

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

Date/Time	June 4, 2024, 10:30 to 11:30 am	
Acting Chair	Bob Smith , Office of Grants & Research - Highway Safety Division Director & ETRCC Vice Chair	
Participants	<p>Richard Bates, FMCSA Lt. Eric Bernstein - VM, Alternate, MA State Police Neil Boudreau - VM, MassDOT/Highway Division Anthony Carriere, MA State Police Brook Chipman, OGR/Highway Safety Sgt. Salman Dar, Lawrence Police Donna DaVeiga, RMV Darlyn Delrosa, Lawrence Police Joe Demers, Department of Criminal Justice Information Services Debra Eaton, MassDOT/Merit Rating Board Amy Fanikos - VM, Alternate, Municipal Police Training Committee Sgt. Brian Feely, Abington Police Bob Frey - VM, Alternate, MassDOT/Office of Transportation Planning Jamie Gagnon - VM, Department of Criminal Justice Information Services</p>	<p>Eric Gemperline - VM, Alternate, Central MA Planning Commission Jeanne Hathaway, MDPH/Bureau of Community Health and Prevention Julia Lane - VM, MDPH/Bureau of Community Health and Prevention Chief John LeLacheur - VM, Beverly PD and Mass Chiefs of Police Association Susan Lewis - VM, MDPH/Bureau of Health Care Safety and Quality/OEMS Ptl. David Moore, Ipswich Police Arielle Mullaney, EOPSS Assistant General Counsel Charlene Oakley, NHTSA Region I Karen Perduyn - VM, Alternate, MassDOT/Registry of Motor Vehicles Michael Pezzullo, FHWA Robin Riessman, UMassSafe Sonja Singleton - VM, MassDOT/Merit Rating Board Bob Smith - VM, OGR/Highway Safety Jake Viola - VM, EOTSS Det. Lt. Richard Wolanski, MA State Police</p> <p>VM = Voting Member</p>
Location	Teams Meeting	

1. Welcome and Introductions (Bob Smith)

Bob Smith said he would be serving as Vice Chair for the meeting given ETRCC Chair Kerry Collins had another commitment. Bob welcomed participants and reminded them this was a virtual meeting being held in compliance with the Massachusetts Open Meeting Law requirements.

Bob welcomed a new ETRCC member, Julia Lane, who recently started as the Director of the Injury Prevention and Control Program at the MA Department of Public Health. Julia is replacing Kelley Cunningham as the ETRCC representative for DPH's Bureau of Community Health and Prevention.

Bob confirmed Karen Perduyn of the RMV was serving for the meeting as alternate for Mary-Jo Flood the RMV representative. Also that Amy Fanikos, Basic Training Division Manager at MPTC, would be an on-going alternate for Andrea Nardone the MPTC representative. Other on-going alternates present were Lt. Eric Bernstein for the MA State Police, Eric Gemperline for the MA Association of Regional Planning Agencies, and Bob Fry for the MassDOT's Office of Transportation Planning.

Bob 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 2/6/2024 ETRCC Meeting Minutes (Bob)

Bob noted the draft minutes for the ETRCC's 2/6/24 meeting had been circulated to the membership for review before the meeting. He asked if anyone had requested edits, then provided a final opportunity for review. Given no member requested further changes, Bob indicated the minutes were unanimously adopted.

3. Office of Grants and Research on Availability of Grant Funds (AGF) FFY 24 405c funding process (Brook Chipman)

An Availability of Grant Funds (AGF) for Section 405c funding for traffic records projects was posted on the Office of Grants and Research's (OGR) website on March 21, 2024. The AGF was also then distributed to the TRCC e-distribution list and the MA Chiefs of Police e-list. \$1.2 million of 405c grant funding is available through this AGF process. Responses to the AGF were due by May 7, 2024.

Six AGF responses totaling \$921,534 were received by the deadline. These AGF responses were then distributed to TRCC members via the TRCC e-distribution list and those on the Teams invited for this meeting. Notice was also given of virtual project presentations on May 13-14. Project presentation materials were later made

available on the OGR's website.

An AGF Review Committee to consider these AGF responses was comprised of an OGR employee and Brook Chipman, along with a third member who is a Working-level TRCC member from an entity that did not submit a response to this AGF and has prior review committee experience. After review sessions on May 10 and 16, the review committee produced an Award Recommendations Memo. This memo was circulated prior to the meeting to members of the Executive-level TRCC and to others on the TRCC e-distribution list.

The main point of the memo is the review committee recommends all the proposed projects be funded for the amounts the applicants requested, totaling \$921,534, with the understanding these applicants work with OGR to refine their AGF responses before contracting as described in the memo.

Brook inquired whether any committee members had questions about the AGF process to this point. None were posed.

4. Discuss and vote on AGF Review Committee's award recommendations memo, with modifications as necessary (Bob and Brook)

Bob asked Brook to provide a review of basic points about the upcoming voting process.

Brook stated no ETRCC member or alternate with a project under consideration in this AGF process may vote on the project under consideration. Nor can any ETRCC member or alternate vote who is from an entity that represents or oversees an applicant with a project under consideration.

So for today, the following ETRCC members and alternates would not vote.

- Lt. Eric Bernstein, the MSP representative, as MSP has two responses under consideration.
- Chief John LeLacheur from Beverly, the Mass Chiefs of Police Association representative, as MCoPA serves as the representative for local police, like the Abington, Ipswich, and Lawrence Police Departments that have projects under consideration.

Please note that while Lt. Bernstein and Chief LeLacheur will *not* vote they can still participate in the general discussion about the proposed projects to ensure the committee doesn't miss critical information.

As noted on the agenda, the ETRCC will discuss and vote on the AGF Review Committee's award recommendations memo, with modifications as necessary.

Brook said at least 2/3 of the ETRCC members and alternates present who are eligible to vote must vote in the affirmative to approve 405c funding for the project.

Brook asked committee members if anyone had a question about the voting process to this point. No question was posed.

Bob explained before the vote to fund the projects the committee would hear a brief presentation from each project representative present today and enable committee members to pose any necessary questions. Each project representative then gave a brief presentation. Committee members posed no questions.

Bob then said the motion before the committee was:

“Approve the AGF Review Committee’s awards recommendations memo as presented to award the following 405c funding:

- Ipswich Police Department, \$12,287
- Massachusetts State Police, \$79,459
- Massachusetts State Police, \$132,750
- University of Massachusetts – Amherst, UMassSafe, \$383,435
- Lawrence Police Department, \$273,603
- Abington Police Department, \$40,000

with the understanding these applicants work with OGR to refine their AGF responses before contracting as described in the memo.”

Bob asked if someone would move the motion. Eric Gemperline moved the motion as presented. Neil Boudreau seconded.

The motion was approved through a roll-call vote as follows:

In Favor: OGR/Smith, MPTC/Fanikos, DCJIS/Gagnon, MassDOT Highway/Boudreau, RMV/Perduyn, MassDOT Planning/Fry, MRB/Singleton, MARPA/Gemperline, MDPH/Lane, MDPH/Lewis, EOTSS/Viola. Opposed: None. Abstain: MSP/Bernstein, MA Chiefs/LeLacheur

The ETRCC’s award recommendations for these projects will now advance to NHTSA and then to the Secretary of Public Safety and Security for consideration.

5. Discussion and vote on FFY 25 Update of Massachusetts Strategic Plan for Traffic Records Improvement/405c application (Bob and Brook)

Brook began by reminding committee members that OGR leads an annual update of the Strategic Plan for Traffic Records Improvements for Massachusetts as a major component of our process for applying each year to NHTSA for new Section 405-c funding. This funding supports at any given time about four to six traffic records projects. The major contributors to the plan update are the points of contact for the six major data systems: crash, driver license, EMS/injury surveillance, roadway, citation/adjudication, and vehicle registration/title.

The managers of current and past 405-c funded projects also contribute, as do Brook as the State Traffic Records Program Coordinator.

A critical element within the strategic plan for a successful application for 405-c funding is at least one measurable improvement in the performance attribute of one of our six core data systems. This year we have two measurable improvements, primarily described on pages 36 - 37 of the plan.

#1. When the Citation Data System was queried in May 2024 for the performance period 5/1/23 to 4/30/24 it showed a timeliness improvement from the baseline period's 11 days on average to post a citation (either electronically or through paper submission) to 7 days in the current value period - an improvement of 4 days.

#2. When the Roadway Data System was queried in April 2024 for the performance period of 4/1/23 to 3/31/24 it showed a completeness improvement from the baseline period's 212,011 routes to 213,871 in the current value period - an improvement of 1,860 new routes.

This proposed plan reflects all recent projects that the ETRCC approved 405-c funding for, but not those we just approved for 405c funding. I'll add those projects to the plan and make any related updates after this meeting.

Please recall as of last federal fiscal year we no longer submit a copy of the strategic plan to NHTSA, but OGR needs to certify in mid-July that Massachusetts has an appropriately updated plan, and it has been approved by the TRCC.

Per the ETRCC Charter we need a 2/3rd majority of the ETRCC members or alternates present to vote to approve the plan.

As we have historically done, OGR will ask the ETRCC to include with its plan approval today an authorization for OGR to make any necessary edits after the vote, like adding the projects approved today.

Before the vote, Brook asked if anyone had any critical edits to the proposed plan sent out last week. None were offered.

Bob then said the motion before the committee was:

“Approve the FFY 25 update of the Massachusetts Strategic Plan for Traffic Records Improvements as presented and authorize OGR to make any necessary plan edits after the vote.”

Bob asked if someone would move the motion. Bob Frey moved the motion as presented. Eric Gemperline seconded.

The motion was approved through a roll-call vote as follows:

In Favor: OGR/Smith, MPTC/Fanikos, DCJIS/Gagnon, MassDOT Highway/Boudreau, RMV/Perduyn, MassDOT Planning/Fry, MRB/Singleton, MARPA/Gemperline, MDPH/Lane, MDPH/Lewis, EOTSS/Viola. Opposed: None. Abstain: MSP/Bernstein, MA Chiefs/LeLacheur

6. 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 project was progressing well in regard to remaining interested departments getting set-up on MACCS with in-vehicle printers, trained, etc. Also several software enhancements are underway or starting soon using 405c grant funding recently received. Sgt Dar asked Joe about the status of ‘return of service’ (ROS) functionality for those departments like his who use the record management system QED. Joe said the MACCS software vendor will be starting soon on that work. It is expected ROS for QED and Mark43 should be complete by the year end. Donna DaVeiga asked about other vendors and ROS. Joe said NextGen has reached out to DCJIS and is interested in ROS. Donna asked about Boston Police using MACCS for crash reporting. Joe said they don’t, and he had heard Boston was switching to Hexagon for crash.

- **RMV, Inclusion of Vulnerable Users in Crash Reporting to RMV Project, Karen Perduyn - see related PP slides**

Karen said 96% of law enforcement departments now able to submit VU data to RMV. VU updates to crash report and training curriculum done. In-service training for existing officers starts in July. RMV is monitoring data quality of VU data submissions and looking for additional law enforcement training or vendor software needs.

- **MRB, Accessible Citation Data Project - Phase II, Sonja Singleton**

Sonja said this project was on hold for five weeks earlier this spring due to issues with the dashboard feature and security of test site. Both issues are now resolved, and work has resumed towards the hoped for late summer launch. Data quality and vulnerability testing is now being done.

**7. Unforeseen business/upcoming event announcements/next meeting:
July 30, 2024 (Bob)**

Bob asked if anyone had any unforeseen item to share with the group. Nothing was offered.

8. Adjournment

Bob asked the group if they supported adjourning the meeting. As no objections were raised, Bob said the meeting was adjourned.

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

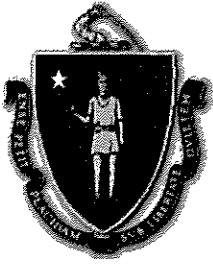
10:30 to 11:30 am, June 4, 2024

Microsoft Teams meeting
[Click here to join the meeting](#)
Meeting ID: 244 970 368 021, Passcode: 2uMNyU
[Download Teams](#) | [Join on the web](#)
Or call in (audio only)
[+1 857-327-9245, 568993448#](#)
Phone Conference ID: 568 993 448#
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AGENDA

1. Introductions (Bob Smith)
2. Review and vote on draft February 6, 2024 ETRCC meeting minutes (Bob)
3. Office of Grants & Research on Availability of Grant Funds (AGF) process for Second Round of FFY 24 405c funding (Brook Chipman)
4. Discussion and vote on AGF Review Committee's award recommendations memo, with modifications as necessary (Bob and Brook)
5. Discussion and vote on FFY 25 update of MA Strategic Plan for Traffic Records Improvements/405c application (Bob and Brook)
6. Presentations on recent and current 405c projects (Brook and presenters)
7. Unforeseen business/upcoming event announcements/next meeting: July 30, 2024 (Bob)
8. Adjourn (Bob)

To obtain auxiliary aids, services, or accessibility information for this meeting, contact Mr. Brook Chipman at 781-535-0060 or brook.chipman@mass.gov.



The Commonwealth of Massachusetts
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 Office of Grants and Research

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MAURA T. HEALEY
 Governor

KIMBERLEY DRISCOLL
 Lieutenant Governor

TERRENCE M. REIDY
 Secretary

KEVIN STANTON
 Executive Director

MEMO

TO: Massachusetts Executive-level Traffic Records Coordinating Committee

FROM: Brook W. Chipman, State Traffic Records Coordinator on behalf of the FFY 2024 Section 405c funding AGF Review Committee

RE: Award Recommendations for FFY 2024 Second Round of Section 405c funding AGF

DATE: May 28, 2024

As called for in the Notice of Availability of Grant Funds (AGF) for the Second Round of FFY 2024 State Traffic Safety Information System Improvements Grant, Section 405c 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 six associated AGF responses. Detailed AGF information is available at www.mass.gov/info-details/state-traffic-safety-information-system-improvements-grant.

The committee met on May 10th and 16th to review the AGF responses and consider the related virtual project presentations on May 13th and 14th. Two members of the committee were from EOPSS's Office of Grants and Research (OGR). A third committee member was from a TRCC member entity that did not submit a response to this AGF, and who has extensive service on the Working-level Traffic Records Coordinating Committee (WTRCC).

There is up to \$1.2 million available to be awarded through the AGF. The six AGF responses under consideration requested \$921,534.

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

Applicant & Project Title	4-Box Assignment	Combined, Averaged Score (rounded)	Request	Recommended Award
Ipswich Police Department – Vulnerable Road Users Crash Safety Data Exchange	A	90	\$12,287	\$12,287

Massachusetts State Police (MSP) – <i>Enhancing Efficiency (Mapping)</i>	A	89	\$79,459	\$79,459
MSP – <i>Improving Data Accuracy (Electronic Data Recorder)</i>	A	87	\$132,750	\$132,750
University of Massachusetts Amherst (UMassSafe) – <i>MA Law Enforcement Crash Report E-Manual Data Tool</i>	B	93	\$383,435	\$383,435
Lawrence Police Department – <i>Traffic Control Improvement</i>	C	77	\$273,603	\$273,603
Abington Police Department – <i>Mobile Computing Solutions</i>	C	73	\$40,000	\$40,000
			\$921,534	\$921,534

During the June 4th meeting of the Executive-level Traffic Records Coordinating Committee (ETRCC) to review the AGF responses and to make funding recommendations on these projects, the committee suggests the ETRCC add as a condition of any approval the following requirement:

- AGF respondents are required to work with OGR to address missing or incomplete AGF response elements (i.e., refine a benchmark/performance measure) for their proposed projects. This work would be done prior to starting any grant award contract. As necessary, OGR would be empowered to adjust downward any grant award if necessary to secure NHTSA approval.

The AGF noted in this memo would contain information on 405c funded grant work in FFY 2023-2024 by applicants applying for new 405c funding. This review by OGR would be regarding performance against the benchmark in the original application or any accepted update, project reporting issues, and level of unspent funding. The following information is 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.

- The MSP was previously awarded 405c grant funding for crash reconstruction equipment and training for \$81,341 in FFY 2023. This award was active as recently as January 2024 and completed in FFY 2024. The project narrowly missed meeting the performance measure for the award. There were no notable reporting challenges during the grant periods. All but \$860.51 of the grant award was expended.

The committee hopes this memo assists the ETRCC with reviewing and developing funding recommendations for projects related to the Second Round of FFY 2024 Section 405c funding AGF.

MOTOR VEHICLE AUTOMATED CITATION AND CRASH SYSTEM (MACCS)

State and Local Law Enforcement
Agency grant program

Jamison R. Gagnon
Commissioner

Michaela Dunne
Deputy Commissioner

Joseph Demers
MACCS Coordinator



Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Department of Criminal Justice Information Services
"Enhancing Public Safety Through Information Exchange"



Progress Update

Completed Agencies:	295*
Pending Training:	3
Pending Installation	17
Waiting list:	4
Have not applied:	26

**8 additional agencies who deployed MACCS independent of the grant:
Abington, Amesbury, Peru, Quinsigamond Community College, Wenham,
Westfield State University, Westwood, and Williamsburg bringing participation
in MACCS to a total of 303 total agencies*



Program Highlights

Completed Agencies through the grant include:

- MSP (all barracks)
- Municipal Departments
- State Universities/Colleges
 - Bridgewater State, Massasoit Community College, Salem State, UMass-Amherst, and UMass-Boston.
- Other Agencies:
 - Massachusetts Environmental Police (all locations)
 - Hampden County Sheriff
 - Worcester County Sheriff

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Citation Statistics

	2019	2020	2021	2022	2023
<i>MSP</i>	256,207	186,935	217,274	270,740	323,270
<i>Local/other</i>	91,595	81,458	153,004	225,451	300,490
Total	347,802	268,393	370,278	496,191	623,760

2024	JANUARY	FEBRUARY	MARCH	APRIL	MAY	TOTAL
<i>MSP</i>	27,520	28,629	30,795	32,905	TBD	119,849
<i>Local/Other</i>	26,735	32,113	31,279	37,623	TBD	127,750
						247,599

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Continued work on Enhancements

Programmed:

- Crash Report Manual link available in MACCS Crash Report
- Onboarding of Mark43 and QED to the return of service function (data backfill into RMS/CAD systems)

Future proposals:

- Updating Offense Codes (overhaul)
- Changes to increase efficiencies for users (feedback)
- Motor Vehicle Exchange Form as a MACCS menu option
- Updates to further align with police training policies
- Hexagon RMS interested in return of service

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Crash Reporting

Agencies who have access to MACCS Crash Report (as of 5/31/24):

Arlington PD	Lincoln PD
Billerica PD	Methuen PD
Boston PD	Norfolk PD
Brimfield PD	Plainville PD
Conway PD	Shrewsbury PD
Cummington PD	Topsfield PD
Franklin PD	Townsend PD
Granville PD	Tyringham PD
Greenfield PD	Windsor PD
Hinsdale PD	Wrentham PD

(20)

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Crash Reporting

MACCS Crash Report Statistics

	2019	2020	2021	2022	2023
<i>Crash Reports</i>	690	422	492	621	1364

2024	JANUARY	FEBRUARY	MARCH	APRIL	MAY	TOTAL
<i>Local/Other</i>	243	165	163	192	TBD	763

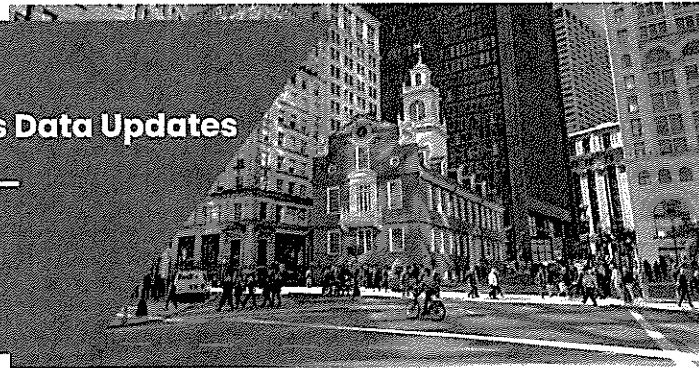


**Thank you for your
continued support!**



Vulnerable Road Users Data Updates

2024



Vulnerable Road User Project Report Status

June 4, 2024

Vulnerable Road User LEA Reporting Status

- 352 Total number of Law Enforcement Agencies
- 339 Number of Law Enforcement Agencies completed DTD V3 Update (96% Total Compliance)
*Includes 2 LEAs compliant and submitting on new VU paper crash form

Vulnerable Road User Training Update

- Officer Training Material and Photo Reference Guide provided to all Law Enforcement Agencies
- Updated RMV Police Crash Report with new Vulnerable Road User Fields and Attributes
- Updated Crash curriculum with MPTC Training and provided new Police crash books
- In Service Training for all existing officers begins July 1, 2024

VU Crash Submission Summary on New Forms (DRAFT)

- 93 - Towns Reported Crashes Involving Vulnerable Users
- 550 - Total Crash Reports Submitted
- 574 - Vulnerable Users Involved in Total Crashes

1 - Pedestrian	334
2 - Bicyclist	175
12 - Motorized Scooter Rider	29
13 - Electric Personal Assistive Mobility Device User	7
97 - Other	6
7 - Non-Motorized Scooter Rider	4
9 - Motorized Bicyclist	4
11 - Tricyclist	3
10 - Hand Cyclist	2
20 - Emergency Responder - Outside of vehicle	2
3 - Skateboarder	2
98 - Not reported	2
17 - Other Micromobility Device User	1
18 - Utility Worker - Outside of vehicle	1
4 - Train/Trolley passenger	1
8 - Non-Motorized Wheelchair User	1
Total	574

Next Steps:

- Review Vulnerable Road User data as reports are submitted.
- Identify Data Issues and Patterns.
- Action Plan to address and resolve data submission issues.
- Review Law Enforcement training to clarify and address data submission issues.
- Complete Vendor software updates