



NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

Regional Cache Committee Meeting

Minutes

February 9th, 2021

3:00pm

Remote Video/Conference Call

[Video Link](#)

Phone Number: 1-646-876-9923

Meeting ID: 925 9060 8479 **Password:** 987307

Call to Order

- The meeting was called to order at 3:00pm. Chair J. Sanchez asked for approval of the January 7th, 2021 meeting minutes.

MOTION put forth by M. Foster.

- Approve the January 7th, 2021 meeting minutes.
 - Seconded by R. Barrett.
 - The vote will be held at the end of the meeting, combined with the motion to adjourn.

Budget Update

- MAPC provided the following budget update to all Committee members:

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 *n	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	\$0.00	\$0.00
500KW Generator	FFY2020	\$125,000.00	\$0.00	\$0.00
Portable Vehicle Barricades	FFY2020	\$120,000.00	\$0.00	\$0.00



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Project Updates

Surveillance Camera Hosting & Wi-Fi

- The RFQs for the Wi-Fi hotspots and video hosting service for the next six months closed, with Verizon Wireless and IVC winning the contracts.
- MAPC is in the process of issuing POs and will have them to the vendors by the end of the week.

Portable AM Radio Station

- The radio station was delivered last week, with the RTA form needed for registration being completed by the vendor.
- MAPC will process payment once all registration documents have been delivered.
- Mass Highway will be submitting a Letter of Concurrence for MAPC to submit to the FCC to be allowed to broadcast on four frequencies that are also used by MH portable units.
- Right now the NERAC-funded station is only able to be used locally on a single frequency.

FEMA Review & Cache Site Maintenance Updates

- MAPC provided the following updates:
 - Reimbursement forms were sent to the Cache Site Managers, who can submit them along with payroll documentation in order to be reimbursed by the Council funds that were made available.
 - A letter will be drafted by MAPC/NERAC to be sent to EOPSS in the coming weeks, once MAPC finishes reviewing Beverly's forms and Beverly can reconcile their current cache fee balance. The letter will make clear that the cache balances in Lexington and Framingham could not be sufficiently connected to grant years.
- J. Sanchez will work to keep Lexington as one of the three cache sites. If Lexington is no longer interested in working as a cache site, another location will need to be found.
- M. Foster asked if it would be possible to operate at least part of the cache site outside of regulations regarding program income.
 - EOPSS has already responded that all cache assets are currently frozen.
- M. Collins asked if EOPSS and/or FEMA was actively working on the issue, and if there are contacts that can provide updates or move things along.
 - V. Mboka-Boyer responded that EOPSS leadership is discussing the situation.
- M. Foster asked whether or not the contract with FEMA mentions how to handle program income.
 - V. Mboka-Boyer responded that the first time she has seen program income mentioned specifically was in the FFY19 contract.

New/Old Business

- The Committee agreed to hold its next meeting on March 2nd, 2021 at 2:00pm.
- Starting at the January Full Council meeting, NERAC will be starting the FFY21 budget development process. Committee members are encouraged to attend the March Cache



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Committee meeting prepared to discuss potential projects for inclusion in the FFY21 Regional Plan.

Adjourn

MOTION put forth by H. Tecce.

- Seconded by R. Barrett.
 - Adjourn and approve the meeting minutes from January 7th, 2021.
 - In Favor: Chief J. Gilliland, M. Foster, P. Cohen, R. Barrett, J. Rousseau.
 - Opposed: None.
 - Abstain: None.
 - The motion passed.

ATTENDEES – COMMITTEE MEMBER

John Sanchez, Chair: Director, Burlington Public Works*
Chief Jason Gilliland: Marblehead Fire Department*
Mark Foster: Director, Beverly Emergency Management*
Paul Cohen: Town Manager, Chelmsford*
Chip Barrett: Westford Department of Public Works
Jeffrey Rousseau: Framingham Department of Public Works
Heather Tecce, MEMA Region 1

ABSENT – COMMITTEE MEMBER

John Brickett: Northeast EMS*
Marc Valenti: Manager of Operations, Lexington Public

ATTENDEES – OTHER

Mike Collins: City of Beverly, Commissioner of Public Services and Engineering
Austin Murray: MAPC
Caroline Graham: MAPC
Amy Reilly: MAPC
Vicky Mboka-Boyer: EOPSS
Janice Corkhum: MATF-1
Glynn Montgomery: MATF-1