

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

<b>Date/Time</b>	May 21, 2018, 1 to 3 pm	
<b>Chair</b>	<b>Curtis Wood</b> , Undersecretary of Forensic Science and Technology for the Executive Office of Public Safety and Security (EOPSS)	
<b>Participants</b>	<b>Mark Abbott</b> , Boston MPO-Central Transportation Planning Staff <b>Neil Boudreau</b> , MassDOT/Highway Division <b>Brook Chipman</b> , EOPSS/Highway Safety Division <b>Lt. Thomas Fitzgerald</b> , Massachusetts State Police <b>Bob Frey</b> , MassDOT/Office of Planning <b>Mary-Jo Griffin</b> , MassDOT/RMV <b>Jeanne Hathaway</b> , MA Department of Public Health/Injury Surveillance	<b>Jeff Larason</b> , EOPSS/Highway Safety Division <b>Chief Bob Meaney</b> , Medfield PD and Massachusetts Chiefs of Police Association <b>Mark Miller</b> , MA Department of Public Health/Office of Emergency Medical Services <b>Karen Perduyn</b> , MassDOT/RMV <b>Matthew Poirier</b> , Federal Motor Carrier Administration <b>Rebekah Thomas</b> , MA Department of Public Health/Injury Prevention and Control
<b>Location</b>	Conference Room 4, Ten Park Plaza, Boston	

### *Welcome and Introductions*

Undersecretary Curtis Wood welcomed the attendees. He noted he was going to be leaving his position as Undersecretary of Forensic Science and Technology at EOPSS to become Secretary of the Executive Office of Technology Services and Security (EOTSS) as of 6/18/18. All those in attendance introduced themselves.

### *Review/Approval of 12/5/2017 Meeting Minutes*

Mary-Jo Griffin noted she had been at 12/5/17 ETRCC meeting, so the draft minutes were updated to reflect her attendance. The updated minutes were then unanimously approved.

### *MassDOT/RMV LEL proposal for FFY 2018 extra 405c grant funding*

Brook Chipman provided background on this matter for the ETRCC, pointing out this proposal was the only one received in response to the related Availability of Grant Funding (AGF) done in March 2018. Brook summarized the discussion on this proposal that took place at the WTRCC on 5/18/18.

Mary-Jo Griffin made a presentation on the RMV's proposal for \$45,131 of funding for its Crash Data System (CDS) Law Enforcement Liaison (LEL) until 9/30/18, the available deadline for the funding.

*4-Box Analysis\Scoring of MassDOT/RMV LEL proposal*

Brook Chipman reviewed 4-Box Analysis\Scoring process.

*Vote on 4-Box Analysis\Scoring Result of MassDOT/RMV LEL proposal and to forward ETRCC recommendation to EOPSS Secretary and NHTSA*

Bob Meaney asked if, given the RMV's CDS LEL proposal was the only one received, and if no one had an objection, if the group should simply vote to approve the RMV for all the funding requested. No objection was raised. Brook asked all participants to still complete 4-Box Analysis/Scoring forms. The RMV proposal was unanimously approved.

*Highway Safety Division on FFY 2019 Section 405c-funded Traffic Safety Information Systems Improvement (TSISI) Grant process*

Brook Chipman made a short presentation on this topic. He noted the EOPSS/OGR/HSD FFY 2019 Highway Safety Plan being submitted to NHTSA by 7/1/18 would contain all current 405-c funded projects needing to go past 9/30/18, a task for an AGF to identify new projects with anticipated funds, and a task for a new MassTRAC project. The expected FFY 2019 funding of \$750,000 for new projects would come in waves in late 2018 and into late spring 2019.

*Votes to approve Brook Chipman as the State Traffic Records Coordinator, the ETRCC and WTRCC Membership Lists, and the ETRCC Charter for Commonwealth's FFY 2019 405c application to NHTSA*

Fire alarm in building required meeting participants to move outside. Brook Chipman explained that all of these same motions had received earlier approvals from the WTRCC on 5/18/18. Vote on the motions took place with all original meeting participants. All three motions unanimously approved.

*Review of proposed FFY 2019 Strategic Plan for Traffic Records Improvement for FFY 2019 405c application to NHTSA*

Brook Chipman explained that this same motion had received approval from the WTRCC on 5/18/18. The motion unanimously approved.

*Vote to approve proposed FFY 2019 Strategic Plan for Traffic Records Improvement for FFY 2019 405c application to NHTSA*

The motion was unanimously approved, with the understanding EOPSS/OGR/HSD was empowered to make necessary minor edits that may arise after WTRCC/ETRCC review and approval and before submission to NHTSA. In addition, complete the effort to identify at least one quantitative improvement acceptable to NHTSA.

*Highway Safety Division on proposed plan for anticipated FFY 2019 TSISI Grant Funding*

- *50% of funding to EOPSS/OGR/Highway Safety Division's new MassTRAC proposal*
- *50% to Availability of Grant Funding for TSISI Projects*

After the fire alarm ended, the meeting resumed back in Conference Room 4 with all original participants. Brook Chipman summarized the discussion about the proposed plan that took place at the WTRCC meeting on 5/18/18.

*4-Box Analysis\Scoring of Highway Safety Division's new MassTRAC proposal*

Brook Chipman reviewed the 4-Box Analysis\Scoring process.

*Vote on 4-Box Analysis\Scoring Result of Highway Safety Division's new MassTRAC proposal and to forward ETRCC recommendation to EOPSS Secretary and NHTSA*

Discussion on the proposal revealed concerns by Neil Boudreau and Lt. Fitzgerald that the new MassTRAC would be duplicative of the soon to be updated MassDOT Crash Portal. Jeanne Hathaway indicated the size and scope of this project necessitated oversight by WTRCC members, as was discussed at WTRCC meeting. The Chair said the new MassTRAC was going to be much broader in scope than the upgraded MassDOT Crash portal – covering six systems instead of just one or two. He also spoke about how he saw it as a unique opportunity to improve data sharing across secretariats, and that when he becomes Secretary of EOTSS he looks forward to working on it. Discussion followed about how EOTSS will work with other secretariats and their agencies on IT projects. It was noted there were several situations where improved data sharing could happen, or was occurring already.

Brook tabulated the Four-Box Analysis/Scoring forms and summarized the results for the group. The new MassTRAC project received six out of seven scores for “B – High Cost – High Payoff”, and four out of seven scores for “Four (Significant Impact)”. Five of the seven voting recommended full project funding, but MDPH EMS and Injury Surveillance both recommended only \$200,000.

A motion was then put forth by the Chair to have the final ETRCC vote call for project approval, but that EOPSS/OGR/HSD would develop using another funding source a business plan for the proposed new MassTRAC through EOTSS. If the ETRCC reviews and approves of this business plan, it could then vote to approve up to \$375,000 of the anticipated FFY 2019 Section 405-c funding for the project. This motion was unanimously approved.

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

Rebekah Thomas asked if the TRCCs were subject to the state Open Meeting Law. The Chair said all our TRCC processes were being reviewed with EOPSS Legal Counsel.

Discussion then occurred about remote participation for TRCC members. Experiences with this option both pro and con were offered by ETRCC members. It was decided to put a

motion regarding this matter on the next ETRCC agenda, as it will also be considered as a motion at the next WTRCC meeting.

Brook Chipman provided an update on the next Traffic Records Assessment. To qualify for 405-c funding, an assessment is required every five years. The last one done for Massachusetts was in 2014. NHTSA is working to respond to public comments received late last year on its assessment process. There will likely be fewer questions than in previous assessments. New assessments should start to be offered to states after 10/1/18. We hope to have our assessment in fall.

*Adjournment*

Motion to adjourn unanimously approved.

**Massachusetts  
Executive-level Traffic Records Coordinating Committee (ETRCC) Meeting  
May 21, 2018, 1 to 3 PM  
State Transportation Building, Boston  
Conference Room 4**

**Agenda**

- Brief introductions by ETRCC members
- Review/approval of December 5, 2017 ETRCC meeting minutes
- MassDOT/RMV LEL proposal for FFY 2018 extra 405c grant funding
- 4-Box Analysis\Scoring of MassDOT/RMV LEL proposal
- Vote on 4-Box Analysis\Scoring Result of MassDOT/RMV LEL proposal and to forward ETRCC recommendation to EOPSS Secretary and NHTSA
- Highway Safety Division on FFY 2019 Section 405c-funded Traffic Safety Information Systems Improvement (TSISI) Grant process
- Votes to approve Brook Chipman as the State Traffic Records Coordinator, the ETRCC and WTRCC Membership Lists, and the ETRCC Charter for Commonwealth's FFY 2019 405c application to NHTSA
- Review of proposed FFY 2019 Strategic Plan for Traffic Records Improvement for FFY 2019 405c application to NHTSA
- Vote to approve proposed FFY 2019 Strategic Plan for Traffic Records Improvement for FFY 2019 405c application to NHTSA
- Highway Safety Division on proposed plan for anticipated FFY 2019 TSISI Grant funding
  - 50% of funding to EOPSS/OGR/Highway Safety Division's new MassTRAC proposal
  - 50% to Availability of Grant Funding for TSISI Projects
- 4-Box Analysis\Scoring of Highway Safety Division's new MassTRAC proposal
- Vote on 4-Box Analysis\Scoring Result of Highway Safety Division's new MassTRAC proposal and to forward ETRCC recommendation to EOPSS Secretary and NHTSA
- Unforeseen business/upcoming event announcements/next meeting: TBD
- Adjourn

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







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

May 21, 2018

**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

## Traffic Records Coordinating Committee (TRCC) Structure

In Massachusetts, the TRCC is made up of two tiers:

- Executive - Level TRCC
  - meets minimum once a year
- Working - Level TRCC
  - meets minimum three times per year

### **FFY 2018 extra 405-c grant funding**

- Presentation - RMV's Law Enforcement Liaison (LEL) proposal
- Q&A - discuss as necessary
- Conduct Four-Box Analysis/Scoring
- Vote

### **Highway Safety Division**

**FFY 2019**

**Section 405c-funded Traffic Safety  
Information  
Systems Improvement (TSISI)  
Grant process**



**Votes**  
**Help Qualify for**  
**FFY 19 Section 405c Funding for Traffic**  
**Records**

1. State Traffic Records Coordinator
2. ETRCC and WTRCC membership lists
3. ETRCC charter
4. FFY 19 Strategic Plan for Traffic Records Improvement

**Traffic Records Coordinator**

Approve Brook Chipman,  
EOPSS-Highway Safety Division  
as the Traffic Records Coordinator

**Executive-level TRCC  
Membership List**

Approve WTRCC membership list for FFY  
2018 - FFY 2019

**Executive-level Charter**

Approve WTRCC charter for FFY 2018 -  
FFY 2019

## **Strategic Plan for Traffic Records Improvement & Quantitative Improvement(s)**

- Review
- Comments
- Vote to recommend the plan (with any additional edits deemed necessary by Highway Safety Division)
- Quantitative improvement(s) to at least one traffic records data system

## **FFY 2019 Traffic Records Funding Plan**

- Up to \$750K of FFY 2019 405-c funding (anticipated)
- EOPSS/OGR/HSD proposal for funding:
  - 50% to new MassTRAC
  - 50% to AGF for other projects
- Expect release of AGF in late 2018

# **New MassTRAC**

(Massachusetts Traffic Records Analysis Center)

May 21, 2018

## **New MassTRAC Vision**

Online analytical tool on Mass.gov to give public access to most current data from as many traffic records data systems in Massachusetts as possible to enhance efforts to identify highway safety problems, develop effective countermeasures, and appropriately evaluate these efforts.

## Data Systems Covered



Crashes



Driver Records



Vehicle Information



Roadways



Citation & Adjudication



Injury Surveillance & EMS

## New MassTRAC Proposal

- 4-Box Analysis \ Scoring of new MassTRAC proposal.
- Vote on 4-Box Analysis \ Scoring Result of new MassTRAC proposal and to forward ETRCC recommendation to EOPSS Secretary and NHTSA.

## **Next Steps**

- Secretary of EOPSS review/approval (May-June, 2018).
- National Highway Traffic Safety Administration review/approval of project/funding (summer 2018).
- EOPSS/OGR/Highway Safety Division follow-ups with EOTSS on project plan (summer-fall 2018).

## **Crash Report Improvement Sub-Committee**

- Follow-up on Crash Data Audit Report – propose how best to prioritize efforts.
- Address MMUCC 5<sup>th</sup> edition and Massachusetts Mapping report recommendations.
- New federal requirements regarding serious injury definition per MUCC 4<sup>th</sup> edition by 4/15/19 in the Crash Data System and Crash Report Form

## Next Steps for ETRCC

- Unforeseen business
  - Remote Access
- Upcoming event announcements
  - Traffic Records Assessment
- Next meeting: TBD
- Adjourn



## LEL Project 05-18-2018

*massDOT*

## LEL Recommendation

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### LEL/Introduction

Recommendation from 2013 Crash Data Improvement Program

- The Law Enforcement Liaison (LEL)
  - *Reach out to police chiefs, traffic unit commanders, records staff to provide guidance, assistance and support with respect to crash data timeliness, crash data quality improvements and encourage participation in highway safety initiatives.*



## LEL Tasks

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- Assist in improving the timeliness, completeness and accuracy measures of crash reporting.
- Work with the MTPC to provide outreach and training for Law Enforcement Agencies.
- Attend Massachusetts Chiefs of Police Association meetings and discuss data quality improvements.
- Work with the Fatality Analysis Reporting System (FARS) staff, LEAs, and others to improve timeliness and quality of fatal crash reports.

## Accomplishments

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In just 9 months the LEL has:

- Visited almost 50 LEAs and contacted and discussed their crash data quality reports.
- Attended meetings e.g. Chiefs Police Association meetings, SHSP Emphasis Areas, and the MPTC.
- Assisted with the MPTC Crash Training Curriculum.
- Contacted LEAs who do not submit crash reports on a monthly basis.
- Worked closely with the LETL to create a systematic process to gather EMS information which had never received which highly impacted the *Completeness* report.

## **FARS Reporting History**

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### **FARS Annual Assessment Benchmark**

	<b>Timeliness</b>	<b>Completeness</b>
<b>2014</b>	<b>90.52%</b>	<b>68.24%</b>
<b>2015</b>	<b>90.68%</b>	<b>71.28%</b>
<b>2016</b>	<b>99.72%</b>	<b>88.86%</b>
<b>2017</b>	<b>100%</b>	<b>95.24%</b>

## **To Be Accomplished**

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- **Work to achieve full implantation of new processes and procedures to meet 100% of reporting requirements**
- **Gather and analyze the Truck & Bus reporting to determine reporting needs for Federal Highway reporting requirements.**
- **Assist with the development of a crash training module.**
- **Reduce the number of rejected reports by 20% and follow up with LEA's who do not resubmit.**
- **Continue to contact LEAs who submit paper reports and convert to electronic submission to accomplish 100% electronic reporting.**
- **Conduct crash report training for Law Enforcement in multiple regions within the Commonwealth.**

### **Additional funding for Law Enforcement Liaison**

Although funding to employ this person has been depleted , much work remains to be done. We respectfully request funding of \$45,131. to continue employment of this Law Enforcement Liaison, for the period beginning May 21, 2018 through September 30, 2018, to further her work toward crash data quality improvement, and electronic submission of crash reports.

# **New MassTRAC**







(Massachusetts Traffic Records Analysis Center)

May 15, 2018

## **New MassTRAC Vision**

An online analytical tool residing on Mass.gov to give public access to the most current data from as many traffic records data systems in Massachusetts as possible to enhance efforts to identify highway safety problems, develop effective countermeasures, and appropriately evaluate these efforts.

## What Data Systems Are Involved?

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

## New MASSTRAC Features and Capabilities

Compatible with open data initiative

Will reside on Mass.Gov portal

## **New MASSTRAC Features and Capabilities**

Main data sets from six traffic records systems

- Receive regular, automated updates from these systems, based on MOU's

## **New MASSTRAC Features and Capabilities**

Analytical and visualization tools

To serve:

- general public
- law enforcement
- highway safety officials
- researchers

### **New MASSTRAC Features and Capabilities**

Easy access to standardized reports to assist those applying for EOPSS/OGR/HSD grant funding

### **New MASSTRAC Features and Capabilities**

Intensive data linkage queries

- Utilizing data from across as many of the six data systems as possible
- Ideally utilize MassGIS resources

### **New MASSTRAC Features and Capabilities**

No personally identifiable information available

- All health data would be HIPAA Privacy and Security Rules compliant

### **New MASSTRAC Features and Capabilities**

Online user guide and training module

- e-mail technical assistance from TBD vendor.



## **Project Funding**

- \$50,000 immediately available
- \$375,000 in late 2018 to mid 2019
- Investigating use of up to \$750,000 of Section 1906 funding

## **Next Steps**

- Secure Executive-level Massachusetts Traffic Records Coordinating Committee approval of project/funding (May 21, 2018).
- Secure National Highway Traffic safety Administration approval of project/funding (August 2018).
- Curt Wood to follow-up with Holly St. Clair on project plan.



**Massachusetts FFY 2018 extra 405c funding  
4-Box Analysis & Scoring Sheet  
May 21, 2018**

Applicant	Project Title	Project Budget	4-Box (Explanation on back)	1-5 Score (Explanation on back)	Recommended project funding
Registry of Motor Vehicles	Law Enforcement Liaison	\$45,131			
<b>Total Requested: \$45,131 (available to award \$75,000)</b>					

Please feel free to provide any comments below. If you recommended a project above be partially funded, please explain that here:

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NAME: \_\_\_\_\_ AGENCY: \_\_\_\_\_

Each agency listed on the current ETRCC charter that doesn't have a proposed project being considered for funding may submit one completed form. Agency representatives can collaborate to completing a form, but only one member from the agency will submit that agency's form. The results from all the forms collected will be tallied by the Highway Safety Division to rank-order the projects and assign award amounts. The tallying will be done first by the four-box analysis method, then further by the scoring method. The ETRCC's project award recommendations are sent to the Secretary of Public Safety & Security for final review/adjustment/approval.

*Initial Four - Box Analysis of Projects*

Reviewers will first be asked to classify each of the projects using the 'four-box' analysis model.

<p><b>A. Low Cost – High Payoff</b> (good opportunity/high priority)</p>	<p><b>B. High Cost – High Payoff</b> (moderate opportunity/higher middle priority)</p>
<p><b>C. Low Cost – Low Payoff</b> (moderate opportunity/low middle priority)</p>	<p><b>D. High Cost – Low Payoff</b> (poor opportunity/low priority)</p>

*Further Scoring of Projects*

Reviewers will then consider each project in terms of its expected impact upon an unmet recommendation(s) from the Commonwealth's 2014 Traffic Records Assessment and its project's benchmark(s) and performance measure(s). Please assign a 1 - 5 point value for each project using the scoring sheet.

- 5 – Very Significant Impact
- 4 – Significant Impact
- 3 – Some Impact
- 2 – Little Impact
- 1 – No Impact

**Massachusetts FFY 2019 Traffic Safety Information Systems Improvement Grant –**  
**Section 405c**  
**4-Box Analysis & Scoring Sheet**  
**May 21, 2018**

Applicant	Project Title	Project Budget	4-Box (Explanation on back)	1-5 Score (Explanation on back)	Recommended project funding
EOPSS/OGR/ Highway Safety Division	New MassTRAC	Up to \$375,000			
<b>Total Requested: up to \$375,000 (available to award up to \$750,000)</b>					

Please feel free to provide any comments below. If you recommended a project above be partially funded, please explain that here:

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NAME: \_\_\_\_\_ AGENCY: \_\_\_\_\_

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