



# NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

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## Interoperability Committee Meeting

### Minutes

*May 9, 2023*

*9:30 am*

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

- **Call to Order**
  - Chair C. Ryan called the meeting to order at 9:36 am.
- **Approval of Minutes**
  - April 11, 2022 Meeting Minutes
  - The Committee had not yet reached quorum, so this vote was postponed.
- **Budget Updates**
  - FFY20 – Grant End Date: June 30, 2023
    - All FFY20 funding is now either expended or encumbered with a PO. The only remaining funding to be invoiced is in B.07 FD-6 Communications Upgrades and B.10 Littleton Consolette Upgrades.
    - MAPC has requested an extension to December 2023.
  - FFY21 – Grant End Date: July 31, 2023
    - MAPC has requested an extension to June 30, 2024.
  - FFY22 – Grant End Date: July 31, 2024

MOTION put forth by M. Foster.

- Approve the April 11, 2022 Meeting Minutes.
  - Seconded by R. Patterson.
    - In Favor: All.
    - Opposed: None.
    - Abstain: None.
  - The motion passed.
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- **Project Updates**
    - *ECFCA UHF Receivers*
      - T. Dechene sent MAPC a quote for the remaining TX RX equipment.
      - Some items are different from the original ICIP so MAPC will submit an amendment to EOPSS/SIEC.
    - *FD-5/15 Portable Radio Cache*
      - The backpacks are the remaining item, and their ETA is June 2023.
    - *ECFCA Wide Area Network VHF Consolette Radios*
      - ICIP and PJ approval were received in April.
      - MAPC is working on the EHPs and sent questions to the Chiefs at each site.
    - *Field Comm Units 20 & 60 Upgrades*
      - D. Spinosa sent MAPC specifications for the routers.



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- MAPC will send a single-award RFQ to vendors suggested by Committee members.
- *FD-5/15 Mobile Gateway Radios and Recorders*
  - ICIP and PJ approval were received in April.
  - An item-by-item procurement will be sent out because separate vendors are expected for the items.
  - Installation is not required as part of the procurement scope.
- *FD-6 Communications Upgrades*
  - The following equipment was installed and paid for:
    - Tewksbury: 1 UHF, 1 VHF antenna
    - Dracut: 1 UHF, 1 VHF antenna, 1 microwave dish, 2 Aviat ODUs
    - Westford: 1 microwave dish, 2 Aviat ODUs
  - The following equipment has not yet been installed:
    - Tewksbury: UHF GTR8000 base radio, VHF GPW8000 receiver, 2 QMT-1B Single Channel Remotes
    - Dracut: Dual Band VHF and UHF GPW8000 Receiver, 2 QMT-1B Single Channel Remotes
    - Westford: SVM3 Site Voter Modules for IP Backhaul
  - Labor invoices can be paid when the remaining items are installed.
- *FD-6 MW Groton to Westford*
  - Chief J. Targ and M. Svatek answered all the questions I sent for the EHP, and sent ground level pictures. MAPC will send a follow-up question and submit the EHP.
- *Littleton All-Band Console Upgrade*
  - Most equipment has been installed and \$3,769.54 in equipment costs have been paid for.
  - The APX All-Band Console from Motorola is delayed, which is preventing final payment for labor.
- *GBPC Microwave Routers and Switches*
  - T. Dechene sent specifications and confirmed the quantity will be 4.
  - MAPC will submit a PJ amendment to EOPSS.
- *Metrofire North District Feasibility Study*
  - The consultant corrected the typos noted by the Committee.
  - The updated report draft and Waban Hill IM study were previously sent to the Committee and included in the meeting packet.
  - The consultant is working on the IM studies for Harts Hill, Wayne Alarm, and the Belmont site that will change from receive to transmit.
- *NERAC Radio Programming Initiative*
  - The Committee confirmed that the intention was for D. Spinoso and T. Dechene to have authority to approve COML/COMT credentials and participation, so the program documents will be updated to clarify this.
  - EOPSS has confirmed that COMLs/COMTs from outside the NERAC region can participate in the program to provide services for NERAC communities, and we can reimburse their departments. This will broaden the range for recruitment.
- **Equipment Disposal Process**



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- The Committee reviewed the previous vote from February 2022 which outlined the following process for equipment disposal or transfer:
  - Offer the equipment to the NERAC Full Council for suggestions on repurposing any of the items. The Council will vote on any proposed equipment transfers.
  - If no suggestions are received from the Council within 30 days, the equipment will be offered to NERAC regional stakeholders for 30 days.
  - If a NERAC stakeholder expresses interest in repurposing the equipment, that request will be brought to the Council to vote on a transfer.
  - If there is still no interest, the Council can vote to request EOPSS approval to dispose of the equipment.
- In September 2022, while considering another equipment disposal, the Committee discussed that existing policy but voted to make an exception because the equipment was deemed obsolete.
- MAPC noted the EOPSS disposal requirements that items with a useful life of more than one year and an acquisition cost of \$5,000 or more per unit require a Council vote and current appraisal to be submitted to EOPSS. Items that don't meet those criteria can be disposed of with just a Council vote.
- The Committee discussed changes to the procedures to ensure efficiency, such as different procedures for obsolete equipment and concurrent advertisement.
- MAPC will draft a revised policy for the Committee to review and vote in June.
  
- Comms/Radio Policies for NERAC Trainings & Exercises (10:05am – 10:15am)
  - The Committee discussed the need for documenting best practices relating to interoperable communications components at NERAC Trainings & Exercises (or other events) or for when Cache Radios are borrowed. The Committee's recommendations will be brought to the other appropriate Committees and Full Council for their consideration.
  - Ideas discussed included requiring ICS-205 forms for all trainings and exercises and for borrowing cache radios and expanding the NERAC Radio Programming Initiative funding to also cover COML/COMT attendance at trainings and exercises to help with planning.
  - Keeping in mind that there are a wide range of topics and scales addressed in the various types of T&Es so some flexibility might be beneficial.
  - Example: Tech Rescue team leads met with SWIC/EOPSS last week to discuss EOPSS's requirement that Exercises address comms in some way. Tech Rescue drills are very skill specific, and previously did not usually include comms. SWIC/EOPSS confirmed that there is a requirement to incorporate comms somehow, but depending on the topic and scale of the drill, that could range from a full communications plan with a 205 being tested to just a sentence or two in the AAR noting that they considered comms and how they would address it hypothetically if an incident were to occur.
  - The Committee will continue this conversation in June to come up with recommendations.



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- NSR911 Spare NERAC CCGW Use (10:15am – 10:25am)
  - There is a spare NERAC-funded CCGW being held at NSR911 which is intended as a backup in case other FD-5 or FD-15 equipment failed, but it has not been needed.
  - NSR911 is in need of additional CCGW resources, but they are not available for new purchase because they are end of life. New equipment could not substitute for the CCGW without major upgrades to the NSR911 system, which will be a long-term project.
  - The Committee discussed allowing NSR911 to use the spare CCGW that is currently not being used for other purposes, and would support services for the NERAC region.

MOTION put forth by T. Dechene.

- Allow NSR911 to use the spare NERAC CCGW in its' possession.
  - Seconded by D. Spinosa.
    - In Favor: All.
    - Opposed: None.
    - Abstain: None.
  - The motion passed.
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- New Business Unforeseen by the Chair (10:25am – 10:30am)
    - J. Griffin noted that GBPC accepted Motorola's proposal to replace the simulcast GTRs, with an expected completion date of September 2024. GBPC is working to find \$1.6 million in funding. NERAC expects to allocate \$100,000 of FFY23 funding to support the BAPERNS simulcast upgrades.

MOTION put forth by D. Frizzell.

- Adjourn the meeting.
- Seconded by J. Griffin.
  - In Favor: All.
  - Opposed: None.
  - Abstain: None.
- The motion passed.

**\* Next Meeting: June 13, 2023 \***

## ATTENDEES-COMMITTEE MEMBERS

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\*

Chief Rich Patterson: Dracut Fire Department

Chris Ryan: North Shore Regional 911 Center\*

Dave Spinosa: Essex County Sheriff's Department\*

Chief Joe Targ: Westford Fire Department

## ATTENDEES-OTHER

Lauren Sacks: Metropolitan Area Planning Council



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## ABSENT

Jon Brickett: Northeast EMS Inc.\*

Stephanie Brown: Beverly Public Safety Dispatch

Alex Chadis: Newton Fire Department

Mike Collins: Beverly Public Services & Engineering\*

Chief Michael Mansfield: Andover Fire Rescue

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

- May 2023 Meeting Agenda
- April 2022 Meeting Minutes
- FFY20, FFY21, and FFY22 Budget Updates
- Metrofire North District Feasibility Study Draft
  - Waban Hill IM Study