

Meeting of the
Fire Advisory Board

Thursday September 23, 2020

NSR911 Center
18 Manning Ave
Middleton, MA 01949

Call to Order

Vice-Chair Chief Daniel Doucette called the meeting to order at 10:03 AM

Members Present in room:

Chief Kenneth Berkenbush, Amesbury Fire Department, Chief Thomas Martinuk, Middleton Fire Department, Chief Stephen Kavanagh, Wenham Fire Department; Christopher Ryan, NSR911 Deputy Director.

Members Present remote conference call:

Daniel Doucette, Essex Fire Chief.

Jenifer Collins-Brown, Topsfield Fire Chief joined and took over as Chairwoman at 1005;

Non-Members Present:

Lee Ann Delp, NSR911 Operations Manager.

Public Comment

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

Meeting Minutes

MOTION: To approve meeting minutes Fire Advisory Board 2/12/2020

MOTION BY: Chief Berkenbush

SECONDED BY: Chief Doucette

VOTE: All present voted in favor

Consideration of formal approval/adoption of any common protocol that the Fire Advisory Board has studied to date, in whole or in part.

The board discussed the desire to review General Orders at least annual. Deputy Ryan explained that all GO's are set up to be reviewed at a minimum annual, and can also be reviewed and updated as needed and the Fire Advisory Board will be included in the review and` revision process.

DISCUSSION: General Order: GO-0604.012 Minimum Standards for Fire Departments Radio Purchases & Programming.

MOTION: To approve the General Order GO-0604.012

MOTION BY: Chief Martinuk
SECONDED BY: Chief Kavanagh
VOTE: All present voted in favor

DISCUSSION: General Order: GO-0604.013 Fire Department Radio Identifier Numbering System.

MOTION: To approve the General Order GO-0604.013

MOTION BY: Chief Martinuk
SECONDED BY: Chief Kavanagh
VOTE: All present voted in favor

DISCUSSION: GENERAL ORDER: GO-0604.014 Fire Department Tone Usage Procedure.
After learning that Topsfield Fire Department had change their staffing levels and coverage needs it was determined that this GO should be tabled, worked on and presented at the next meeting.

DISCUSSION: GENERAL ORDER: GO-0606.010 PAI: Life Safety Instructions for Accelerator Stuck – Cannot Stop Vehicle

MOTION: To approve the General Order GO-0606.010

MOTION BY: Chief Berkenbush
SECONDED BY: Chief Kavanagh
VOTE: All present voted in favor

DISCUSSION: GENERAL ORDER: GO-0606.011 PAI: Life Safety Instructions for Floodwaters

MOTION: To approve the General Order GO-0606.011

MOTION BY: Chief Doucette
SECONDED BY: Chief Kavanagh
VOTE: All present voted in favor

DISCUSSION: GENERAL ORDER: GO-0606.012 PAI: Life Safety Instructions for Sinking or Submerged Vehicle

MOTION: To approve the General Order GO-0606.012

MOTION BY: Chief Doucette
SECONDED BY: Chief Kavanagh
VOTE: All present voted in favor

DISCUSSION: GENERAL ORDER: GO-0606.013 PAI: Life Safety Instructions When Trapped in a Burning Structure

MOTION: To approve the General Order GO-0606.013

MOTION BY: Chief Berkenbush
SECONDED BY: Chief Martinuk
VOTE: All present voted in favor

DISCUSSION: GENERAL ORDER: GO-0610.002 Predetermined Communication Plan. Deputy Ryan proposed this so that each member community has established several pre-planned Communications Plans (ICS-205s). These plans, based on the severity of the emergency, provide a framework for the NSR911 and member communities to follow, noting that the use of predetermined plan may need to be altered dependent on availability during the incident and will need to be dynamic and fluid. The intent of the general order is to provide a starting point for the communications planning.

Chief Berkenbush brought up the need for everyone to not only adopt, but also follow the use of plain language as well. Striking a box would be a working fire. Chief Martinuk agreed. Chief Doucette discussed the inclusion and use of ECFA red and white channels.

MOTION: To approve the General Order GO-0610.002

MOTION BY: Chief Martinuk

SECONDED BY: Chief Kavanagh

VOTE: All present voted in favor

The general order and special order for on ambulance procedures was discussed. Chief Collins-Brown and Deputy Ryan will work on revisions due to changes with Topsfield Fire Department staffing and response changes and present proposed changes at a future meeting.

A question of whether the September Evacuation Tone Test was completed was discussed. Operations Manager Delp stated she would research and report back to the Board.

Recap of the IT User Group Meeting on 9/16/2020 and Discussion regarding Fire Records Management Systems

Deputy Ryan provided a brief recap of the IT User Group meeting held on 9/16/2020 including:

- Audit for preparation of site file conversion into IMC
- Paging/Zoll issues being worked on
- NSR911 launch of new helpdesk@ecrecc.org for non Priority 1 issues to be reported
- New hire forms for all administrators to ensure updated user records in CAD
- Mapping with IMC and each department will be worked on through November
- Deputy Ryan discussed the IMC Field Ops app and the need to confirm who is to receive the use in each department. It will be deployed after the IMC upgrade fixes a bug in the system.
- Deputy Director Christopher Ryan provided an update on the following items:
 - MDT purchases
 - Fire Station Alerting
 - County Code now available in IMC as well as adding images

Chief Collins-Brown asked if training due to staff changes would be available for IMC System Administrators. Deputy Ryan advised IMC was only doing remote training at this time due to the Pandemic and he would look into it and report back to Chief Collins-Brown.

Chief Collins-Brown shared her concern of data conversion and accuracy. Deputy Ryan stated that if a department or agency decided to opt out of the IMC Data Conversion program it needed to be in writing and understand that it would not be funded in the future. Chief Collins Brown stated that the conversion was not working and bad data was coming over.

Items that Could not be Reasonably Anticipated by the Chairman until After the Meeting Posting Deadline

Deputy Ryan discussed the room reconfiguration project scheduled for the week of October 26, 2020. The State 911 Department requested the COOP be tested at the same time shutting down NSR911 operations in Middleton and standing up at the Andover 911 Center and the State 911 Department Training Center in Maynard. The Chief will be receiving more information regarding fire alarm monitoring and an incident action plan before the project begins. Anticipated to last 3 days.

Deputy Ryan discussed the use of IAmResponding, requesting that Amesbury and Wenham look at setting it up for use at a minimum for emergencies.

Deputy Ryan and Chief Martinuk discussed paging update request, adding a page when an alarm status changes for example a first alarm becomes a second alarm.

MOTION: To adjourn the meeting at 1141hrs.

MOTION BY: So moved by Chief Martinkuk

SECONDED BY: Seconded by Chief Doucette

VOTE: All present voted in favor.

The following documents were used/referenced during the meeting:

- GO-0604.012 Minimum Standards for Fire Department Radio Purchases & Programming
- GO-0604.013 Fire Department Radio Identifier Numbering System
- GO-0604.014 Fire Department Tone Usage Procedure
- GO-0606.010 PAI: Life Safety Instructions for Accelerator Stuck – Cannot Stop Vehicle
- GO-0606.011 PAI: Life Safety Instructions for Floodwaters
- GO-0606.012 PAI: Life Safety Instructions for Sinking or Submerged Vehicle
- GO-0606.013 PAI: Life Safety Instructions When Trapped in a Burning Structure
- GO-0610.002 Predetermined Communication Plan