

Meeting of the
Police Advisory Board

Wednesday, April 7, 2021

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

PLACE OF MEETING:

Microsoft Teams meeting

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Members Present: Craig Bailey, Amesbury Police Acting Chief; Paul Francis, Essex Police Chief; William Sampson, Middleton Police Chief; and Neil Hovey, Topsfield Police Chief.

Members Absent: Thomas Perkins, Wenham Police Chief

Non-Members Present: Alyson Dell Isola, Director NSR911; Christopher Ryan, Deputy Director NSR911; and Katrina Shamshak, Training & QA Coordinator NSR911.

Call to Order

Chairman Francis called the meeting to order at 0903 hours.

Public Comment

None

Election of At-Large Police Advisory Board Representative

With Chief Scholtz's retirement, there is an At-Large Police Advisory Board representative vacancy for the Executive Advisory Board.

MOTION: To nominate Acting Chief Craig Bailey as PAB At-Large representative to EAB
MOTION BY: Chief Hovey
SECONDED BY: Chief Sampson
VOTE: All present voted in favor

Project Updates

Ryan provided updates on the data conversion project, thanking all the departments for their help. Wenham has finished reviewing their legacy IMC data and is ready to push it onto the live system. Amesbury Police and Fire are working on a couple of remaining issues that should be

resolved this week. NSR911 is looking to push the legacy IMC data onto the live system in the next two to four weeks. Spillman data conversion is ongoing. Most issues have been resolved, but there is one major obstacle regarding crash reports. Ryan explained the issue and a potential solution which he will be presenting to IMC on April 8th. The membership was in favor of the proposed solution if IMC can implement it. The Spillman data will likely be converted in about a month.

The State 911 Department issued a Request for Quote (RFQ) to procure MDTs for each police/fire department. Responses were due, February 3, 2021. At this time, State 911 is still vetting responses. Once approved, they will be forwarded to the police and fire advisory board.

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 GO-0606.003 Active Assailant Incidents and the implementation and use of an Active Assailant Incident Response Worksheet. This was discussed at the previous PAB meeting and all member feedback had been incorporated into the General Order and applicable worksheets.

MOTION: To approve General Order GO-0606.003 Active Assailant Incidents
MOTION BY: Chief Hovey
SECONDED BY: Chief Francis
VOTE: Chief Hovey, Chief Francis, Chief Bailey voted in favor. Chief Sampson abstained. Motion carried.

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 gave the group an update on the Predetermined Communications Policy that was approved in February. The police chiefs were advised that NSR911 has been performing ongoing training regarding this plan. Ryan added that NSR911 would be happy to assist departments in familiarizing their personnel with this policy.

Adjournment

MOTION: To adjourn the meeting at 0959 hours
MOTION BY: So moved by Chief Hovey
SECONDED BY: Seconded by Acting Chief Bailey

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