

Meeting of the  
Executive Advisory Board

Thursday September 10, 2020

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

**PLACE OF MEETING:**

Video Link: <https://www.freeconferencecall.com/wall/cryan07>

Remote Conference Call: 1-425-436-6382

Access Code: 312945#

Members Present: William Scholtz, Amesbury Police Chief; Cassandra Gove, Amesbury Mayor; Brendhan Zubricki, Essex Town Administrator; Fire Chief 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; Norm Fournier, Deputy Director State 911; Alyson Dell Isola, Director NSR911; Christopher Ryan, Deputy Director NSR911.

Non-Members Present: Kerry Collins, Undersecretary EOPSS; Paul Fahey, Chief of Staff to Amesbury Mayor; Lee Ann Delp Operations Manager NSR911.

**CALL TO ORDER**

Called to order at 1:05 PM by Brendhan Zubricki

**PUBLIC COMMENT**

No Public Comment

**APPROVAL OF MEETING MINUTES**

**MOTION:** To approve June 16, 2020, Executive Advisory Board Minutes with correction of spelling on last name Merritt to Merrick, correction noted during the discussion by Mayor Gove.

**MOTIONED BY:** So moved by Andy Sheehan

**SECONDED BY:** Chief Scholtz

**VOTE:** All present voted in favor

**UPDATE FROM UNDERSECRETARY COLLINS AND STATE 911 EXECUTIVE DIRECTOR FRAN POZNIAK REGARDING THE TRANSITION OF NSR911 EMPLOYEES FROM ECSD TO STATE 911 DEPARTMENT:**

Undersecretary Collins thanked the board for allowing her to speak on behalf of the Executive Office of Public Safety and Security. Collins reported the transition of employees is going well and thanked everyone for making it happen, especially Director Alyson Dell Isola and all of her hard work.

State 911 Department Director Frank Pozniak stated he echoed Undersecretary Collin's comments. He said the NSR911 Center had transition a year ago, and now the employees have transitioned. The next step would be to begin working on onboarding communities to join the center. State 911 Deputy Director Norm Fournier echoed both Collins and Pozniak's comments adding it has been a fairly smooth transition with the employees and personnel issues. He said the State 911 Department is very pleased

to have NSR911 as part of its operation and looks forward to expanding regionalization in the North Shore.

**UPDATE FROM NSR911 CENTER DIRECTOR DELL ISOLA ON ONBOARDING PACKET, UPCOMING INITIATIVES, AND CURRENT INTEREST:**

Director Dell Isola reviewed the proposed onboarding process for prospective communities. To start, the center would provide a prospective community with an introductory packet that included an introduction letter, an at-a-glance overview of NSR911 Center, including key performance indicators, annual reports, core services, a sample letter of intent, and an outline of the next phase/preplanning phase. Brendhan Zubricki, Essex Town Administrator, stated he liked the completed package, including statistics. He said he felt that enough was included for a community to get started. Collins stated that it looked fantastic and provided a great way for communities to know what is needed to join. Dell Isola explained that once NSR911 received a letter of intent, the interested community would be given a workbook to complete, an assessment would be completed and evaluated to determine a rough timeline to transition and an inter-municipal agreement (IMA) proposed.

Dell Isola reported that the following communities expressed an interest in joining NSR911: Manchester-by-the-Sea – the Fire Chief, Police Chief, and Town Manager have been communicating and are interested in receiving the onboarding packet. The Fire and Police Chiefs have toured NSR911. North Reading – Fire Chief, very interested, has toured the center and requested more information. Dell Isola said there are communities highlighted to engage that would benefit NSR911 existing agencies. She added that NSR911 is working on coordinating an open house, both physical and virtual, for interested communities to learn more about the center, what NSR911 offers, and the onboarding process.

Essex Fire Chief Dan Doucette commented that projects for the current communities need to be addressed before getting more onboard, like fire station alerting. Zubricki stated that onboarding is a lengthy process, and follow-through can continue while onboarding too.

Dell Isola said, yes, there are outstanding projects, such as the mobile data computer terminals and the fire station alerting, among others. She said that once a project is put forth to the State 911 Department, there is not much more she can do while awaiting it to go through the process, and the center must also continue to work on new projects.

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

Police Chief Sholtz stated he needed to leave this meeting for another meeting and continue without him at 1:30 PM.

**ADJOURNMENT:**

**MOTION:** To adjourn the meeting at 1:28 PM

**MOTIONED BY:** So moved by Chief Sholtz

**SECONDED BY:** Chief Doucette

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

Meeting Adjourned at 1:28 PM.

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

- PowerPoint Presentation