



NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

Interoperability Committee Meeting

Minutes

June 13, 2023

9:30 am

Northern Middlesex RECC

987 Whipple Rd, Tewksbury, MA 01876

▪ **Call to Order**

- Chair C. Ryan called the meeting to order at 9:30 am.

▪ **Approval of Minutes**

- May 9, 2023 Meeting Minutes

MOTION put forth by R. Patterson.

- Approve the May 9, 2023 Meeting Minutes.
- Seconded by D. Frizzell.
 - In Favor: All.
 - Opposed: None.
 - Abstain: None.
- The motion passed.

▪ **Budget Updates**

- Committee members were provided with copies of the FFY20 – FFY22 budget in the meeting packet.
- MAPC requested extensions for FFY20 and FFY21 and the contracts with EOPSS are being signed.
 - FFY20 – New grant end date will be December 31st, 2023
 - FFY21 – New grant end date will be June 30th, 2024
 - FFY22 – Grant End Date: July 31st, 2024
- The Committee isn't planning to meet until September, but MAPC will continue working on projects during that time.

MOTION put forth by T. Dechene.

- During the Committee's summer break, allow the Committee Chair authority to approve budget motions necessary to keep projects moving.
- Seconded by A. Chadis.
 - In Favor: All.
 - Opposed: None.
 - Abstain: None.
- The motion passed.

▪ **Project Updates**

- *ECFCA UHF Receivers*
 - The ICIP with the updated TX RX equipment details was approved by the SIEC, and the updated PJ is pending approval from EOPSS.

- T. Dechene will provide more detailed item descriptions for MAPC to develop specifications for procurement.
 - *FD-5/15 Portable Radio Cache*
 - The backpacks were delivered in mid-May and payment is in process.
 - This project is complete.
 - *ECFCA Wide Area Network VHF Console Radios*
 - The PJ and ICIP have been approved. EHP questions have been sent to the Chiefs.
 - *Field Comm Units 20 & 60 Upgrades*
 - The PJ has been approved. have been received.
 - This will be a single-award RFQ and one vendor will provide all equipment and installation.
 - Specifications are being finalized to send out the procurement.
 - *FD-5/15 Mobile Gateway Radios and Recorders*
 - The PJ and ICIP have been approved.
 - Specifications are being finalized to send out the procurement.
 - *FD-6 Communications Upgrades*
 - We are waiting on remaining items to be installed to pay the balance and close out the project.
 - *FD-6 MW Groton to Westford*
 - The EHP has been finalized and submitted.
 - MAPC is working on specifications for procurement.
 - *Littleton All-Band Console Upgrades*
 - We are waiting on remaining items to be installed to pay the balance and close out the project.
 - *GBPC Microwave Routers and Switches*
 - We need PJ amendment approval from EOPSS and then can move to procurement.
 - *Metrofire North District Feasibility Study*
 - The full report with all IM studies was shared with the Committee on May 16th to provide any feedback or questions.
 - Committee members stated that the final report meets the scope.
 - Metrofire replied that the report looked good, and the RD has been signed to process the vendor invoice.
 - *NERAC Radio Programming Initiative*
 - Some COMLs/COMTs have expressed interest and they will be sent the contract when documents are finalized.
 - MAPC is reviewing with legal and making final edits to the program documents.
- **Equipment Disposal Process.**
 - In February 2022, the Committee established a lengthy process involving offering equipment to the council and stakeholders for 30 days each before disposal.
 - In September 2022 and at the last meeting, the Committee discussed revising the process to only offer valuable items and shorten the timeline.
 - A draft based on previous committee discussion and the EOPSS requirements is included in the meeting packet.
 - The Committee discussed the draft and recommended shortening #3d to have a timeframe of 14 days, and to ensure there is language indicating that any applicable regulations or current equipment disposal guidance will be followed.

MOTION put forth by D. Frizzell.

- Approve the disposal process draft, ensuring there is language indicating that any applicable regulations or current equipment disposal guidance will be followed, and revising the timeframe in section #3d to 14 days.
- Seconded by R. Patterson.
 - In Favor: All.
 - Opposed: None.
 - Abstain: None.
- The motion passed.

- **Comms/Radio Policies for NERAC Trainings & Exercises**
 - A drafted checklist and points for consideration were included in the meeting packet, which the committee discussed.
 - The Committee would like to further review the document and suggest edits over the summer, and will continue the discussion at the September meeting.

- **New Business Unforeseen by the Chair**
 - L. Sacks and A. Serra from MAPC are working on conducting inventory visits to all 85 NERAC municipalities to do inventory checks on all NERAC equipment. We may reach out to committee members to help coordinate in some case when the assets are managed by regional groups vs. asking the municipality directly that it's housed in.

MOTION put forth by M. Mansfield.

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

*** Next Meeting: September 12, 2023 ***

ATTENDEES-COMMITTEE MEMBERS

Stephanie Brown: Beverly Public Safety Dispatch

Alex Chadis: Newton Fire Department Tyler Dechene: Middleton Fire Department

Dave Frizzell: Metrofire

Joe Griffin: Greater Boston Police Council

Chief Michael Mansfield: Andover Fire Rescue

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

ABSENT

Jon Brickett: Northeast EMS Inc.*

Mike Collins: Beverly Public Services & Engineering*

Mark Foster: Beverly Emergency Management*

The following documents were used/referenced during the meeting:

- June 2023 Meeting Agenda
- May 2022 Meeting Minutes
- FFY20, FFY21, and FFY22 Budget Updates
- Metrofire North District Feasibility Final Report and IM Studies
- NERAC Interoperability Committee Equipment Transfer and Disposal Process
- Draft Checklist for Radio Communications at NERAC Trainings & Exercises