



NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

Regional Cache Committee Meeting

Minutes

April 13, 2022

1:30pm

*Burlington Town Hall Annex
25 Center St, Burlington, MA 01803*

Call to Order

- Chair J. Sanchez called the meeting to order at 1:30pm.

Approval of the January 5, 2022 Meeting Minutes

MOTION put forth by Chief J. Gilliland.

- Approve the January 5, 2022 Meeting Minutes.
 - Seconded by J. Rousseau.
 - All in favor.
- The motion passed.

Budget Updates

- Committee members were provided with copies of the FFY19, FFY20, and FFY21 budgets in the meeting packet.
 - FFY19 – All equipment purchases are complete, and invoices are being processed to spend down the cache site maintenance line.
 - FFY20 – The current funding deadline is July 31. MAPC will be requesting an extension from EOPSS for FFY20 funding.

Project Updates

- *Portable Message Boards*
 - POs were issued for 3 Portable Message Boards in November (1 for Beverly and 2 for Framingham).
 - Equipment was delivered in January and MAPC has processed payment.
- *500KW Generator*
 - PO was issued in January for this item for the Beverly cache site, and in March the vendor gave us a delivery ETA of end of July.
- *Mechanical Vehicle Barricades and Transportation Systems*
 - The PJ was approved by EOPSS to procure 44 Mechanical Vehicle Barricades, 4 transportation systems (boxes) and 96 clips to be split between the Beverly and Framingham cache sites.
 - The RFQ was sent to vendors last week and the quote deadline has been extended until today at 4pm.
 - There is currently \$67,217.99 allocated for this project in FFY20.
- *Trailers for 30kW Generators*



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- The PJ was approved by EOPSS to procure 3 trailers for 30kW generators.
- The RFQ was sent to vendors last week and was due yesterday. 1 quote was received within budget. Vendor specs have been sent to Beverly to confirm before an award is made.
- *Cache Maintenance and Operations*
 - The FFY21 PJ for Cache Maintenance and Operations has been approved by EOPSS.
 - This allows for \$140,000 in FY21 funding to support required maintenance, repairs, and operations costs for the cache program and equipment.
 - Procedures for maintenance approvals will be determined with cache sites once a new location is determined.

Restructuring of NERAC Cache Program

- New MOUs with Cache Host Communities
 - In the meeting packet, committee members received a draft MOU that outlines NERAC, MAPC and the Cache Site Host Municipality's roles and responsibilities within the new system without the fee structure.
 - The draft identifies how reimbursement will work at a high level.
 - The committee determined more time was needed to review the MOU, and will reconvene next month to discuss. Committee members will send questions/revisions to MAPC prior to the next meeting.
 - MAPC will share a copy of the old/current MOU to compare.
 - We are still waiting to hear from EOPSS/FEMA regarding what will happen to the funding that is currently in the cache accounts.
- Closure of the Lexington Site
 - Removal of Equipment from Site
 - The Lexington Cache manager has informed the Committee that Lexington would no longer like to participate as a NERAC cache site.
 - Equipment can be moved to Beverly to ensure it is being maintained and properly stored in the meantime and inventoried as soon as possible.
 - Cache Loan forms will be used for sign-off on both ends that Lexington is releasing the equipment to Beverly.
 - Beverly will provide MAPC a cost estimate to transport, inventory, inspect, and conduct maintenance on the Lexington equipment
 - MAPC will review the estimate to determine how to procure the work. City employees can conduct the work for reimbursement, but contractors would require procurement.
 - Damaged items purchased for a unit price of under \$5,000 may be disposed of.
 - The Committee will hold meeting at the Lexington Cache Site at which MAPC will conduct an inventory check.



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MOTION put forth by Chief J. Gilliland.

- Relocate the Lexington cache equipment to Beverly and Framingham cache sites.
 - Seconded by J. Rousseau.
 - All in favor.
- The motion passed.

- Options for a New Cache Site Location
 - A map of current cache site distribution areas was included in the meeting packet for consideration.
 - J. Sanchez stated a preference to relocate it to a DPW facility.
 - Beverly Satellite Cache Site(s) can be considered.

FY22 Plan Development Process

- EOPSS is awaiting the NOFO before sending out official guidance, but they have shared preliminary information.
- Regions can expect near-level funding.
- The six national priority areas are:
 - Enhancing the protection of soft targets/crowded places (3% minimum spend)
 - Enhancing information and intelligence sharing and cooperation with federal agencies, including DHS (3% minimum spend)
 - Combating domestic violent extremism (3% minimum spend)
 - NEW: Enhancing community preparedness and resilience (3% minimum spend)
 - Enhancing cybersecurity (no minimum)
 - NEW: Enhancing election security (no minimum spend)
- The FY22 Project Request Form has been sent to all committees and stakeholders.
- There will likely be a tight turnaround for the deadlines from EOPSS, so Committee members should come to the May meeting ready to discuss ideas and put a project list together.

New Business Unforeseen by the Chair

- None.

MOTION put forth by Chief J. Gilliland.

- Adjourn the meeting.
 - Seconded by M .Collins.
 - All in favor.
- The motion passed.

**** Next Meeting: A Cache Committee meeting will be held on May 11, 2022 at 1:30 PM at the Beverly Cache Site. An additional meeting will be scheduled prior to that for a Lexington Site Visit/Inventory ****

ATTENDEES – COMMITTEE MEMBERS

John Sanchez: Burlington Public Works*

Chief Jason Gilliland: Marblehead Fire Department*

Mark Foster: Beverly Emergency Management*

Mike Collins: City of Beverly

Heather Tecce: MEMA



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Jeff Rousseau: Framingham Department of Public Works

ABSENT – COMMITTEE MEMBERS

Jon Brickett: Northeast EMS*

Paul Cohen: Town of Chelmsford*

Marc Valenti: Town of Lexington Department of Public Works

ATTENDEES – OTHER

Rosemary Volinski: MAPC

Lauren Sacks: MAPC

Amy Reilly: MAPC

Ed Seligman: MA-TF1

The following documents were used/referenced during the meeting:

- January 5, 2022 Meeting Minutes
- April 2022 Budget Updates
- Regional Cache Program Draft MOU
- NERAC Cache Distribution Areas Map