



NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

Regional Cache Committee Meeting

Minutes

August 19, 2022

11:00am

[Zoom Link](#)

Meeting ID: 834 3788 1314

Password: 824543

Call In: 646 876 9923

Call to Order

- Chair M. Collins called the meeting to order at 11:03am.

Approval of the June 13, 2022 Meeting Minutes.

MOTION put forth by Chief J. Gilliland.

- Approve the June 13, 2022 Meeting Minutes.
- Seconded by H. Tecce.
 - In Favor: J. Brickett, P. Cohen, Chief J. Gilliland, H. Tecce.
 - Opposed: None.
 - Abstain: None.
- The motion passed.

Project Updates

- *500KW Generator*
 - We were expecting an end of July delivery date and were told that was on track as of June, however due to factory equipment issues and supply chain issues the vendor said the new expected ship date is October 25.
- *Mechanical Vehicle Barricades and Transportation Systems*
 - The PO was issued, and the equipment has been delivered. Beverly let us know that there may be 1 wheel kit missing and pins/clips missing. I am waiting to hear back from Framingham to see if theirs were delivered, and if there are also things missing. I will be reaching out to the vendor once this is confirmed.
 - The project total was \$52,096.00, so there will be \$15,121.99 remaining in this line item.
- *Trailers for 30kW Generators*
 - The 3 custom generator trailers were delivered to the Beverly cache site on July 22nd.
 - Before the trailers were delivered, there was an issue with the specifications being too vague for the vendor when they were creating the trailers. We met with Ed and the vendor in early July, and they were able to correct the issue that was



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identified. Since this project came in under budget, we were still able to use the funding from this line item to pay the vendor to correct the issue.

- The project total was \$15,135.00, so there is \$2,332.01 remaining in this line item.
 - M. Foster requests to use remaining funding for trailer accessories such as chargers and aluminum boxes.

MOTION put forth by Chief J. Gilliland.

- Reserve \$2,000 in FFY20 H.04 Trailers for 30KW Generators for auxiliary equipment for those trailers.
- Seconded by M. Foster.
 - In Favor: J. Brickett, M. Foster, P. Cohen, Chief J. Gilliland, H. Tecce.
 - 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.
 - FFY19 – Grant deadline is December 31st, 2022.
 - All equipment purchases are complete, and invoices from Beverly and Framingham have been processed which has spent down the FFY19 cache site maintenance line.
 - We will need to correct the overage of \$2,018.49. The easiest option for this would be to reallocate some unallocated FY19 Tech Rescue Funding to cover it, if Cache Committee gives them an equivalent amount from FFY20 to be an even swap. This would need to be done by the Full Council.
 - FFY20 – Grant deadline was extended to June 30th, 2023.
 - From the remaining funding in FFY20 H.02 Mechanical Vehicle Barricades/Transport Systems and FFY20 H.04 Trailers for 30kW Generators, the Committee can unallocate \$2,018.49 to be reserved for the Tech Rescue swap and reallocate the rest to Cache Maintenance.
 - FFY21 – Grant deadline is July 31st, 2023.
 - There is \$140,000 for the Cache Maintenance, as well as funding for other projects.

Beverly Light Tower Repairs

- Ed reached out with a quote to repair a Beverly light tower that stopped producing electricity last year. Beverly is seeking approval to proceed with the repair which has a quoted price of \$3,795.00 (which includes parts and labor costs).



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- There used to be price thresholds for approval when the cache fee system was still in place. Now that both caches are supported by limited council funds, this process will need to be discussed and updated, which can be done at a future cache meeting.

Lexington Heater Hose Disposal

- Beverly is requesting approval to dispose of two unusable Lexington heater hoses, which were parts for their portable heaters.

New Business Unforeseen by the Chair

- The NERAC shelter trailers and Conex box are the two remaining items in Lexington.
 - The Committee would like to defer to the NERAC Sheltering Committee on these trailers.
 - The Committee would like to look into hiring a company to dispose of materials inside of the Conex box in Lexington. Contents inside are contaminated sheltering equipment and are obsolete.

MOTION put forth by Chief J. Gilliland.

- Unallocate \$2,018.49 from FFY20 H.02 Mechanical Vehicle Barricades/Transport Systems, to suggest that the Full Council swaps with FFY19 unallocated Tech Rescue Funding to cover the FFY19 Cache Maintenance Overage.
- Reallocate the rest of the remaining funding in FFY20 H.02 Mechanical Vehicle Barricades/Transport Systems and FFY20 H.04 Trailers for 30kW Generators for Cache Maintenance.
- Approve \$3,795 from Cache Maintenance for Beverly Light Tower Repair.
- Approve disposal of the Lexington heater hoses.
- Request EOPSS approval to dispose of contaminated/moldy sheltering equipment in Lexington Cache Conex Boxes that are obsolete and cannot be salvaged.
- Adjourn the meeting.
- Seconded by J. Brickett.
 - In Favor: J. Brickett, M. Foster, P. Cohen, Chief J. Gilliland, H. Tecce.
 - Opposed: None.
 - Abstain: None.
- The motion passed.

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

ATTENDEES – COMMITTEE MEMBERS

Mike Collins: City of Beverly, DPW*

Chief Jason Gilliland: Marblehead Fire Department*

Mark Foster: Beverly Emergency Management*

Jon Brickett: Northeast EMS*

Paul Cohen: Town of Chelmsford*

Heather Tecce: MEMA



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ABSENT – COMMITTEE MEMBERS

Jeff Rousseau: Framingham Department of Public Works

ATTENDEES – OTHER

Rosemary Volinski: MAPC

Lauren Sacks: MAPC

Amy Reilly: MAPC

Ed Seligman: MA-TF1

The following documents were used/referenced during the meeting:

- August Meeting Agenda
- June 13, 2022 Meeting Minutes
- August 2022 Budget Updates