



NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

Regional Cache Committee Meeting

Minutes

January 4, 2023

11:00am

*NERAC Beverly Cache Site
43 Airport Road, Beverly, MA 01915*

Call to Order

- Chair M. Collins called the meeting to order at 11:11am.

Approval of Minutes from the November 9, 2022 Meeting.

MOTION put forth by Chief J. Gilliland.

- Approve the November 9, 2022 Meeting Minutes.
- Seconded by M. Foster.
 - In Favor: All.
 - Opposed: None.
 - Abstain: None.
- The motion passed.

Budget Updates

- Committee members were provided with copies of the FFY19, FFY20, FFY21, and FFY22 budgets in the meeting packet.
 - FFY19 – Grant deadline was December 31st, 2022.
 - FFY20 – Grant deadline was extended to June 30th, 2023.
 - FFY21 – Grant deadline is July 31st, 2023.
 - FFY22 – Grant deadline is July 31st, 2024.

Project Updates

- *500 KW Generator*
 - The generator was delivered to the Beverly cache site on December 2nd. Beverly let us know that there was an issue with the fuel sending unit, but Kraft was able to come and inspect and correct this issue shortly after.
- *NERAC Surplus Trailer*
 - Chair M. Collins received the title from the Hudson Chief earlier last month. We then sent it to Paul Sevigny, BOH, who is now working on registering and arranging the trailer pick up from Lexington for the Collaborate.
- *Cache Heater Hose Storage Boxes*
 - During the previous cache meeting, the Committee allocated funding for two storage boxes and associated labor to mount onto the heater units.
 - The PJ was drafted and submitted to EOPSS for approval.



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- *Lexington Conex Containers Cleaning and Disposal*
 - During the previous cache meeting, the Committee voted to allocate funding to hire a vendor to remove and properly dispose of the contaminated supplies, clean, and relocate the four (4) Conex containers currently located in Lexington.
 - The PJ was approved by EOPSS yesterday.
 - Disposal of (2) Lexington Rusted Conex Containers
 - Based on our current inventory list and comments, there are supposed to be two other Conex Containers in Lexington that are empty and too rusted to open.
 - Chair M. Collins would like to see the containers to confirm their condition.

Cache Expenditure Policy

- During the last cache meeting, the Committee voted on an updated cache expenditure policy:
 - Cache managers may spend up to \$2,500.00 on parts and labor for necessary maintenance or repairs per singular event per unit of equipment at their discretion. Any expense in excess of \$2,500.00 per unit of equipment must be approved by a vote of the NERAC Cache Committee or Full Council. In the event that there is an imminent need for the equipment prior to the next scheduled meeting, the Cache Committee Chair, at their discretion, may approve expenses up to \$5,000.00 per unit of equipment.
- This updated policy draft is in the meeting packet for the Committee to review before we send it to EOPSS for approval.
 - The Committee would like the last bullet to be re-worded to highlight estimate.

Lexington Equipment Update

- E. Seligman provided an update on the Lexington equipment repairs and what is now in service and what is not.

Review of Cache Operations Documents

- Updated MOUS with Cache Host Communities
 - A. Reilly provided updates on the MOU draft and EOPSS guidance.
- Subscription Form and User Agreement
 - As discussed at the previous Committee meeting, we are now starting to redraft the subscription agreement form and the rules for borrowing the cache equipment.
 - A draft of both documents were included in the meeting packet for your review. The next step would be taking these documents to MAPC legal for review.

New Business Unforeseen by the Chair

- There is still no update on the status of the Lexington frozen cache account. M. Collins will work with A. Reilly offline to discuss the discrepancies with Lexington's cache account to figure out a path forward.

MOTION put forth by Chief J. Gilliland.

- Adjourn the meeting.
- Seconded by J. Rousseau.
 - In Favor: All.
 - Opposed: None.



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- Abstain: None.
- The motion passed.

**** Next Meeting: TBD****

ATTENDEES – COMMITTEE MEMBERS

Mike Collins: City of Beverly, DPW*
Mark Foster: Beverly Emergency Management*
Chief Jason Gilliland: Marblehead Fire Department*
Jeff Rousseau: Framingham Department of Public Works

ABSENT – COMMITTEE MEMBERS

Paul Cohen: Town of Chelmsford*
Jon Brickett: Northeast EMS*
Heather Tecce: MEMA

ATTENDEES – OTHER

Amy Reilly: MAPC
Lauren Sacks: MAPC
Ed Seligman: MA-TF1
Rosemary Volinski: MAPC

The following documents were used/referenced during the meeting:

- January 2023 Meeting Agenda
- November 9, 2022 Meeting Minutes
- January 2023 Budget Updates
- Draft Cache Expenditure Policy
- Cache Host MOU Draft