

Working-Level Traffic Records Coordinating Committee (WTRCC) Meeting Minutes

Date/Time	May 6, 2019, 1 to 4 pm	
Chair	Jeff Larason, EOPSS/Office of Grants & Research/Highway Safety Division and WTRCC Chair	
Participants	<p>Mark Abbott, Boston MPO-Central Transportation Planning Staff</p> <p>Tina Backus, MA Department of Public Health/Division of Clinical Quality Improvement</p> <p>Brook Chipman, EOPSS/Highway Safety Division</p> <p>John Danilecki, Boston Police</p> <p>Donna DaVeiga, RMV- Crash Data LEL</p> <p>Ridgely Ficks, MA Department of Public Health/OEMS</p> <p>Jennifer Gazzillo, UMassSafe</p> <p>Mary-Jo Griffin, MassDOT/RMV</p> <p>Gillian Haley, Boston EMS</p> <p>Yahaira Graxirena, Central MA Regional Planning Council</p> <p>Jeanne Hathaway, MA Department of Public Health/Injury Surveillance</p>	<p>Jennifer Inzana, MassDOT/Highway Division</p> <p>Kathy Jacob, Boston MPO-Central Transportation Planning Staff</p> <p>Ross Panacopoulos, Municipal Police Training Committee</p> <p>Karen Perduyn, MassDOT/RMV</p> <p>Michael Pezzullo, FHWA</p> <p>Bonnie Polin, MassDOT/Highway</p> <p>Robin Riessman, UMassSafe</p> <p>James Salvia, Boston EMS</p> <p>Kate Saunders, MA Department of Public Health</p> <p>Laura Segal, Boston EMS</p> <p>Jose Simo, MassDOT/Planning</p> <p>Matt Topoozian, Boston PD</p>
Location	Conference Room 4, Ten Park Plaza, Boston	

Welcome and Introductions

Jeff Larason, Highway Safety Division Director at EOPSS/OGR, welcomed the attendees. All those in attendance introduced themselves.

Review/Approval of 5/21/2018 Meeting Minutes

The proposed draft of these meeting minutes was unanimously approved.

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

Brook Chipman provided background information on the process the committee would follow under this agenda item. Brook explained that the RMV had alerted him after the deadline for AGF responses of an error in the funding request amount for its application. The request should have been for \$108,019.56, not \$95,000. Brook said the committee had to accept first the consideration of this higher amount by 2/3rds vote. Ultimately it was clarified the vote had to be 2/3rds of the voting entities present, not 2/3rds of all the member entities of the

WTRCC.

Discussion followed on the RMV's application, including whether a full-time state employee position was allowed to be funded (yes per Brook Chipman), if it involved full-time benefits (yes per Karen), and an error caught in the indirect rate of the new budget.

The following motion was proposed: accept for consideration in today's 4-Box Analysis-Scoring Results the updated application of RMV, that increases the project budget from \$95K to \$108,110.56, submitted after the electronic and hard copy deadlines noted in the AGF, on May 3, 2019. All eight of the eight eligible WTRCC entities voted for the motion. Those entities with AGF responses under consideration abstained.

A discussion followed as to why those TRCC entities with AGF responses under consideration could not vote in matters related to the AGF process. Brook Chipman explained that this was to avoid a conflict of interest situation – voting on matters that financially affect one's own organization.

Jeanne Hathaway asked if the \$375,000 of the FFY 2019 Section 405c funding allocated last year to the MassTRAC project could be part of this AGF process to ensure all applications would be fully funded. Jeff Larason explained that was not possible, as those funds had been allocated for MassTRAC at the ETRCC's May 21, 2018 meeting and we had only the remaining \$375,000 available through the current AGF process. Brook explained that Jeanne could ask MDPH's Injury Surveillance representative on the ETRCC to propose a motion at the up-coming ETRCC to discuss and possibly rescind or alter the ETRCC's May 21, 2018 vote regarding MassTRAC. Since Jeanne was filling in for this ETRCC representative at the meeting, she would work on motion wording with Brook.

Presentations from applicants for FFY 2019 TSISI Grant funding

- **Boston EMS – Boston Cyclist, Pedestrian & Vehicular Incident Information System Enhancement**
- **UMassSafe – Crash E-Manual Phase Two and Three**
- **RMV – Law Enforcement Liaison to Improve RMV Crash Data Quality**
- **MDPH – MA Ambulance Trip Record Information System and Trauma Registry**

Discussion and vote to approve WTRCC's 4-Box Analysis-Scoring Results and forward to ETRCC for further action

Brook Chipman provided background information on the process the committee would follow under this agenda item. He also noted that during the next AGF process for Section 405c funding he would report to both TRCCs on the prior grant performance of each applicant so they could include this information in their deliberations using the 4-Box Analysis-Scoring Sheet.

The committee discussions resulted in adjustments to the initial 4-Box Analysis-Scoring Results. Major changes including dropping from consideration the UMassSafe project and making cuts to the project budgets of the Boston EMS and MATRIS-Trauma Registry Projects to align the recommended project funding amounts with the available \$375,000.

A motion was made to accept the WTRCC's final 4-Box Analysis-Scoring Results and forward this to ETRCC 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 discussed the plan the Highway Safety Division proposed for anticipated FFY 2020 Section 405-c funding as well as the necessary elements for the FFY 2020 Section 405c application the group needed to approve before the application went to NHTSA by July 1.

HSD is proposing all FFY 2020 Section 405c funding (\$750K plus) and any prior year unallocated Section 405-c funds go towards an Availability of Grant Funding (AGF) in the fall of 2019.

For the purpose of advancing the FFY 2020 Section 405c application, it was explained four related votes in the next two agenda item could be done separately or together.

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

Jeff Larason confirmed there were no objections with having one vote on the four motions regarding the State Traffic Records Coordinator, the WTRCC Membership List, and WTRCC 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.

Unforeseen business/upcoming event announcements/next meeting

Nothing discussed under this agenda item.

Adjournment

Motion to adjourn unanimously approved.

Massachusetts
Working-level Traffic Records Coordinating Committee (WTRCC) Meeting
May 6, 2019, 1 to 4 PM
State Transportation Building, Boston
Conference Room 4

AGENDA

- Introductions by WTRCC members and guests
- Review and vote on January 24, 2019 WTRCC meeting minutes
- 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
 - UMassSafe – Crash E-Manual Phase Two and Three
 - MDPH – MA Ambulance Trip Record Information System and Trauma Registry
 - RMV – Law Enforcement Liaison to Improve Crash Data Quality Measures
- Discussion and vote to approve 4-Box Analysis-Scoring Results and forward to ETRCC for further action
- 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 WTRCC Membership Lists, and WTRCC Charter
- Discussion and vote to approve proposed FFY 2020 Strategic Plan for Traffic Records Improvement
- Unforeseen business/upcoming event announcements/next meeting: TBD
- Adjourn

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

May 6, 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.

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

**AGF Process to select projects for
FFY 2019
TSISI Grant funding**

- Presentations
- Discussion using 4-Box Analysis-Scoring Sheet
- Vote to confirm 4-Box Analysis-Scoring Results to forward to ETRCC
- Next steps

**Highway Safety Division on FFY 2020
Section 405c-funded Traffic Safety
Information
Systems Improvement (TSISI)
Grant process
and application to NHTSA**

**Votes for
FFY 2020 Section 405c/TSISI
application**

1. State Traffic Records Coordinator
2. WTRCC membership list
3. WTRCC charter
4. FFY 20 Strategic Plan for Traffic Records Improvement

1. Traffic Records Coordinator

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

2. Working-level TRCC Membership List

Approve WTRCC membership list for
FFY 2019 - FFY 2020

3. Working-level Charter

Approve WTRCC charter for FFY 2019 -
FFY 2020

4. Approval of Strategic Plan for Traffic Records Improvement & Quantitative Improvement(s)

- Briefly review, provide any immediate comments, then vote to recommend the plan (with any additional edits deemed necessary by Highway Safety Division) goes on to ETRCC.
- Quantitative improvement(s) in preceding 12 months before 405c application to at least one data system.

FFY 2020 AGF for 405-c funding

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

Next Steps for WTRCC

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