

Motorcycle Safety Education Commission Meeting

**Kentucky Justice and Public Safety Cabinet
First Floor Conference Room
State Office Building Annex
125 Holmes Street
Frankfort, Kentucky 40601**

**10:00am-12:00pm
September 8, 2014**

MINUTES

Commission Members Present: Steve Hanlon, Dean Broaddus, Larry Cox, Glenda Hobbic, Jay Huber, and Doug Marshall

Members Not Present: Capt. Fred Williams

Guests Present: Stanley Allen, Don Green, Bob Heckel, Chris Millard, and Evelyn Mynes

Justice and Public Safety Cabinet Staff Present: Tanya Dickinson and Ruth Edwards – Grants Management Branch

- **Call to Order**

The September 8, 2014 meeting of the Kentucky Motorcycle Safety Education Commission (KMSEC) was called to order by Chair Hanlon, who welcomed all guests. An agenda and supporting materials were distributed for review and discussion.

- **Minutes**

The minutes for the June 9, 2014 KMSEC were distributed. A motion was made by Mr. Broaddus to accept the meeting minutes; Mr. Cox seconded the motion; all were in favor.

- **Election of Officers**

Pursuant to Article V Section 3 of the Kentucky Motorcycle Safety Education Commission Bylaws elections were held for the offices of Chair and Vice-Chair, the only elected offices of the Commission. A motion was made by Mr. Cox to re-elect Steve Hanlon as Chair and Jay Huber as Vice-Chair; Dean Broadus seconded the motion; all were in favor. These officers shall serve a term of two (2) years.

Ms. Dickinson suggested that the Commission vote to revise its bylaws so that it could review and update them the same year that elections are held (Article VIII). This would allow the newly-elected Chair to sign the most current version.

- **EKU Program Update**

Ms. Dickinson introduced Mr. Chris Millard who is the new Program Director for the Kentucky Motorcycle Program at Eastern Kentucky University. Mr. Millard gave a PowerPoint presentation that included the following:

Policies & Procedures

- Clarify KMP Policies and Procedures Manual
 - Added a hyperlinked index
 - Added appendixes directly to the end of the manual
 - Added 3WBRC information
 - Mr. Huber stated that about half the changes discussed previously are not in final document that Chris sent out; Ms. Dickinson will send Chris the final version.
 - Members asked ECU to review other states' Policies and Procedures that use the Motorcycle Safety Foundation (MSF) curriculum to see if Kentucky's is in line and if it can be condensed from its current 54-62 pages. Mr. Millard agreed.
- Distribution of the Manual
 - Site Providers – The document will be e-mailed copy or secure link to download the document. The document will also be posted on the www.RideKY.net site under the Site Provider Portal.
 - RiderCoaches – The document will be posted on the www.RideKY.net site under the RiderCoach Portal.
 - Sites - A copy will be printed out and will remain at training sites, so that RiderCoaches will have access to it during courses.
- Inventory
 - Electronic System
 - Automatic reminders for parts and supplies running low
 - Include:
 - Motorcycles (location, last serviced)
 - Helmets (location, how long the helmets have been in service)
 - Equipment (tools, RiderCoach material, etc.)
 - Promotional Items
- Helmets
 - Bids have been obtained from several dealerships.
 - PO has been obtained and issued.
 - Best bid came in at \$24.17
 - Cyber
 - ¾ Helmets
 - Color coded to size: Small, Medium, Large, X-Large, XX-Large
 - Working with the dealers to find similar helmets in X-Small and XXX-Large.
- Motorcycles
 - PO has been obtained and has been issued.
 - Yamaha 250 V-Star Motorcycles
 - Quantity: 7
 - \$3,648 each (MSRP \$4,200)

- Motorcycles in classrooms
 - Honda CB 125
 - No Fuel
 - No Oil
 - No Battery
 - No Key
- KMP Range Status (Updated BRC 2014)

Approved for Update	Submitted & Waiting for Approval	Not Submitted due to Complications	Not Accepting Students	Not Responsible for Submission	Closed
Ashland	Air Guard ✓	Elizabethtown ?	Boone National Guard Center	Bowling Green HD	Georgetown
Derby	Hopkinsville ✓	Four Rivers ? <i>Barricades</i>	Harlan		
KY Driving School	Knox ?				
Man-O-War HD <i>Lexington</i>	Wildcat HD ✓				
Morehead					
Prestonsburg					
Richmond					
WKU					
Somerset					
Walton					
Fort Knox					

- Current Curriculum as directed by MSF
 - As of July 1st 2014
 - All Kentucky Sites are to use:
 - The 2013 curriculum,
 - The new handbook, and
 - The 2013 (50 question) knowledge test.

- RiderCoach Preparation Workshop
 - April 2015
 - Richmond, KY
- ARC RiderCoach Preparation Workshop
 - Any interested RiderCoaches should contact the KMP-Office and express interest.
 - Several have and have been put on a list.
 - Dates have not yet been determined.
- Transitional RiderCoach prep workshops
 - Looking at scheduling several of these over the course of 2015.
 - Items that must be addressed:
 - Submission and approval from MSF for each Range,
 - Updated: paperwork, Policy and Procedures, etc.
 - Update sufficient number of RiderCoaches to cover sites that have been transitioned.
- Promotion

Events	Digital Media	Materials	Truck / Trailer
Motorcycle Rallies	RideKY.net	Bandanas	Decals
Safety Days	Facebook	Brochures	• Freightliner Truck
County Fairs	Instagram	BIC Pens	Vinyl Full Color Wraps
State Fair	Twitter	Calendars	• Silverado
	LinkedIn	Draw String Sport	• 18 Foot Trailer
	Youtube	Backpacks	• 37 Foot Trailer
		License Plates	
		Stress Motorcycles	
		T-Shirts	
		Awareness Wristlet	
		Water Bottles	

- Disposable helmet liners as a possibility
- Brochure – will re-vamp and increase distribution, particularly dealers, repair shops, clerks, etc.

www.RideKY.net

- Primarily for Public Use (students)
- RiderCoaches & Site Providers Portals
 - Secure Login
 - Separate areas for RiderCoaches and Site Providers
 - Site allows for:
 - Access KMP Policies and Procedure Manual (Forthcoming)
 - Communication as a group or individually,
 - Post photos, documents, publications, links, etc., and
 - Online Training for RiderCoaches (Sexual Harassment, Workplace Violence, etc.) (Forthcoming).

Discussion:

Sites. There are currently 90 RiderCoaches. Need to have ample statewide coverage, particularly the Owensboro area. Ft. Knox has requested a site; Mr. Don Green has requested to be the provider. Mr. Green stated that he has received numerous requests from civilian employees to get trained and he has to turn them away. Classes could be provided for both military and civilian employees, perhaps half of each. Civilians are allowed on post with identification but in a couple of years military posts will require military or official contractor identification for admittance; Ft. Campbell has already gone to that. Mr. Cox commented that a lot of change is going on at Ft. Knox and no one can anticipate what the future holds. Mr. Huber commented that Elizabethtown only taught 102 students last year. It was pointed out that their program only runs twice a month and they currently have some light poles that need to be relocated. The Commission has no problem having a site at Ft. Knox and ECU doesn't want to see any other sites close.

Out-of-State Students. Should they be charged more since only costs for Kentucky residents can be reimbursed? Mr. Millard stated that he sees no problem with allowing out-of-state students in the classes; his only concern would be whether it would transfer to their respective state. Mr. Broaddus commented that Ohio accepts Kentucky training. Mr. Cox noted that there is a benefit to training out-of-state riders since they will likely be riding on Kentucky's roadways.

A motion was made by Mr. Huber that the Commission endorse a change to reimburse providers the same rate for out-of-state students as Kentucky-resident students, given that out-of-state riders utilize Kentucky roadways and contribute to tourism. Mr. Broaddus seconded; all were in favor.

Two-Week Course Packet Requirement. Mr. Huber questioned the need for the current requirement that providers notify ECU at least two weeks prior to the date they plan to hold a class. Mr. Millard explained that ECU needs time to make sure the class is properly recorded in order to be reimbursed, to make sure the cards are properly accounted for, and to be able to provide accurate information on the quarterly reports submitted for insurance. There have been cases where reimbursement was requested for classes which ECU had no knowledge. ECU can get packets out on short notice if needed; however, notice must be provided beforehand and proper handling of the cards must be in place.

Incident Reports. Recent incident reports include statements from both instructors and students that lack of traction on a wet surface was the cause. It's up to the RiderCoach's discretion whether to continue a class after or during a weather event; however, caution should be taken to avoid incidents caused by wet surfaces.

Communication & Cooperation: Mr. Cox commented that this is a new day with ECU regarding communication and cooperation. The Commission is totally committed and wants to feel that two-way communication will now occur, which was lacking in the past. He further commented that he wants to increase student numbers and likes the promotional ideas proposed in Mr. Millard's presentation. The Commission wants to work toward a good relationship overall with ECU. Mr. Millard agreed.

3-Wheel BRC. The typical fee for a 3-wheel BRC is \$75. However, it is a 12-hour plus course more in tune with regular BRC and providers can only put six (6) on the field at time. These classes cost the coach more money. If they could increase the fee it would encourage more offerings; it currently doesn't

make sense fiscally for providers to offer it. Ms. Dickinson stated that she will check the fee stipulations in the award conditions and put it on the agenda for discussion at the next meeting.

Reimbursement Rate for Non-Completions. A question was asked regarding what changed to make reimbursement different for students that complete a course vs. those who don't complete. The rates are currently \$80 and \$50 respectively. Mr. Huber stated that it was done in the last RFP. Ms. Dickinson stated that the Commission can go back and see who specified the change.

- **Sub-Committee Reports/General Updates**

Student Registration Software

Ms. Dickinson stated that she has been working with Lee Tompkins. Bugs are being worked out; however, the software is not ready for release and the state is not ready to receive it. The new target date is next rider season. The plan is to phase it in with just a couple of sites at first.

Media Plan

The media plan was discussed by Mr. Millard in his presentation.

RFP Committee

Mr. Huber stated that the current version can be used with a few minor modifications. He cited the Indiana model where reimbursements are made per student trained to give more incentive to increase student numbers. Mr. Huber stated further that today's presentation will go a long way in increasing numbers. He wouldn't recommend purchasing any more equipment due to sites closing and their equipment becoming available. Ms. Dickinson commented that the current RFP has two remaining 1-year renewals.

- **Other**

- **Future Meeting Dates**

Tentative:

- 12/08/2014
- 03/09/2015
- 06/08/2015

- **Adjourn**

Motion to adjourn was made by Dean Broaddus and seconded by Jay Huber; all were in favor.