



# NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

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## **Regional Cache Committee Meeting**

### Minutes

*January 5, 2022*

*1:00pm*

[Zoom Link](#)

*Meeting ID: 946 3864 9801*

*Password: 754509*

*Call In: 646 876 9923*

### **Call to Order**

- Chair J. Sanchez called the meeting to order at 1:02 PM.

### **Approval of Meeting Minutes from the September 9, 2021 Meeting & the September 24, 2021 Working Group Meeting**

- The committee postponed this vote until the end of the meeting.

### **Budget and Project Updates**

- Committee members were provided with copies of the FFY19 and FFY20 budgets in the meeting packet.
- FFY20 Portable Message Boards
  - POs were issued in November for a total of \$46,950, which is \$13,050 under budget.
- FFY20 500KW Generator
  - An IFB was conducted, with the low bid from Kraft Power at \$188,36, which is greater than the \$125,000 that was allocated.
  - The committee postponed this vote until the end of the meeting.
- FFY20 Portable Vehicle Barricades
  - MAPC will conduct a procurement for the following: 44 mechanical vehicle barricades, 4 transportation crates, 4 sets of small clips and 4 sets of large clips (1 dozen clips per set). Equipment will be split between the Beverly and Framingham Cache Sites.

### **Disposal of Surveillance Cameras to Beverly**

- EOPPS approved the disposal request and the cameras are now possessions of the City of Beverly to use or dispose of as they see fit.
- All accounts for the cameras have been cancelled.

### **Restructuring of NERAC Cache Program**

- Elimination of Cache Fee System
  - There is clear direction from EOPSS that the NERAC Cache Fee System will not be reinstated. The Council will need to use SHSP grant funds to support the program moving forward.



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- The NERAC Full Council values the Cache program and intends to fully fund the necessary operations.
- MAPC will submit a PJ listing expected expense types, so that these costs will be pre-approved by EOPSS for reimbursement, similar to how the Cache program has been operating over the past year. It would be a reimbursement based process, so the municipality would have to incur the costs and be reimbursed by EOPSS/NERAC on the approx. 60 day schedule.
- M. Valenti expressed that the Lexington cache is structured differently than Framingham and Beverly, so there is no way to recoup labor costs through NERAC funding. For the past several years since the funds have been frozen, they haven't purchased any additional supplies and reduced maintenance. The Lexington cache site can no longer exist without a fee structure, and they intend to leave the program.
- The Committee expressed concerns about the lack of incentive to return equipment without cache fees.
- Freeze of Host Communities' Cache Fee Accounts
  - As a reminder, as of 10/29/20, there was a freeze of program income funds issue by FEMA and pertaining to all three of the NERAC cache sites. As of that date, fees should not be charged or collected and existing funds should not be spent. NERAC grant funds are available for maintenance and labor costs incurred by the cache sites.
- Use of SHSP Grant Funds to Support the NERAC Cache Program
  - Overview of Grant Conditions and Applicable Laws and Policies
    - A. Reilly provided an overview of applicable grant conditions, laws, and policies.
  - Expenditure Approval and Reimbursement Request Processes
    - NERAC grant funds are available for maintenance and labor costs incurred by the cache sites. All reimbursement requests must be submitted on the appropriate form and contain all required backup documentation to include payroll backup and proof of payment for expenses incurred.
    - A. Reilly provided an overview of how MGL Chapter 30B (the state's procurement law) is being addressed.
- New MOUs with Cache Host Communities
  - A. Reilly draft new MOUs that will outline NERAC, MAPC and the Cache Site Host Municipality's roles and responsibilities within the new system without the fee structure.

## **New Business Unforeseen by the Chair**

- None.

## MOTION put forth by Chief J. Gilliland.

- Approve the September 9, 2021 Meeting Minutes; reallocate \$13,050 from the Portable Message Boards and \$50,315 from the Portable Vehicle Barricades to fund the 500KW Generator; and adjourn the meeting.



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- Seconded by H. Tecce.
- In Favor: P. Cohen, M. Collins (abstained from minutes approval), M. Foster (abstained from minutes approval), Chief J. Gilliland, H. Tecce.
- Opposed: None.
- Abstain: M. Valenti.
- The motions passed.

**\*\* Next Meeting: TBD \*\***