



# NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

---

## Regional Cache Committee Meeting

### Minutes

*March 7, 2024*

*2:00pm*

[Zoom Link](#)

*Meeting ID: 812 1102 9045*

*Passcode: 528469*

- **Call to Order**
  - Chair M. Collins called the meeting to order at 2:04pm
- **Approval of Minutes**
  - September 8, 2023, Meeting

MOTION put forth by J. Rousseau

- Approve the September 8, 2023 Meeting Minutes.
- Seconded by P. Cohen
- The vote count for this motion is not available in the record. Based on notes and recollection, it is believed that the motion passed.

- **Budget Updates**
  - Committee members were provided with copies of the FFY20 – FFY23 budgets in the meeting packet.
    - FFY20 – Grant End Date: June 30<sup>th</sup>, 2024
    - FFY21 – Grant End Date: June 30<sup>th</sup>, 2024
    - FFY22 – Grant End Date: July 31<sup>st</sup>, 2024
    - FFY23 – Grant End Date: July 31<sup>st</sup>, 2025
  - *Cache Fee Funds Expenditure*
    - At the last Cache meeting, the Committee decided to move forward with purchasing two gators and accessories for the NERAC cache sites to spend down the cache fee balances. The IFB was sent to vendors and is due Wednesday next week.
- **Project Updates**
  - *Lexington Conex Containers*
    - Beverly has completed the transfer and cleaning of the 3 Lexington Conex boxes and made an inventory of the content inside, including cots, pillows, and blankets, which are all below the EOPSS disposal threshold.
    - The Committee discussed plans for disposal, DEP regulations regarding disposal of textiles, and a potential waiver.
  - *Beverly Storage Box and Solar Battery*



# NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

---

- The Totem heater delivered to Framingham (109434) needs to be switched with the Totem heater delivered to Beverly (109435) due to the mix up of certificate of origin paperwork.
- The Committee previously approved Beverly's request to add a tool box to store the hoses as well as a solar charger for the battery so this unit matches the heater they transferred to Framingham.
- The cost estimate for parts and labor was \$1,000.00. MAPC is waiting on the separate paperwork from Beverly to process this reimbursement.
- *Portable Message Boards*
  - As part of the FFY21 Plan, this project will be the purchase of approximately (6) full-matrix programmable portable message boards for the NERAC regional cache sites located in Beverly and Framingham.
  - The PJ was submitted and approved by EOPSS.
  - MAPC is drafting specifications and will confirm with the hosts before proceeding with procurement.
- *Portable LED Light Towers*
  - As part of the FFY21 Plan, this project will be the purchase of approximately (6) diesel-powered LED light towers for the NERAC regional cache sites located in Beverly and Framingham.
  - The PJ was submitted and approved by EOPSS.
  - MAPC is drafting specifications and will confirm with the hosts before proceeding with procurement.
- **FY24 Plan Development**
  - The FY24 preliminary plan will be developed at next week's NERAC Full Council meeting. The NOFO or priority requirements have not been released by FEMA or EOPSS so the Council will plan for level funding (\$1,414,829.50) and similar requirements as FFY23 until more guidance is provided.
  - FFY24 project request forms were sent to stakeholders and were due on February 29<sup>th</sup> so they could be reviewed during the applicable council/committee meetings.
  - MAPC did not receive any FFY24 project requests for/from the Cache Committee. Last year, the Committee's project recommendation to the Council was \$200,000 for cache maintenance, and \$30,000.00 for the annual cache host fee.
  - Sample FFY2024 Project Request Summaries were included in the meeting packet.

## MOTION put forth by J. Gilliland

- Suggest two Cache projects as presented to the Full Council for consideration for NERAC's FFY24 Plan: \$200,000 for Cache Maintenance, and \$30,000 for the Annual Cache Host Fee.
- Seconded by P. Cohen



# NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

---

- The vote count for this motion is not available in the record. Based on notes and recollection, it is believed that the motion passed.
- **New Business Unforeseen by the Chair**
  - None.

MOTION put forth by J. Gilliland

- Adjourn the meeting.
- Seconded by J. Rousseau
- The vote count for this motion is not available in the record. Based on notes and recollection, it is believed that the motion passed.

– **Next Meeting: TBD** –

Attendance records from this meeting are incomplete. Information has been reconstructed from available notes and may not reflect all individuals present.

## 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

## ATTENDEES – OTHER

Rosemary Volinski: MAPC

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

- March 7, 2024 Meeting Agenda
- September 8, 2023 Meeting Minutes
- FFY20 – FFY23 Budget Updates
- FFY2024 Cache Project Request Summaries