

Working-Level Traffic Records Coordinating Committee (WTRCC) Meeting Minutes

Date/Time	February 5, 2020, 10:30 am to 12:30 pm	
Chair	Jeff Larason, EOPSS's Office of Grants and Research and WTRCC Chair	
Participants	<p>Mark Abbott, Boston MPO-Central Transportation Planning Staff</p> <p>Tina Backus, MDPH/Division of Clinical Quality Improvement</p> <p>Brook Chipman, Office of Grants and Research</p> <p>Richard Conard, MassDOT/Highway Division</p> <p>Donna DaVeiga, RMV- Crash Data LEL</p> <p>Debra Eaton, MassDOT/Merit Rating Board</p> <p>Ridgely Ficks, MDPH/Office of Emergency Medical Services</p> <p>Kate Fillo, MDPH/Bureau of Health Care Safety and Quality</p> <p>Paul Franzese, MassDOT/Merit Rating Board</p>	<p>Jenn Gazzillo, UMassSafe</p> <p>Mary-Jo Griffin, MassDOT/RMV</p> <p>Yahaira Graxirena, Central MA Regional Planning Council</p> <p>Raymond Guarino, Old Colony Planning Council</p> <p>Jeanne Hathaway, MDPH/Injury Surveillance</p> <p>Jeff Larason, Office of Grants and Research & WTRCC Chair</p> <p>Nora McElroy, MDPH/Bureau of Health Care Safety and Quality</p> <p>Vincent Noe, Mass State Police</p> <p>Michael Pezzullo, FHWA</p> <p>Robin Riessman, UMassSafe</p> <p>Barbara Rizzuti, NHTSA</p> <p>James Salvia, Boston EMS</p> <p>Daniel Sullivan, MassDOT</p> <p>LeighAnne Taylor, WalkBoston</p>
Location	Training Room, MDPH-OEMS, 67 Forest Street, Marlboro	

Welcome and Introductions

Jeff Larason, Highway Safety Division Director at EOPSS's Office of Grants and Research (OGR), welcomed the attendees. All those in attendance introduced themselves.

Review/Approval of 5/6/2019 Meeting Minutes

The proposed draft of these meeting minutes was unanimously approved.

Open Meeting Law, including Remote Participation option (discussion and possible vote); Conflict of Interest Law; TRCC membership updates

Brook Chipman told the group that OGR operates the Working-level TRCC (WTRCC) under the requirements of the Massachusetts Open Meeting Law (OML) and the Massachusetts Conflict of Interest Law (COIL). Members of the WTRCC must comply with the requirements of both laws. More information on the OML can be obtained at the Office of the Attorney General website and on the COIL at the State Ethics Commission website. EOPSS provides legal counsel on both laws to OGR, and committee members can request related assistance from this source initially through Brook.

Brook told the group that under the OML it could have a remote participation option, but would need to vote to approve this. Pros, cons, and various possibilities for conducting remote participation were discussed. It was noted that a quorum of the body must still be physically present at the meeting location if remote participation is used. A motion to adopt remote participation for the WTRCC was moved, then approved, with one vote in opposition.

RMV-UMassSafe's Accepted With Warning Project Presentation

Jenn Gazzillo from UMassSafe presented, followed by Donna DeVeiga from RMV.

MDPH's Trauma Registry Project Presentation

Nora McElroy from MDPH presented.

Boston EMS' Cyclist, Pedestrian, and Vehicular Incident Information System Enhancements Project Presentation

James Salvia from Boston EMS presented.

Other Project Updates

Rick Conard from MassDOT presented on IMPACT, accessible at <https://apps.impact.dot.state.ma.us/cdp/home>.

Robin Riessman from UMassSafe presented on the Tools for Improving Crash Report Reviews Project and the MA Law Enforcement Crash Report E-Manual available at <https://masscrashreportmanual.com/>.

Discussion on Traffic Records Data Sharing Successes and Challenges

Brook Chipman noted that because earlier agenda items had absorbed more of the meeting than anticipated, the committee should consider foregoing this agenda item to address remaining agenda items and end the meeting on time. The group was asked if anyone had any concerns with this step. Robin Riessman said she concurred but hoped, given the importance of the issue, it could be addressed at a later time. Brook said the discussion could be incorporated into an expected meeting to hear presentations resulting from the FFY 2020 Section 405-c AGF process tentatively scheduled for April 1.

FFY 2020 Availability of Grant Funds for Section 405-c funds

Brook Chipman provided a brief overview of the FFY 2020 405-c funded AGF process. The amount available for this AGF is more substantial than prior year AGFs because the Executive-level TRCC voted 1/13/20 to allocate to the AGF \$375K tentatively reserved for the MassTRAC project. The need for this project ended when MassDOT brought its IMPACT portal online last summer, then committed to pursuing with OGR additional traffic records data sets as well as law enforcement training for the new portal. Brook noted that OGR wanted this AGF process to align closer to its other AGF processes. He highlighted goals listed on an accompanying PowerPoint slide that OGR was expecting to achieve with this year's 405-c AGF process. The process will involve an OGR-selected AGF review committee with one or more outside

reviewers anticipated to come from TRCC entities not submitting responses to the AGF. It was confirmed that any representative of a TRCC entity or an outside reviewer that has a response to this AGF under consideration cannot participate in the AGF review committee process nor vote in regards to AGF responses at the up-coming ETRCC meeting.

Preparations for Commonwealth's FFY 2021 Section 405-c grant application, including an annual update of Strategic Plan for Traffic Records Improvement

Brook Chipman provided a brief overview of the plan OGR will follow to prepare the Commonwealth's FFY 2021 Section 405-c grant application. The application must be submitted to NHTSA on or before July 1.

Major required application elements are the need for three TRCC meetings in the year before application, to update the TRCC membership lists, and the annual update of the Strategic Plan for Traffic Records Improvement, including at least one quantitative improvement of an attribute of a core database. The draft Strategic Plan update will need to be reviewed by both TRCCs. As required for the application, the plan will be presented to the ETRCC for an approving vote at its expected April 29 meeting. Brook said he would soon launch the plan update process. This requires contributions from the points of contact for the six traffic records data systems as well as project managers of 405-c funded projects.

Daniel Sullivan asked whether the current 405-c AGF process would impact this application process. Brook said projects resulting from the AGF process would be included in and strengthen the Strategic Plan.

Unforeseen business/upcoming event announcements/next meeting

Jeff Larason noted the recently passed Massachusetts Hands-Free Law goes into effect 2/23/20. More information is available at www.mass.gov/handsfree

Adjournment

Motion to adjourn unanimously approved.

**Massachusetts
Working-level Traffic Records Coordinating Committee (WTRCC) Meeting**

**hosted by
EOPSS' Office of Grants and Research**

February 5, 2020, 10:30 AM to 12:30 PM

**First Floor Training Room,
MDPH's Office of Emergency Medical Services, 67 Forest Street, Marlborough**

AGENDA

- Introductions
- Review of and vote to approve May 6, 2019 WTRCC meeting minutes
- Open Meeting Law, including Remote Participation option (discussion and possible vote); Conflict of Interest Law; TRCC membership updates
- RMV-UMassSafe's Accepted With Warning Project Presentation
- MDPH's MATRIS & Trauma Registry Project Presentation
- Boston EMS' Cyclist, Pedestrian, and Vehicular Incident Information System Enhancements Project Presentation
- Other Project Updates
- Discussion on Traffic Records Data Sharing Successes and Challenges
- Discussion on FFY 2020 Availability of Grant Funds for Section 405-c funds
- Preparations for Commonwealth's FFY 2021 Section 405-c grant application, including annual update of Strategic Plan for Traffic Records Improvement
- Unforeseen business/upcoming event announcements/next meeting date
- Adjourn

If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact Mr. Brook Chipman at brook.chipman@mass.gov or 617-725-3355.

Welcome

Working-level TRCC







EOPSS - Office of Grants and Research

February 5, 2020

Mission

Through the coordinated efforts of its member organizations, provide a forum for the creation, implementation, management and dissemination of accessible, accurate, complete, integrated, timely, and uniform traffic records data to aid decision-makers working to reduce transportation-related fatalities, injuries, and economic losses in Massachusetts.

Data Systems

-  Crashes
-  Driver Records
-  Vehicle Information
-  Roadways
-  Citation & Adjudication
-  Injury Surveillance & EMS

Committee Updates

- Open Meeting Law
 - Remote Participation
 - Discussion and possible vote
- Conflict of Interest Law
- Membership updates

Project Updates

- RMV/UMassSafe - Accepted With Warning
- MDPH - MATRIS & Trauma Registry
- Boston EMS - Cyclist, Pedestrian, and Vehicular Incident Information System Enhancements
- Other updates

Data Sharing

- Successes and challenges ...
 - ... With current 405-c funded projects
 - ... With other projects/initiatives
- Next steps

FFY 20 Availability of Grant Funds (AGF)

- \$1.3 million available
- Goals:
 - More project impact, fuller implementation
 - Closer adherence to project schedules
 - Better spenddown
 - Stronger benchmark and performance measures/deliverables
 - Easier processes for OGR and subrecipients
- OGR AGF Review Committee

FFY 21 405-c Application

- Three TRCC meeting dates
- Updated TRCC membership list
- Strategic Plan for Traffic Records Improvement update, including at least one quantitative improvement of an attribute of a core database
- AGF will select supportive projects
- Application and plan due to NHTSA 7/1/20

Next Steps for WTRCC

- Unforeseen business
- Event announcements
- Next meeting: tentatively April 1

