



NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

Full Council Meeting

Minutes

June 8, 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 May 11, 2023 Meeting.**

MOTION put forth by Chief B. Moriarty.

- Approve the May 11, 2023, meeting minutes.
- Seconded by Chief N. Hovey.
 - In Favor: All
 - Opposed: None.
 - Abstain: None.
- The motion passed.

- **EOPSS/MAPC Updates**

- EOPSS Update – B. Podsiadlo provided an update. EOPSS has recently hired two new project coordinators, Sarah Cook and Sarah Malloy. There was a recent After-Action Report presentation for Dennis Donoghue during his visit, on behalf of FEMA. OGR and the SWIC would like to be included in any T&E projects, and is looking forward to the statewide ASHER training program.
- 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 – New Grant End Date: December 31st, 2023 (MAPC requested extension and the contracts with EOPSS are being signed.)
 - FFY21 – New Grant End Date: June 30th, 2024 (MAPC requested extension and the contracts with EOPSS are being signed.)
 - FFY22 – Grant End Date: July 31st, 2024
- The Council isn't planning to meet until September, but MAPC will continue working on projects during that time.

MOTION put forth by Chief B. Moriarty.

- During the Committee's summer break, allow the Council Chair authority to approve small motions necessary to keep projects moving, such as un-allocating remaining funding if a project is completed under budget, and re-allocating available funding towards an already approved project if a procurement comes in over budget.



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- Seconded by Chief J. Fisher.
 - In Favor: All
 - Opposed: None.
 - Abstain: None.
 - The motion passed.
- **Open Council Seats**
 - We will continue to follow the new EOPSS Council member appointment guidance, so 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) by the end of the month. *Eligible candidates (resumes and contact info) will be sent to OGR as one package. Then EOPSS approved candidates can go before the next Council meeting for a vote.*
 - Regional Transit Authority
 - There are several RTAs that include NERAC communities.
- MOTION put forth by Chief J. Fisher.
- Notice the RTAs that have greater than 50% of NERAC communities within their jurisdiction.
 - Seconded by Chief B. Moriarty.
 - In Favor: All
 - Opposed: None.
 - Abstain: None.
 - The motion passed.
- Cybersecurity
 - Emergency Medical Services
 - Thank you to Jon Brickett for his years of service on the Council.
- **Project Updates**
 - NEMLEC Projects:
 - LRAD Voice Broadcast System
 - The equipment was delivered and reviewed by NEMLEC. The Receiving Document was signed, and MAPC is processing invoice payment.
 - Portable Radio Headsets/Adapters
 - This was the priority project that NEMLEC asked us to expedite. POs have been issued for all items.
 - Adapters (most critical) have ETA of early July.
 - Single comm headsets are a few months out.
 - Dual comm headsets should arrive this week or next.
 - Merrimack Valley Camera System Expansion
 - MAPC has been working with Lt. Rogers from Lawrence PD and we are making progress. He is reviewing follow-up questions that I sent him on the specifications. They are technical and need to integrate with an existing system so that is part of the challenge.
 - MAPC noticed that the original project request and what was approved in the plan says the \$5,000 per camera would include installation and programming. I was told by a previous project contact that they would not need NERAC to include those services in the procurement, but I am double checking that now that



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- contacts have changed to ensure there is a plan for installation if we buy the equipment. It may also affect procurement processes.
- Lt. Rogers is looking into that along with other questions on the specs, and we are working to get the procurement out soon.
- NERAC Ambubus
 - B. Klag let us know that MGB may be interested in taking the Ambubus as is. We connected an MGB contact with MVRTA, the current custodians of the vehicle, to confirm a site visit a few weeks ago. We are still waiting to hear back if they are interested. Once we receive more information, we will begin to draft the disposal letter for EOPSS approval.
- Incident Response Plan Development
 - We are continuing to work with Colby to finalize consultant tasks to include in the request for proposals. In discussion with, may make a donation, work that into the scope.
- Cybersecurity Internship
 - As we mentioned last month, MAPC has hired two cyber interns to work with the North Shore IT Collaborative to enhance our cybersecurity posture in the region.
- District 6 JHIRT Equipment
 - The specifications are with the project contact, once confirmed we will move forward with the procurement.
- FD-14 Tech Rescue Equipment
 - This project is in the early stages, so we are still discussing needs with the team and drafting a PJ.
 - Tech Rescue equipment vs. supplies funding has come up at recent T&E meetings so I want to specify that this is for equipment (long-term items that the team would maintain and need in rescue situations) and it is not a new request - the Council did allocate \$14,917.00 in the FFY21 plan.
 - We'll be working on procuring a confined space communications kit, extra-large steel carabiners, multi-purpose clutch tools and rigging pods for rope rigging.
- **Committee/Working Group Updates**
 - Training & Exercise
 - There was \$24,000.00 of un-allocated FFY20 funds. The Committee voted to fund the Topsfield Fair MCI Functional Exercise.
 - The Committee will be able to fund 2-3 more AAIR courses for participating communities.
 - The majority of the active shooter training kit equipment has been delivered. We are now just waiting on holsters.
 - The school safety seminar will be occurring in Fall 2023.
 - Multiple AARs and ERRs were approved for the FD-14 and Northeast Tech Rescue Teams.
 - Interoperability/ Info Sharing
 - The Committee is working toward solidifying an equipment disposal plan and will be continuing their discussion about formalizing Interoperability communication guidance.
 - Regional Equipment Cache
 - Truck Repair
 - The Beverly cache is requesting approval to expend approx. \$4,087.00 of their FFY21 D.01 Cache Maintenance funding to repair/ replace the turbo of a NERAC funded truck.



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- This is a 2014 Ford rack body truck F-550 referred to as C-9 Vin#1FDUF5HT0EEB80646
- NERAC# N20091
- With out repairs the truck is not safe to operate
- Per dealer replace the turbo about \$2000.00 plus misc parts & shop supplies labor of about 1900.00 total \$4087.00 Dealer advises this reflects a discount on parts and labor
- To be completed about 2 weeks after approval

MOTION put forth by Chief J. Fisher.

- Transfer \$4,087.00 of FFY21 D.01 Cache Maintenance funding to repair/ replace the turbo of a NERAC funded truck.
- Seconded by Chief B. Moriarty.
 - In Favor: All
 - Opposed: None.
 - Abstain: None.
- The motion passed.

- Evacuation/Sheltering
 - During last month's meeting, the Council discussed a NERAC sheltering trailer from Andover that has not been properly maintained.
 - During our inventory visits out to NERAC municipalities, MAPC found a few other items that are also not in working order (older items, 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 to inventory the regional assets, we will build lists of this information for the Council to review and determine if they would like to relocate or dispose of items.
 - Since we may not know if larger assets that require extensive setup are in working order during brief visits, once a list is developed we could look into partnering with MRCs to have a training day where they could set up and test the larger equipment/assets (e.g., soft shelter systems).

- **Discipline & State Agency Liaison Updates**

- Discipline Updates:
 - Fire Services- DEP is taking back PFAS firefighting foam.
 - Cybersecurity- The North Shore IT Collaborative has been partnering with MAPC for the NERAC intern program. NERAC communities are getting more out of the project than originally envisioned.
- State Agency Liaison Updates
 - Massachusetts Emergency Management Agency- There will be two training workshops on June 16th in Tewksbury and virtual.

- **New Business Unforeseen by the Chair**

- All state and local sub-recipients of federal preparedness funding must ensure compliance with the joint federal DHS, FEMA, and DHHS "Language Access for COVID-19 and Other Health Emergencies" training presentations and the State Limited English Proficiency (LEP) best practice guidance. This is mandatory for all grantees and sub-recipients of federal preparedness grant funds as part of the settlement requirements of the federal "NHelp" lawsuit regarding LEP and Title VI during the COVID-19 pandemic.



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- Reminder that there will be tunnel closures, which will cause commuting impacts and larger issues with accessing level 1 trauma centers.

MOTION put forth by Chief N. Hovey.

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

****Next Meeting: September 14, 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
Paul Cohen: Town of Chelmsford
Chief Tom Judge: Concord Fire Department
Colby Cousens: Town of Danvers Information Technology
Chief Neal Hovey: Topsfield Police Department
Allan Alpert: City of Melrose Emergency Management
Mike Collins: Beverly DPW

ABSENT- COUNCIL MEMBERS

Sheriff Kevin Coppinger: Essex County Sheriff
Dr. John Buckey: Marblehead Schools
Chief John LeLacheur: Beverly Police Department
John Brickett: Northeast EMS
Dave Spinosa: Essex County Sheriff's Department
Bill Klag: North Shore Medical Center Emergency Preparedness

ATTENDEES – OTHER

Matt Kolhonen: MEMA
Lauren Sardella: MEMA
Heather Tecce: MEMA
Sarah Malloy: EOPSS
Sarah Scott: EOPSS
Vicky Mboka-Boyer: EOPSS
Benjamin Podsiadlo: EOPSS
Amy Reilly: MAPC
Lauren Sacks: MAPC
Rosemary Volinski: MAPC



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The following documents were used/referenced during the meeting:

- June 2023 Meeting Agenda
- May 2023 Meeting Minutes
- FFY20, FFY21, FFY22 Budget Updates
- June 2023 Project Status Updates
- Beverly Cache Truck Repair Request