Transportation Planning <b>Jamie Gagnon - VM</b> , Department of Criminal Justice Information Services <b>Eric Gemperline - VM</b> , Alternate, Central MA Planning Commission	<b>Julia Lane - VM</b> , MDPH/Bureau of Community Health and Prevention <b>Chief John LeLacheur - VM</b> , Beverly PD and Mass Chiefs of Police Association <b>Jim Morton - VM</b> , Administrative Office of the Trial Court <b>Arielle Mullaney</b> , EOPSS Assistant General Counsel <b>Andrea Nardone - VM</b> , Municipal Police Training Committee <b>Bonnie Polin - VM</b> , Alternate, MassDOT/Highway Division <b>Bob Smith - VM</b> , OGR/Highway Safety <b>Kevin Stanton</b> , OGR <b>Jake Viola - VM</b> , EOTSS  VM = Voting Member
<b>Location</b>	Teams Meeting	

### *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 a roll call to confirm how many voting ETRCC members or alternates were on the call. A quorum was confirmed (13 out of 15 voting ETRCC members or alternates were on the call, more than the eight necessary).

### *2. Review and vote on draft of 6/4/2024 ETRCC Meeting Minutes (Kerry)*

Kerry noted the draft minutes for the ETRCC's 6/4/24 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. OGR update on pending 405c-funded projects and next 405c-funded Availability of Grant Funds (Brook Chipman)***

Please recall at our last meeting the committee voted based on the AGF Review Committee's Award Recommendations Memo to support 405c funding for six new projects, for the MA State Police, UMassSafe, Abington PD, Ipswich PD, and Lawrence PD. The AGF Review Committee's memo called for AGF respondents to work with the Office of Grants & Research (OGR) to address missing or incomplete AGF response elements (i.e., refine a benchmark/performance measure) involving their proposed projects. This work would be done prior to starting any grant award contract. As necessary, OGR was empowered to adjust downward any grant award to secure NHTSA approval.

Brook said he had spent the last few weeks working with the AGF respondents. In that time good progress had been made to secure missing or incomplete AGF response elements.

There had been efforts to start the MSP and Ipswich PD projects this summer, so they could do some or all of their project work during the final months of Federal Fiscal Year 2024. But after discussions with NHTSA, for several administrative reasons, OGR is now aiming to start these projects as of October 1, at the start of Federal Fiscal Year 2025.

Regarding Abington PD and Lawrence PD, Brook said he was still working with the departments to secure AGF response elements. In particular to document the percentage of how much of the equipment that will enable e-reporting by officers through MACCS to the Massachusetts Citation Data System is eligible to be covered by their expected 405c grant funding. OGR will continue to work with these departments so hopefully their projects can also start on October 1.

Brook said UMassSafe's project should be all set to begin on their originally requested start date of October 1.

Regarding the next Availability of Grant Funds (AGF) for Section 405c funding for traffic records projects, currently OGR is aiming to release this in early November. No firm amount of available funding for this AGF has been set, but it likely will be close to \$1 million dollars. Depending on the outcome of the work with Abington and Lawrence PD, OGR may elect to no longer have mobile data terminals be

covered by 405c grant funds. AGF responses would be due in early January. The ETRCC would meet to review AGF responses in late January. Award decisions could be finalized and projects underway by March.

Brook asked if anyone had any questions regarding his presentation. No questions raised.

#### ***5. Presentations on recent and current 405c projects (Brook and presenters)***

- **DCJIS, Motor Vehicle Automated Citation and Crash System Project, Joe Demers - see related PP slides**

Joe stated the project continues to progress, with departments getting set-up on MACCS with in-vehicle printers, trained, etc. and several software enhancements being worked on by the vendor for MACCS. It is hoped all the planned work will be accomplished before the end of the currently available 405c funding for the project on 9/30/24.

Bonnie Polin confirmed with Joe that MACCS doesn't have a return of service function for crash reporting and that use of the tool for crash reporting remains low.

In response to a question from Chief LeLacheur, Joe confirmed that IMC had return of service functionality for citation reporting. He added that departments still must ask IMC to activate this functionality.

Jim Morton asked Joe what if anything the Courts can do to help assist DCJIS' efforts to update the offense codes in MACCS. Joe explained how DCJIS had formed a working group to coordinate with the Courts and other citation stakeholders to ensure the updating of offense codes in MACCS. They have the Court's list of codes and are also thinking of ways to automate the process of sharing this information with DCJIS for MACCS. At the initial meeting of this group progress was made in discussing workflow and the responsibilities of each member. Lt. Bernstein stressed the importance of this offense code updating as State Police can't even do paper citations if they don't have the latest codes.

- **MRB, Accessible Citation Data Project - Phase II, Debra Eaton**

Debra Eaton said this project is now working towards a public release of the planned for citation data portal by 9/30/24, the new end date of the project 405c funding. The expected mid-summer launch of the portal was not possible. Data quality and vulnerability testing work continue, with several state and local testers assisting.

#### ***6. Unforeseen business/upcoming event announcements/next meeting: January 2025, date TBD, 2024 (Kerry)***

Kerry asked if anyone had an unforeseen item to share with the group. Kerry did mention that Jaime Gagnon wanted to share information about the future of DCJIS' MACCS project. Jaime said the project is talking with EOPSS and other MACCS stakeholders about the need to move beyond the implementation phase for MACCS to sustaining it. There are no dedicated state funds for MACCS. Various sustaining options are being considered, but Jaime asked the committee to consider additional 405c funding for MACCS. He asked if the committee members had any immediate thoughts on this point or other questions about MACCS. None raised.

Kerry mentioned this would be Brook Chipman's last meeting supporting the committee as he was retiring in a few days. She thanked him for his efforts in support of the committee over the years, and noted Bob Smith would in the short term take over Brook's ETRCC support duties. Brook offered words of thanks to Kerry and the committee for all the great work that has been done and continues to be done by the committee as well as by those using 405c funding for traffic records projects.

Kerry then asked if the committee supported adjourning the meeting. As no objections were raised, Kerry said the meeting was adjourned.