



# NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

## Interoperability Committee Meeting

### Minutes

*February 14, 2023*

*9:30am*

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

### **Remote Participation Option:**

[Zoom Link](#)

*Meeting ID: 880 3522 6972*

*Passcode: 245067*

*Dial In: 646 876 9923*

### **Call to Order**

- Chair C. Ryan called the meeting order at 9:32am.

### **Approval of Minutes**

- January 8, 2022 Meeting Minutes
- The Committee had not yet reached quorum, so this vote was postponed.

### **Budget Updates**

- FFY19 - Grant end date passed on December 31, 2022, and is fully closed out.
  - A.14 ECFCA UHF Receivers was the only FFY19 Interop project that wasn't spent down before the deadline, but it was able to be resolved through the following transfers approved by the Full Council:
    - FFY19: Reallocated \$1,511.32 from A.14 ECFCA UHF Receivers to L.16 500 KW Generator.
    - FFY20: Reallocated \$1,511.32 from H.03 500 KW Generator to B.11 ECFCA UHF Receivers.
- FFY20 - Grant End Date: June 30, 2023
- FFY21 - Grant End Date: July 31, 2023
- FFY22 - Grant End Date: July 31st, 2024

### **Project Updates**

- *ECFCA UHF Receivers*
  - The TXRX parts are the remaining components, and T. Dechene is working on specs for procurement.
- *ECCOPA Radio Cache*
  - The spare batteries and multi-unit chargers have been delivered.
  - This project is complete.
- *FD-5/15 Portable Radio Cache*
  - The backpacks are expected to arrive in June 2023.
  - The multi-unit chargers have been delivered.
- *ECFCA Wide Area Network VHF Consolette Radios*
  - The ICIP was approved.

- This project will need EHP reviews for each of the three locations because the antennas will be affixed to a structure.

MOTION put forth by R. Patterson.

- Approve the January 8, 2022 Meeting Minutes.
- Seconded by M. Foster.
  - In Favor: R. Patterson, D. Spinoso, M. Foster, D. Frizzell, M. Collins, T. Dechene, J. Griffin, J. Targ, S. Morrison.
  - Opposed: None.
  - Abstain: None.
- The motion passed.
  
- *Field Comm Units 20 & 60 Upgrades*
  - Approval documents are mostly drafted but there were still a few questions.
  - It was confirmed that this project will not need SIEC approval.
  - It was confirmed that District 6/Lowell will support monthly charges for Field Comm Unit 60 after equipment installation.
- *FD-5/15 Mobile Gateway Radios and Recorders*
  - The PJ/ICIP are approved, and this project does not need EHP review.
  - MAPC is finalizing specifications for procurement, and will send additional questions.
- *FD-6 Communications Upgrades*
  - \$67,345.40 has been paid for equipment that has been installed (no labor).
  - Each location still needs Motorola parts and we can't pay for labor until all installation at a location is complete, so we will have to pay for labor at the end.
  - Cyber Comm is still waiting on the dual VHF/UHF GPW8000 receiver but received the other radio equipment. They will schedule the installation for what they have, and invoice us for the item costs.
- *FD-6 MW Groton to Westford*
  - The PJ/ICIP are mostly complete, with a few final questions sent to Chef J. Targ.
  - MAPC expects to submit by next week's deadline for SIEC review.
  - This project will require EHPs.
- *Littleton All-Band Console Upgrade*
  - Cyber Comm installed the antenna and cable but are still waiting on the Motorola console.
- *Metrofire North District Feasibility Study*
  - D. Frizzell had a few follow-up questions to the Task 2 and 3 draft that the Committee reviewed last month. CDCG addressed those and will fix a few minor errors in the final version.
  - The next step is a meeting with CDCG and representatives from the Interop Committee, Metrofire Communications Committee, and MAPC to discuss options and recommendations and other Task 4 topics.
- *GBPC Microwave Routers and Switches*
  - Phase 1 procurement for the first 6 sites is complete and paid for.
  - Phase 2 PJ/ICIP were submitted and approved, but T. Dechene informed that we need to remove the NIM Expansion cards and add SFP transceivers, so new specs and amendments will be needed.
- *NERAC Radio Programming Initiative*
  - D. Spinoso emailed the COMLs/COMTs who previously indicated interest in the program with the one-pager MAPC created to share with their departments.
  - Once we hear about interest, we will send MOUs for their departments to sign.

- More COMLs/COMTs should be recruited to the program.

**MOTION** put forth by D. Frizzell.

- Move the following funding to FFY21 Interoperability Unallocated because all procurements have been completed for these projects:
  - \$2,735.63 from FFY21 B.04 FD-5/15 Portable Radio Cache
  - \$630.00 from FFY21 B.05 Metrofire North District Feasibility Study
- Seconded by R. Patterson.
  - In Favor: R. Patterson, D. Spinosa, M. Foster, D. Frizzell, M. Collins, T. Dechene, J. Griffin, J. Targ, S. Morrison.
  - Opposed: None.
  - Abstain: None.
- The motion passed.

**Fire District 14 Equipment Disposal**

- *Radio Consoles, Microphones, and Monitor Disposal*
  - MAPC is working on the disposal process.

**FFY23 Planning Process**

- The Federal NOFO will be released at the end of this month. We expect to plan for level funding and similar national priority areas as FFY22, with the addition of election security.
- FFY23 project request forms were sent to stakeholders and are due on February 24 so MAPC can compile them for review at the March council/committee meetings.
- Council/Committee members are asked to submit project request forms by the deadline too so we can clearly present all options for review.
- At the March meetings, requestors are invited to the relevant meetings to represent their projects, and the Committee will vote on a preliminary project list then.
- The Committee reviewed the FFY22 B-List Project Request: ECFCA Expansion of UHF Wide Area Network, to be re-submitted for consideration this year.

**GIS Discussion**

- The Committee discussed takeaways from MEMA's GIS presentation at the previous meeting.
- They recapped the Committee's belief that it would be beneficial to have more local participation to aggregate data and give visibility to MEMA, and develop regional best practices for GIS.
- The Committee is interested in learning more about MEMA's vision for GIS, if they plan to expand the division to support more, or who else could fill that role.

**New Business Unforeseen by the Chair**

- The Committee has had difficulty reaching quorum lately, and will be reviewing membership availability and considering new members to ensure we will meet quorum at meetings going forward.

**MOTION** put forth by R. Patterson.

- Adjourn the meeting.
- Seconded by J. Griffin.
  - In Favor: R. Patterson, D. Spinosa, M. Foster, D. Frizzell, M. Collins, T. Dechene, J. Griffin, J. Targ, S. Morrison.
  - Opposed: None.

- Abstain: None.
- The motion passed.

**\* Next Meeting: Monday, March 6<sup>th</sup> 2023 at 10:00 AM \***

This meeting will be fully virtual to review and vote on FFY23 project requests.

ATTENDEES-COMMITTEE MEMBERS

Mike Collins: Beverly Public Services & Engineering\*

Tyler Dechene: Middleton Fire Department

Dave Frizzell: Metrofire

Mark Foster: Beverly Emergency Management\*

Joe Griffin: Greater Boston Police Council

Scott Morrison: Tri-Town School Union\*

Chris Ryan: North Shore Regional 911 Center\*

Chief Joe Targ: Westford Fire Department

Chief Rich Patterson: Dracut Fire Department

Dave Spinosa: Essex County Sheriff's Department\*

ATTENDEES-OTHER

Stephanie Brown: Beverly Public Safety Dispatch

Richard Fiske: EOPSS Statewide Interoperability Coordinator

Lauren Sacks: Metropolitan Area Planning Council

ABSENT

Jon Brickett: Northeast EMS Inc.\*

Charlie Dunne: Greater Boston Police Council

Chief Michael Mansfield: Andover Fire Rescue

Brian Roberts: Fire District 14

Michael Torosian: Ashland Fire Department

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

- February 2023 Meeting Agenda
- January 2022 Meeting Minutes
- FFY19, FFY20, FFY21, and FFY22 Budget Updates
- NERAC Radio Programming flyer for COMLs/COMTs
- FFY22 B-List Project Request: ECFCA Expansion of UHF Wide Area Network
- FFY23 Project Request Form