

The Commonwealth of Massachusetts  
**STATE 911 DEPARTMENT**  
**NORTH SHORE REGIONAL 911 CENTER**



18 MANNING AVENUE • MIDDLETON, MASSACHUSETTS 01949  
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**AGENDA – SEPTEMBER 2019**

**EXECUTIVE ADVISORY BOARD MEETING:**

<p><b>PLACE OF MEETING:</b></p> <p>North Shore Regional 911 Center        18 Manning Ave.        Middleton, MA 01949</p>	<p><b>DATE AND TIME:</b></p> <p>Thursday, September 26<sup>th</sup>        1:00PM</p>
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1. Public Comments
2. Election of Executive Advisory Board Chair
3. Discussion/Update on the creation and implementation of the phased, radio frequency project plan
4. Discussion relative to the creation of the on-boarding process for prospective communities
5. Items that Could not be Reasonably Anticipated by the Chairman until After the Meeting Posting Deadline

Posted September 19, 2019  
 @ 3:05PM

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Meeting of the  
Executive Advisory Board

Thursday September 26, 2019

North Shore Regional 911 Center  
18 Manning Avenue  
Middleton, MA 01949

Members Present: William Scholtz, Amesbury Police Chief; Brendhan Zubricki, Essex Town Administrator; Daniel Doucette, Essex Fire Chief; Andy Sheehan, Middleton Town Administrator; Jen Collins-Brown, Topsfield Fire Chief; Anthony Ansaldi, Wenham Town Administrator; Thomas Perkins, Wenham Police Chief; Frank Pozniak, Executive Director State 911; Norman Fournier, Deputy Executive Director State 911; Alyson Dell Isola, Director NSR911; and Christopher Ryan, Deputy Director NSR911.

Non-Members Present: Lee Delp, Operations Manager NSR911

#### Call to Order

Called to order at 1PM by Frank Pozniak, Executive Director of State 911. Pozniak assumed Chairperson responsibilities for the meeting as the chairperson for the Executive Advisory Committee needed to be elected at this meeting, after which he would no longer need to be the chairperson.

#### Public Comment

No Public Comment

#### Elections:

Executive Advisory Board Chair:

**MOTION:** To nominate Brendhan Zubricki.

**MOTION BY:** So moved by Chief Jenifer Collins-Brown

**SECONDED BY:** Seconded by Andrew Sheehan

**VOTE:** All present voted in favor.

Immediately following the election, Frank Pozniak turned the meeting over to the newly elected Chairman, Brendhan Zubricki.

#### Discussion/Update on the creation and implementation of the phased, radio frequency project plan:

Deputy Director Ryan provided the board with a presentation (Attachment B) on how the NSR911 recommends proceeding with the process to combine radio frequencies. According to Deputy Ryan, the NSR911 recommends looking at a three (3) phase short-term plan, and then a long-term plan, to achieve the goal of combined frequencies.

Within the short-term plan, the first phase would be to establish a proof of concept by combining the Middleton and Topsfield Fire Department radio frequencies. System-level connectivity already exists for both departments at the NSR911. Additionally, we believe that this can be done without incurring any additional costs.

Upon successful implementation of phase one, the NSR911 would then look to create connectivity between Essex Fire and Wenham Fire. This will require system-level connectivity with each radio system, as no connectivity currently exists. Additionally, it may require additional hardware to be procured.

The third phase of the short-term plan would be to create connections with Middleton/Topsfield Police and Essex/Wenham Police. Presumably, most infrastructure to achieve this would have been acquired under phases one and two. There may be some additional costs, but the NSR911 believes that the bulk of procurement under the first two phases would cover most of the costs within this phase.

Under the long-term plan, the center wants to take an in-depth look and evaluate the number of dispatch and tactical channels that member police and fire agencies would need. The NSR911 would likely need to engage in the services of a consultant to identify available tower locations and radio spectrum. Other considerations would include ensuring adequate shelter space, generators, and battery backups (UPS). The center also needs to consider redundant connectivity. Should any department change radio bands, the center also needs to consider procuring mobile and/or portable radios.

Discussion relative to the creation of the on-boarding process for prospective communities:  
Director Dell Isola spoke about the need for a documented outline and standardized method to onboard new communities. This comprehensive plan would include detailed sections focusing on application and approval process, timelines, relevant procurement, and a project plan for implementation. The NSR911 is also seeking guidance on the process from the Executive Advisory Board. Drafts of said processes will be brought before the Board as it develops.

Other Items that could not be reasonably anticipated by the Chairman until after the meeting posting deadline:

Director Dell Isola updated the board on a few ongoing items. IMC, the center's Computer Aided Dispatch (CAD) and Records Management System (RMS), notified the NSR911 that data conversion for the center has been scheduled to begin in July 2020 with an approximate 6-8-month turnaround from start to completion.

Director Dell Isola indicated that the center was working on an updated policy regarding police details. This was needed to ensure that the policy is reflective of the center's core services, as outlined in the Intermunicipal Agreement (IMA) that was executed between the State 911 Department and member municipalities.

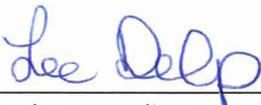
Director Dell Isola provided the Board with an update regarding the center's procurement for Mobile Data Terminals (MDTs), which would include wireless internet connectivity. The NSR911 is in the process of gathering procurement requirements from each agency that will be included in the scope of work. The final scope will be circulated to the Board for final approval before being submitted to State 911. Once State 911 receives the statement of work, they will start the procurement process.

Director Dell Isola also reported to the Board that the Town of Merrimac has expressed an interest in potentially joining the center. The NSR911 was working on setting up a meeting for the Police and Fire Chief to tour the center and discuss if the NSR911 would be a good fit for the Town of Merrimac.

Chairman Zubricki called for any other unanticipated business, hearing none Chief Perkins made a motion to adjourn, seconded by Chief Collins-Brown. All were in favor.

Meeting adjourned at 11:25 hours.

Attachment	Description
Attachment A	Sign-In Sheet
Attachment B	PowerPoint Presentation



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Lee Delp, Recording Secretary



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Attested by Brendhan Zubricki, Chairperson

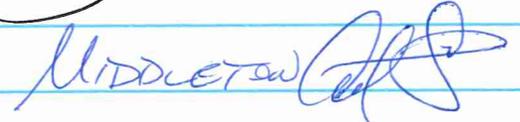
Executive Advisory Board  
9/26/2019 Sign-In

Christopher Ryan 

Bill Scholtz 

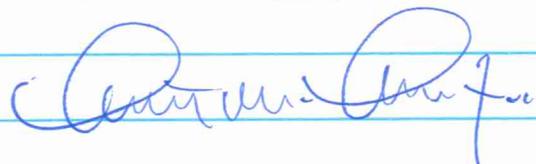
Daniel Doucette 

Jen Collins - Brown 

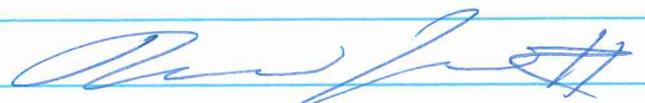
Andy Sheehan 

Brendhan Zubricki 

Tom Perkins 

Anthony Anselmi 

Frank Pozniak 

Norm Fournita 

Alyson Dell Isola 



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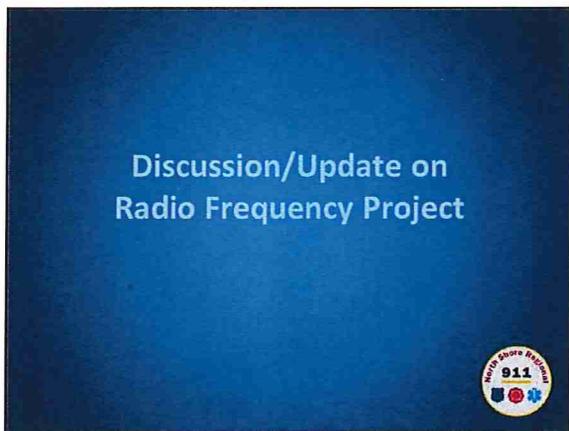
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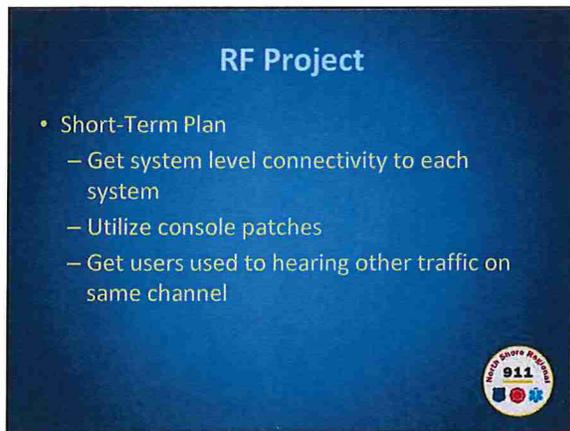
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### RF Phase I

- Establish Proof of Concept using MFD & TFD frequencies
- NSRC has existing system level connectivity
- No additional costs
- Frequencies can be connected today



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### RF Phase II

- Expand to create console patch with EFD & WFD
- Requirements:
  - Need system level connectivity for each
    - Fiber or microwave?
      - 2-4 Months to implement (if fiber)
    - One-time and/or Monthly Recurring Costs vary depending on option selected
  - May need hardware for radio system in order to connect to each system



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### RF Phase III

- Create MPD & TPD / EPD & WPD Connections
- Most system infrastructure will be built out from previous phases
- Requires some additional costs



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### Phases

- Long-Term Plan
  - Evaluate how many dispatch and tactical channels or talkgroups needed for police and fire users
  - Seek consultant to review available tower locations and identify additional ones, if needed, based on propagation study
  - Seek available UHF, VHF or 800MHz spectrum



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### Phases

- Long-Term Plan (Cont'd)
  - Ensure sites have adequate shelter space, UPS, and Generator capacity
  - Execute MOUs/Contracts with each site
  - Seek dual-paths (MW & Fiber) to each site to ensure continuity of operations
  - If changing bands, procure mobile and portable radios



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### On-Boarding Process Proposal

- Phased Approach
  - Application Process
  - Approval Process
  - Project Timeline / Process
  - Procurement
  - Implementation



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