



# NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

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## Interoperability Committee Meeting

### MINUTES

*March 8, 2022*

*9:30am*

*North Shore Regional 911 Center*

*18 Manning Avenue, Middleton, MA 01949*

*Remote Participation Option:*

[Zoom Link](#)

*Meeting ID: 934 1625 7353*

*Passcode: 925460*

*Dial In: 646 876 9923*

### **Call to Order**

- Chair C. Ryan called the meeting to order at 9:35am.

### **Approval of Minutes**

- February 8, 2022 Meeting Minutes

MOTION put forth by J. Brickett.

- Approve the February 8, 2021 meeting minutes.
  - Seconded by T. Dechene.
  - In Favor: D. Spinosa, J. Brickett, M. Foster, D. Frizzell, M. Collins, T. Dechene, J. Griffin, Chief M. Mansfield.
  - Opposed: None.
  - Abstain: None.
- The motion passed.

### **Budget Updates**

- FFY19
  - Grant End Date: June 30, 2022
  - All projects are closed except A.14 ECFCA UHF Receivers (\$58,017.02). There is also funding in FFY20 (B.11) and FFY21 (B.02) for this project.
- FFY20
  - Grant End Date: July 31, 2022
    - MAPC will be requesting an extension from EOPSS.
  - Unallocated: \$17,070.27
- FFY21
  - Grant End Date: July 31, 2023
  - The \$40,000 in line B.08 Zion Hill will be reallocated to another GBPC project.

### **Project Updates**

- FFY19
  - ECFCA UHF Receivers

- MAPC received additional information for the PJ, but an equipment list is needed to obtain quotes for the ICIP.
  - An EHP must be done even if NERAC is not paying for the installation, so further details will be needed to complete that.
  - The Committee set a deadline to provide MAPC with the required information for the PJ/ICIP by March 21, 2022.
- FFY20
  - Fire District 5 and 15 Portable Radio Cache
    - All equipment has been procured and most was delivered, but MAPC was recently informed that one charger and one microphone did not arrive so that is being investigated.
    - At the September 2021 meeting, the Committee voted to transfer any remaining balance after the engraving procurement to the ECFCA UHF Receivers, so the \$2,518.60 was moved from B.05 to B.11.
    - D. Spinosa reported that the engraving will be done this week.
  - New equipment request: 6-Bank Chargers
    - Chief M. Mansfield has requested three 6-bank chargers to keep the radios charged while in storage, so they are ready for immediate use when deployed.
    - Cost is estimated at \$819.72 each, for a total of \$2,459.16.
    - The 14 previously purchased single-bank chargers allow necessary flexibility to send the radios out in batches but require 14 power supplies and are inefficient for keeping conditioned in storage.

MOTION put forth by M. Foster.

- Allocate \$3,000 from FFY20 unallocated funding to purchase three 6-bank chargers.
  - Seconded by D. Spinosa.
  - In Favor: D. Spinosa, J. Brickett, M. Foster, D. Frizzell, M. Collins, T. Dechene, J. Griffin, Chief M. Mansfield.
  - Opposed: None.
  - Abstain: None.
- The motion passed.
- Fire District 6 Communications Upgrades
  - EHP approval has been received.
  - MAPC is confirming which procurement laws it falls under based on the various installation activities and gathering prevailing wage documents.
- COML/COMT Radio Programming
  - MAPC is working on PJs for the FFY20 and FFY21 funding and a draft document for hours sign-off for the programming work.
- Pow Wow Hill Tower
  - As discussed at the last meeting, it was discovered that the land is deeded as a park.
  - The project is on hold while other land parcels are reviewed
- FFY21

- ECCOP Radio Cache
  - PJ and ICIP approval were received.
  - This equipment will be procured off of State Contract PSE 01, and Motorola is still finalizing their terms with the State in order to be included in the contract.
- Littleton All-Band Console
  - PJ and ICIP approval were received last week.
  - This has the same State Contract situation as the ECCOP Radio Cache.
  - The EHP has been submitted and EOPSS indicated we can anticipate a response by the end of March.

### **Fire District 14 Equipment Disposal**

- Motorola 7500 Consoles
  - MAPC is working on the MOUs and transfer letters.
- ARINC Equipment
  - The equipment was offered to the NERAC Full Council at their February meeting. The deadline to notify us if they have a use for the equipment is March 12. If there is no interest, the offer will be extended to regional stakeholders for another 30 days.
  - Depending on the response, the Council can either vote to transfer the equipment or request EOPSS approval for disposal.

### **Standardizing Radio ID Format for NERAC Funded Radios**

- The following format was suggested:
  - 1<sup>st</sup> Line: Owning entity initials
  - 2<sup>nd</sup> Line: Year purchased – sequential unit numbering (ex: 22-001)
- Each radio may have different needs, so it was recommended that a “best practices” page is added to the TICP instead of requiring a particular format.

### **NERAC Tactical Interoperable Communications Plan (TICP) Updates**

- MAPC thanks everyone who has helped to contribute updated information.
- The Committee read through an in-progress draft to provide feedback.

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

- T. Dechene presented a new project request for Switches and Routers for NERAC Microwave Network
  - Currently the NERAC Microwave System does not have critical routing capabilities. At the recommendation of GBPC, this project would add routers and switches at all microwave sites for the ability to re-route and maintain connection if a link is lost on one side of the microwave.
  - Preliminary quote was \$86,030 for the full project, which is higher than expected, so the request is for any funding possible to start the process beginning with key hub sites or just routers, and work from future funding sources to continue the project.
  - This would help upgrade the legacy equipment and would be future compatible if that equipment is replaced. The equipment can be applied to future projects.

MOTION put forth by J. Brickett.

- Allocate \$40,000 from FFY21 B.08 Zion Hill and \$8,000 from FFY20 unallocated to fund Switches and Routers for the NERAC Microwave Network.
  - Seconded by J. Griffin.
  - In Favor: D. Spinosa, J. Brickett, D. Frizzell, M. Collins, T. Dechene, J. Griffin, Chief M. Mansfield.
  - Opposed: None.
  - Abstain: None.
- The motion passed.
  
- MAPC requests that future project requests are submitted one week prior to a meeting on an official Project Request Form. This way comprehensive information can be included in the meeting packet for Committee members to review ahead of time, and MAPC can review funding suggestions.

MOTION put forth by D. Spinosa.

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

**\*\* Next Meeting: April 12, 2022 \*\***

ATTENDEES-COMMITTEE MEMBERS

Chris Ryan: Deputy Director, North Shore Regional 911 Center\*  
 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 Michael Mansfield: Andover Fire Rescue  
 Tyler Dechene: Middleton Fire Department  
 Dave Spinosa: Communications Director, Essex County Sheriff's Department\*  
 Mark Foster: Director, Beverly Emergency Management\*

ATTENDEES-OTHER

Lauren Sacks: MAPC  
 Richard Fiske: SWIC

ABSENT

Michael Torosian: Ashland Fire Department  
 Charlie Dunne: Greater Boston Police Council  
 Brian Roberts: Fire District 14  
 Chief Rich Patterson: Dracut Fire Department; Preparedness Coordinator, Northeast EMS, Inc.  
 Chief Joe Targ: Westford Fire Department

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

- January 11, 2021 Meeting Minutes
- FFY19, FFY20, and FFY21 Budget Updates
- NERAC Tactical Interoperable Communications Plan