



NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

Interoperability Committee Meeting

Minutes

September 13, 2022

9:30am

*North Shore Regional 911 Center
18 Manning Avenue, Middleton, MA 01949*

- **Call to Order**
 - Chair C. Ryan called the meeting to order at 9:37am.
 - The Committee did not yet have a quorum.

- **Approval of Minutes**
 - Approval of the June 23, 2022 Minutes was postponed because the Committee did not yet have a quorum.

- **Budget Updates**
 - FFY19 Deadline: December 31, 2022
 - I.01 NEMLEC Portable Radios – (Full Council project) Some equipment was delivered.
 - A.14 ECFCA UHF Receivers – This is the remaining project with FFY19 funding. There are options for funding swaps if the equipment does not arrive in time.
 - FFY20 Deadline: June 30, 2023
 - FFY21 Deadline: July 31, 2023

- **Project Updates**
 - *Fire District 6 Communications Upgrades*
 - Equipment is expected to arrive in late January 2023 and project completion is expected to be March or April 2023.
 - In the meantime, Cyber Comm and the NERAC project leads will meet to review the schedule and technical detail.
 - *ECCOPA Radio Cache*
 - The 60 CoMIRS operable radios have been delivered to Topsfield.
 - The remaining items are the chargers, speaker mics, and spare batteries.
 - This project is an option to cover FFY19 spend down if equipment arrives in time.
 - The radios are expected to be deployed for the Topsfield Fair.
 - *Littleton All-Band Console Upgrade*
 - The PO was issued to Cyber Comm on July 13.
 - MAPC was recently informed that revised POs were needed, which will be issued shortly.
 - Considering equipment lead times and available technical resources, completion is estimated around April to May 2023.

- *Fire District 5 and 15 Portable Radio Cache*
 - The tentative ship date for the 3 multi-unit chargers is October 28, 2022.
 - Chief M. Mansfield reported that these radios were successfully deployed to the recent wildfire in Saugus, MA.
 - 14 radio chest harnesses and 2 backpacks were requested, to allow for easy deployment in similar environments.

The Committee had reached a quorum by this point.

MOTION put forth by J. Brickett.

- Allocate up to \$4,000 from FFY21 unallocated to purchase 14 harnesses and 2 backpacks for the Fire District 5 and 14 Portable Radio Cache.
 - Seconded by D. Frizzell.
 - All in favor.
 - The motion passed.

- *Microwave Routers and Switches*
 - MAPC is confirming with OSD that the items are eligible to be purchased via the ITC73 State Contract.
- *Metrofire North District Feasibility Study*
 - The RFQ is drafted, but there are a few remaining questions on the scope which will be sent to D. Spinosa and T. Dechene.
- *ECFCA UHF Receivers*
 - POs have been issued for the Motorola and Tessco equipment.
 - The Tessco equipment is expected to ship in 2 weeks.
 - If equipment arrives by December 31, 2022 that will spend down most of the funding in FFY19 for closeout. If not, we are reviewing options to swap funding to cover it.
 - Tyler is working on specs for the remaining TX RX equipment, which we will procure through an RFQ because they are not on State Contract.
- *NERAC Radio Programming Initiative*
 - There will be a meeting with MAPC legal tomorrow to discuss the MOU.
 - A first draft of the Radio Programming Support Request form is included in the meeting packet, and we are working on a project-specific BF/OT request form.
 - The Committee would like the support request form to be in a fillable PDF format.
 - The Committee determined that we would not reimburse for travel time.
 - The Committee confirmed that code plugs would need to be approved by D. Spinosa or T. Dechene prior to the COML/COMT conducting the programming.

MOTION put forth by J. Brickett.

- Approve the June 23, 2022 meeting minutes.
 - Seconded by M. Mansfield.
 - All in favor.
 - The motion passed.

- **Fire District 14 Equipment Disposal**
 - *Motorola 7500 Consoles*

- MAPC is in the final stages of reviewing the transfer MOU.
- *ARINC Equipment*
 - EOPSS approved the request to dispose of the equipment, Ashland Fire has been informed, and the NERAC inventory document has been updated.
- *New Disposal Request: Radio Consoles, Microphones, and Monitor*
 - Ashland Fire discovered additional decommissioned equipment that they would like to dispose of. A list was provided in the meeting packet.
 - The Committee determined that the equipment is obsolete, and supports requesting approval for disposal.

MOTION put forth by J. Brickett.

- Recommend that the Full Council requests EOPSS approval to dispose of the radio consoles, microphones, and monitor equipment (as listed in the meeting packet).
 - Seconded by D. Frizzell.
 - All in favor.
 - The motion passed.
- **NERAC Tactical Interoperable Communications Plan (TICP) Updates**
 - The document was reviewed, edited, and finalized by the Committee.

MOTION put forth by M. Mansfield.

- Approve the NERAC Tactical Interoperable Communications Plan (TICP) as presented.
 - Seconded by D. Frizzell.
 - All in favor.
 - The motion passed.
- **Communications/Notification Exercise**
 - The Committee discussed whether there is a need for a communications/notification exercise to follow the Domestic Water Supply Tabletop Exercise that the T&E Committee funded.
 - It was determined that police and fire dispatch and PSAPs should have the appropriate capabilities, and a notification exercise is not required at this time.
- **GIS Response Plans and Cross-Agency Communications**
 - This was discussed as a potential training opportunity regarding GIS resources.
 - There is a need to develop standard GIS best practices and a list of available platforms and resources, with the goal of standardization.
 - This would be a statewide/MEMA conversation that needs to be passed on effectively to cities/towns.
 - We need to know what communities use and what they think their capabilities are.
 - The Committee will request that representatives from MEMA/Mass GIS attend the December meeting to discuss this further.
- **New Business Unforeseen by the Chair**
 - NEMLEC SWAT Radios have been delivered.

MOTION put forth by D. Frizzell.

- Adjourn the meeting.
 - Seconded by M. Mansfield.
 - All in favor.

- The motion passed.

*** Next Meeting: October 11, 2022 ***

ATTENDEES-COMMITTEE MEMBERS

Jon Brickett: Executive Director, Northeast EMS Inc.*
Mike Collins: Commissioner, Beverly Public Services & Engineering
Chief Michael Mansfield: Andover Fire Rescue
Mark Foster: Director, Beverly Emergency Management*
Dave Frizzell: Executive Director, MetroFire
Joe Griffin: Director of Operations, Greater Boston Police Council
Chris Ryan: Deputy Director, North Shore Regional 911 Center*
Chief Joe Targ: Westford Fire Department

ATTENDEES-OTHER

Lauren Sacks: MAPC

ABSENT

Tyler Dechene: Middleton Fire Department
Charlie Dunne: Greater Boston Police Council
Chief Rich Patterson: Dracut Fire Department; Preparedness Coordinator, Northeast EMS, Inc.
Brian Roberts: Fire District 14
Dave Spinosa: Communications Director, Essex County Sheriff's Department*
Michael Torosian: Ashland Fire Department

The following documents were used/referenced during the meeting:

- June 23, 2022 Meeting Minutes
- FFY19, FFY20, and FFY21 Budget Updates
- Radio Programming Support Request Form Draft
- Ashland Fire Department Equipment Disposal Request
- NERAC Tactical Interoperable Communications Plan (TICP)