

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

<b>Date/Time</b>	May 10, 2019, 10 am to 12:30 pm	
<b>Chair</b>	Jeff Larason, EOPSS/Office of Grants & Research/Highway Safety Division and ETRCC Vice Chair	
<b>Participants</b>	<b>Thomas Bonarrigo</b> , MassDOT/Merit Rating Board <b>Neil Boudreau</b> , MassDOT/Highway Division <b>Sgt. Paula Card</b> , Massachusetts State Police <b>Brook Chipman</b> , EOPSS/Highway Safety Division <b>Scott Cluett</b> , MA Department of Public Health/Office of Emergency Medical Services <b>Kerry Collins</b> , EOPSS Undersecretary and new ETRCC Chair <b>Ridgely Ficks</b> , MA Department of Public Health	<b>Bob Frey</b> , MassDOT/Office of Planning <b>Yahaira Graxirena</b> , Central MA Regional Planning Council <b>Mary-Jo Griffin</b> , MassDOT/RMV <b>Jeanne Hathaway</b> , MA Department of Public Health/Injury Surveillance <b>Jeff McEwen</b> , FHWA <b>Matthew Poirier</b> , Federal Motor Carrier Administration <b>Barbara Rizzuti</b> , NHTSA <b>Kate Saunders</b> , MA Department of Public Health <b>James Salvia</b> , Boston EMS <b>Laura Segal</b> , Boston EMS
<b>Location</b>	Conference Room 4, Ten Park Plaza, Boston	

### *Welcome and Introductions*

Jeff Larason, Highway Safety Division Director at EOPSS/OGR, welcomed the attendees. Jeff said he would chair the meeting, as ETRCC Vice Chair, as this was the first ETRCC meeting for Kerry Collins, the new EOPSS Undersecretary of Forensic Science and Technology and new ETRCC Chair. All those in attendance introduced themselves.

### *Review/Approval of 5/21/2018 Meeting Minutes*

The proposed draft of these minutes was approved by all except Yahaira Graxirena from CMRPA who abstained as she had not attended that meeting.

*Discussion and vote to immediately make available Section 405-c funding held in reserve for the MACCS project as a result of the ETRCC's May 25, 2016 vote. These unallocated funds are estimated to be approximately \$230,500.*

Jeff Larason provide background on this issue, as did Kerry Collins. The MACCS project, now under the daily management of Department of Criminal Justice Information Services (DCJIS), currently has sufficient federal grant funds to carry it to September 2020 and does not need funds being held in reserve as a result of a ETRCC May 2016 vote. These funds instead can go towards the next AGF for Section 405-c funds anticipated in the fall. MACCS will start to resume full progress in the next few weeks.

Jeanne Hathaway of MDPH asked if the current project was just buying printers for police cruisers. Brook Chipman of EOPSS/OGR/HSD provided more information on the project: it has funding for printers as well as for IT work such as software updates. Matt Poirier of FMCSA asked if the project was facing challenges because of competitors. Jeff Larason said yes, but the project had enough funds to move forward to address this and other known challenges. Jeanne Hathaway asked if the funds taken back from the project's reserves could go into the FFY 2019 Section 405-c funded Availability of Grant Funding (AGF) process. Jeff Larason said no, but these funds would be used for the next AGF process.

The following motion was put forth and discussed: immediately make available Section 405-c funding held in reserve for the MACCS project as a result of the ETRCC's May 25, 2016 vote. These unallocated funds are estimated to be approximately \$230,500. The motion was unanimously approved by the committee.

*Highway Safety Division on Availability of Grant Funding process to select projects for FFY 2019 Traffic Safety Information Systems Improvement (TSISI) Grant funding*

Presentations from applicants for FFY 2019 TSISI Grant funding

- **Boston EMS – Boston Cyclist, Pedestrian & Vehicular Incident Information System Enhancement**

A representative from Boston EMS was not available to make a presentation (they subsequently arrived). Based on a concern expressed by Neil Boudreau of MassDOT/Highway Division, a discussion commenced on the level of traffic records reporting by the City of Boston, specifically Boston EMS that has received Section 405-c for its traffic records project for several years. Neil noted the city's Vision Zero group and others had more access to this data than MassDOT. Others noted they too had an interest in receiving more of this data. Jeff McEwen, FHWA Division Administrator said this limited data sharing puts the city's receipt of FHWA Highway Safety Improvement Program funding provided through MassDOT into question. Jeff Larason asked Neil Boudreau if he wanted to propose a motion to have a data-sharing condition placed on the new project if ultimately awarded funding. Neil Boudreau said no, just wants to record his concerns and those of others in this regard.

Yahaira Graxirena said we should also be asking about the sustainability of the position being proposed. She further asked how could information learned from the City of Boston's Bike-Ped-Vehicular grant be better shared with other communities, especially other major cities, in the Commonwealth?

- **RMV – Law Enforcement Liaison to Improve RMV Crash Data Quality**

- **MDPH – MA Ambulance Trip Record Information System and Trauma Registry**

Neil Boudreau expressed concerns regarding the sharing of MATRIS data. MassDOT is not getting sufficiently detailed data from the EMS/injury surveillance systems, recently in regards to bicycles and pedestrians. They are aware they cannot get personal-level data. Kate Saunders said MDPH does typically follow a cell-suppression approach on data sharing, but can provide more if it has a formal data sharing agreement with an entity. Mary-Jo Griffin cited another example of insufficient data sharing that notably affects RMV's work on the Fatality Analysis Reporting System (FARS) that NHTSA and so many others depend on. Ridgely Ficks

explained that DPH worked with Mary-Jo Griffin and Karen Perduyn (April – June 2017) to try to address the data needed. Unfortunately MGLc 66A does not allow DPH to share incident level data outside of DPH unless authorized by statute or regulation. The RMV would need to pursue this regulation change. DPH tried to help with alternate solutions from Vital Records and other sources, but none were sufficient. DPH supplied the RMV with a list of ambulance services contact information. After the meeting Ridgely Ficks and Mary-Jo Griffin agreed to bring the issue back up with DPH legal and privacy to determine if there are other avenues to pursue now.

Laura Segal and James Salvia from Boston EMS arrived at the meeting and were able to make their project presentation to the ETRCC.

Neil Boudreau reiterated his earlier point that sharing of data by Boston, specifically from this project, has been weak. Should share same data with MassDOT as is shared with Vision Zero. Laura Segal said Boston IT could pull more data for MassDOT. Scott Cluett asked if Boston was collecting data on scooter incidents. Laura Segal said they had plans to do so.

#### *Review and discussion of Working-level TRCC's 4-Box Analysis-Scoring Results of FFY 2019 TSISI Grant Applicants*

Brook Chipman provided some background information on the process the committee should follow under this agenda item. The group could accept the WTRCC's recommendations, make some adjustments, or even conduct its own 4-Box Analysis-Scoring Tool process.

Neil Boudreau asked if the activity reports provided by those managing projects using Section 405c funds could be provided to all TRCC members. Discussion followed on the details of this idea. Brook Chipman said based on earlier suggestions at TRCC meetings that projects ultimately funded under the current AGF would be assigned formally identified TRCC members to assist EOPSS/OGR/HSD to monitor project progress. Reports will be provided to all TRCC members, but questions on these will be channeled to formally identified TRCC members who will work with Brook Chipman to secure answers from project managers.

Jeanne Hathaway asked if those receiving Section 405-c funding from HSD had to submit monthly reports, or were quarterly reports an option. Brook Chipman said HSD traditional required monthly reports with its subrecipients, but upon request was willing to accept quarterly reports. Jeanne Hathaway asked if reporting monthly or quarterly was a NHTSA requirement. Barbara Rizzuti said no, it was a Highway Safety Division decision. Discussion followed, and Brook Chipman said he would consult with OGR management about allowing subrecipients to report quarterly if they request.

#### *Discussion and vote to approve ETRCC's 4-Box Analysis-Scoring Results and forward to EOPSS for initial award decision and inclusion in Highway Safety Division's FFY 2019 Highway Safety Plan*

A motion was made to accept the WTRCC's 4-Box Analysis-Scoring Results developed at its May 6, 2019 meeting and forward this to EOPSS for further review and processing. This motion passed unanimously.

#### *Highway Safety Division on FFY 2020 Section 405c-funded TSISI Grant process and application to NHTSA*

Brook Chipman provided background information on the process the committee would follow under this agenda item. He also discussed the funding plan the Highway Safety Division proposed for FFY 2020 Section 405-c funding as well as the elements for the FFY 2020 Section 405-c application that the group need to approve before the application went to NHTSA by July 1. It was explained four related votes in the next agenda item could be done separately or together.

*Discussion and vote to approve Brook Chipman as the State Traffic Records Coordinator, the ETRCC and WTRCC Membership Lists, and ETRCC Charter*

Jeff Larason confirmed there were no objections with having one vote on the four motions regarding the State Traffic Records Coordinator, the ETRCC and WTRCC Membership Lists, and ETRCC Charter as well as the FFY 2020 Strategic Plan for Traffic Records Improvement in the next agenda item.

The single vote on the combined motions was unanimously accepted.

*Discussion and vote to approve proposed FFY 2020 Strategic Plan for Traffic Records Improvement*

See vote taken above. As part of the combined motion, the Highway Safety Division was authorized to make minor edits to the plan prior to its submission to NHTSA on or before July 1, 2019.

*Discussion of status of EOPSS/OGR/HSD efforts to develop business plan for new MassTRAC project with EOTSS, which the ETRCC needs to review before approving, for up to \$375,000 of Section 405-c funding for the project, as agreed upon at ETRCC May 21, 2018 meeting. At conclusion of discussion, ETRCC may vote to alter or reverse its earlier decision.*

Jeff Larason and Brook Chipman provided information on the progress made on the new MassTRAC project since the ETRCC's vote in May 2018. Research by the Highway Safety Division with EOTSS indicated that the upgraded MassDOT Crash Data Portal now expected to be released in late June 2019 could serve as the foundation of the originally envisioned portal that would incorporate to varying degrees all six major traffic records systems. Brook Chipman explained that work on the anticipated business plan was delayed in part by the expectation that the upgraded portal would soon be released so all stakeholders could review it first-hand and better share with EOTSS and the Highway Safety Division impressions of what the new MassTRAC portal should be like. There was discussion on what systems beyond Crash would the upgraded MassDOT Crash Data Portal ultimately encompass.

Jeanne Hathaway asked why the new MassTRAC project was not reviewed by the TRCC based on an application and a Four-Box Analysis-Scoring Tool approach. After some discussion there was reference to the minutes of the ETRCC's May 21, 2018 meeting. That confirmed an application for the new MassTRAC was reviewed by the ETRCC using the Four-Box Analysis-Scoring Tool approach. Jeanne Hathaway then asked why the project application was not reviewed by the Working-level TRCC. Brook Chipman said it didn't have to be, and Barbara Rizzuti confirmed this point. The May 21, 2018 minutes noted Brook Chipman had summarized for the ETRCC the WTRCC's discussion on the MassTRAC proposal at its May 18, 2018 meeting.

It was asked when the next ETRCC meeting would take place so project progress could be discussed further. Brook Chipman said it could happen as soon as this fall, likely in conjunction with the next AGF process.

A motion was proposed by Jeff Larason to make no changes to the ETRCC's May 21, 2018 vote regarding the new MassTRAC project and to discuss it further at the next ETRCC meeting.

**Unforeseen business/upcoming event announcements/next meeting**

Nothing discussed under this agenda item.

*Adjournment*

Motion to adjourn unanimously approved.

**Massachusetts  
Executive-level Traffic Records Coordinating Committee (ETRCC) Meeting  
May 10, 2019, 10 AM to 12:30 PM  
State Transportation Building, Boston  
Conference Room 1**

**AGENDA**

- Introductions
- Review and vote on May 21, 2018 ETRCC meeting minutes
- Discussion and vote to immediately make available Section 405-c funding held in reserve for the MACCS project as a result of the ETRCC's May 25, 2016 vote. These unallocated funds are estimated to be approximately \$230,500.
- Highway Safety Division on Availability of Grant Funding process to select projects for FFY 2019 Traffic Safety Information Systems Improvements (TSISI) Grant funding
- Presentations from applicants for FFY 2019 TSISI Grant funding
  - Boston EMS – Boston Cyclist, Pedestrian & Vehicular Incident Information System Enhancement
  - RMV – Law Enforcement Liaison to Improve RMV Crash Data Quality
  - MDPH – MA Ambulance Trip Record Information System and Trauma Registry
- Review and discussion of Working-level TRCC's 4-Box Analysis-Scoring Results of FFY 2019 TSISI Grant Applicants
- Discussion and vote to approve 4-Box Analysis-Scoring Results and forward to EOPSS for initial award decision and inclusion in Highway Safety Division's FFY 2019 Highway Safety Plan
- Highway Safety Division on FFY 2020 Section 405c-funded TSISI Grant process and application to NHTSA
- Discussion and vote to approve Brook Chipman as the State Traffic Records Coordinator, the ETRCC and WTRCC Membership Lists, and ETRCC Charter
- Discussion and vote to approve proposed FFY 2020 Strategic Plan for Traffic Records Improvement
- Discussion of status of EOPSS/OGR/HSD efforts to develop business plan for new MassTRAC project with EOTSS, which the ETRCC needs to review before approving, for up to \$375,000 of Section 405-c funding for the project, as agreed upon at ETRCC May 21, 2018 meeting. At conclusion of discussion, ETRCC may vote to alter or reverse its earlier decision.
- Unforeseen business/upcoming event announcements/next meeting: TBD
- Adjourn

---

*To obtain auxiliary aids, services, or accessibility information for this meeting, contact Mr. Brook Chipman at 617-725-3355 or [brook.chipman@mass.gov](mailto:brook.chipman@mass.gov).*







**Welcome  
Executive-level Traffic  
Records Coordinating  
Committee Members  
and guests**

May 10, 2019

**Mission of TRCCs**

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 Covered

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

## Discussion and Vote

To immediately make available 405-c funding held in reserve for the MACCS project as a result of the ETRCC's May 25, 2016 vote.

These unallocated funds are estimated to be approximately \$230,500.



## **MACCS Funding Update**

- Project has sufficient funds until 9/30/2020
- Department of Criminal Justice Information Services (DCJIS) now managing project
- Approximately \$230K currently in reserve for project - \$140,555 still available from FFY 2017 funds, \$89,970 unspent by projects with FFY 2016 and earlier funds

**Highway Safety Division on AGF  
process to select projects for FFY 2019  
Traffic Safety Information  
Systems Improvement (TSISI)  
Grant – Section 405-c funding**

## **FFY 2019 405-c Funding Plan**

- Award was \$754,959.71
- Per 5/21/18 ETRCC vote, up to 50% to MassTRAC project, if business plan receives approval
- AGF for \$375k released in March 2019

## **Projects for FFY 2019 405-c funding**

- Presentations
- Review and discuss WTRCC 4-Box Analysis-Scoring Results
- Discussion and vote on ETRCC's 4-Box Analysis-Scoring Results to forward to EOPSS
- Next steps

**Highway Safety Division on FFY 2020  
TSISI Grant – Section 405-c funding  
process and application to NHTSA**

**FFY 2020 405-c Funding Plan**

- AGF for anticipated FFY 2020 405-c funds (\$750K+) and any prior year available 405-c funds
- Expect release of AGF in Fall 2019

## **Discussion and Votes for FFY 2020 405-c application**

- State Traffic Records Coordinator – Brook Chipman
- ETRCC membership list
- ETRCC charter
- FFY 2020 Strategic Plan for Traffic Records Improvement, with HSD to make final edits

## **Discussion and Vote**

Status of EOPSS/OGR/HSD efforts to develop business plan for new MassTRAC project with EOTSS, which the ETRCC needs to review before approving, for up to \$375,000 of 405-c funding for the project, as agreed upon at ETRCC May 21, 2018 meeting.

At conclusion of discussion, ETRCC may vote to alter or reverse its earlier decision.

## MassTRAC Project Update

- After May 2018 vote, started to explore business plan scope with EOTSS
- Research showed good possibility to use new MassDOT Crash Portal as foundation of portal encompassing all six TR systems with EOTSS
- Awaiting launch of upgraded MassDOT Crash Portal to allow all traffic records stakeholders access to new tool

## Next Steps for ETRCC

- Unforeseen business
- Upcoming event announcements
- Next meeting: TBD