

Meeting of the
Fire Advisory Board

Wednesday, February 12, 2020

Angelica's Restaurant
49 S Main Street
Middleton, MA 01949

Members Present: Jenifer Collins-Brown, Topsfield Fire Chief; Daniel Doucette, Essex Fire Chief; Thomas Martinuk, Middleton Fire Chief, Stephen Kavanagh, Wenham Fire Chief; Christopher Ryan, NSR911 Deputy Director

Non-Members Present: NONE

Call to Order

Chairwoman Jenifer Collins-Brown called the meeting to order at 10:17 AM

Public Comment

Chairwoman Collins-Brown made a call for public comments and hearing none the meeting continued.

DISCUSSION ABOUT MEMBER COMMUNITIES SEEKING AFG GRANT OPPORTUNITY

Chairwoman Collins-Brown spoke with the membership about pursuing an Assistance to Firefighters Grant (AFG) opportunity to purchase mobile radios for each of the departments. A sample quote was discussed. The group made the following recommendations:

1. Include Installation as part of the quote
2. Add Encryption to all radios
3. Consider including 800MHz frequency on command unit vehicles

Chairwoman Collins-Brown will work on an updated quote, completing the group application, and advisory members of the next steps.

CONSIDERATION OF FORMAL APPROVAL/ADOPTION OF ANY COMMON PROTOCOL THAT THE FIRE ADVISORY BOARD HAS STUDIED TO DATE, IN WHOLE OR IN PART

A discussion was held regarding a draft General Order on Line Box Procedures. This General Order was previously approved by the Fire Advisory Board on April 11, 2019, but had not been implemented yet due to a required radio program update on the NSR911 console. The chiefs requested that the console update and policy implementation be effective on or around March 2, 2020.

MOTION: To approve the General Order on Mutual Aid Ambulance Procedure

MOTION BY: Chief Dan Doucette

SECONDED BY: Chief Stephen Kavanagh

VOTE: All present voted in favor

MOTION: To approve the General Order on Fire Department Tone Test

MOTION BY: Chief Dan Doucette

SECONDED BY: Chief Thomas Martinuk

AMENDED: §5-2(G) strike out "Essex" and replace it with "North Shore."

VOTE: All present voted in favor

MOTION: To approve the General Order on Fire Department Tone Usage Procedure

MOTION BY: Chief Dan Doucette

SECONDED BY: Chief Thomas Martinuk

VOTE: All present voted in favor

ITEMS THAT COULD NOT BE REASONABLY ANTICIPATED BY THE CHAIRMAN UNTIL AFTER THE MEETING POSTING DEADLINE

Deputy Director Christopher Ryan told the group that the NSR911 is seeking to hold quality assurance round table meetings with each town a few times per year. Deputy Ryan requested that the pilot meeting be held in Topsfield and is working with the police and fire chief to hold the meeting.

Chief Kavanagh inquired if telecommunicators should be included in any Critical Incident Stress Debriefings (CISD). Deputy Ryan stated yes, and that the NSR911 has participated with other communities on this in the past. He further inquired if the NSR911 has a list of all CISD teams, and Deputy Ryan stated he would check on that.

MOTION: To adjourn the meeting at 1112hrs.

MOTION BY: So moved by Chief Doucette

SECONDED BY: Seconded by Chief Kavanagh

VOTE: All present voted in favor.

The following documents were used/referenced during the meeting:

- Motorola Quote
- Line Box Procedure
- Mutual Aid Ambulance Procedure
- Fire Department Tone Test
- Fire Department Tone Usage Procedure