



NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

Interoperability Committee Meeting

Minutes

September 12, 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 9:37 am.
- **Committee Membership Updates**
 - Jon Brickett and Mark Foster have retired from their positions on the NERAC Council and Committees.
 - The Interop Committee now has 12 members, and 7 are required for quorum.
- **Approval of Minutes**
 - June 13, 2023 Meeting Minutes

MOTION put forth by J. Griffin.

- Approve the June 13, 2023 Meeting Minutes.
- Seconded by R. Patterson.
 - In favor: All.
 - Opposed: None.
 - Abstain: None.
- The motion passed.
- **Budget Updates**
 - Extensions for FFY20 and FFY21 have been approved by EOPSS.
 - FFY20 – Grant End Date: December 31st, 2023
 - All Interop funding is allocated. The two projects that aren't fully invoiced are B.07 FD-6 Upgrades and B.10 Littleton Consolette Upgrades, but we expect those to close out in time.
 - FFY21 – Grant End Date: June 30th, 2024
 - FFY22 – Grant End Date: July 31st, 2024
 - ECCOPA Radio Cache Transport Cases
 - T. Dechene discussed a request to purchase 6 pelican cases for storage/transport of ECCOPA Radio Cache.
 - This request was discussed at previous meetings, but no motion was taken to address it.
 - The funding for the radios was split between FFY20 B.12 and FFY21 B.03. In June 2022 after the project came in under budget, the Committee voted to unallocate the balance of \$5,635.61 in FFY21 that was not needed. The majority of that (\$5,542.08) is still unallocated, if the Committee would like to reallocate some of that back to fund transport cases.

MOTION put forth by J. Griffin.

- Allocate up to \$4,000 for the purchase of 6 transport cases for the ECCOPA Radio Cache.
- Seconded by D. Spinosa.
 - In favor: All.
 - Opposed: None.
 - Abstain: None.
- The motion passed.

▪ **Project Updates**

- *ECFCA UHF Receivers*
 - T. Dechene brought information on specifications to the meeting which are needed for MAPC to move on to procurement.
- *ECFCA Wide Area Network VHF Console Radios*
 - MAPC will follow up with the Chiefs to get the remaining EHP information.
 - MAPC is looking into whether some items (APX8500s) that wouldn't typically need EHP approval can be procured ahead of time.
- *Field Comm Units 20 & 60 Upgrades*
 - We conducted a combined IFB with the FD-5/15 Mobile Gateway Radios and Recorders equipment because there was some overlap in items.
 - Received one bid for the 4 logging recorders from Exacom at a unit price of \$5,230.60 (+ \$30 shipping) which is higher than expected for that item (expecting closer to \$4,000).
 - Bids for the other items were not received, so we will now do State Contract procurement for the Motorola Radios and an RFQ for the other items (routers, power distribution units, and cabinets) for both projects, and then another procurement for installation services for the Field Comm 20/60 installation.
- *FD-5/15 Mobile Gateway Radios and Recorders*
 - (See above.)
- *FD-6 Communications Upgrades*
 - Cyber Comm said the project is complete but have not yet sent a final invoice, and M. Svatek said as of August 31st the VHF combiner had not been installed in Tewksbury.
 - Cyber Comm has provided the OSHA card for one of the two technicians, which is required as part of the weekly payroll certification for prevailing wage documentation. MAPC is confirming whether the older certificate document they sent will be sufficient for the other technician.
- *FD-6 MW Groton to Westford*
 - All necessary approvals are in place.
 - To try to avoid the payment issues we had with the other FD-6 project, MAPC is looking into how best to structure procurements for projects that have equipment and installation, since the ability to pay for labor has been held up by a few small components in a few recent projects, leading to delays in paying vendors for completed work.
 - MAPC is gathering feedback from past projects and reviewing options for structuring quote/bid price forms so that we can pay at more frequent milestones. Any thoughts/suggestions from the Committee are welcome.
- *Littleton All-Band Console Upgrades*

- Cyber Comm said this project is complete, but they have not sent the final invoice or the certified payroll records/OSHA cards required for prevailing wage documentation. They are asking for payment to be processed without this, but we can't do that.
 - *GBPC Microwave Routers and Switches*
 - MAPC has specifications drafted but need to check on the status of the PJ amendment adding SFP receivers, then we can procure.
 - *NERAC Radio Programming Initiative*
 - MAPC is working on edits to the contracts and waiting on some feedback.
- **NERAC Radio Communications Checklist**
 - The Committee discussed that the checklist and workflow are good for Trainings and Exercises as written.
 - A COML/COMT from the programming group (or T. Dechene/D. Spinosa of the Interop Committee) should provide support as needed to entities who borrow radios from the NERAC Cache.
- **New Business Unforeseen by the Chair**
 - *Disposal Process*
 - The last page of the meeting packet contains the finalized Interop Equipment Transfer and Disposal Process. This was voted on at the last meeting with some slight changes, which are reflected in this document. This will not need EOPSS approval because it states that all EOPSS guidance will be followed and given preference if anything changes, and these steps are above and beyond the EOPSS requirements. L. Sacks and A. Serra of MAPC have been conducting site visits to all of NERAC's 85 municipalities and other regional groups for equipment inventory checks, and will be building lists of items that stakeholders want to dispose of or transfer.
 - *Asst. SWIC*
 - At the end of August, EOPSS announced that Alexander Rock has been appointed to the new position of Assistant SWIC for MA. Prior to EOPSS he worked for MSP Communications and he will be based out of Western MA.
 - *SCIP Governance Webinar*
 - The Statewide Communications Interoperability Plan (SCIP) is updated every three years and is due for a refresh this year. The SCIP Governance Webinar will be held tomorrow, Wed September 13th at 1pm to review the update process, the current and desired governance, and other topics ahead of the main SCIP workshop which will occur in November.
 - The NERAC-funded Essex County Fire Chiefs Radio Cache was deployed to Andover during the microburst event and the assets were helpful.
 - The Committee discussed what can be done to address school radio communications, such as developing best practices for school districts, and whether this could be a statewide effort. Respective Committee members will plan to bring this topic up with the Northshore Superintendents Roundtable, MA Superintendents Association, the SWIC and the SIEC.
 - School Radio Communications will be added as a topic for continued discussion on the October NERAC Interop Committee agenda.

MOTION put forth by A. Chadis.

- Adjourn the meeting.
- Seconded by R. Patterson.

- In favor: All.
- Opposed: None.
- Abstain: None.
- The motion passed.

*** Next Meeting: October 10, 2023 ***

ATTENDEES-COMMITTEE MEMBERS

Alex Chadis: Newton Fire Department
Tyler Dechene: Middleton Fire Department
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
Mike Collins: Beverly Public Services & Engineering*

ATTENDEES-OTHER

Mark Foster: MATF-1
Graham Rowe: North Andover Fire Department
Lauren Sacks: Metropolitan Area Planning Council

ABSENT

Stephanie Brown: Beverly Public Safety Dispatch
Dave Frizzell: Metrofire
Chief Michael Mansfield: Andover Fire Rescue

The following documents were used/referenced during the meeting:

- September 2023 Meeting Agenda
- June 2023 Meeting Minutes
- FFY20, FFY21, and FFY22 Budget Updates
- NERAC Radio Communications Checklist Suggested Workflow
- NERAC Interoperability Committee Equipment Transfer and Disposal Process