



NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

Regional Cache Committee Meeting

Minutes

January 7th, 2021

1:00pm

Remote Video/Conference Call

[Video Link](#)

Phone Number: 1-646-876-9923

Meeting ID: 931 8854 6483 **Password:** 678306

Call to Order

- Chair J. Sanchez called the January 7th, 2021 meeting of the NERAC Cache Committee to order at 1:04pm. He asked for the approval of the December 2nd, 2020 meeting minutes.

MOTION put forth by Chief J. Gilliland.

- Approve the December 2nd, 2020 meeting minutes.
- Seconded by R. Barrett.
 - In Favor: J. Brickett, J. Rousseau, P. Cohen, H. Tecce, R. Barrett, M. Foster, M. Valenti.
 - Opposed: None.
 - The motion passed.

Budget Update

- All Committee members were provided with the following budget update:

Project Name	Funding Year	Allocated Amount	Encumbered Amount	Invoiced Amount
Surveillance Camera Hosting and WiFi	FFY2018	\$6,689.58	\$6,689.58	\$6,019.64
Trailer for Medical Gator (Beverly)	FFY2018	\$6,218.08	\$6,218.08	\$0.00
Cache Site Maintenance	FFY2018	\$10,000.00	\$0.00	\$0.00
Metal Barricades	FFY2019	\$36,860.00	\$29,860.00	\$29,860.00
Emergency Advisory Radio Station	FFY2019	\$37,500.00	\$37,500.00	\$0.00
Trailer for Medical Gator (Beverly)	FFY2019	\$12,663.92	\$12,663.92	\$0.00
Trailer for 30KW Generator	FFY2019	\$4,553.47	\$0.00	\$0.00
Cache Site Paving *	FY2019	\$20,000.00	\$0.00	\$0.00
Chelmsford Shelter Trailer Lighting	FY2019	\$2,000.00	\$0.00	\$0.00
Portable Message Boards	FFY2020	\$60,000.00	N/A	N/A



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500KW Generator	FFY2020	\$125,000.00	N/A	N/A
Portable Vehicle Barricades	FFY2020	\$120,000.00	N/A	N/A

Remaining Unallocated Funds:

- FFY2018: \$0.00
- FFY2019: \$0.00

Current Grant End Dates:

- FFY2018 – March 31, 2021
- FFY2019 – July 31, 2021

Cache	Amount
Beverly	\$52,737.06
Framingham	\$8,126.55
Lexington**	\$23,370.68
TOTAL	\$84,234.29

Project Updates

Surveillance Camera Hosting & Wi-Fi

- EOPSS approved the extension of services for the surveillance cameras stored at the Beverly cache site for six months (Jan – June 2021).
- MAPC is currently conducting a procurement for the cellular data and video hosting services.

Portable AM Radio Station

- The vendor recently projected mid-January as a potential ship date for the portable radio station hardware.
- Staff at the Beverly cache site was able to coordinate with Verizon for a cellular modem that will be used with the unit.

FEMA Review & Cache Site Maintenance Updates

- MAPC provided the following updates regarding the ongoing FEMA review of the NERAC Regional Cache Program:
 - MAPC submitted and EOPSS approved a PJ to enable the Council to reimburse the cache sites for any non-labor expenses associated with maintaining cached equipment. The cache site managers have been notified and were asked to work with MAPC in advance of submitting reimbursement requests, so that MAPC can monitor the \$10,000.00 budget that has been approved by the Council.
 - MAPC is in the process of submitting a separate PJ for the labor costs associated with cache operations. This will include labor-related maintenance costs and staff hours related to the processing of borrowing requests and invoices, as well as inspection of equipment prior to and upon its return.
 - EOPSS requested that MAPC submit a report that connects all expenditures and income to a specific grant year, dating back to calendar year 2014. MAPC will be working with the cache site managers to submit as much of this information as possible by January 20th. For example, if in 2018 a sign board was loaned for a total of \$30.00, that income would need to be logged based on the grant year funds that were used to purchase the sign board. MAPC is also working to clarify questions about how to appropriately capture administrative staff time that is harder to connect to a specific grant year.



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- The Committee requested that MAPC schedule a meeting with representatives from EOPSS and FEMA (if possible) in order to get an explanation of the most recent request for information.
- Committee members have the following questions for EOPSS/FEMA:
 - Are the cache sites allowed to spend income between grant years? Can funds that were taken in from the rental of a FFY16-funded generator be used to maintain equipment that was purchased with FFY17 or FFY15 funds?
 - What will the figures submitted on the most recent form be used for?
 - How should reporting be handled moving forward? For Q4 2020 (10/1 – 12/31/20)?
 - What should be done if records are not tied to specific grant years?
- In order to see if the reporting form was feasible, V. Mboka-Boyer recommended that the cache sites start with the most recent or earliest year(s), and then contact MAPC if it is not.

New/Old Business

Quarterly Reports

- MAPC will remind the cache site managers that the Quarterly Financial Reports for the period covering 10/1/20 – 12/31/20 are due in one week (1/15/21).
 - The cache site managers on the call would like more direction from EOPSS before attempting to complete the Q4 2020 reports.

Next Meeting

- The Committee would like to meet again before the February Council meeting, either on February 4th or February 9th.

MOTION put forth by Chief J. Gilliland.

- Adjourn.
- Seconded by H. Tecce.
 - In Favor: J. Brickett, J. Rousseau, H. Tecce, R. Barrett, P. Cohen, M. Foster, M. Valenti.
 - Opposed: None.
 - The motion passed.

ATTENDEES – COMMITTEE MEMBER

John Sanchez, Chair: Director, Burlington Public Works*

John Brickett: Northeast EMS*

Paul Cohen: Town Manager, Chelmsford*

Mark Foster: Director, Beverly Emergency Management*

Chief Jason Gilliland: Marblehead Fire Department*

Chip Barrett: Westford Department of Public Works

Jeffrey Rousseau: Framingham Department of Public Works

Heather Tecce, MEMA Region 1



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Marc Valenti: Manager of Operations, Lexington Public

ABSENT – COMMITTEE MEMBER

None

ATTENDEES – OTHER

Mike Collins: City of Beverly, Commissioner of Public Services and Engineering

Austin Murray: MAPC

Caroline Graham: MAPC

Vicky Mboka-Boyer: EOPSS