

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

Date/Time	January 20, 2022, 2:30 to 4 pm	
Chair	Kerry Collins, EOPSS Undersecretary for Forensic Science and Technology & ETRCC Chair	
Participants	Neil Boudreau - VM, MassDOT/Highway Division Brook Chipman, OGR/Highway Safety Scott Cluett - VM, MDPH-OEMS Kerry Collins - VM, EOPSS Ltc. James Concannon - VM, MA State Police Michaela Dunne, Department of Criminal Justice Information Services Debra Eaton, MassDOT/Merit Rating Board Deb Firlit, OGR/Highway Safety Bob Frey - VM, Alternate, MassDOT/Office of Planning Jamie Gagnon - VM, Department of Criminal Justice Information Services Jenn Gazzillo, UMassSafe Eric Gemperline, CMRPC Mary-Jo Griffin - VM, RMV Jeanne Hathaway, MDPH Injury Prevention and Control Jennifer Inzana, MassDOT/Highway Division	Sgt. Tom Jensen, MA State Police Sunjatha Krishnan - VM, Alternate, Central MA Regional Planning Council Jeff Larason - VM, OGR/Highway Safety Chief John LeLacheur - VM, Alternate, Beverly PD and Mass Chiefs of Police Association Arielle Mullaney, EOPSS Assistant General Counsel Andrea Nardone - VM, Municipal Police Training Committee Lt. Vincent Noe - MA State Police Samatha Riley - MDPH Injury Prevention and Control Robin Riessman, UMassSafe Barbara Rizzuti, NHTSA Major Robert Schumaker - MA State Police Sonja Singleton - VM, MassDOT/Merit Rating Board Kevin Stanton, OGR/Highway Safety Rebekah Thomas - VM, MDPH-ISP Jake Viola - VM, EOTSS VM = Voting Member
Location	Teams Meeting	

Welcome and Introductions

Kerry Collins, EOPSS Undersecretary for Forensic Science and Technology and ETRCC Chair, welcomed the participants and reminded participants this was a virtual meeting in compliance with the Massachusetts Open Meeting Law requirements.

Kerry introduced Sonja Singleton, Interim Director of the Merit Rating Board (MRB), and noted she was the new MRB representative on the ETRCC. She also introduced Lt. Colonel

James Concannon as the new MSP representative on the ETRCC. He would be assisted as necessary by Major Robert Schumaker. Kerry noted Sujatha Krishnan will serve today as an alternate for Janet Pierce from the Central MA Regional Planning Commission, the MA Association of Regional Planning Agencies representative on the committee. Sujatha is a Working-level TRCC member.

Kerry then conducted a roll call to determine how many ETRCC members were on the call and to identify any other alternates present. Arielle Mullaney confirmed a quorum was present (14 out of 15 voting ETRCC members or alternates were on the call, more than the eight members necessary). During the roll call, it was determined that Bob Frey would serve as the alternate for David Mohler for MassDOT Planning.

Review/Approval of 10/27/2021 Meeting Minutes

Kerry noted the draft minutes for the ETRCC's 10/27/21 meeting had been circulated to the membership for review twice before this meeting. She asked if anyone had requested edits and provided a final opportunity for review. Given no member did, Kerry indicated the minutes were unanimously adopted.

Office of Grants and Research update on Availability of Grant Funds (AGF) for FFY 2022 405-c funding process to select new projects (Brook Chipman)

An AGF for Section 405c funding for traffic records projects was posted on the Office of Grants and Research's (OGR) website in late October 2021. The AGF was also distributed to the TRCC e-distribution list. \$1.1 million of 405c grant funding is available through the AGF process. Responses to the AGF were due December 15, 2021.

Six responses for slightly over \$1.1 million were received by the response deadline. These responses were distributed to TRCC members via the TRCC e-distribution list on December 31. Those on the TRCC e-list were also given notice of virtual project presentations by project representatives held January 7 through the 11. Presentation materials were then made available on the OGR's website.

One of the AGF respondents, the Holliston Police Department, withdrew from the AGF process before the virtual presentations were held, leaving five projects still under consideration. After the Holliston PD project dropped out, \$1,066,414 of funding requests were left under consideration, less than the \$1.1 million available through the AGF.

An AGF Review Committee had been formed before the December 15 deadline. It consisted of Brook Chipman and another OGR employee, along with a third member who was a TRCC member from an entity that did not submit a response to this AGF and has extensive service on the Working-level TRCC. An additional OGR employee reviewed one AGF response that the third committee member had an association with. After holding three meetings between December 20 and January 13, this AGF review committee produced an Award Recommendations Memo. The key point of the memo is the committee recommends, with a few comments, that all five projects under consideration be funded. The memo was circulated to members of both TRCCs and others on the TRCC e-distribution list on January 14.

Discussion and vote to approve AGF Review Committee's award recommendations, accept with modifications or have ETRCC conduct 4-Box Analysis-Scoring Results process to generate new recommendations (Kerry and Brook)

Kerry explained the three options available to the ETRCC regarding the five proposed projects under consideration for 405c funding. Kerry suggested option #2 had worked well in the past. She also noted that the AGF process had included the opportunity for project representatives to make virtual presentations on their projects. This information had been made available on the AGF web page. As chair, she proposed the committee go with option #2 again, and if no one objects, we would consider that approach unanimously adopted. There was no objection expressed.

Brook explained that no ETRCC member from an entity with a project under consideration may vote on projects to be selected for funding. This meant the ETRCC representatives for the following ETRCC entities could not participate in the voting: MSP, DCJIS, MRB, and MDPH. Brook later clarified that while the MDPH-Bureau of Community Health and Prevention-Injury Surveillance Program's representative with a project under consideration couldn't vote, it was possible for the MDPH-Bureau of Health Safety and Quality's representative to vote. Kerry also added later she would abstain from the vote for the DCJIS project as she, in her Undersecretary position, provides oversight to the DCJIS. Brook noted ETRCC members not voting were still able to participate in general discussion about proposed projects to ensure the committee doesn't miss critical information.

Kerry and Brook confirmed she would go down the list of projects in the recommendations memo, starting with the highest ranked one from the Massachusetts State Police. The committee would discuss each one, make any modifications or conditions to the project or adjust the proposed award. As a proposed project was brought up, Kerry would ask if a representative for that project was available to provide a summary of the project if they wanted to and to answer any questions that committee members might pose. In each case, the project representative said they had nothing new to add to their virtual presentations, but were willing to address any questions raised.

Kerry led the committee through a vote on each project in the recommendations memo. The results were the following:

MSP Project – approved as recommended for \$100,000. In Favor: EOPSS/Collins, OGR/Larason, MPTC/Nardone, RMV/Griffin, MassDOT Highway/Boudreau, RMV/Griffin, MassDOT Planning/Fry, MARPA/Krishnan, MDPH/Cluett, EOTSS/Viola. Opposed: None Abstain: MSP/Concannon, MRB/Singleton, DCJIS/Gagnon, MDPH/Thomas

MRB Project – approved as recommended for \$119,206. In Favor: EOPSS/Collins, OGR/Larason, MPTC/Nardone, RMV/Griffin, MassDOT Highway/Boudreau, RMV/Griffin, MassDOT Planning/Fry, MARPA/ Krishnan, MDPH/Cluett, EOTSS/Viola. Opposed: None Abstain: MSP/Concannon, MRB Singleton, DCJIS/Gagnon, MDPH/Thomas

UMassSafe Project – approved as recommended for \$198,556. In Favor: EOPSS/Collins, OGR/Larason, MPTC/Nardone, MassDOT Highway/Boudreau, RMV/Griffin, , MassDOT Planning/Fry, MARPA/Krishnan, MDPH/Cluett EOTSS/Viola. Opposed: None. Abstain: MSP/Concannon, MRB Singleton, DCJIS/Gagnon, MDPH/Thomas.

MDPH Project – approved as recommended for \$162,398. In Favor: EOPSS/Collins, OGR/Larason, MPTC/Nardone, MassDOT Highway/Boudreau, RMV/Griffin, MassDOT Planning/Fry, MARPA/ Krishnan, MDPH/Cluett EOTSS/Viola. Opposed: None. Abstain: MSP/Concannon, MRB Singleton, DCJIS/Gagnon, MDPH/Thomas.

DCJIS Project – approved as recommended for \$486,254. In Favor: OGR/Larason, MPTC/Nardone, MassDOT Highway/Boudreau, RMV/Griffin, MassDOT Planning/Fry, MARPA/ Krishnan, MDPH/Cluett EOTSS/Viola. Opposed: None. Abstain: MSP/Concannon, MRB Singleton, DCJIS/Gagnon, MDPH/Thomas, EOPSS/Collins

At this point, all \$1.1 million available through the AGF had been awarded to projects. Each of the five projects awarded funding received enough supporting votes from ETRCC members. The ETRCC’s award recommendations will now be advanced to NHTSA and then to the Secretary of Public Safety and Security for consideration.

Review of proposed agenda items for ETRCC meeting in April, including updates on recently concluded and current 405-c funded projects (Brook)

Brook proposed the following agenda items for the next ETRCC meeting on April 27th:

- review and approve a proposed FFY 23 Strategic Plan for Traffic Records Improvements.
- hear brief presentations from recently concluded 405c projects, including MSP’s project to update their crash reporting training for new and existing field staff and the Boston Police’s Department’s electronic crash reporting application, both that ended in December 2021. Also, hear from active 405c project to include the Department of Public Health’s Integration and Analysis of Crash, Injury Surveillance, and Driver Data Project, both that will go through June 30, 2022.
- Plans for next Section 405c funded Availability of Grant Funds.

Brook asked if there were questions or suggestions regarding these items for the April meeting. None were offered.

Unforeseen business/upcoming event announcements/next meeting: April 27, 2022 (Kerry)

Kerry offered an opportunity for public comment or to raise an unforeseen business matter. Neil Boudreau from MassDOT Highway shared information about a 2023 MA State Highway Safety Plan Virtual Summit: Planning for Zero Deaths on 1/25/22.

Adjournment

No member objected to Kerry’s motion to adjourn, so she indicated the motion to adjourn was unanimously approved.

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

2:30 to 4 pm – January 20, 2022

[Click here to join the Teams meeting](#)

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AGENDA

- Introductions (Kerry Collins)
- Review and vote on draft October 27, 2021 ETRCC meeting minutes (Kerry)
- Office of Grants and Research update on Availability of Grant Funds (AGF) for FFY 2022 405-c funding process to select new projects (Brook Chipman)
- Discussion and vote to approve AGF Review Committee's award recommendations, accept with modifications, or have ETRCC conduct 4-Box Analysis-Scoring Results process to generate new recommendations (Kerry and Brook)
- Review of proposed agenda items for ETRCC meeting in April, including updates on recently concluded and current 405-c funded projects (Brook)
- Unforeseen business/upcoming event announcements/next meeting: April 27, 2022 (Kerry)
- Adjourn (Kerry)

To obtain auxiliary aids, services, or accessibility information for this meeting, contact Mr. Brook Chipman at 617-725-3355 or brook.chipman@mass.gov.





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MEMO

TO: Massachusetts Traffic Records Coordinating Committees (TRCC)

FROM: Brook W. Chipman, State Traffic Records Coordinator on behalf of the FFY 2022 Section 405-c funding AGF Review Committee

RE: Award Recommendations for FFY 2022 Section 405-c funding AGF

DATE: January 14, 2022

As called for in the Notice of Availability of Grant Funds (AGF) for the FFY 2022 State Traffic Safety Information System Improvements Grant, Section 405-c funding, the AGF Review Committee (the committee) is issuing this memo of its award recommendations. This memo is for those who have reviewed and have access to the AGF and the five associated AGF responses. AGF information is available at www.mass.gov/service-details/traffic-safety-grants.

The committee met three times between December 20, 2021, and January 13, 2022, to review the AGF responses and consider the related virtual presentations. Two committee members were from EOPSS's Office of Grants and Research (OGR). A third committee member was from a TRCC member entity that did not respond to this AGF and has extensive service on the Working-level Traffic Records Coordinating Committee (WTRCC). An additional OGR employee assisted with reviewing one AGF response that the third committee member had an association with. Committee members attended the virtual project presentations conducted between January 7 and 11, 2022.

There is up to \$1.1 million available to award through the AGF. The five AGF responses if fully funded would utilize \$1,066,414 of the available funding.

Below are the key findings from the committee's deliberations:

Applicant & Project Title	4-Box Assignment	Combined, Averaged Score	Request	Recommended Award
MA State Police's Improvement to Electronic Surveying Processes for the Collision Analysis & Reconstruction Section (CARS)	A	81	\$100,000	\$100,000
Merit Rating Board's Accessible Citation Data	A	78	\$119,206	\$119,206
UMassSafe's Crash Report E-Manual: Law Enforcement Agency Targeted Resources to Improve Crash Data Quality	B	89	\$198,556	\$198,556
MA Department of Public Health - ISP's MA Crash-Related Injury Surveillance System: Data Quality Assessment and Analysis	B	82	\$162,398	\$162,398
Department of Criminal Justice Information Services' MACCS	B	74	\$486,254	\$486,254
			\$1,066,414	\$1,066,414

During the January 20, 2022 meeting of the Executive-level TRCC to review and to make funding recommendations on these projects, the review committee suggests the ETRCC take into consideration the following points:

- The MA State Police project is heavily focused on equipment purchases. These purchases are the only proposed use of the requested grant funds. If selected by the ETRCC for funding, to ensure NHTSA approval, OGR would need to work with MSP to make current or newly proposed supporting project activities that are not grant-funded

more robust in the resulting grant contract. Further, the State Police have a pending request with US DOT for a Buy America Act (BAA) waiver necessary for its proposed equipment purchase. Any award made to MSP will need to be contingent on their first securing a successful waiver. The committee recommends this waiver matter must be successfully resolved by 6/30/22 or the grant funding assigned to the project should expire.

- Regarding the MDPH project, we need to be realistic about what follow-up work may occur after the project concludes. Also, whether an organization(s) anticipated to undertake this work would actually be able to do so. Further, MDPH's originally proposed match for the project was based on federal grant funding instead of the necessary state funding. After an exchange with them about this matter, MDPH submitted new state-funded match information that OGR believes at this point is a sufficient alternative to the originally proposed match.
- Some of the proposed projects were submitted with weak benchmark/performance measures that will need to be addressed by OGR prior to contracting, specifically with DCJIS and MRB. Others may require minor adjustments.
- Any available funding unspent through this AGF can be rolled-forward to the next 405-c funding AGF that OGR is planning for in mid-2022.

The AGF noted this memo would contain information from OGR on 405-c funded grant work since FFY 2021 by those applicants applying for new 405-c funding. Review by OGR was regarding performance against the benchmark(s) in the original application or any accepted update, project reporting issues, and level of unspent funding. The following information was not part of the scoring process for AGF responses. It is being made available to provide helpful context to the ETRCC during its deliberation process.

- **MDPH ISP's Integration and Analysis of Crash, Injury Surveillance & Driver Data Project**

A 405c award was made in spring 2021 for \$112,654. Project work in FFY 2021 began with an initial award in summer 2021 and continues with an FFY 2022 continuation award until June 30, 2022. The project is advancing towards its performance measure. To date, it has had good project reporting. All but \$598.64 of the initial award of \$22,540.85 was spent.

- **MA State Police's Projects**

A 405c award for the **Updated E-Survey Tools, Training, and Roll-out Project** for \$146,296 was made in spring 2021. Project work in FFY 2021 began in summer 2021. MSP canceled the project in September 2021 after a Buy America Act issue arose with

the vendor providing the equipment necessary for the project. The related performance measure was not met. Associated reporting was sufficient. No awarded funds were spent.

MSP also had a **Crash Report Training Project** during FFY 2021. A 405c award was made in spring 2020 for \$164,810.89. Project work in FFY 2021 began with an initial award in October 2020 and went on in FFY 2022 with a continuation award that ended December 31, 2021. Data is still pending to determine if the project met its performance measure. Project reporting was good. All but \$5,566.02 of the initial award of \$142,232.54 was spent. A final expenditure report for the continuation award is still pending.

- **UMassSafe's Crash Report E-Manual: Part II Project**

A 405c award was made in spring 2020 for \$184,898.93. Project work in FFY 2021 began in October 2020 and ended in September 2021. The original performance measure had to be revised, and it's still being determined if the replacement performance measure has been met. Project reporting was good. All but \$4,128.66 of the project award was spent.

UMassSafe canceled in November 2021 due to data access issues an **Improving Traffic Safety Analysis through Data Quality Assessment and Diver/Vehicle Data Integration Project**. This project was assigned \$179,587 in spring 2021.

- **DCJIS's MACCS Project**

A 405c award was made in spring 2021 for \$199,090. Project work in FFY 2022 began in October 2021 and will end on June 30, 2022. The project is advancing towards its performance measure, has good project reporting, and appears on track to spend all available funding by its end date.

DCJIS did have a Section 402 funded **MACCS Project** during FFY 2021. The project received a \$490,161.46 award in October 2020. It ended in September 2021. The project did not meet its performance measure, had good project reporting, and left only \$852.72 unspent.

Please direct any questions regarding this memo to Brook Chipman at 617-725-3355 or brook.chipman@mass.gov.