

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

Date/Time	May 18, 2021, 11 am to 12:30 pm	
Chair	Kerry Collins, EOPSS Undersecretary for Forensic Science and Technology & ETRCC Chair	
Participants	<p>Richard Bates, FMCSA David Bedard, MassDOT Neil Boudreau - VM, MassDOT/Highway Division Brook Chipman, OGR/Highway Safety Kerry Collins - VM, EOPSS Ridgely Ficks, MDPH/Office of Emergency Medical Services Paul Franzese - VM, MassDOT/Merit Rating Board Bob Frey – VM (Alternate), MassDOT/Office of Planning Jamie Gagnon - VM, Department of Criminal Justice Information Services Anu Goutham, MassDOT Yahaira Graxirena – VM (Alternate), Central MA Regional Planning Council) Mary-Jo Griffin – VM, RMV Jeanne Hathaway, MDPH Injury Prevention and Control</p>	<p>Christina Hernandez, OGR/Highway Safety Jeff Larason - VM, OGR/Highway Safety Chief John LeLacheur – VM (Alternate), Beverly PD and Mass Chiefs of Police Association Susan Lewis – VM (Alternate), Office of Emergency Medical Services Jim Morton – VM (Alternate), AOTC Arielle Mullaney, EOPSS Assistant General Counsel Barbara Rizzuti, NHTSA Kate Saunders, MDPH/Bureau of Health Care Safety & Quality Kevin Stanton, OGR/Highway Safety Jake Viola - VM, EOTSS Richard Valeri, OGR/Highway Safety</p> <p>VM = Voting Member</p>
Location	Teams Meeting	

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 Massachusetts Open Meeting Law requirements.

Kerry noted that a new representative for the Administrative Office of the Trial Court had been identified, Chief Justice Paula M. Carey. Her alternate was in attendance, Jim Morton.

Kerry conducted a roll call to determine ETRCC members present. Susan Lewis of MDPH was identified as the alternate for Scott Cluett from MDPH, Office of Emergency Management. Arielle Mullaney confirmed a quorum was present (11 out of 15 voting ETRCC members and alternates were on the call, more than the eight members necessary for a quorum).

Review/Approval of 4/6/2021 Meeting Minutes

Kerry asked if anyone had requested edits to the draft 4/6/2021 ETRCC meeting minutes and then provided a final opportunity to review the minutes. Given no member did, Kerry indicated the minutes were unanimously adopted.

Office of Grants and Research on FFY 22 update of Strategic Plan for Traffic Records Improvements and FFY 22 405c application process

Brook Chipman explained the Office of Grants and Research (OGR) and the TRCC need to do an annual update to the Massachusetts Strategic Plan for Traffic Records Improvement as the major component to our yearly application to NHTSA for Section 405-c funding. The major contributors to the plan update are the points of contact for the six major data systems: crash, driver license/history, injury surveillance/ EMS, roadway, citation/adjudication, and vehicle registration. The managers of current and past 405-c funded projects also contribute as does Brook as the State Traffic Records Program Coordinator.

Brook further explained that a critical element of the strategic plan for a successful application for 405-c funding is at least one quantitative improvement in the performance attribute of a core data system. This is provided on page 40 of the plan. This year we have only one improvement in completeness to the injury surveillance/EMS data system achieved by the DPH's MATRIS project. Brook will continue to work with our six data system points of contact and others to identify at least one additional quantitative improvement prior to submitting this plan and 405-c application. He suggested the need to have more quantitative improvement examples for future 405-c applications, which the ETRCC should discuss at its next meeting.

This proposed plan reflects all the projects that the ETRCC approved 405-c funding for back on April 6.

The Office of Grants and Research anticipates submitting the FFY 22 strategic plan update and related materials - such as the current WTRCC and ETRCC members lists - for the 405-c application in early July. As has been historically done, OGR will ask the ETRCC to include with its approval of the plan update authorization for OGR to make necessary remaining edits prior to final submission of the plan to NHTSA.

Discussion and vote to have ETRCC charter renewal be part of ETRCC approval of annual update to Strategic Plan for Traffic Records Improvements/405c application

Kerry said Brook would explain this proposal developed in response to discussions during the ETRCC's meeting last spring about ways to streamline how the committee reviews and approves the process of applying for 405-c funds. Such as eliminating unnecessary votes not required by NHTSA, etc.

A screen share was done of the ETRCC charter with the proposed changes.

Brook said this proposed change involves deleting the yellow-highlighted/strikethrough text in the ETRCC charter shown in the screen share and where it appears in the charter within the strategic plan. This change would remove the need for each voting member to annually sign/date, etc., a new ETRCC charter document and then scan and return to OGR. Also, when ETRCC members vote each year to approve the strategic plan, which includes the text of the ETRCC and WTRCC charters, they would be renewing their acceptance of their charter. Brook said NHTSA does not prescribe such charter content, nor that a TRCC must vote to annually renew its charter. OGR anticipates having the ETRCC and the WTRCC conduct more extensive reviews and possible further updates to their charters at future meetings, likely in the fall of 2021.

A simple majority of ETRCC members present could approve the change.

Brook asked if anyone had questions about the proposed change. If not, a motion should be made to accept the charter change as shown in the screen share.

Kerry asked someone to move the motion. Chief John LeLacheur moved the motion, and Neil Boudreau provided a second. Kerry held a roll call vote. The motion passed unanimously.

Discussion and vote on FFY 22 Strategic Plan for Traffic Records Improvements/405c application

Brook began by asking if anyone had edits to the proposed FFY 22 strategic plan sent out May 11. He reminded everyone that if the committee empowers OGR to make additional minor edits up to the final submission of the plan to NHTSA, he could accept modifications after this meeting through late June.

Mary-Jo Griffin from RMV joined the meeting.

Jim Morton had an edit on page 20. He was requesting that the Boston Municipal

Court and the Juvenile Courts be noted along with the Administrative Office of the Courts. Jim's audio connection to the meeting presented a challenge, but Brook said he had the gist of the requested edit and would follow up with Jim to double-check his edits were correctly made.

Brook said that per the ETRCC charter, a 2/3rd majority vote of ETRCC members present was necessary to approve the plan.

Kerry then read the motion:

"Approve the Massachusetts FFY 22 Strategic Plan for Traffic Records Improvements, including the ETRCC charter within and the ETRCC and WTRCC members lists incorporated by reference, and authorize OGR to make any necessary remaining edits prior to its final submission as part of the FFY 22 405-c application to NHTSA."

Kerry asked someone to move this motion. Neil Boudreau moved the motion and Paul Franzese provided a second. Kerry held a roll call vote. The motion passed unanimously.

Update on MassDOT's Crash Data System Modernization & Stakeholder Engagement

David Bedard and Anu Goutham presented using a PowerPoint screen share.

Brook Chipman asked about the status of project input from local police, noting that one of the stakeholder engagement slides had meetings with the City of Boston Police and Local Police as "to be determined." David Bedard said his team was working with Mary-Jo Griffin at RMV to ensure these meetings took place soon, as this outreach phase of the project was wrapping up next week. He also said there would be the right mix of representatives from large, medium, and smaller police departments interviewed.

Unforeseen business/upcoming event announcements/next meeting: anticipated in October 2021 (Kerry)

Kerry highlighted that the next ETRCC meeting would likely be in October 2021. She said information would be shared as soon as possible regarding arrangements for this next meeting given the end of the pandemic emergency.

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**

11 am to 12:30 pm - May 18, 2021

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

Or call in (audio only)

+1 857-327-9245, 987841751#

Phone Conference ID: 987 841 751#

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AGENDA

- Introductions (Kerry Collins)
- Review and vote on draft April 6, 2021 ETRCC meeting minutes (Kerry)
- Office of Grants and Research on FFY 22 update of Strategic Plan for Traffic Records Improvements and FFY 22 405c application process (Brook Chipman)
- Discussion and vote to have ETRCC charter renewal be part of ETRCC approval of annual update to Strategic Plan for Traffic Records Improvements/405c application (Kerry and Brook)
- Discussion and vote on FFY 22 Strategic Plan for Traffic Records Improvements/405c application (Kerry and Brook)
- Update on MassDOT's Crash Data System Modernization & Stakeholder Engagement
- Unforeseen business/upcoming event announcements/next meeting: anticipated in October 2021 (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.

Commonwealth of Massachusetts
Executive-Level Traffic Records Coordinating Committee
FFY 2021-2022 Charter

ORGANIZATION

By recommendation of the National Highway Traffic Safety Administration (NHTSA) and the Commonwealth of Massachusetts' strategic planning activities, the Executive Office of Public Safety and Security (EOPSS) convened the first meeting of its Massachusetts Executive-Level Traffic Records Coordinating Committee (ETRCC) on January 22, 2010. A NHTSA Traffic Records Assessment for Massachusetts, which took place March 2009, recommended the Commonwealth "establish the Executive-Level of the Traffic Records Coordinating Committee (ETRCC) to ensure full support and authorization of the TRCC and its members by the executives of all agencies in whose area of responsibility the components of the traffic records system fall." To that end, EOPSS invited owners of the core traffic records systems and a small representative sample of data consumers and collectors (see below) to join the ETRCC. Broader stakeholder participation remains with the Working-level TRCC (WTRCC). In Massachusetts, the ETRCC and WTRCC share the same mission and vision.

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.

VISION

Save lives and reduce injuries on Massachusetts roadways by using efficient processes to collect, store, and analyze complete and accurate traffic safety information and make it freely available to all safety stakeholders.

PURPOSE

Ensure that accurate, complete, and timely traffic safety data is collected, integrated, analyzed, and made available for decision making by ETRCC and WTRCC member organizations and other public and private professionals. In accordance with the requirements contained in the Federal Register, Vol. 83, No. 17, January 25, 2018, Section 1300.22, key functions of the ETRCC will include, but not be limited to:

1. Maintain authority to review any of the Commonwealth's highway safety data and traffic records systems and any changes to such systems before the changes are implemented;
2. Provide a forum for the discussion of highway safety data and traffic records issues and report on any such issues to the agencies and the organizations in the Commonwealth that create, maintain, and use highway safety data and traffic records;
3. Consider and coordinate the views of organizations in the Commonwealth that are involved in the collection, administration, and use of highway safety data and traffic records systems, and represent those views to outside organizations;
4. Represent the interests of the ETRCC and the WTRCC to outside organizations;

5. Review and evaluate new technologies to keep the highway safety data and traffic records systems up-to-date;
6. Assist ETRCC and WTRCC members applying for public and private funds to support and improve traffic records;
7. Assure the Commonwealth's Strategic Plan for Traffic Records Improvement incorporates IT strategies and business plans and documents all sources of funding for data improvement projects in the plan;
8. Approve the Commonwealth's annual Section 405c application, including projects supported by this funding source, submitted by EOPSS, Office of Grants and Research, Highway Safety Division (EOPSS/OGR/HSD) to NHTSA;
9. Review and provide input on other federal traffic records funding received by EOPSS/OGR/HSD; and
10. Approve annually the membership of the ETRCC and the WTRCC, the State Traffic Records Coordinator, updates based on Section 405c guidance to the Commonwealth's Strategic Plan for Traffic Records Improvement, and performance measures to be used to demonstrate quantitative progress in the accuracy, completeness, timeliness, uniformity, accessibility or integration of at least core highway safety database.

Notwithstanding the above, the ETRCC recognizes:

- The responsibility of its member agencies to work collaboratively to achieve the statewide vision for traffic safety information systems;
- The responsibility of its member agencies to manage their own safety information systems to accomplish their mission by improving internal business processes;
- The need to create a collective sense of responsibility among its member agencies for developing and sharing safety data in support of the Commonwealth's highway safety mission in a manner that minimizes cost, duplication of effort, and inefficiencies;
- The need to ensure regular communication with the Commonwealth's WTRCC regarding the issues they face at their executive-level;
- The importance of member agencies engaging in open communication to maximize the effectiveness, compatibility, and interoperability of any federally-funded projects in conjunction with the Strategic Plan for Traffic Records Improvements and will facilitate compliance with all federal reporting requirements.

GOVERNANCE OF THE ETRCC

The Commonwealth's Traffic Records Coordinator will be appointed by the Director of the HSD to support both the ETRCC and the WTRCC. The ETRCC will be chaired by the EOPSS Undersecretary for Forensic Science and Technology. The Director of the HSD will serve as vice chair to serve in his/her absence. Each ETRCC member organization shall designate its member of the ETRCC.

ETRCC members will be renewed each year. The ETRCC will meet a minimum of once per year and more as needed.

Each ETRCC member organization will have one vote. The ETRCC may extend membership to additional organizations and representatives by majority vote. Votes requiring a 2/3 majority

of the ETRCC include approvals of a Strategic Plan for Traffic Records Improvement, a Section 405c application, and projects for Section 405c funding. A majority vote will be sufficient for normal ETRCC business matters.

~~I accept the Commonwealth's ETRCC Charter. This approval is effective through September 30, 2022.~~

Print Name	Signature	Date
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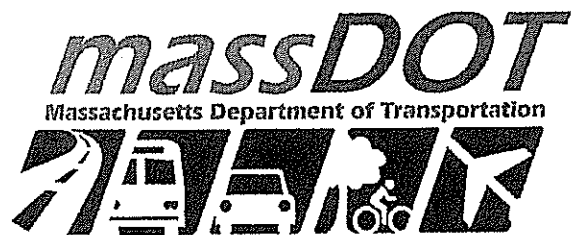
Title	Organization
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ETRCC MEMBER ORGANIZATIONS

- Massachusetts Association of Regional Planning Agencies
- Massachusetts Department of Public Health - Injury Surveillance Program
- Massachusetts Department of Public Health - Emergency Medical Services
- MassDOT/Office of Planning
- MassDOT/Registry of Motor Vehicles
- MassDOT/Merit Rating Board
- MassDOT/Highway Division
- Massachusetts Chiefs of Police Association
- Executive Office of Public Safety and Security/Undersecretary for Forensic Science and Technology
- Executive Office of Public Safety and Security/Department of Criminal Justice Information Services
- Executive Office of Public Safety and Security/Municipal Police Training Committee
- Executive Office of Public Safety and Security/Massachusetts State Police
- Executive Office of Public Safety and Security/Office of Grants & Research/Highway Safety Division
- Executive Office of Technology Services and Security
- Administrative Office of the Trial Court

Current advisory members, with no voting powers:

- National Highway Traffic Safety Administration (NHTSA)
- Federal Highway Administration (FHWA)
- Federal Motor Carrier Safety Administration (FMCSA)



Traffic Records Coordinating Committee Meeting

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- Next Steps

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Project Background and Scope

Background


- MassDOT has identified Crash Data System (CDS) as a system in need of replacing.
- MassDOT previously issued an RFR to select a technology vendor, however ultimately felt that the requirements gathered did not fully reflect MassDOT's needs.
- Many stakeholders have already provided feedback on what the previous RFR did well and where there might be opportunities to improve in this new iteration.
- In April, MassDOT hired an external consultant, Guidehouse, to support a project to review and develop, requirements, and potential solutions to replace MassDOT's Crash Data application.

Scope


MassDOT launched the CDS project to review, refine, develop, and categorize requirements, and conduct research and a solution scan to replace MassDOT's Crash Data application.

- Define organizational priorities for the future solution
- Refine existing and define new requirements
- Identify and assess leading platforms against MassDOT's priorities for the future solution
- Assess platform alignment with MassDOT business units and strategic vision

At project conclusion, MassDOT will have an agreed upon set of requirements across the business for procurement of a new solution.



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Project Activities and Outcomes

Project activities and outcomes are documented below. At the conclusion, MassDOT will have all necessary information to develop an RFR and begin the procurement process.

Develop Vision/Document Functions

Define MVP and Roadmap

Prepare for RFR and Implementation

1. Develop Product Vision

2. Document High-Level CDS Business Functions and Requirements

3. Prioritize Functions and Rqmts. to define Minimum Viable Product (MVP)

5. Conduct Market Research Based on Product Vision and Business Functions

4. Define Roadmap to Add Additional Functionality Over Short, Medium, and Long Term


6. Develop List of Potential Solutions

7. Synthesize Project Findings

8. Develop Implementation Plan Outlining Next Steps, RFR Recommendations


★

Product Vision; High-Level CDS Business Functions; Supporting Requirements (PPT, Excel)




★★

Prioritized Requirements; MVP; CDS Roadmap (PPT)




★

Market Research; List of Potential Solutions and Fit-Evaluation (PPT)



★

Comprehensive Executive Briefing Including Implementation Plan, and RFR Recs. (PPT)




Completed

In-process

Not Started

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Internal Stakeholder Engagement List

We will engage the following internal stakeholders as part of the CDS project.

Contact Name	Contact Title	Division/Department	Perspective(s) Represented	Interview Date
Colleen Ogilvie	Registrar	Registry of Motor Vehicles	• Executive leadership	Monday, May 3
Rachel Bain	Assistant Secretary for Performance Management	OPMI	• Data reporting/performance management	Tuesday, May 4
Joel Greene	Information Security Lead	Information Security	• Security concerns/limitations for CDS	Tuesday, May 4
Bonnie Pelfin	State Safety Engineer	Highway	• Highway division • Walk Boston	Friday, May 7
Richard Conrad	Transportation Program Planner	Highway	• Traffic Records Coordinating Committee • Highway Safety Group/IMPACT users	Friday, May 7
Jennifer Inzana	Civil Engineer IV	Highway	• Highway Safety Group/IMPACT users	Friday, May 7
Anu Goutham	Senior Director, Applications	Information Technology	• RMV applications team	Friday, May 7
Karen Perduyn	Program Coordinator II	Registry of Motor Vehicles	• RMV accident records team	Friday, May 7
Mike Gove	Developer	Information Technology	• CDS and IMPACT Integration	Friday, May 7
Paul Lavallee	Business Analyst	Information Technology	• IT Crash system	Monday, May 10
James Pridoux	Systems Programmer	Information Technology	• MassDOT systems interface/data architecture	Monday, May 10
Katherine Flichter	Assistant Secretary of Policy	Policy Coordination	• Policy implications or considerations for CDS	Monday, May 10
Hayes Morrison	Director of Mobility Operations	Executive Office	• Mobility planning and operations	Monday, May 10
Steve McCollum	RMV Business Architect	Registry of Motor Vehicles	• RMV data architecture	Tuesday, May 11
Paul Franzese	Merit Rating Board Director	Registry of Motor Vehicles	• Citations and insurance claims	Tuesday, May 11
Jackie DeWolfe	Director of Sustainable Mobility	Policy Coordination	• Sustainability and pedestrian safety	Tuesday, May 11
John Afesli	Sustainable Mobility Coordinator	Policy Coordination	• Sustainability and pedestrian safety	Tuesday, May 11
Joanne Norman	RMV Chief Compliance Officer	Registry of Motor Vehicles	• Policies/protocols for information handling	Wednesday, May 12
Mary Jo Griffin	Director of Vehicle Safety and Compliance	Registry of Motor Vehicles	• RMV vehicle safety and compliance team • Statewide law enforcement organizations • Participating local city/town police departments • Traffic Records Coordinating Committee	Thursday, May 13

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External Stakeholder Engagement List




In addition, we will speak to the external stakeholders identified below. We will continue to identify additional stakeholders as needed throughout the project.

Contact Name	Contact Title	Division/Department	Perspective(s) Represented	Interview Date
Chris McKinney	FMCSA Technical Support	Federal Motor Carrier Safety Administration	• CDS and SafetyNet integration	Monday, May 11
Deb Kearney	Program Coordinator III	Executive Office of Public Safety and Security	• EOPSS crash data usage	Tuesday, May 11
Michael Tedesco	Advanced Technical Support Specialist	Executive Office of Technology Services and Security	• CDS and CJIS Interaction	Tuesday, May 11
Brian Slattery	Senior Applied Technology Manager	VHB	• CDS and IMPACT integration, IMPACT development	Thursday, May 13
Lilin Zhao	EDT Program Manager	National Highway Traffic Safety Administration	• CDS and FARS integration	Monday, May 17
Scott Valentine	Transportation Specialist	Department of Transportation	• CDS and SafetyNet data quality	TBD
City of Boston*	TBD	TBD	• Non-participating police departments	TBD
Police Departments*	TBD	TBD	• Participating police departments	TBD
RMS Vendors*	TBD	TBD	• RMS system integration and data intake	TBD

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Progress to Date

Since project kickoff, the project team has conducted the following activities to works towards a product vision, high-level CDS business functions, and supporting requirements.

-  Conducted interviews with 20 stakeholders, both internal and external to MassDOT, to gather business functions and requirements for future state CDS (see stakeholder list on previous slide).
-  Translated feedback gathered from interviews and online surveys into a CDS functional map with corresponding high-level business and functional requirements for CDS business functions and supporting requirements.
-  Conducted a vendor scan to identify 80+ solutions* that may meet MassDOT's needs. These solutions will be filtered for SaaS, public sector leaders and fitness of use and be assessed against CDS business and functional requirements.