



NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

Regional Cache Committee Meeting

Minutes

September 8, 2023

10:00am

[Zoom Link](#)

Meeting ID: 815 8510 0789

Passcode: 944465

Dial In: 1 646 876 9923

- **Call to Order**
 - Chair M. Collins called the meeting to order at 10:05am.
- **Approval of Minutes from the March 7, 2023, Meeting.**

MOTION put forth by Chief J. Gilliland.

- Approve the March 7, 2023 Meeting Minutes.
- Seconded by P. Cohen.
 - In Favor: P. Cohen, Chief J. Gilliland, J. Rousseau.
 - Opposed: None.
 - Abstain: None.
- The motion passed.
- **Cache Committee Membership**
 - Jon Brickett and Mark Foster have retired from their roles on NERAC's Council and Committees.
 - The Cache Committee now has 5 members, and 3 are required to be in attendance to reach quorum. Committee membership will be discussed further during the NERAC Council meeting.
- **Budget Updates**
 - Committee members were provided with copies of the FFY20, FFY21, and FFY22 budgets in the meeting packet.
 - FFY20 – Grant deadline was extended to December 31st, 2023.
 - FFY21 – Grant deadline was extended to June 30th, 2024.
 - FFY22 – Grant deadline is July 31st, 2024.
 - Cache Fee Funds Expenditure
 - FEMA has provided guidance for the disposition of accrued NERAC cache program income funds: *NERAC should use the current funds acquired through the user fees for maintenance and sustainment of their current equipment and can be used to purchase replacement equipment. It should not be used for salary of staff, either part time or full time. Please encourage them to spend down the balance in an expeditious manner. Reasonable labor costs are allowable for associated and specific repair and maintenance tasks provided they are through*



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a contract (e.g., agreement with City of Beverly, qualified local repair shop vendor), provided appropriate procurement rules / processes / \$ amount thresholds are followed.

- The Committee would like to proceed with purchasing two gators if the budget supports it with the remaining balances.

MOTION put forth by Chief J. Gilliland.

- Purchase two gators and possibly trailers with the remaining cache fee balances.
 - Seconded by P. Cohen.
 - In Favor: P. Cohen, Chief J. Gilliland, J. Rousseau.
 - Opposed: None.
 - Abstain: None.
 - The motion passed.
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- **Project Updates**
 - 500 KW Generator
 - E. Seligman has been in contact with the generator manufacturer to discuss the accuracy of the fuel level reading issue. The representative he has been in contact with is aware of the problem and has sent a replacement fuel sending unit. E. Seligman is still experiencing issues with the replacement unit since it is still not reading accurately.
 - Cache Heater Hose Storage Boxes
 - Beverly has purchased and installed the heater hose storage boxes. This project is complete and there is \$1,537.62 remaining in this line item.
 - Lexington Conex Containers
 - Beverly has completed the transfer and cleaning of the 3 Lexington Conex boxes and made an inventory of the content inside, which are all below the EOPSS disposal threshold. There are 3 remaining Conex containers in Lexington that are full of unusable items.
 - One Conex box has cots that are useable and should be moved. The other 2 are full of blankets and pillows that need to be disposed of but there are currently issues with doing so because of DEP regulations (waste ban on textiles). It might be possible to get a DEP waiver to allow disposal in regular trash.
 - **Damaged Beverly Cache Sign Board**
 - A Beverly sign board was returned damaged by Wenham (damaged by a vehicle in July). Since we are currently re-drafting the borrowing policy, our current revision is noted on page 18 in the meeting packet for Committee discussion.
 - If Cache Equipment and Non-consumable Supplies are damaged while in the REPs custody, the REP is financially responsible for all repairs needed to return the Cache Equipment and Nonconsumable Supplies to good working order. The REP, in accordance with all applicable Federal and State procurement laws, must procure and oversee these repairs, but only after the Cache Site Host from which the Cache Equipment and Non-consumable Supplies was borrowed approves said repairs in writing.
 - The Committee discussed and agreed on this revision.



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- **Cache Totem Heaters Transfer**

- The Beverly cache has been organizing the Lexington equipment's paperwork, and it was realized the Totem heater in Framingham (109434) needs to be switched with the Totem heater in Beverly (109435) due to the mix up of certificate of origin paperwork. It makes the most sense to switch the units, since Framingham has it registered as 109435.
- Storage Box and Solar Battery Request
 - Beverly is requesting approval to add a tool box to store the hoses as well as a solar charger for the battery so this unit will match the heater they are transferring to Framingham. His cost estimate for parts and labor is \$1,000.00.

MOTION put forth by J. Rousseau.

- Utilize the \$1,000.00 from FFY20 H.06 storage boxes to fund the storage box and solar battery request, and transfer the remaining \$537.62 from FFY20 H.06 storage boxes to FFY20 H.05 cache maintenance.
- Seconded by P. Cohen.
 - In Favor: P. Cohen, Chief J. Gilliland, J. Rousseau.
 - Opposed: None.
 - Abstain: None.
- The motion passed.

- **Review of Cache Operations Documents**

- Updated MOUs with Cache Host Communities
 - The only remaining piece is clarifying what the process will be when equipment is damaged.
 - All requests will come from a municipality, who is agreeing to borrow the equipment per the rules they are agreeing to. It's not up to cache site to determine justification/appropriateness of the request. The request must come from the subscriber who is agreeing to abide by the rules. When demand exceeds the supply, it is suggested that the cache managers put the requesters in touch with each other to work through this or instead have it be first come first served. Cache assets must also be used for public safety only.
- Subscription Form and User Agreement
 - The committee has already reviewed and approved, and Beverly legal had some feedback regarding liability and some items were reworded and are with the city with the revisions.

MOTION put forth by Chief J. Gilliland.

- Approve final draft versions of MOU, subscription form, and borrowing agreement.
- Seconded by P. Cohen.
 - In Favor: P. Cohen, Chief J. Gilliland, J. Rousseau.
 - Opposed: None.
 - Abstain: None.
- The motion passed.
- Cache Expenditure Policy



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- We received feedback from EOPSS and removed transportation, administrative, and operation costs from the policy since these expenses will be covered by the cache host fee when we begin spending FFY23 funds. I have resubmitted the revised draft to EOPSS for approval.
 - EOPSS provided guidance that insurance is not allowable and must be removed from the policy document.
- **New Business Unforeseen by the Chair**
 - None.

MOTION put forth by Chief J. Gilliland.

- Adjourn the meeting.
- Seconded by P. Cohen.
 - In Favor: P. Cohen, Chief J. Gilliland, J. Rousseau.
 - 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*

Paul Cohen: Town of Chelmsford*

Jeff Rousseau: Framingham Department of Public Works

ABSENT – COMMITTEE MEMBERS

Heather Tecce: MEMA

ATTENDEES – OTHER

Ed Seligman: MA-TF1

Amy Reilly: MAPC

Lauren Sacks: MAPC

Rosemary Volinski: MAPC

The following documents were used/referenced during the meeting:

- September 2023 Meeting Agenda
- March 2023 Meeting Minutes
- September 2023 Budget Updates
- Cache Site MOU Draft
- Draft Cache Subscription Form
- Draft Rules for Borrowing
- Draft Cache Expenditure Policy