

Motorcycle Safety Education Commission Meeting
Kentucky State Police
380 Coffee Tree Road, Frankfort, KY 40601
10:00am - 12:00pm
September 25, 2017

2018
Mar 12
Jun 17
Sept 10
Dec 10

Commission members present: Rick Schad, Jeanie Petty, Jay Huber, Steve Hanlon, Glenda Hobbic, Bob Heckel, and Fred Williams.

Commission guests present: EKU- Amy Hughes and Sabrina Hounsell, Transportation representative

Justice and Public Safety Cabinet Staff present: Davis Paine, Kelci Webb, and Brad Holajter

➤ **Greetings and Introductions:**

The September 25, 2017 meeting of the Kentucky Motorcycle Safety Education Commission (KMSEC) was called to order by Chairman Steve Hanlon. Chairman Hanlon stated that the commission had a quorum and distributed the meeting agenda. The agenda from the previous meeting was approved. Chairman Hanlon then called for an update from the Eastern Kentucky University representative.

➤ **EKU Update:**

Ms. Hughes provided student data from August 31, 2017 and stated that there were 2,035 students that had registered for classes, there were 225 classes completed, and 44 classes that had been canceled (9 due to no coaches, some weather, some lack of students, some parking not available). She noted that this amount is still up from last year 13 training sites currently process putting out MOA amendments for those who have adhered to the current. There will be an updated amendment that is changing the period of performance and no

application development on the website." Mr. Huber made the final motion to accept RFP #2 and #3, motion accepted.

➤ **Request for Proposal #1**

Trainer and Quality Assurance RFP possible addition in terms of the scope of work so that they have to provide for ongoing oversight ie. is the site outlined properly, how are the ranged, is there a system of checks and balances? Chairman Hanlon asked, "How do we make sure they are adhering to the curriculum and the safety (instructors, providers) maybe build in that the training body have to make X amount of trips to check the training courses and criteria during training?" and in response Mr. Huber offered the suggestion that they could do this one time a season or do random audits. Mr. Huber then said since the FY splits up the season then they could do one prior to the FY ending and one after, "Could there be an east and a west trainer?" Mr. Holajter added that there could be a complaint form that would then prompt a visit. Mr. Huber stated there is already a student evaluation process that can also serve as a formal complaint process. Chairman Hanlon made the motion to accept RFP #1, trainer and quality assurance, with language changes to come to an agreement. The motion was accepted.

➤ **Request for Proposal #4**

Proposal #4 is dealing with the site providers for the programs. Mr. Holajter said, "There is currently not a body to do this so it would fall to the cabinet. There are some things we are just not able to do. The normal process is that there is a contract developed first and we make the RFP based off to the contract. The way we have it now we did it opposite of that which leads to questions... Who stores the bikes? Are we still going to have to have equipment and a site to bring the bikes in over the unit?" Mr. Huber then answered, "Most sites have the ability to store the motorcycles already & they will be required to store the bikes in the off season." Then discussion began regarding the purchasing and upkeep of the bikes. Mr. Huber said, "We are going to give them one price part of which comes from the student and part from the RFP. It will be all encompassing. Area development districts could serve as "regions" for bidders. If we took 4% of the motorcycle licenses in a development district and divided by 12 (students per class) would give us an idea about

➤ **Closing:**

Mr. Hanlon maintained that they were ready to move forward with the first proposals and they would be awaiting the language changes that were not motioned to approve today.

➤ **Adjournment:**

Chairman Hanlon made the motion to adjourn the meeting at 12:05 pm. That motion was seconded and approved unanimously. The next meeting is set for December 2017. Final date to follow.