



NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

Interoperability Committee Meeting

Minutes

September 14, 2021

9:30am

Remote Video Conference Call

[Zoom Link](#)

Meeting ID: 995 6086 1767

Passcode: 073717

Dial In: 646 876 9923

Call to Order

- Chair C. Ryan called the meeting to order at 9:30am.

Approval of Minutes from the July 13, 2021 Meeting

MOTION put forth by Chief M. Mansfield.

- Approve the July 13, 2021 meeting minutes.
 - Seconded by T. Dechene.
 - In Favor: D. Spinosa, M. Foster, D. Frizzell, M. Collins, T. Dechene, Chief M. Mansfield, Chief J. Targ.
 - Opposed: None.
 - Abstain: None.
- The motion passed.

Budget Update

- All committee members were provided with the following budget update in the meeting packet:

Project Name	Funding Year	Allocated Amount	Encumbered Amount	Invoiced Amount
Pow Wow Hill Tower Feasibility Study	FFY2019	\$50,000.00	\$35,000.00	\$0.00
ECFCA UHF Receivers	FFY2019	\$41,045.29	\$0.00	\$0.00
NEMLEC Portable Radios	FFY2019	\$44,330.25	\$44,330.25	\$44,330.25
Field Communications Unit Upgrades	FFY2019	\$17,236.99	\$ 16,491.13	\$15,954.13
Fire District 5/15 Simulcast Equipment	FFY2019	\$11,883.16	\$11,883.16	\$11,883.16
Zion Hill Generator	FFY2019	\$14,364.00	\$0.00	\$0.00
COML/COMT Training	FFY2020	\$24,364.00	\$0.00	\$0.00
Communications Unit Upgrades	FFY2020	\$14,299.00	\$0.00	\$0.00
Fire District 5/15 Portable Radio Cache	FFY2020	\$120,000.00	\$107,786.77	\$ 98,145.84
Fire District 5/15 Simulcast UHF	FFY2020	\$15,000.00	\$0.00	\$0.00
Fire District 5/15 Wide Area VHF	FFY2020	\$85,000.00	\$0.00	\$0.00

Fire District 6 Communications Upgrades	FFY2020	\$100,000.00	\$0.00	\$0.00
Amesbury Feasibility Study	FFY2020	\$30,000.00	\$0.00	\$0.00
Zion Hill Generator	FFY2020	\$25,636.00	\$0.00	\$0.00

Unallocated Amounts:

- FFY2019: \$1,225.87
- FFY2020: \$0.00

Current Grant End Dates:

- FFY2019: December 31, 2021
- FFY2020: July 31, 2021

- *ECFCA UHF Receivers*
 - This project is in the FFY21 plan for a total of 6 UHF receivers and antennas/cabling to upgrade the ECFCA's Wide Area Network.
 - Funding is split between FFY19 (\$41,045) and FFY21 (\$40,000), but we have more available funding that could be allocated to it.
 - \$1,225.87 from unallocated (FFY19 A)
 - \$15,000 remaining in Pow Wow Hill Tower Feasibility Study (FFY19 A.13)
 - \$745.86 from Field Communications Unit Upgrades (FFY19 A.08)
 - Any remaining balance after the final procurement for Fire District 5/15 Portable Radio Cache (FFY20 B.04)

MOTION put forth by D. Spinosa.

- Transfer \$1,225.87 from unallocated (FFY19 A), \$15,000 remaining in Pow Wow Hill Tower Feasibility Study (FFY19 A.13), \$745.86 from Field Communications Unit Upgrades (FFY19 A.08) and any remaining balance after the final procurement for Fire District 5/15 Portable Radio Cache (FFY20 B.04) to the ECFCA UHF Receivers project.
 - Seconded by D. Frizzell.
 - In Favor: D. Spinosa, M. Foster, D. Frizzell, M. Collins, T. Dechene, Chief M. Mansfield, Chief J. Targ.
 - Opposed: None.
 - Abstain: J. Brickett.
- The motion passed.

Project Updates/Discussion

- *Fire District 5 and 15 Portable Radio Cache*
 - 1 APX800 Portable All Band-Radio and 13 IMPRESS 2 Portable Radio Batteries purchased from the previous PJ amendment have been delivered.
 - Another PJ amendment is needed for the additional radio and battery, 2 Pelican cases, and engraving services for the radios. Specifications are being finalized for the cases and engraving to determine cost for the approval documents.
- *Fire District 6 Communications Upgrades*
 - MAPC had a call with the project contacts to discuss specifications and are working on revisions to a draft version.
 - While clarifying the specifications we noticed that additional approvals are needed as well.
- *Field Communication Units Upgrades*

- The APX Control Head Unit has been installed and the project is complete.
- *NERAC Region COML/COMT Radio Programming*
 - COMLs/COMTs participating in the initiative are developing a mission statement, SharePoint site, and a list of necessary equipment required to complete the radio programming.
 - MAPC will submit a PJ amendment to EOPSS with that information once finalized.
- *Woburn Zion Hill Generator*
 - EOPSS PJ approval has been received, and the EHP is in progress.
 - MAPC will handle the procurement. Funding is split between NERAC, Woburn PD, and GBPC so we will need to discuss the best way to handle that with those agencies.
 - At the last meeting the committee voted to allocate a total of \$40,000 to this project from the FFY19 and FFY20 COML/COMT funding, with exact amounts to be determined based on amount remaining after BF/OT requests.
 - No BF/OT requests were received so \$14,364 from FY19 and \$25,636 from FFY20 can go to fund this project.
 - We will allocate \$40,000 from Zion in FFY21 to COML/COMT.

Pow Wow Hill Feasibility

- Final Report
 - A draft Final Report was received from Green Mountain, and the Committee's questions and feedback were passed on to them.
 - Green Mountain provided a revised Final Report, and the Committee is satisfied with the revisions.
- The Committee discussed next steps and potential funding options (ex: City of Amesbury, AFG grant, earmarks in state budget).
 - MAPC will compile a list of potential funding sources.
 - At the next meeting, the Committee will focus on an in-depth review of the report and discuss next steps.
 - Regional stakeholders will be invited to the call.

New/Old Business

- Tactical Interoperable Communications Plan (TICP)
 - The NERAC Bylaws state: "The Council will also develop and keep updated for the region a Communications Interoperability Plan and a Training & Exercise Plan. These plans must align with related state plans and be approved by EOPSS. These plans will be developed based on guidance from EOPSS and will be cross-disciplinary, multi-jurisdictional, and reflect input from all affected municipalities."
 - The development of the regional communications plan is listed as a task for the Interop Committee and is something to consider addressing going forward.
 - C. Ryan will distribute the latest copy of the Northeast TICP from July 29, 2013, which has a strong framework, but needs to be updated.
 - Per R. Fiske, the state is working on updating the state tactical plan which is mostly completed, and can be used to update the regional plan, in part, once finalized.
 - MAPC will update the sections relating to NERAC governance.

MOTION put forth by D. Frizzell.

- Adjourn the meeting.
 - Seconded by Chief M. Mansfield.
 - In Favor: D. Spinosa, J. Brickett, M. Foster, D. Frizzell, M. Collins, T. Dechene, Chief M. Mansfield, Chief J. Targ.
 - Opposed: None.
 - Abstain: None.
- The motion passed.

**** Next Meeting: October 12, 2021 ****

ATTENDEES-COMMITTEE MEMBERS

Dave Spinosa: Communications Director, Essex County Sheriff's Department*

Tyler Dechene: Middleton Fire Department

Chief Michael Mansfield: Andover Fire Rescue

Mark Foster: Beverly Emergency Management*

Chief Joe Targ: Westford Fire Department

Dave Frizzell: Executive Director, MetroFire

Mike Collins: Commissioner, Beverly Public Services & Engineering

Chris Ryan: Deputy Director, North Shore Regional 911 Center*

Jon Brickett: Executive Director, Northeast EMS Inc.*

ATTENDEES-OTHER

Amy Reilly: MAPC

Lauren Sacks: MAPC

Richard Fiske: EOPSS Statewide Interoperability Coordinator

Allan Alpert: Melrose Director of Emergency Management*

ABSENT

Michael Torosian: Ashland Fire Department

Brian Roberts: Fire District 14

Charlie Dunne: Greater Boston Police Council

Joe Griffin: Greater Boston Police Council

Deputy Chief Rich Patterson: Preparedness Coordinator, Northeast EMS, Inc.

The following documents were used/referenced during the meeting:

- July 13, 2021 meeting minutes
- FFY19 and FFY20 Budget Updates
- Pow Wow Hill Tower Feasibility Study Final Report