



NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

Regional Cache Committee Meeting

Minutes

June 13, 2022

11:00am

[Zoom Link](#)

Meeting ID: 847 1309 6050

Password: 887272

Call In: 646 876 9923

Call to Order

- Chair M. Collins called the meeting to order at 11:02am.

Approval of the May 9th and the May 11th, 2022 Meeting Minutes.

MOTION put forth by Chief J. Gilliland.

- Approve the May 9th and the May 11th, 2022 Meeting Minutes.
- Seconded by J. Rousseau.
 - In Favor: M. Foster, Chief J. Gilliland, J. Rousseau, M. Collins.
 - Opposed: None.
 - Abstain: J. Brickett, P. Cohen, H. Tecce.
- The motion passed.

Budget Updates

- Committee members were provided with copies of the FFY19, FFY20, and FFY21 budgets in the meeting packet.
- FFY19 – Grant deadline was extended to December 31st, 2022. All equipment purchases are complete, and invoices from Beverly and Framingham are being processed to spend down the cache site maintenance line.
- FFY20 – Grant deadline was extended to June 30th, 2023. More details will be provided in the project updates, but we are also in good shape for spend-down there.
- FFY21 – Grant deadline is July 31st, 2023.

Project Updates

- *500KW Generator*
 - The PO was issued in January, and in March we were told the ETA was end of July.
- *Mechanical Vehicle Barricades and Transportation Systems*
 - And IFB was conducted, and the low bid came in at \$52,096.00 from Security Solutions International. The PO is being signed and will be issued shortly.



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- *Trailers for 30kW Generators*
 - The PO for the 3 custom trailers were issued in May. The vendor is starting work on them today so they should be ready in about a week and a half.

NERAC Surplus Trailer Inquiry

- NERAC received a funding request for a storage trailer for the 9 Town Regional Collaborative.
- There were previous discussions to potentially fulfill their request with a surplus trailer from Lexington.
- Health Agent Paul Sevigny discussed their project request.
- The Committee agreed that the Lexington surplus trailer can be used to fulfill their request. An MOU will need to be created between NERAC and the Town of West Newbury. P. Sevigny will come to the site and see the trailer.
 - Before the trailer is utilized by the Collaborative, the logos and plates need to be removed.

MOTION put forth by M. Foster.

- Fulfill the 9 Town Regional Collaborative project request with the NERAC Lexington surplus trailer, but the remaining stickers on the asset must be removed before utilizing.
- Amendment: NERAC logo needs to remain on the trailer.
- Seconded by Chief J. Gilliland.
 - In Favor: M. Foster, Chief J. Gilliland, J. Rousseau, J. Brickett, P. Cohen, H. Tecce, M. Valenti.
 - Opposed: None.
 - Abstain: None.
- The motion passed.

Restructuring of the NERAC Cache Program

- Closure of the Lexington Site
 - Removal of Equipment from Site
 - A dumpster will be needed for the disposal of equipment at the Lexington cache site
 - Most of the Lexington equipment has already been moved to the Beverly cache. There are still trailers, message boards, and a light tower still in Lexington.
 - Beverly will take the remaining equipment except for the remaining trailers and conex box.
 - Maintenance will be done to the transferred equipment in a tiered approach.
 - Storage Box for Lexington Hoses
 - The Beverly cache site is requesting a storage box to hold the remaining usable Lexington hoses and requested to dispose the unusable hoses.
 - Beverly will perform initial inspections of the transferred Lexington equipment. Beverly will outline any major repairs that would need to be done in order to make items functional.



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MOTION put forth by M. Foster.

- Allocate up to \$5,000 from FFY20 Cache Maintenance to cover the initial inspections (including tires) and tune up costs for Lexington equipment.
- Seconded by Chief J. Gilliland.
 - In Favor: M. Foster, Chief J. Gilliland, J. Rousseau, J. Brickett, P. Cohen, H. Tecce, M. Valenti.
 - Opposed: None.
 - Abstain: None.
- The motion passed.

- New MOUs with Cache Host Communities
 - The MOU drafts and edits, that were requested by Beverly, were discussed.
 - MAPC will work to schedule a meeting between MAPC and Beverly legal teams to discuss the remaining edits.
 - M. Valenti will be resigning from the cache committee and will send his resignation letter to chair M. Collins and MAPC.
 - EOPSS provided an update via email to Chief J. Gilliland during the meeting regarding Lexington's frozen cache fee balance. The funds can be transferred to MAPC, and remain in a frozen separate account, since Lexington is no longer a cache site.
- Options for a New Cache Site Location
 - The Committee would like the MOUs and borrowing processes finalized before reaching out to potential new host locations.

FFY22 Plan

- The FFY22 Plan has been submitted to EOPSS for approval.
- \$200,000 was requested for Regional Cache Program Maintenance.

New Business Unforeseen by the Chair

- The next meeting will be virtual and will be scheduled end of July.

MOTION put forth by Chief J. Gilliland.

- Adjourn the meeting.
- Seconded by H. Tecce.
 - In Favor: M. Foster, Chief J. Gilliland, J. Rousseau, P. Cohen, H. Tecce.
 - Opposed: None.
 - Abstain: None.
- The motion passed.

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



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ATTENDEES – COMMITTEE MEMBERS

Mike Collins: City of Beverly, DPW*
Chief Jason Gilliland: Marblehead Fire Department*
Mark Foster: Beverly Emergency Management*
Jon Brickett: Northeast EMS*
Paul Cohen: Town of Chelmsford*
Heather Tecce: MEMA
Jeff Rousseau: Framingham Department of Public Works
Marc Valenti: Town of Lexington Department of Public Works

ABSENT – COMMITTEE MEMBERS

ATTENDEES – OTHER

Rosemary Volinski: MAPC
Lauren Sacks: MAPC
Amy Reilly: MAPC
Ed Seligman: MA-TF1

The following documents were used/referenced during the meeting:

- May 9, 2022 Meeting Minutes
- May 11, 2022 Meeting Minutes
- May 2022 Budget Updates
- Regional Cache Program Draft MOU