

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

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| Date/Time | January 13, 2020, 10:30 am to 12:30 pm | |
| Chair | Kerry Collins, EOPSS Undersecretary for Forensic Science and Technology & ETRCC Chair | |
| Participants | Neil Boudreau, MassDOT/Highway Division Lt. Col. Richard Ball, Massachusetts State Police Brook Chipman, OGR/Highway Safety Scott Cluett, MDPH/Office of Emergency Medical Services Kerry Collins, EOPSS Undersecretary & ETRCC Chair Melixza Esenyie, MPTC Grants and Records Manager Ridgely Ficks, MDPH/OEMS Lt. Thomas Fitzgerald, Massachusetts State Police Paul Franzese, MassDOT/Merit Rating Board | Kate Fillo, MDPH/OEMS Jamie Gagnon, Department of Criminal Justice Information Services Commissioner Jenn Gazzillo, UMassSafe Mary-Jo Griffin, MassDOT/RMV Jeanne Hathaway, MDPH Injury Surveillance Jeff Larason, OGR/Highway Safety Chief John LeLacheur, Beverly PD and Mass Chiefs of Police Association Nora McElroy, MDPH/OEMS Arielle Mullaney, EOPSS Assistant General Counsel Michael Pezzullo, FHWA Barbara Rizzuti, NHTSA Kevin Stanton, Office of Grants & Research Executive Director Rebekah Thomas, MDPH Director of Injury Prevention and Control |
| Location | Conference Room 4, Ten Park Plaza, Boston | |

Welcome and Introductions

Kerry Collins, EOPSS Undersecretary for Forensic Science and Technology and ETRCC Chair, welcomed the attendees. All those in attendance introduced themselves.

Review/Approval of 5/10/2019 Meeting Minutes

After a review of the draft minutes, the group unanimously approved the minutes.

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

Arielle Mullaney, EOPSS Assistant General Counsel, said the committee must operate under the Massachusetts Open Meeting Law (OML) and that voting members as state, regional, or local government employees should already be familiar with the law and its requirements. Same for the Massachusetts Conflict of Interest Law. State Ethics Division and the Attorney General Office provide training and other resources on these matters. Arielle will be available to assist the committee if any questions arise. The topic of remote participation option allowable under OML arose, but there was no interest in the group at this time.

Brook Chipman noted efforts by the Office of Grants and Research (OGR) leadership to secure higher attendance by all current ETRCC members at meetings. This will help the committee to meet its quorum requirement as well as have more voices heard when discussing and deciding critical issues. It was noted that the Department of Criminal Justice Information Services (DCJIS) might be proposed as a new ETRCC member at the next committee meeting.

Discussion on and vote to assign \$375K of MassTRAC Project funding to FFY 2020 Availability of Grant Funding (AGF) for Section 405-c funds

Brook Chipman provided background on the MassTRAC project that is no longer necessary because of progress made on MassDOT's IMPACT crash data portal (soft launch in June 2019). Also because of OGR-MassDOT discussions in summer 2019 that confirmed the overall agreement on adding more data sets to the portal (likely start with citation) and having more robust outreach to/training for law enforcement to spur further use of IMPACT.

Discussion on proposed motion followed. The motion passed unanimously.

Discussion on FFY 2020 AGF for Section 405-c funds

Brook Chipman provided key points about OGR's proposed Availability of Grant Funds (AGF), with emphasis on the role and intent of the new OGR-selected AGF review committee. This committee will have three OGR employees (including Brook) and at least one outside reviewer, anticipated to come from a Working-level TRCC entity that does not submit a response to the AGF.

A question posed about how long 405-c funding was available. Brook said that in the AGF, the funding would initially be available until 9/30/20, with anticipated extensions to 9/30/21. It was further asked how long OGR had access to the grant funding. Barbara Rizzuti from NHTSA explained that the 405-c grant funds are provided to states for up to four years, with the possibility of an additional, fifth year if the funds are committed to an acceptable contract.

Concern was expressed whether there would be sufficient time for the AGF review committee and ETRCC to thoroughly review the anticipated higher number of AGF responses and related materials. It was decided to shift the next ETRCC meeting to after the April school vacation break to provide more review time.

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

Brook Chipman reviewed key components for submitting this application to NHTSA by 7/1/20, including having three TRCC meetings in early 2020, conducting the proposed AGF to identify projects, and updating the MA Strategic Plan for Traffic Records Improvement. The updated plan must include sufficiently documented measurable progress within at least one of our six core traffic records systems. Brook will be in touch by early February with those who need to contribute to this plan update, specifically the

points of contact for the six core traffic records systems and project managers for 405-c funded projects. Brook noted the need to have more content provided for some of the systems so the content of the plan was more consistent. The plan update will ideally be done by early spring 2020.

Updates on current 405-c funded projects

These were done for the following projects: DCJIS' Motor Vehicle Automated Citation and Crash System (MACCS); Law Enforcement Liaison for RMV's Crash Data System; MDPH's MA Ambulance Trip Record Information System (MATRIS) and Trauma Registry System; Boston EMS' Cyclist, Pedestrian, Vehicular Incident Information System Enhancements; and UMassSafe's Tools for Improving Crash Report Reviews.

Unforeseen business/upcoming event announcements/next meeting

Brook Chipman reported that OGR had provided another year of funding to RMV for its program to support NHTSA's Fatality Analysis Reporting System.

There are plans for a Working-level TRCC at MDPH's facility in Marlboro on 2/5/20.

Mary-Jo Griffin said RMV was releasing in the next few days Request for Response (RFR) for new Crash Data System. She encouraged everyone to provide feedback on this RFR to her.

Adjournment

Motion to adjourn unanimously approved.

**Massachusetts
Executive-level Traffic Records Coordinating Committee (ETRCC) Meeting**

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

January 13, 2020, 10:30 AM to 12:30 PM

**Conference Room 4, Mezzanine Level
10 Park Plaza/State Transportation Building, Boston**

AGENDA

- Introductions
- Review of and vote to approve May 10, 2019 ETRCC meeting minutes
- Open Meeting Law, including Remote Participation option (discussion and possible vote); Conflict of Interest Law; TRCC membership updates
- Discussion on and vote to assign MassTRAC Project funding to FFY 2020 Availability of Grant Funding (AGF) for Section 405-c funds
- Discussion on FFY 2020 AGF 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
- Updates on current 405-c funded projects
- 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

Executive-level TRCC







hosted by
EOPSS' Office of Grants and Research

January 13, 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

Updates

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

MassTRAC

- Motion: shift \$375k of 405-c funding tentatively allocated by ETRCC to MassTRAC Project to FFY 2020 405-c funding AGF.

- Vote

FFY 20 AGF

- Anticipate \$1.3 million available
- Goals:
 - Closer adherence to project schedules
 - Better spenddown
 - Fuller implementation
 - Stronger benchmark and performance measures/deliverables

- OGR AGF review committee
- Discussion on 2020 AGF

FFY 21 405-c Application

- Key steps
- Strategic Plan for Traffic Records Improvement update
- Application and plan due to NHTSA 7/1/20

Project Update - MACCS

- Motor Vehicle Automated Citation and Crash System - \$759,633 award
- DCJIS now manages, with dedicated support staff
- MSP and 50 local departments complete, 61 locals in-progress, 55 locals pending interest
- Installing printers in police vehicles and software updates

Project Update - LEL

- Law Enforcement Liaison for RMV's Crash Data System - \$108,019 award
- **Rejections:** Goal to reduce rejected crash reports, 1390 or less between April 1, 2019 to March 31, 2020. Total Rejects for September-December 2019 was 15.
- **Outreach and Training to Law Enforcement:** Coordinated attendance of LEL at crash report trainings at all Municipal Police Training Academies, including Boston, Worcester, and MSP Academy. Attended at 5 trainings in 4th quarter of 2019. LEL is scheduled to attend 4 academy trainings in 1st quarter 2020.
- **Attendance at Chiefs of Police Associations/Municipal Police Training Committee:** LEL attended 12 Chiefs of Police Association meetings and 4 MPTC meetings and presented E-Crash Manual as well as new IMPACT data portal information.

Project Update - MDPH

- MA Ambulance Trip Record Information System (MATRIS) and Trauma Registry System
- \$314,779 award (from 2017), with \$100K more pending, for MATRIS and Trauma Registry
- \$175,000 award (from 2019) for Trauma Registry and MATRIS

Project Update - MATRIS

- 200 of 315 ambulance services been given an integration key for migration to V3.
- DUA in progress to begin sharing aggregate MATRIS data through MDPH Population Health Information Tool (PHIT) at www.mass.gov/orgs/population-health-information-tool-phit
 - Aggregate data will be available at city/town, county, and region level for use by EMS planners, providers, and others.
- MATRIS data in the MA DPH Opioid Quarterly Reporting www.mass.gov/doc/emergency-medical-services-data-november-2019/download

Project Update - Trauma Registry

- Working with facility partners during Oct-Dec 2019, had 148 quarterly data submissions successfully uploaded
- Data presented at MA Trauma Systems Committee Meeting November 2019 www.mass.gov/event/trauma-systems-committee-meeting-2019-11-20t100000-0500-2019-11-20t120000-0500
 - Next presentation February 27, 2019
- Trauma Registry contractor procurement process completed and selected. SOW execution in progress for new system with enhanced capabilities
 - More automated reporting available to submitting facilities
 - Enhanced edit and logic checks to ensure accurate data submission

Project Update – Boston EMS

- Cyclist, Pedestrian, Vehicular Incident Information System Enhancements - \$91,980 award
- Program manager position underway
- Manually vet and verify cyclist and pedestrian incident data to have near-real time reporting
- Confirm cases monthly to share data with Vision Zero taskforce, BTD, and public
- Meeting with hospitals to start linkage of roadway crash-related transports with patient records to provide enhanced injury severity detail

Project Update - UMassSafe

- Tools for Improving Crash Report Reviews – \$132,321 award
- *Guidelines for Effective and Concise Crash Narratives* - improve consistency/quality of narratives to assist supervisor review. Pilot testing with 5 LPDs and one MSP barrack.
- *Curriculum and/or Supervisor Support Guidance Materials* - reduce crash reports with incomplete/invalid data. Developing and disseminating supervisor materials to guide review of reports.

Next Steps for ETRCC

- Unforeseen business
- Event announcements
- Next meeting: TBD, likely mid-April
- WTRCC meeting – Feb. 5, MDPH, Marlboro