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

Date/Time	May 18, 2020, 12 noon to 2:00 pm	
Chair	Kerry Collins, EOPSS Undersecretary for Forensic Science and Technology & ETRCC Chair	
Participants	Lt. Col. Richard Ball - VM, Massachusetts State Police Neil Boudreau - VM, MassDOT/Highway Division Maria Cheevers, Boston PD Brook Chipman, OGR/Highway Safety Scott Cluett - VM, MDPH/Office of Emergency Medical Services Kerry Collins - VM, EOPSS Melixza Esenyie - VM, Municipal Police Training Committee Ridgely Ficks, MDPH/OEMS Lt. Thomas Fitzgerald, Massachusetts State Police Paul Franzese - VM, MassDOT/Merit Rating Board Jamie Gagnon, Department of Criminal Justice Information Services	Mary-Jo Griffin - VM, MassDOT/RMV Jeff Larason - VM, OGR/Highway Safety Chief John LeLacheur - VM, Beverly PD and Mass Chiefs of Police Association Kenneth Miller, FHWA David Mohler - VM, MassDOT/Office of Planning Arielle Mullaney, EOPSS Assistant General Counsel Michael Pezzullo, FHWA Robin Riessman, UMassSafe Barbara Rizzuti, NHTSA Sheila Smith, Boston PD Lt. Michael Sonia, Massachusetts State Police Rebekah Thomas - VM, MDPH Director of Injury Prevention and Control VM = Voting Member
Location	GoToMeeting	

Welcome and Introductions

Kerry Collins, EOPSS Undersecretary for Forensic Science and Technology and ETRCC Chair, welcomed the participants and explained the requirements of a virtual meeting to meet Open Meeting Law requirements. Kerry confirmed 11 out of 14 voting ETRCC members on the call, well above the eight necessary for a quorum. This confirmation was done through a roll call by Kerry.

Review/Approval of 1/13/2020 Meeting Minutes

After reviewing the draft 1/13/20 ETRCC meeting minutes, the group unanimously approved these minutes through a roll call vote conducted by Kerry.

Discussion and vote to add the Department of Criminal Justice Information Service (DCJIS) as an ETRCC member

Kerry explained the value of having DCJIS as an ETRCC member, given its extensive interactions with many TRCC members on traffic records projects, mainly through its management of the Motor Vehicle Automated Citation and Crash System (MACCS) project. The TRCC has supported MACCS with significant amounts of Section 405-c funding. Commissioner Jamison Gagnon will serve as DCJIS's ETRCC representative. Kerry said DCJIS's membership on ETRCC would be effective after this meeting.

A motion to "extend membership on the ETRCC to the Department of Criminal Justice Information Services" was unanimously adopted following Kerry's roll call vote.

Office of Grants and Research update on Availability of Grant Funds (AGF) for FFY 2020 405-c funding process to select new projects

Brook Chipman reviewed the AGF process to date, starting with the AGF posting on 1/31/20. Due to the impact of COVID-19, the deadline for AGF responses was extended to 4/16/20. $1,560,696.37 of funding requests for six projects were presented for the $1.3 million available. Project proponents held public webinars to explain their projects and address questions in late April. An AGF Review Committee met, consisting of Brook Chipman, another OGR staff member, and an external reviewer who is a WTRCC member from an entity with no project considered. This committee generated an award recommendations memo for ETRCC consideration on 5/13/20.

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

Brook reviewed the three options for project review/approval available to ETRCC. Kerry suggested going over each project in the award recommendations memo, vote to approve or modify each recommendation, then hold one final vote. There was consensus on this approach. Per the ETRCC Charter, project funding votes require affirmative votes of 2/3rds of those at the meeting.

Kerry asked if any AGF funds not awarded during this process would be made available in the next AGF. Brook confirmed that was correct.

A discussion followed on each proposed project led by Kerry.

Mary-Jo Griffin shared RMV concerns that some projects under consideration depended on RMV resources stretched too thin for the foreseeable future by COVID-19, specifically the proposed Crash Report E-Manual Part II and the MSP Crash Reporting Training projects. RMV may also have its own 405-c funded project from this AGF process. Further, RMV is working to rebuild the Crash Data System. Mary-Jo said those needing RMV assistance for their projects had not sufficiently spoken in advance with her organization.

There was agreement that any projects selected for funding that need RMV assistance must work to account for RMV's situation and that Brook would ensure this happened.

Rebekah Thomas suggested future 405-c AGFs require project proponents to have letters of support from key partners in their applications.

Lt. Michael Sonia of MSP and Robin Reissman of UMassSafe both stated they are ready to minimize the impact of their projects on RMV while still ensuring it is adequately involved to ensure project results are high-quality.

Jamie Gagnon reported he had spoken with Boston PD about their proposed e-crash reporting project and was satisfied it could successfully work in tandem with the e-crash reporting of MACCS.

The issue arose as to which ETRCC members were able to vote on projects being considered for funding. Brook told the ETRCC members that as in recent years, only TRCC members with no projects being considered for funding could participate in such votes, this to avoid a conflict of interest situation. Kerry asked Brook that in the future this point be specifically reinforced throughout the AGF process.

Kerry conducted a roll call vote after each project was discussed to accept, modify, or reject the award recommendation in the memo and the associated award amount. Eventually, all the award recommendations in the memo were accepted unanimously by those ETRCC members eligible to vote, including not funding the RMV's Automated Crash Report Pilot project.

A final vote was taken to approve all the projects supported as well as the associated award amounts and to advance the ETRCC's recommendations to EOPSS and NHTSA for further review/approval. This final vote was unanimous following a roll call by Kerry.

Office of Grants and Research on FFY 2021 405-c funding plan and application to NHTSA

Brook reviewed the work to date to prepare the FFY 2021 405-c application. Also, the proposed use of the expected funding – all funding would be used for the next 405-c funded AGF expected to take place in late 2020.

Brook explained the up-coming votes support the work of OGR and the TRCC in regards to the application to NHTSA for expected FFY 2021 405-c funding.

Discussion and votes for FFY 2021 405-c application

- o Approve Brook Chipman as State Traffic Records Coordinator

- o The current ETRCC and WTRCC Membership Lists

- o FFY 2020-2021 ETRCC Charter

Kerry conducted roll call votes for all of the above motions. Per the ETRCC Charter, these required affirmative votes of 2/3rds of those at the meeting. All passed unanimously.

Kerry requested that in the future all such votes be taken as one vote, and only items specifically required for the federal application be included.

Discussion and vote to approve the current draft of the FFY 2021 Strategic Plan for Traffic Records Improvement and authorize Office of Grants and Research to make remaining necessary edits

Brook said some text in the plan is still coming in from contributors, but overall the plan is ready for ETRCC approval. Two examples to show measurable progress in our traffic records systems were being prepared (at least one is required by NHTSA). Kerry conducted a roll call vote on the motion to approve the draft FFY 2021 plan with the understanding that Brook would secure any remaining content before submission to NHTSA. Per the ETRCC Charter, 2/3rds approval of those at the meeting was necessary. The motion passed unanimously.

Adjournment

Motion to adjourn unanimously approved after roll call vote by Kerry.

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

May 18, 2020, 12 noon to 2 PM

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AGENDA

- Introductions

- Review and vote on January 13, 2020 ETRCC meeting minutes

- Discussion and vote to add Department of Criminal Justice Information Services as an ETRCC member

- Office of Grants and Research update on Availability of Grant Funds (AGF) for FFY 2020 405-c funding process to select new projects

- 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

- Office of Grants and Research on FFY 2021 405-c funding plan and application to NHTSA

- Discussion and vote to approve Brook Chipman as State Traffic Records Coordinator, the current ETRCC and WTRCC Membership Lists, and FFY 2020-2021 ETRCC Charter

- Discussion and vote to approve current draft of FFY 2021 Strategic Plan for Traffic Records Improvement and authorize Office of Grants and Research to make remaining necessary edits

- 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.

Welcome
Executive-level Traffic Records Coordinating Committee Members and guests

May 18, 2020

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.

Office of Grants & Research update on FFY 2020 Section 405-c funding AGF process to select new projects

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Projects for FFY 2020
405-c funding

- Discuss AGF Review Committee's Award Recommendations

- 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

- Next steps

Discussion and Vote for FFY 2021 405-c application

- State Traffic Records Coordinator – Brook Chipman

- ETRCC and WTRCC membership lists

- ETRCC charter

- FFY 2021 Strategic Plan for Traffic Records Improvement, with OGR to make final necessary edits

Next Steps for ETRCC

- Unforeseen business

- Upcoming event announcements

- Next meeting: TBD