



# NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

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## **Regional Cache Committee Meeting**

### Minutes

*November 9, 2022*

*3:00pm*

*NERAC Beverly Cache Site*

*43 Airport Road, Beverly, MA 01915*

### **Call to Order**

- Chair M. Collins called the meeting to order at 3:05pm.

### **Approval of Minutes from the August 19, 2022 Meeting.**

MOTION put forth by Chief J. Gilliland.

- Approve the August 19, 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, and FFY21 budgets in the meeting packet. The FFY22 budget is being created and will be included in the next meeting packet.
  - FFY19 – Grant deadline is December 31st, 2022.
  - FFY20 – Grant deadline was extended to June 30th, 2023.
  - FFY21 – Grant deadline is July 31st, 2023.
  - FFY22 – Grant deadline is July 31<sup>st</sup>, 2024.
    - \$200,000.00 for Regional Cache Program (Maintenance).

### **Project Updates**

- *500 KW Generator*
  - The generator was scheduled to ship this week, but Kraft informed us on Monday before it went out that the trailer vendor had supplied them with a trailer that didn't match IFB specifications.
  - Kraft will receive the corrected trailer next week and transfer the generator over, and then coordinate delivery with Beverly.
- *Mechanical Vehicle Barricades and Transportation Systems*
  - The barricades and transportation systems were delivered to both Beverly and Framingham sites. The invoice has been processed.
- *Accessories for 30kW Generator Trailers*
  - The Committee previously allocated \$2,000 for additional accessories and chargers for these trailers.
  - Beverly provided the update that these modifications were handled already and will be covered by separate funding sources.



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MOTION put forth by Chief J. Gilliland.

- Unallocate \$2,000 from FFY20 H.04 Trailer for 30Kw Generator.
- Seconded by J. Brickett.
  - In Favor: All.
  - Opposed: None.
  - Abstain: None.
- The motion passed.
  - The Committee was aware that the Active Shooter Training Kit housed in Merrimac requires an additional \$250 for the purchase of consumable items necessary for trainings, and suggested that the Full Council vote to reallocate \$250 from Cache Unallocated to that project.
- *NERAC Surplus Trailer*
  - The Committee previously approved to allow the 9-town regional collaborate to use a NERAC surplus trailer located in Lexington.
  - MAPC has been working with M. Collins to determine where the trailer is registered and obtain the title and registration paperwork, which Lexington does not have.
  - Based on the VIN, the trailer is actually registered to Hudson FD, and M. Collins will work with them to get the paperwork replaced.

## **Cache Equipment Repair Thresholds**

- In the past, the Committee has established cost thresholds for what level of cache maintenance expenses would require Committee or Council approval.
- This policy should be reviewed/revised now that the Committee will be using grant funds for these expenses and will need to closely monitor the budget.

MOTION put forth by Chief J. Gilliland.

- Adopt the following 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.
- Seconded by J. Brickett.
  - In Favor: All.
  - Opposed: None.
  - Abstain: None.
- The motion passed.

## **Lexington Equipment Update**

- E. Seligman provided an update on the Lexington equipment repairs and statuses.

MOTION put forth by Chief J. Gilliland.



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- Allocate \$3,000 for Storage Boxes from FFY20 Cache Unallocated (1,776.38), reserving \$223.62 overage for active shooter training kit consumables, and the remaining \$1,223.62 needed from FFY20 Cache Maintenance.
- Seconded by M. Foster.
  - In Favor: All.
  - Opposed: None.
  - Abstain: None.
- The motion passed.
  
- Lexington Cache Conex Box
  - The Committee previously voted to request EOPSS approval to dispose of contaminated sheltering equipment in the Lexington Cache Conex Boxes.
  - MAPC will need an inventory of items and unit prices.
  - The Committee confirmed that they are seeking to dispose of the contents, but keep the boxes if they can be salvaged.

## MOTION put forth by Chief J. Gilliland.

- Allocate 13,000 from FFY20 Cache Maintenance (\$12,211.89) and the remaining \$788.11 from FFY21 Cache Maintenance for Disposal of Equipment in Lexington Conex Boxes.
- Seconded by J. Brickett.
  - In Favor: All.
  - Opposed: None.
  - Abstain: None.
- The motion passed.
  
- New Hoses and Storage Box
  - Beverly requested to also buy two new lengths of hoses. The replacement of the heater hoses is an approved expense under the Cache Labor/Maintenance PJ.

## **Updated MOUs with Cache Host Communities**

- The Committee discussed the MOU draft and edits.
- After MOUs are finalized, the next step will be redrafting the subscription agreement form with different versions for municipalities vs. MEMA/FBI.

## **New Business Unforeseen by the Chair**

- The Lexington cache account balance issues are continuing to be sorted out.

## MOTION put forth by Chief J. Gilliland.

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

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



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## ATTENDEES – COMMITTEE MEMBERS

Jon Brickett: Northeast EMS\*

Mike Collins: City of Beverly, DPW\*

Mark Foster: Beverly Emergency Management\*

Chief Jason Gilliland: Marblehead Fire Department\*

## ABSENT – COMMITTEE MEMBERS

Paul Cohen: Town of Chelmsford\*

Jeff Rousseau: Framingham Department of Public Works

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:**

- November Meeting Agenda
- August 19, 2022 Meeting Minutes
- November 2022 Budget Updates
- Cache Host MOU Draft