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

Date/Time:
May 20, 2025, 11 am to 1 pm

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
Joe Demers, Department of Criminal Justice Information Services
John Fabiano, OGR/Highway Safety 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 **Adrian Hatch**, EOPSS Legal Assistant/Program Coordinator
Jeanne Hathaway, MDPH/Bureau of Community Health and Prevention
Jennifer Inzana – VM, Alternate, MassDOT/Highway Division
Lt. Thomas Jensen, MA State Police
Julia Lane – VM, MDPH/Bureau of Community Health and Prevention
Susan Lewis – VM, MDPH/Bureau of Health Care Safety and Quality/OEMS
David Moore, Ipswich Police Department
Andrea Nardone – VM, Municipal Police Training Committee
Stephanie Peterson, MA State Police
Max Rasbold-Gabbard, MDPH
Lt. Sean Reardon – VM, Alternate, MA State Police
Robin Riessman, UMassSafe
Becky Rust, MA State Police
Rosa Shephard, Lawrence Police Department
Sonja Singleton – VM, MassDOT/Merit Rating Board
Bob Smith – VM, OGR/Highway Safety and ETRCC Vice Chair
Zachary Sprague
Cpt. Richard Wolanski, MA State Police

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 who was present on the call. She noted that since nothing was being voted on today, we did not need a quorum. Still, 12 out of 15 voting ETRCC members or alternates were on the call.

2. **Review and vote on draft of 1/21/25 ETRCC Meeting Minutes (Kerry)**

Kerry noted the draft minutes for the ETRCC's 1/21/25 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 FFY 2026 405c-funded Availability of Grant Funds and FFY 2026 Strategic Plan for Traffic Records Improvements (John Fabiano)**

Bob Smith first provided an update on the federal landscape with regards to NHTSA funds. While there has been a staff reduction at NHTSA Region 1, OGR has been operating as business as usual as it continues to administer highway safety grants and programs. OGR has recently received the balance of its FFY 2025 awards from NHTSA and is working towards submitting the FFY 2026 MA Annual Grant Application to NHTSA by the 8/1/25 deadline.

Bob also noted that in March, Gov. Healey signed a bill to extend authorizations for local boards and committees to hold public meetings remotely or in a hybrid format through June 2027.

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. Based on received Letters of Intent, OGR is expecting 9 proposals by this Friday's application deadline. These applications will be provided to the full TRCC e-distribution list, as will notice of related virtual project presentations which will take place during the week of June 2nd and/or 9th. Following these presentations, the AGF Review Committee will convene to score the proposals and develop an Award Recommendations Memo which will be shared with ETRCC members. At the next ETRCC meeting, members will review and vote on which projects to approve and be included in OGR's FFY 2026 Grant Application.

Also to be voted on at the next meeting will be the FFY 2026 MA Strategic Plan for Traffic Records Improvements. John thanked all those on the call for contributing their updates. One aspect of the Strategic Plan yet to be determined is the identification of a performance measure showing quantitative improvement in the performance attributes of a core system over the preceding 12 months; John noted he may follow up with ETRCC members for help with identifying this measure.

Members were reminded that this annual update to the Strategic Plan is a requirement for Massachusetts to receive Section 405-c funding and must be met prior to the submission of the FFY 2026 Annual Grant Application.

4. **Presentations on FFY 2025 405c projects**
   a. **Abington Police Department,** Mobile Computing Solutions
   John Fabiano

As no one was present from Abington Police Department to speak on their project, John provided an update. Abington ran into some issues with regards to the matching funds requirement, but town hall just committed to providing the necessary match. Due to this significant delay, Abington must submit an amended performance measure to OGR for approval before moving forward with the purchase of MDTs and printers and subsequent installation and training.

   b. **Lawrence Police Department,** Traffic Control Improvement
   Sgt. Salman Dar

Sgt. Dar reported that 32 tablets, printers, and related supplies were received with all equipment being installed and officers being subsequently trained. LPD experienced a 132% surge in March for total e-citations issued year-over-year and they are on track to meet their performance measure – that 60% of all citations issued January-June 2025 will be electronically reported to the citation data system via MACCS. Sgt. Dar also noted that LPD encountered some difficulty with recent updates to Microsoft Windows impacting their e-reporting numbers in subsequent months but should not impact their project.

   c. **Ipswich Police Department,** Vulnerable Road Users Crash Safety Data Exchange
   Ofc. David Moore

IPD purchased a Bosch CDR kit, Trimble QRS GNSS system, FaroZone 3D CAD software, and a VBOX accelerometer and that two officers completed all relevant training as of April. While IPD has mapped 100% of crash scenes where a crash reconstruction investigation is warranted, they have been challenged to use the Bosch CDR kit when scene safety takes precedent over

getting consent to download on "normal" crashes and they have not had a severe enough VRU crash to utilize the VBOX.

   d. MA State Police, Improving Data Accuracy from the Scenes of MV Crashes
   Cpt. Richard Wolanski

MSP purchased 22 Bosch CDR900 kits, 3 Tesla kits, and 2 Hyundai/Kia kits to enhance Collision Analysis & Reconstruction (CARS) members' ability to capture crash data. Twenty-four troopers completed IPTM's Event Data Recorder Use in Traffic Crash Reconstruction - Level 2 training. MSP's performance measure is for CARS to image on scene 70% of the crashes involving VRUs from January-June 2025. Through April, CARS responded to 25 crashes involving VRUs; 17 of these crashes involved supported vehicles and 7 were imaged on scene. Cpt. Wolanski noted one challenge has been CARS inability to image on scene without a warrant in certain situations. As such, data will be acquired from the remaining 10 supported vehicles once the warrants have been secured.

   e. MA State Police, Enhancing Efficiency
   Cpt. Richard Wolanski

MSP seeks to acquire 6 DJI drones along with associated hardware, software, and related training to enhance CARS' ability to forensically document crash scenes through mapping. While all associated equipment has been received, shipment of the drones is being held up due to the tariff situation and MSP is not optimistic they will receive them. As such, they have begun to research alternatives and have a meeting with CT State Police next week to learn about what drone products they are utilizing.

Cpt. Wolanski also announced that he is no longer with CARS as he was promoted and is now the Administrative Chief in Troop F. He introduced Lt. Thomas Jensen who has taken over CARS.

   f. UMassSafe, MA Law Enforcement Crash Report E-Manual Data Tool:
      Vulnerable Road User Integration
   Jenn Gazzillo

      i. This project is part of UMassSAFE's ongoing efforts to update the E-Manual, with this phase addressing the significant changes made to the Crash Report Form - both new and modified fields and attributes - to capture event and person data relevant to Vulnerable Users and changes made to the crash dataset (CDS) schema. Thus far, they have:
      ii. Undergone a thorough review of crash report field names,

definitions, and pictures to prepare detailed documentations of the necessary changes to make to the E-Manual's data dictionary.

iii. Secured base images from the MSP ACISS system, linked base images to Crash Report E-Manual URLs, began development of overlays for MSP ACISS and CRA-65/Tritech platforms, and hired a Web Developer and Web Designer to assist with crash form overlay updates

iv. Reassessed the initial scorecard layout and dashboard framework because of schema updates, reviewed candidate fields for inclusion in scoring logic, and prepared preliminary concepts for visual scorecard components – all to reconstruct data quality scorecard queries.

v. After updates were provided for all six FFY 2025 projects, Kerry asked for Jamie Gagnon to provide a MACCS update. Jamie stated that DCJIS is finishing up on updating offense codes and making enhancements to the platform. The implementation phase of the MACCS project is coming to an end at DCJIS. They do not have any applications people – they have a system that will live on the DCJIS network. Jamie expressed the need to form a steering committee that can really dig into the offense codes going forward.

5. ATSIP Annual Traffic Records Forum in Boston on July 6-9, 2025 (John)
Register for the forum.

6. New business/upcoming event announcements/next meeting (Kerry)
Kerry stated the need to conduct another ETRCC meeting in either late June or early July so that members can vote to accept the FFY 2026 Strategic Plan for Traffic Records Improvements and to approve the 405c funded projects which OGR will include in the FFY 2026 Annual Grant Application due to NHTSA by August 1st. She said Kathy Mullen would email out a doodle poll to members to determine the best day and time.

Bob Smith noted that if anyone wants to propose an agenda item for a future meeting, they should contact John Fabiano, john.fabiano@mass.gov.

7. Adjourn (Kerry)
The meeting adjourned at 12:02pm.