



# NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

---

## Interoperability Committee Meeting

### Minutes

*June 11, 2024*

*9:30 am*

*Remote Video Conference Call*

- **Call to Order**
  - Chair C. Ryan called the meeting to order at 9:32am.
- **Approval of Minutes**
  - April 9, 2024 Meeting Minutes

MOTION put forth by J. Griffin.

- Approve the April 9, 2024 Meeting Minutes.
- Seconded by R. Patterson.
  - In favor: M. Collins, T. Dechene, D. Frizzell, J. Griffin, M. Kass, R. Patterson, G. Rowe, D. Spinosa.
  - Opposed: None.
  - Abstain: A. Chadis, M. Mansfield
- The motion passed.
- **Committee Membership Update:**
  - As requested by the Committee, the NERAC Full Council voted to appoint North Andover Deputy Fire Chief Graham Rowe as a member of the Interoperability Committee.
  - Total membership is now 14 and quorum is increased to 8.
- **Budget Updates**
  - FFY20 – Grant End Date: June 30, 2024 – we are fully spent out and MAPC is just cleaning up line items, will ask the Full Council for motions to finalize swaps.
  - EOPSS has approved extensions for:
    - FFY21 – New Grant End Date: June 30, 2025
    - FFY22 – New Grant End Date: July 31, 2025
  - FFY23 – Grant End Date: July 31, 2025
  - FFY24:
    - NERAC received the FFY24 AGF in May, after the last Interop committee meeting.
    - NERAC will be receiving \$1,273,346.48 (10% decrease from FFY23).
    - Funds are expected to be available in November and the performance period will be through July 2026.
    - The FFY24 proposed budget summary is on p.11 of the meeting packet, and the descriptions/justifications of the 6 Interoperability projects are p.12-17. The Council voted on this budget at their May meeting.

- The FFY24 NERAC plan was submitted to EOPSS for their approval, including full A-List funding for the Interoperability projects suggested by the Committee.
- **Project Updates**
  - *ECFCA UHF Receivers*
    - L. Sacks, T. Dechene, and C. Ryan met previously to discuss this project and next steps needed for the specifications.
    - T. Dechene will send revisions to the drafted specs with references to the diagrams TXRX provided.
    - MAPC will conduct a State Contract RFQ, soliciting quotes from 3 TXRX re-sellers on contract.
  - *ECFCA Wide Area Network VHF Console Radios*
    - L. Sacks, T. Dechene, and C. Ryan met previously to discuss this project and next steps needed for the EHP.
    - Beverly submitted their EHP information, and the Rockport EHP was on hold while some things were sorted out regarding installation there.
    - C. Ryan and L. Sacks discussed with Rockport Asst. Chief Ives to help move the project along.
  - *Field Comm Units 20 & 60 Upgrades*
    - Equipment was procured previously. MAPC also ran a procurement for the installation and received 1 quote but weren't able to make an award because the quote wasn't for the full project scope and they asked additional questions after the deadline.
    - We sent those questions to Dave and he provided additional information, so we will include those answers when we re-issue the RFQ.
      - The only remaining question: Is there a way to provide enough vehicle information in the scope so that vendors would be able to determine the necessary antenna kits without having to visit?
      - The Committee determined including pictures could achieve this.
  - *FD-6 MW Groton to Westford*
    - The PO was issued to Cyber Comm for \$123,975.90 on April 30<sup>th</sup> and they began work right away.
    - Kickoff meeting was held on May 6<sup>th</sup>, and most of the antenna/tower work was completed that same week. MAPC is working with them to get correct Prevailing Wage documentation, and will process the invoice.
    - The remaining work is: delivery/installation/programming of the IP Backhaul Remote, Site Voter Module, GTR 8000 Base Radio, and GPW 8000 Receiver. At the kickoff meeting they said there would likely be delays in receiving the Motorola equipment.
  - *GBPC Microwave Routers and Switches*
    - T. Dechene explained that with current technology the needs could be met with less/less expensive equipment than the first round.
    - The Committee voted previously to expand the project to as many sites as possible within the allocated funding of \$56,530.
      - Originally planned 6: Tewksbury, Tyngsboro, Wood Hill, Beverly Fire, Lawrence General Hospital, Westford Fire.
    - Questions on some specification details and site locations are with T. Dechene, and MACP will submit a PJ amendment to EOPSS once that information is received.

- *Littleton All-Band Console Upgrade*
  - MAPC received the correct prevailing wage documents from Cyber Comm and processed that payment.
  - This project is complete.
- *Metrofire North District Radio Common Platform*
  - L. Sacks has been in touch with D. Frizzell on this project, who is waiting to receive an equipment list from his contacts. Once we have that, L. Sacks will complete the PJ-ICIP and submit for SIEC approval.
- *NERAC Radio Programming Initiative*
  - L. Sacks met with MAPC legal counsel to discuss the conflict of interest situation with A. Chadis participating. Counsel provided suggestions.
  - A few interested COMLs/COMTs said their departments were reviewing the contracts, but so far we have not received any signed contracts or confirmation of participation.
  - L. Sacks will send the flyer to R. Fiske to help with advertising.
- **School Radio Best Practices**
  - L. Sacks updated the School Radio Best Practices one-page flyer based on the discussion at the last meeting. The most current version is on p.18 of the meeting packet.
  - The plan discussed was to have two documents: the flyer for basic information for consideration, geared towards school personnel to get conversations started; and a second companion document that would go deeper into programming considerations, for those more technically savvy to reference. T. Dechene and R. Patterson will work on the second document.
  - When the documents are finalized, NERAC will share them with the SWIC for review by their best practices subcommittee, and then can be disseminated statewide.
- **State Interoperability Executive Committee (SIEC) Updates**
  - D. Spinosa reported that the last SIEC meeting was postponed so there is nothing new to report at this time.
  - C. Ryan reported that the COMMEX in May had positive feedback, and they are hoping to make it a annual/semi-annual event.
    - R. Fiske noted that 2 days would be ideal but a large commitment, but they expect to be able to reuse the MESL in future
  - R. Fiske reported that the MIFOG working group is going to kick off soon, working with Alex Rock to assemble distribution list for those interested.
- **Summer Meeting Schedule**
  - The Committee will suspend meetings for the summer unless a need arises.
- **New Business Unforeseen by the Chair**
  - M. Mansfield is retiring as Andover Fire Chief, but expects to stay on as immediate past president for the ECFCA and continue to participate on the NERAC Interoperability Committee.

MOTION put forth by D. Frizzell.

- Adjourn the meeting.
- Seconded by M. Kass.

- In favor: A. Chadis, M. Collins, T. Dechene, D. Frizzell, J. Griffin, M. Kass, M. Mansfield, R. Patterson, G. Rowe, D. Spinosa, J. Targ.
- Opposed: None.
- Abstain: None.
- The motion passed.

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

**ATTENDEES - COMMITTEE MEMBERS**

Alex Chadis: Newton Fire Department  
 Mike Collins: Beverly Public Services & Engineering\*  
 Tyler Dechene: Middleton Fire Department  
 Dave Frizzell: Metrofire  
 Joe Griffin: Greater Boston Police Council  
 Mike Kass: Northeast Regional Ambulance Service  
 Chief Michael Mansfield: Andover Fire Rescue  
 Chief Rich Patterson: Dracut Fire Department  
 Deputy Chief Graham Rowe: North Andover Fire Department  
 Chris Ryan: North Shore Regional 911 Center\*  
 Dave Spinosa: Essex County Sheriff's Department\*  
 Chief Joe Targ: Westford Fire Department

**ATTENDEES - OTHER**

Richard Fiske: EOPSS / SWIC  
 Sarah Malloy: EOPSS / OGR  
 Lauren Sacks: Metropolitan Area Planning Council

**ABSENT**

Stephanie Brown: Beverly Public Safety Dispatch  
 Scott Morrison: Tri-Town School Union\*

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

- June 2024 Meeting Agenda
- April 2024 Meeting Minutes
- FFY20, FFY21, FFY22, and FFY23 Budget Updates
- FFY24 Preliminary Project List/Budget
- FFY24 Proposed A-List Interoperability Project Descriptions
- School Radio Best Practices Draft