



NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

Full Council Meeting

Minutes

May 11, 2023

1:00pm

*MPTC Lynnfield Police Academy
425 Walnut St, Lynnfield, MA 01940*

- **Call to Order**
 - Chair Chief J. Gilliland called the meeting to order at 1:00pm.

- **Approval of Minutes from the April 13, 2023 Meeting.**

MOTION put forth by Chief B. Moriarty.

 - Approve the April 13, 2023, meeting minutes.
 - Seconded by M. Foster.
 - In Favor: All
 - Opposed: None.
 - Abstain: None.
 - The motion passed.

- **EOPSS/MAPC Updates**
 - EOPSS Update – V. Mboka-Boyer provided an update. EOPSS appreciates the Council’s hard work on the FFY23 plan.
 - MAPC Updates- A. Reilly provided an update. Mark Fine has moved on to another role with the Healey-Driscoll Administration. A. Reilly is currently the Interim Director of the Municipal Collaboration Department.

- **Budget Updates**
 - Council members were provided with copies of the FFY20 – FFY22 budget in the meeting packet.
 - FFY20 - Grant End Date: June 30, 2023
 - MAPC will be requesting an extension until December 2023.
 - FFY21 - Grant End Date: July 31, 2023
 - MAPC will be requesting an extension until June 2024.
 - FFY22 - Grant End Date: July 31st, 2024

- **Open Council Seats**
 - Regional Transit Authority
 - Kathleen Lambert let us know after last month’s meeting that she will be leaving MEVA and has stepped down from the Council.
 - Cybersecurity
 - Ed Chao also stepped down after last month’s Council meeting since he will most likely be moving out of state.
 - Emergency Medical Services
 - The NEEMs office manager has sent Jon Brickett’s letter of resignation from NEEMs on 5/1. He will be officially retiring in June but will be staying on to help with the NEEMs transition until September.



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- We will continue to follow the new EOPSS Council member appointment guidance:
 - MAPC will notice the region's communities (e.g., email receipts to municipal clerk or town administrator, etc.) of the opening(s) (including general and/or specific requirements and how to apply for the open seat). This noticing does not preclude inquiries to specific appropriate SME groups (e.g., FCAM, MCOPA, etc.) or potential candidates being offered for consideration via the Council members and its Chair. After two weeks, eligible candidates (resumes and contact info) will be sent to OGR as one package. OGR will "front end" and expedite review for approval of candidates back to the Chair so that, in most cases, the EOPSS approved candidates can go before the next Council meeting for a vote. As the Council is thinking through who is applying, something to consider is bringing in diverse voices into these open seats to broaden the reach of the Council.

- **Project Updates**
 - NEMLEC Projects:
 - LRAD Voice Broadcast System
 - The equipment was purchased and Chief Nix let me know that it was delivered yesterday. He is reviewing the boxes of equipment to confirm all looks good, and then MAPC will pay the invoice if so.
 - Portable Radio Headsets/Adapters
 - The IFB was published and we received bids from 3 vendors. There was a bit of back-and-forth to confirm awards because some vendors rescinded their bids for some items, and we needed to confirm that the bids matched the required specs.
 - Contracts are now signed and POs are being signed to issue.
 - In the end, the Single Comm Headsets were awarded to Marcus Communications, and the Dual Comm Headsets and Adapters were awarded to Safety Source New England. The total cost will be \$62,084 which is within budget.
 - NEMLEC's next priority out of their approved projects are the Ballistic Helmets, so we will be looking into specs etc. for that next.
 - Merrimack Valley Camera System Expansion
 - I have followed up with Lawrence PD a few times regarding the drafted specs and questions I sent them. Someone else from Lawrence PD is now working to confirm what is needed.
 - We hope to hear back from them soon to get that procurement out, and I will continue to follow up as I have been.
 - NERAC Ambubus
 - At last month's meeting, the Council voted on disposing of the Ambubus, and to also look into the donation process. We are in contact with Bill, who may have a hospital that is interested in taking the Ambubus as is.
 - Incident Response Plan Development
 - We are continuing to work with Colby to finalize consultant tasks to include in the request for proposals.
 - Cybersecurity Internship
 - MAPC has hired two cyber interns that will be starting on May 22nd, with a flexible end date of August. The draft MOU is currently with the Town of



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Danvers for review and approval detailing the partnership between NERAC/MAPC and The North Shore IT Collaborative/ Town of Danvers.

- Shubham Upadhyay is a master's student studying computer sciences at Northeastern University. He has experience as a graduate research assistant and has worked as a software engineer for an consultancy company.
- Adi Bahn is currently getting his bachelors at Boston University studying Computer science and is very eager to jump into cybersecurity work for the first time. He has experience participating in the BostonHacks Hackathon and BU Spark Hackathon.
- We are planning on inviting the interns to attend Council meetings when available to formally introduce them and to have them give more in depth updates on their ongoing work with the North Shore IT Collaborative.
- District 6 JHIRT Equipment
 - The PJ was approved by EOPSS, and MAPC is working on developing the specifications for procurement.
 - During last month's meeting, Chief Moriarty requested more information on their initial project request the Council approved last year.
 - For more background, District 6 Joint Hazard Incident Response Team (JHIRT) The team is in need of their own body armor and safety equipment to respond to these calls appropriately. Currently, the team is borrowing equipment from the bomb squad when they show up to assist at an incident which is problematic due to not having correctly fitted gear and having gear that is potentially contaminated by the main user. This project will fund the purchase of just four sets of ballistic vests, front/ rear/ and side armor plates, bleeding control supplies, helmets, and helmet mounted flashlights. There is not currently any funding in the District Haz Mat budget to purchase this equipment. Going forward, they will look to the communities in the region to assist with funding for upkeep and replacement of equipment as it expires or becomes unserviceable. They are also attempting to have the 79 communities in the District pay into a fund that will support new and existing equipment purchases for the current and future members of the JHIRT.
- **Interop Considerations for NERAC Trainings & Exercises and Cache Radios**
 - The Council began to discuss this topic at last month's meeting, regarding policies for comms considerations at NERAC T&Es and for borrowing cache radios, and was also discussed at this week's Interoperability Committee meeting.
 - The Interoperability Committee discussed coming up with best practices to suggest to the T&E/Cache/Full Council for the respective groups to consider adopting.
 - Some topics they discussed so far were when to require ICS 205 plans at T&Es and whether there could be a way to expand Interop's Radio Programming Initiative funding to also support COML/COMT attendance at T&Es or when Cache radios are borrowed.
 - The Committee is planning to discuss this further at upcoming meetings to present some ideas to the other Committees and/or Council.
- **Inventory Check Updates**
 - Municipality Visits
 - A. Serra and L. Sacks have been working on inventory visits, and have so far visited departments in Stoneham, Medford, Acton, Littleton, Groton, and Carlisle, and Avery is working to schedule the next few.
 - Most of the equipment has been found where expected, tagged, and in working order. Some consumable items have been used.



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- There are some that are not in working order (either irreparable or the community can't fund the repairs) and some items that are working but the community doesn't have a need for anymore.
- As we conduct more visits we will build lists of this information for the Council to review and determine best next steps.
- Sheltering Trailers
 - Chief J. Gilliland and J. Brickett provided an update on a sheltering trailer stored at Andover PD that was recently utilized during an exercise.
 - The trailer is not being properly maintained, and there are components of the trailer that didn't work and need to be replaced.
 - The Council discussed adding the sheltering trailers to the NERAC cache sites.
- **Ashland Equipment Disposal**
 - Ashland Fire Department had submitted requests to dispose of 10+ year old NERAC-funded Interoperability equipment that is now obsolete.
 - Most equipment has received the necessary votes/approvals and been disposed of.
 - There is one item that still needs EOPSS approval, and MAPC is getting signatures on that request letter to submit.
 - There is one more item: Qty:2 Zetron Desktop Speaker with Volume Control purchased with FFY10 funding for \$629.55 each.
 - Based on the purchase price and because this equipment is past the end of useful life, only a NERAC Council vote is required to approve the disposal.
 - The Interoperability Committee did review and vote to support disposal, but a Full Council vote is required before Ashland may dispose of them.

MOTION put forth by J. Brickett.

- Approve Ashland Fire Department's request to dispose of the Qty:2 FFY10 NERAC-funded Zetron Desktop Speakers with Volume Control, which are now obsolete.
 - Seconded by C. Ryan.
 - In Favor: All
 - Opposed: None.
 - Abstain: None.
 - The motion passed.
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- **FFY23 Planning**
 - MAPC received further feedback from EOPSS that projects listed to fill the 3% requirements for Election Security and Community Preparedness didn't quite hit specific features of what FEMA is looking for, so EOPSS advised reviewing the ASHER related projects to:
 - Address election security by having some training/exercise scenarios involve response to an incident at a voting site.
 - Address community preparedness by inviting Community Emergency Response teams (CERTs) to some training/exercises, and including Stop-the-Bleed components for community members as well.
 - We didn't have time to create new projects (which would require a Council vote) before the deadline, so instead MAPC, with Chief Gilliland's approval, made slight adjustments to current project descriptions to meet the EOPSS/FEMA criteria and 3% spends:
 - ASHER Tabletop Exercise (Acton, Boxborough, Groton, Littleton) – one of the scenarios simulated will need to include an attack at a voting site.
 - "Northern NERAC" Active Shooter Training (Salisbury, Merrimac, Amesbury, Newburyport, Georgetown, Rowley, Newbury, MSP, NEMLEC, etc.) – invite local CERT teams/MRCs, and have a scenario addressing election security.



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- RTF Training (Weston, Wayland, Lincoln) – invite local CERT teams/MRCs.
- General Active Shooter Funding – previously listed LASER/ATIRC/AAIR as possible trainings, and we added Stop-the-Bleed and the involvement of CERT teams/MRCs overall.
- The revised FFY23 Plan was submitted to EOPSS for review and approval on April 28th, 2023.

- **Committee/Working Group Updates**
 - Training & Exercise – Chief J. Gilliland
 - The Committee is looking into doing another ASHER exercise to spend down FFY20 unallocated funding.
 - The school safety seminar will be taking place fall 2023.
 - The Committee voted on a new technical rescue drill request process.
 - Interoperability/ Info Sharing – C. Ryan
 - Many projects are still be impacted by the supply chain issues.
 - The NERAC radio programming initiative is working toward being launched. They are welcoming COML/COMTs from outside the region to participate and do work for the NERAC region.
 - The Committee is working on a policy for disposal process, which will follow and add to the EOPSS guidance.
 - The spare CCEW will be utilized by the Regional 911 Center for temporary use.
 - Regional Equipment Cache – M. Collins
 - No update.
 - Evacuation/Sheltering – J. Brickett
 - M. Collins is looking into the sheltering trailers.

- **Discipline & State Agency Liaison Updates**
 - Discipline Updates:
 - Fire Services: DEP opened up a PFAS collection program.
 - Local Government Administration: Cybersecurity breaches and releasing data are continuing to be a bigger concern.
 - Cybersecurity: There is no complete protection that can mitigate or reduce chances of being hacked. 80% of attacks are via email, remember to backup, replicate, and protect your data.
 - Public Health: D. Ouellette is looking into funding for drug deactivation kits.
 - Hospitals: Behavioral health is still having issues with staffing. Universal masking ends at midnight tonight.
 - Public Safety Communications: There continues to be issues with the state's interpreter services.
 - State Agency Liaison Updates
 - Massachusetts Emergency Management Agency
 - Heather Tecce has moved on to another position with Lowell emergency management.

- **New Business Unforeseen by the Chair**
 - In previous years, the Council has taken a month break near the end of summer. Last year the Council didn't meet in July and the year previously the Council didn't meet in August.

MOTION put forth by Chief B. Moriarty.



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- The Council will break for July and August and have its next meeting in September 2023.
- Seconded by J. Brickett.
 - In Favor: All
 - Opposed: None.
 - Abstain: None.
- The motion passed.

MOTION put forth by Chief B. Moriarty.

- Adjourn the meeting.
- Seconded by Chief N. Hovey.
 - In Favor: All
 - Opposed: None.
 - Abstain: None.
- The motion passed.

****Next Meeting: June 8, 2023****

ATTENDEES - COUNCIL MEMBERS

Chief John Fisher, Vice Chair: Bedford Police Department
Mark Foster: Beverly Emergency Management
Chief Jason Gilliland, Chair: Marblehead Fire Department
Dave Ouellette: Dracut Public Health
Christopher Ryan: North Shore Regional 911 Center
Dr. Scott Morrison: Tri Town School Union
Chief Brian Moriarty: Lawrence Fire Department
Bill Klag: North Shore Medical Center Emergency Preparedness
Paul Cohen: Town of Chelmsford
Chief Tom Judge: Concord Fire Department
John Brickett: Northeast EMS
Colby Cousens: Town of Danvers Information Technology
Chief Neal Hovey: Topsfield Police Department
Dave Spinosa: Essex County Sheriff's Department

ABSENT- COUNCIL MEMBERS

Sheriff Kevin Coppinger: Essex County Sheriff
Kathleen Lambert: MVRTA
Allan Alpert: City of Melrose Emergency Management
Dr. John Buckey: Marblehead Schools
Chief John LeLacheur: Beverly Police Department
Edward Chao: Harvard Kennedy School
Mike Collins: Beverly DPW

ATTENDEES – OTHER

Matt Kolhonen: MEMA
Amy Reilly: MAPC
Lauren Sacks: MAPC



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Rosemary Volinski: MAPC

The following documents were used/referenced during the meeting:

- May 2023 Meeting Agenda
- April 2023 Meeting Minutes
- FFY20, FFY21, FFY22 Budget Updates
- May 2023 Project Status Updates