

Meeting of the
Fire Advisory Board

Monday February 1, 2021

NSR911 Center
18 Manning Ave
Middleton, MA 01949

Place of Meeting

Microsoft Teams meeting

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Members Present: Jen Collins-Brown, Topsfield Fire Chief; Dan Doucette Essex Fire Chief; Stephen Kavanagh Wenham Fire Chief; and Tom Martinuk, Middleton Fire Chief.

Members Absent: Ken Berkenbush, Amesbury Fire Chief

Non-Members Present:

Dave Mather, Amesbury Assistant Fire Chief; Conor Brown, Topsfield Fire Department Captain; Alyson Dell Isola, NSR911 Director; Christopher Ryan, NSR911 Deputy Director; and Lee Ann Delp, NSR911 Operations Manager.

Call to Order

NSR911 Deputy Director Christopher Ryan called the meeting to order for Topsfield Fire Chief, Chairwoman Jenifer Collins-Brown at 10:01 AM. Ryan assisted in facilitating the meeting as Chairman Collins-Brown was also attending another meeting simultaneously.

Public Comment

None

Project Updates

Ryan provided the group with updates on:

Spillman/IMC Records Management Data Conversion: Fire House conversion and Amesbury Fire IMC conversion. He urged each department's system administrator to talk with Doug from IMC if they had not already.

IMC Field Ops: Ryan explained the IMC Field Ops Application that is part of the CAD/RMS system. At this time, a liaison from each department has been delegated as an administrator

for Field Ops. Departments have been issued five (5) licenses and will need to decide internally who each license should be issued to.

Mobile Data Terminals: The State 911 Department issued a Request for Quote (RFQ) to procure MDTs for each police/fire department. Responses to the RFQ are due tomorrow, February 3, 2021. Ryan will provide further updates after responses are vetted.

Fire Station Alerting (FSA): State 911 contracted with a vendor to install a fire station alerting system in Amesbury. The bulk of work has been completed, but NSR911 is still waiting on the vendor to finish a few outstanding items. Once completed, NSR911 will work on integrating the FSA system with CAD/RMS. Throughout the process, it was discovered the existing interface is not compliant with IMC – NSR911 is working with State 911 to address this. Assistant Fire Chief Mather provided an update relative to the Amesbury FSA installation. He stated that the speakers on the second floor of AFD were not working yet. Chief Doucette commented that Essex is moving to a new public safety building and FSA will need to move. Chief Kavanaugh reported that a speaker fell and broke. Ryan noted all updates.

Radio improvement projects: NSR911 is working with a vendor to provide fiber optic connections to radio sites in Essex, Topsfield, and Wenham. Middleton currently has direct connectivity. Currently, “Right of Entry” documents are in the process of being signed by owning entities. After the fiber is run to each location, NSR911 will look to create system-level connectivity, and then ultimately this will enable system-level radio patches to occur. A similar scope has been developed for Amesbury and NSR911 requested that this be added to the project during an FY21 Q3 procurement request to State 911.

Operational Update regarding recent Room Reconfiguration Project

NSR911 completed the room reconfiguration project in October 2020. This project consisted of the room reconfiguration process, testing NSR911’s continuity of operations plan, and NSR911’s emergency evacuation plan. After the project was completed, NSR911 performed a hot wash and later wrote a comprehensive after-action review and improvement plan. This report was previously provided to all chiefs. The room reconfiguration process was very successful. In testing the agency’s COOP plan, a need for a true backup center was identified for NSR911 to work out from; Andover’s communication center was deemed to be too small to serve as a backup PSAP for NSR911.

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

1. GO-0604.015 FD Staffing Procedures
MOTION: To approve GO-0604.015 FD Staffing Procedures
MOTION BY: Chief Martinuk
SECONDED BY: Chief Kavanaugh
VOTE: All present voted in favor

2. GO-0606.014 PAI: Life Safety Instructions for Pipeline Emergency Calls

MOTION: To approve meeting minutes Fire Advisory Board 2/12/2020
MOTION BY: Chief Martinuk
SECONDED BY: Chief Kavanagh
VOTE: All present voted in favor

Annual Review of fire/EMS operational policies:

GO-0601.003 Relaying Of Common Names, Cross-Streets And Hydrants
GO-0601.004 Notifications Of Major Incidents
GO-0601.009 Receiving Mutual Aid Ambulance Requests
GO-0601.008 Hamilton Wenham MBTA Station Response
GO-0604.001 Fire Department Tone Test
GO-0604.002 Fire Alarm Receiver Monitoring
GO-0604.003 Personnel Accountability Report (PAR)
Go-0604.004 Mayday - Urgent Messages And Evacuation Incidents
GO-0604.005 Mutual Aid Ambulance Procedure
GO-0604.006 Wires Down - Fire Response
GO-0604.007 Motor Vehicle Lockouts - Fire Response
GO-0604.008 House Lockouts - Fire Response
GO-0604.009 Traffic Crash - Fire Response
GO-0604.010 Fire Department Staging Procedure
GO-0604.011 Line Box Procedure
GO-0604.014 FD Tone Usage Procedure
GO-0606.005 Seabrook Station

MOTION: To approve GOs with minor corrections and edits.
MOTION BY: Chief Martinuk
SECONDED BY: Chief Kavanagh
VOTE: All present voted in favor

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

Posting Deadline

Discussion on "Full PPE" / Cautions in Site Files: Director Dell Isola discussed the Pandemic Guidecard, asking if questions asked during caller interrogation are still appropriate. All agreed necessary and appreciated.

Dell Isola thanked the group for working with Ryan on the site file details/cautions.

MOTION: To adjourn the meeting at 1052 hours.
MOTION BY: So moved by Chief Martinuk
SECONDED BY: Seconded by Chief Doucette
VOTE: All present voted in favor.

The following documents were used/referenced during the meeting:

- GO-0604.015 FD Staffing Procedures
- GO-0606.014 PAI: Life Safety Instructions for Pipeline Emergency Calls
- GO-0601.003 Relaying Of Common Names, Cross-Streets And Hydrants
- GO-0601.004 Notifications Of Major Incidents
- GO-0601.009 Receiving Mutual Aid Ambulance Requests
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