

Meeting of the  
Police Advisory Board

Tuesday, February 2, 2021

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

**PLACE OF MEETING:**

Microsoft Teams meeting

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Members Present: Paul Francis, Essex Police Chief; James DiGianvittorio, Middleton Police Chief; Neil Hovey, Topsfield Police Chief; and Thomas Perkins, Wenham Police Chief.

Members Absent: William Scholtz, Amesbury Police Chief

Non-Members Present: Craig Bailey, Deputy Chief Amesbury Police; Alyson Dell Isola, Director NSR911; Christopher Ryan, Deputy Director NSR911; and Lee Ann Delp Operations Manager NSR911.

**Call to Order**

Chairman Perkins called the meeting to order at 1007 hours.

**Public Comment**

None

**Election of Police Advisory Board Chair**

Perkins reminded members that he would be retiring in 3.5 months and encouraged someone to step up and become Chairman of the committee.

**MOTION:** To elect Chief Paul Francis as Chairman  
**MOTION BY:** Chief Perkins  
**SECONDED BY:** Chief DiGianvittorio  
**VOTE:** All present voted in favor

**Project Updates**

Ryan provided updates on the data conversion project, thanking all the departments for their help. He explained that input is needed by each department's liaison to audit the converted

data. If members do not put the time and effort into reviewing data, it will lead to numerous conversion issues.

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.

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.

**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 Police Advisory Board has studied to date, in whole or in part**

Ryan discussed a draft proposal general order for Predetermined Communications Plans (GO-0610.002). This GO would provide a starting point for communications plans in the event of a major incident. Ryan added that the plan can change based on incident type/size and that the plans could change during any operational period of an incident. The plans would serve as a tool in the center's toolbox.

**MOTION:** To approve GO-0610.002 – Predetermined Communications Plan

**MOTION BY:** Chief Hovey

**SECONDED BY:** Seconded by Chief Perkins

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

Ryan discussed GO-0606.003 Active Assailant Incidents and the implementation and use of an Active Assailant Incident Response Worksheet. Discussion included the need for each member community to review and offer input on response teams and the importance of seconds saves lives. The GO was tabled for update and review at the next meeting.

**Annual Review of police operational policies**

Ryan presented the idea of having the PAB review police-related general orders annually. Chief Perkins highly recommended adopting this process as there are many new chiefs. Chief Francis added that it is a great way to ensure working with accreditation procedures as well.

All agreed it was a good idea to move forward with the said review. The board will plan to review said policies at the next PAB meeting.

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

Ryan shared issues with CJIS connectivity to MDTs that had occurred during the morning— informed the group that CJIS connectivity was now working with MDTs but still down at NSR911.

Ryan reported an issue with the Dispatch Finalization of Logs, an IMC error that was being corrected and re-finalized today.

Dell Isola reported that NSR911 is migrating to the mass.gov email system. Within the system there is a possibility to send secure emails and that the center may explore using this feature to eliminate the need to fax documents to departments. Perkins did not think it would be problematic for departments once everyone was used to it.

**Adjournment**

**MOTION:** To adjourn the meeting at 1015 hours

**MOTION BY:** So moved by Chief Perkins

**SECONDED BY:** Seconded by Chief Francis

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

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

- GO-0610.002 – Predetermined Communications Plans
- Level 1, 2, and 3 ICS-205 forms for each member community
- GO-0606.003 – Active Assailant Incidents
- Active Assailant Worksheets for each member community