



# NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

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## Interoperability Committee Meeting

### Minutes

*November 9, 2021*

*9:30am*

*North Shore Regional 911 Center*

*18 Manning Avenue, Middleton, MA 01949*

- Call to Order
  - Chair C. Ryan called the meeting to order at 9:30am.
- Approval of Minutes from the October 12, 2021 Meeting
  - Approval of Minutes from the October 12, 2021 meeting was postponed because the Committee did not yet have a quorum.
- Budget Updates
  - 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	\$35,000.00	\$35,000.00	\$35,000.00
ECFCA UHF Receivers	FFY2019	\$58,017.02	\$0.00	\$0.00
NEMLEC Portable Radios	FFY2019	\$44,330.25	\$44,330.25	\$44,330.25
Field Communications Unit Upgrades	FFY2019	\$ 16,491.13	\$ 16,491.13	\$16,491.13
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	\$107,786.77
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: \$0.00
- FFY2020: \$0.00

Current Grant End Dates:

- FFY2019: December 31, 2021
  - FFY2020: July 31, 2022
- FFY19
    - The FFY19 grant funding end date is currently December 31, 2021, but MAPC will be requesting an extension from EOPSS until June 30, 2022.
  - FFY20

- Note that “Amesbury Feasibility Study” for \$30,000 was originally for the Pow Wow Hill Feasibility Study, which has been completed utilizing FFY19 funding.
- Project Updates
  - *Fire District 5 and 15 Portable Radio Cache*
    - An RFQ is being conducted for the additional radio, battery, and utility cases. It was originally due last week, but an extension was required due to vendor questions, so it will be due later this week.
    - We will conduct a sound business purchase for the engraving once all other materials have been procured.
- A quorum was reached, so the Committee revisited approval of the Minutes from the October 12, 2021 meeting.
  - MOTION put forth by Chief R. Patterson.
    - Approve the October 12, 2021 Meeting Minutes.
      - Seconded by J. Griffin.
      - In Favor: All.
      - Opposed: None.
      - Abstain: None.
    - The motion passed.
- Project Updates resumed.
  - *Fire District 6 Communications Upgrades*
    - The revised PJ and ICIP were submitted for last month’s SIEC meeting.
    - The EHP is being reviewed to see what updates are needed there.
  - *NEMLEC SWAT Radios*
    - The Invitation for Bids is out and bids are due on November 23, 2021.
  - *NERAC Region COML/COMT Radio Programming*
    - This project was on hold to be resumed in the fall.
    - NERAC approved COML/COMTs will review the radio programming of anyone submitting a NERAC project request to ensure they are compliant with the required codes and then the COML/COMTs will make changes to the programming as needed. The goals are to fix frequency errors and channel naming conventions.
    - The Committee and MAPC will determine how to validate their hours.
  - *Woburn Zion Hill Generator*
    - An EHP is drafted, but some questions arose regarding the wattage and cost of the generator, which may differ from what was in the plan/PJ. MAPC is consulting with Chief Rufo and J. Griffin on that information, to ensure that all approvals contain accurate information.
- Pow Wow Hill Tower Project Discussion
  - The primary tower location identified by Green Mountain Communications in the Feasibility Study is on conservation land. Chief C. Bailey stated that this will require approval from the Conservation Committee, City Council, and State Legislature.

- Letters of support from ECFCA, GBPC, CMED, and NERAC will be sent to C. Ryan by Friday, November 19, 2021 for Chief C. Bailey and Chief K. Berkenbush to present to the above mentioned entities.
- Power lines, utilities, and access routes will need to be considered when determining how much land will be needed.
- North Shore Regional 911 Center and NERAC Interoperability funding are potential funding sources. M. Collins suggested an earmark in the State budget.
- Statewide Interoperability Coordinator R. Fiske noted that privately owned towers may have provisions in their contracts that prohibit other towers in the vicinity and a new tower construction will require an Intermod Study of frequencies and adjacent channels. Such a study would not require SIEC approval.

MOTION put forth by J. Brickett.

- Allocate up to \$10,000 from FFY20 Amesbury Feasibility Study to conduct an Intermod Study for a new tower on Pow Wow Hill.
  - Seconded by M. Foster.
  - In Favor: All.
  - Opposed: None.
  - Abstain: None.
- The motion passed.

MOTION put forth by J. Brickett.

- Include an Intermod Study in funding requests any time building a new tower is being considered.
  - Seconded by D. Spinoso.
  - In Favor: All.
  - Opposed: None.
  - Abstain: None.
- The motion passed.

- NERAC Tactical Interoperable Communications Plan (TICP) Updates
  - Updates to the NERAC TICP will be discussed at the next Interoperability Committee Meeting.
  - MAPC will update the relevant sections in the beginning of the TICP.
  - T. Dechene will contact agencies to gather information on equipment and gateways.
  - M. Collins noted that there is no statewide plan for Public Works communications and requested that this be considered and included in the NERAC TICP.
- New Business Unforeseen by the Chair
  - None.

MOTION put forth by Chief D. Frizzell.

- Adjourn the meeting.
  - Seconded by J. Griffin.
  - In Favor: All.
  - Opposed: None.
  - Abstain: None.
- The motion passed.

**\*\* Next Meeting: December 14, 2021 \*\***

ATTENDEES-COMMITTEE MEMBERS

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

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

Mark Foster: Director, Beverly Emergency Management\*

Dave Frizzell: Executive Director, MetroFire

Mike Collins: Commissioner, Beverly Public Services & Engineering

Jon Brickett: Executive Director, Northeast EMS Inc.\*

Joe Griffin: Director of Operations, Greater Boston Police Council

Chief Rich Patterson: Dracut Fire Department; Preparedness Coordinator, Northeast EMS, Inc.

Tyler Dechene: Middleton Fire Department

ATTENDEES-OTHER

Lauren Sacks: MAPC

Richard Fiske: EOPSS Statewide Interoperability Coordinator

Chief Kenneth Berkenbush: Amesbury Fire Department

Chief Craig Bailey: Amesbury Police Department

ABSENT

Chief Michael Mansfield: Andover Fire Rescue

Chief Joe Targ: Westford Fire Department

Michael Torosian: Ashland Fire Department

Brian Roberts: Fire District 14

Charlie Dunne: Greater Boston Police Council

**The following documents were used/referenced during the meeting:**

- October 12, 2021 meeting minutes
- FFY19 and FFY20 Budget Updates
- Pow Wow Hill Tower Feasibility Study Final Report
- NERAC Tactical Interoperable Communications Plan (TICP)