



# NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

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## Full Council Meeting

### Minutes

*April 11, 2024*

*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 1:00 PM
- **Approval of Minutes from the March 14, 2024 Meeting**

MOTION put forth by N. Hovey.

  - Approve the March 14, 2024 meeting minutes.
  - Seconded by M. Collins.
    - In Favor: All
    - Opposed: None.
    - Abstain: None.
  - The motion passed.
- **EOPSS/OGR Updates**
  - S. Malloy provided the following update: FFY24 HSGP regional planning guidance and state share NOFO are being drafted. Most minimum spend requirements are expected to be removed, but the requirements to spend 30% across all NPAs, 3% on Election Security NPA, and 35% on LETPA will remain.
  - B. Podsiadlo provided the following update: The NOFO is expected on Tuesday, April 16, and close to level funding is expected but the federal government funded preparedness grants at a lower level this year so there is a potential for cuts.
- **MAPC Updates:**
  - A. Reilly provided the update that MAPC's Municipal Collaboration department will be hiring new staff including an assistant director for the department and a fiscal administrator.
- **Budget Updates**
  - FFY20 – Grant End Date: June 30, 202
    - MAPC is finalizing line items for close out.
  - MAPC is requesting an extension from EOPSS until June 30, 2025 for:
    - FFY21 – Current Grant End Date: June 30, 2024
    - FFY22 – Current Grant End Date: July 31, 2024
  - FFY23 – Grant End Date: July 31, 2025
- **Project Updates**
  - *NEMLEC Ballistic Helmets*



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- The IFB was due on March 26<sup>th</sup> but MAPC could not award a contract based on the bids received because they did not meet NEMLEC's needs.
  - MAPC will discuss requirements with Sgt. Rego and Chief Nix again to clarify their non-negotiable features and ensure they are included and clear.
  - The IFB will be sent out again with new specs.
- *Merrimack Valley Camera System Expansion*
  - MAPC met with the vendor who installed the original cameras for the system that NERAC would be expanding, as well as with Chief B. Moriarty and Lt. Rogers who is the project contact at Lawrence PD to get more information and discuss next steps.
  - MAPC submitted a PJ amendment clarifying some details, which was approved.
  - EOPSS confirmed this project will not need SIEC approval.
  - Before moving forward with procurement, we need confirmation that the munis have approval from National Grid to install cameras on their poles and pull from their electricity.
    - Communities have various types of relationships and agreements with National Grid, so they are each working on this. Lt. Rogers is helping to coordinate.
- *District 6 JHIRT Equipment*
  - Some equipment was received correctly and has been paid for.
  - There have been continued issues with Atlantic Tactical correcting the sizing and color of the vests and helmets.
  - If the vendor does not confirm a new ETA by Friday of next week, MAPC will cancel the remainder of this PO and conduct a new procurement for these items.
  - If the ETA is unacceptable or they do not meet the new ETA, MAPC will also cancel the PO and redo the procurement.
- *Cybersecurity Incident Response Project*
  - The RFP has been sent to vendors and is currently due on the 16<sup>th</sup>.
  - It will likely need to be extended due to the large amounts of interest and questions from vendors.
  - MAPC continues to work with the NERAC Cyber reps to answer all of the questions that have been raised, and will extend the deadline if needed.
- **FFY24 Plan Development**
  - At last month's meeting, the Council created a preliminary budget for the FY24 Plan.
  - The Council will review and finalize the budget when the total award amount and final guidance are released by EOPSS.
- **Burlington PD Drone Project Request**
  - NERAC received a Project Request from the Burlington PD for \$11,402.95 for the purchase of drone equipment to map areas of concern or terrorist threats for all NEMLEC communities.



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- The Council and EOPSS representatives discussed the current concerns, guidance, and requirements regarding drone purchase and usage such as: production by foreign adversaries, statewide guidance to coordinate funding and operationality regionally, scale and scope of projects should be appropriate and deconflicted, operator licensing, warrants, etc.

MOTION put forth by N. Hovey.

- At this time, NERAC will not accept project requests related to drones.
- Seconded by M. Collins.

AMENDMENT put forth by N. Hovey.

- NERAC will revisit this decision in one year, at the April 2025 meeting.
- Seconded by M. Collins.
  - In Favor: All.
  - Opposed: None.
  - Abstain: None.
- The amendment passed.

AMENDED MOTION: At this time, NERAC will not accept project requests related to drones. NERAC will revisit this decision in one year, at the April 2025 meeting.

- In Favor: All.
- Opposed: None.
- Abstain: None.
- The motion passed.

## • **2024 National Homeland Security Conference Request**

- The 2024 National Homeland Security Conference from July 22, 2024 to July 25, 2024 in Miami Beach, Florida.
- This conference provides dozens of presentations and exhibits on a range of topics for Homeland Security, Public Safety, Emergency Management, and related Grant Management personnel.
- NERAC Program Managers L. Sacks and R. Volinski attended the conference last year and found it valuable to learn about best practices, emerging trends, projects from around the country.
- MAPC is requesting funding for L. Sacks and R. Volinski to attend the conference.
- MAPC expects the total cost for this conference to be approximately \$4,524.12 (for both NERAC program managers to attend) which could be allocated out of FFY2022 MAPC Program Management Funds.

MOTION put forth by C. Ryan.

- Approve funding up to \$6,000 for NERAC's 2 program managers, as well as any Council members that may be interested, to attend the 2024 National Homeland Security Conference.
- Seconded by T. Judge.
  - In Favor: All.
  - Opposed: None.
  - Abstain: None.



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- The motion passed.
- MAPC will share the conference agenda when it is available so Council members can put in requests for staff to attend certain sessions and bring back information and lessons learned to the Council.
- **Committee/Working Group Updates**
  - *Training & Exercise*
    - MAPC is looking to schedule additional AAIR courses in July or August.
    - The School Safety Seminar will be held on October 3, 2024 and MAPC is researching venues.
    - The Topsfield Fair Functional Exercise will be on June 6, 2024 and planning is underway.
  - *Interoperability/ Info Sharing*
    - The Committee held a virtual meeting on Tuesday.
    - Specifications and procurements are being finalized for the ECFCA UHF receiver project.
    - EHP information is being gathered for Rockport for the VHF project.
    - Field Comm Units 20/60 equipment has been procured and the installation procurement is next.
    - Specifications are being finalized for the GBPC Microwave Switches and Routers project.
    - More COMLs/COMTs are needed to participate in the Radio Communications Initiative, and the SWIC will help spread the word.
    - The Committee is working on a School Radio Best Practices document, which the SWIC will also review and share statewide.
    - North Andover Deputy Fire Chief Graham Rowe has requested to join the Committee.
  - *Regional Equipment Cache*
    - The Committee met to discuss cache requests for FFY24 funding.
    - The Lexington and Concord 250<sup>th</sup> Anniversary events are expected to utilize all cache equipment.
    - This is a busy time of year for an unusually varied amount of equipment.
    - In response to a question, M. Collins explained that it is difficult for the caches to accept requests beyond 1 year in advance, and if there is a conflict with requests the cache instructs the requesting parties to come to their own resolution.
    - EOSPS approved the PJ amendment to allocate up to \$20,000 from FFY21 Cache Funding to support the purchase of gators for the cache sites to supplement the cache program income which we have been instructed to spend down. Bids were due and the POs will be issued for \$76,144.79 of program income that needed to be spent, as well as \$15,451.21 from NERAC's FFY21 Cache funding allocation (within the maximum \$20,000 that the Council voted to support last month).
  - *Evacuation/Sheltering*
    - Additional Committee Member Appointment



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MOTION put forth by D. Ouellette.

- Appoint Beth Robert (MAPC's Emergency Preparedness Manager, HMCC Program Manager, and a previous member of the Evacuation/Sheltering Committee) to the new Evacuation/Sheltering Committee.
- Seconded by B. Klag.
  - In Favor: All.
  - Opposed: None.
  - Abstain: None.
- The motion passed.
  - The Committee now has 6 members (Eric Christensen, Mike Collins, Chief J. Gilliland, Dave Ouellette, Beth Robert, and Heather Tecce).
  - Per NERAC bylaws, the Council must officially appoint a chair.
  - MAPC will reach out to all Committee members to give advanced notice that the Council will appoint a Chair in May.
- **Concord and Lexington 250<sup>th</sup> Anniversary Public Safety Preparations**
  - Chief T. Judge provided an update.
  - There was a meeting with MEMA a few weeks ago to establish public safety working groups for various disciplines/tasks and name working group leaders. Groups will submit their meeting schedule for next 6 months by end of this month.
  - Regarding borrowing equipment from the NERAC cache, the event is being managed by 4 towns and 8 public safety chiefs cooperatively as 1 event, so they will be seeking resources in unified way for the entire event and will shift among locations as needed.
- **Discipline & State Agency Liaison Updates**
  - Discipline Updates:
    - *Fire Services*: Chief T. Judge – Relating to drones, there was an incident in NH where a med flight helicopter couldn't land because a private drone was at the scene.
    - *Cybersecurity*: R. Knowles – The cyber reps have been answering questions on the RFP, and there is a white paper in development on the cybersecurity scanning project for the region.
    - *Public Health*: D. Ouellette – Continuing to work on a spreadsheet of shelter contacts and resources.
    - *Hospitals*: B. Klag – COVID and masking protocols have been removed for staff interactions and eliminated daily attestations. The HMCC Board of Governors met yesterday to conduct the group's annual Hazard and Vulnerability Assessment (HVA) discussion. The group identified technology (ie. electrical failures), cyber attacks, and communications (ie. information systems failure) as the top hazards. Novel pathogens and an influx of displaced persons were also both discussed as concerns.
    - *Public Safety Communications*: C. Ryan – the State is doing a COMMEX on May 1 in Franklin. A community in the region was a victim of a ransomware attack on their mobile radio system.



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- *Public Works:* M. Collins – GIS systems are targets for cyber attacks because first responders rely on them to coordinate response.
- *Public Schools:* S. Morrison – Commended Chief Hovey's work on Topsfield's emergency preparedness. The school and emergency managers have been discussing where incident command, staging, triage, unified command, etc. would be in the event of an incident.
- State Agency Liaison Updates
  - *Massachusetts Emergency Management Agency:* M. Kolhonen – The NOFO for Citizen Corps Grant was released and applications are due on May 17, 2024. MEMA is preparing for the Boston Marathon.
- New Business Unforeseen by the Chair
  - None

## MOTION put forth by N. Hovey.

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

**\*\*Next Meeting: May 9, 2024\*\***

## ATTENDEES – COUNCIL MEMBERS

Chief Jason Gilliland, Chair: Marblehead Fire Department  
Chief John Fisher, Vice Chair: Bedford Police Department  
Mike Collins: Beverly DPW  
Chief Neal Hovey: Topsfield Police Department  
Chief Tom Judge: Concord Fire Department  
Bill Klag: Emergency North Shore Medical Center  
Ryan Knowles: City of Gloucester Information Services  
Chief John LeLacheur: Beverly Police Department  
Dr. Scott Morrison: Tri Town School Union  
Dave Ouellette: Dracut Public Health  
Christopher Ryan: North Shore Regional 911 Center  
Dave Spinosa: Essex County Sheriff's Department  
Heather Tecce: Lowell Emergency Management

## ABSENT – COMMITTEE MEMBERS

Allan Alpert: City of Melrose Emergency Management  
Eric Christenson: Northeast EMS  
Paul Cohen: Town of Chelmsford  
Sheriff Kevin Coppinger: Essex County Sheriff  
Colby Cousens: Town of Danvers Information Technology  
Dorinda Goodman: Town of Lexington Information Technology  
Chief Brian Moriarty: Lawrence Fire Department  
Dr. Stephen Zrike: Salem Public Schools

## ATTENDEES – OTHER



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Matt Kolhonen: MEMA  
Sarah Malloy: EOPSS  
Ben Podsiadlo: EOPSS  
Amy Reilly: MAPC  
Lauren Sacks: MAPC

**The following documents were used/referenced during the meeting:**

- April 2024 Meeting Agenda
- March 2024 Meeting Minutes
- FFY20-23 Budget Updates
- April 2024 Project Updates
- Burlington PD Drone Project Request
- 2024 National Homeland Security Conference Funding Request Breakdown