

Thursday, September 27, 2021

Joint Meeting of Advisory Boards:
Administrative, Executive, Fire, and Police Boards

PLACE OF MEETING:

**North Shore Regional 911 Center
18 Manning Ave, Middleton, MA 01949**

ATTENDANCE:

Members Present:

Amesbury: Craig Bailey, Police Chief; Ken Berkenbush, Fire Chief

Essex: Brendhan Zubricki, Town Administrator; Paul Francis, Police Chief

Middleton: Andy Sheehan Town Administrator; William Sampson; Police Chief, Tom Martinuk, Fire Chief

Topsfield: Neal Hovey, Police Chief; Jen Collins-Brown, Fire Chief

Wenham: Ryan Ferrara, Town Administrator; Kevin DiNapoli, Police Chief; Stephen Kavanagh, Fire Chief

State 911 Department: Frank Pozniak, Executive Director State 911; Norm Fournier, Deputy Director State 911; Alyson Dell Isola, Director of PSAP Operations; Christopher Ryan, Deputy Director NSR911.

Non-Members Present: Lee Ann Delp, Operations Manager NSR911.

CALL TO ORDER

Called to order at 1301hrs by Brendhan Zubricki

PUBLIC COMMENT

No Public Comment

Election of Administrative Advisory Board (1) At-Large Member for Executive Advisory Board

Motion to elect Ryan Ferrara, Wenham Town Administrator as an at-large member of the AAB.

MOTIONED BY: Sheehan;

SECONDED BY: Ferrara;

VOTE: All present voted in favor.

Election of Fire Advisory Board (1) At-Large Member for Fire Advisory Board

Motion to elect Tom Martinuk, Middleton Fire Chief as an at-large member of the FAB.

MOTIONED BY: Collins-Brown;

SECONDED BY: Kavanagh

VOTE: All present voted in favor.

APPROVAL OF MEETING MINUTES

- Motion to approve the July 31, 2019, Joint Meeting of the Administrative, Fire, and Police Advisory Boards meeting minutes.
MOTIONED BY: Sheehan
SECONDED BY: Ferrara
VOTE: All present voted in favor.
- Motion to approve the September 10, 2020, Executive Advisory Board meeting minutes.
MOTIONED BY: Sheehan
SECONDED BY: Ferrara
VOTE: All present voted in favor.
- Motion to approve the February 2, 2021, and April 7, 2021, Police Advisory Board meeting minutes.
MOTIONED BY: Francis
SECONDED BY: Hovey
VOTE: All present voted in favor.
- Motion to approve September 23, 2020, and February 1, 2021, Fire Advisory Board meeting minutes.
MOTIONED BY: Berkenbush
SECONDED BY: Martinuk
VOTE: All present voted in favor.

DISCUSSION RELATIVE TO THE POSSIBLE ONBOARDING OF NEW COMMUNITIES

Dell Isola provided the boards with an update on the Ipswich Select Board meeting that NSR911 was asked to attend on 9/20/21. Dell Isola, Ryan, Pozniak and Fournier attended the meeting on behalf of NSR911. NSR911 had previously presented to Ipswich BOS. At the meeting on 9/20, the BOS heard from both the Ipswich dispatch center and residents from Ipswich during a public forum. Unexpectedly, at the meeting, The Select Board of Ipswich voted not to pursue joining the regional center at this time. Dell Isola and Pozniak explained to the JAB about lessons learned. After discussion it was decided that requests for attending meetings in the future should include members of the NSR911 Advisory Board to provide comprehensive representation of the Center.

Dell Isola reported that ongoing conversations are taking place with Manchester-By-The-Sea, but no letter of intent has yet been received.

Zubricki spoke about being contacted from other towns, and that his is always willing to share his perspective on the regional center.

Bailey spoke of the 911 PSAP funding for communities and how this may affect potential communities decision to onboard.

Ferrara recommended that any letter of intent should include signatures from all Select Board members, FinCom, Chiefs and the Town Managers/Admin/Mayors of interested communities. Zubricki agreed. Pozniak and Dell Isola agreed to include additional signature requests on future letters of intent.

Dell Isola shared that there are communities expressing interest to join NSR911 fire department only, without police. She will be meeting with the State 911 Department to discuss the possibility/feasibility.

Berkenbush referenced NH and their fire service successful regional dispatch approach.

DISCUSSION REGARDING AGENCY KEY PERFORMANCE INDICATORS (KPIs)

Ryan proposed updating the KPIs to include the most recent NFPA 1221 (2019) standards, and to eliminate the hourly abandoned call statistic as there is no proven metric or standard to follow. Zubricki asked to entertain a motion to accept said changes on behalf of the Administrative, Executive, Fire, and Police Advisory Boards.

MOTIONED BY: Sheehan

SECONDED BY: Collins-Brown

VOTE: All present voted in favor.

PROJECT UPDATES

CAD/RMS Data Conversions – Ryan reported that data conversion was successfully completed on 6/30/2021. After data conversion, several duplicate master names were identified; NSR911 is working with local system administrators to resolve this.

Radio Improvement Projects – Ryan reported improvements are ongoing. Fiber circuits have been installed and are operational in all of Wenham, Essex, and Topsfield. Our radio vendor is working on establishing wireline control in the next day or two. Middleton Fire and Topsfield fire will soon have system level connectivity as well. Next, NSR911 will work on system-level patching of these fire channels. NSR911 is also working on system-level connectivity with Amesbury Police and Fire.

Fire Station Alerting – Ryan reported Amesbury Fire has been installed, Essex’s equipment was moved to the new station. The next step is to interface with IMC, currently limited to a one-way interface which means NSR911 cannot receive updates from the equipment at each station; this is a limitation with IMC CAD.

MDT Project – Imaging has been built there have been issues with the imaging that have delayed the project by at least 2-3 more weeks. Once imaging is approved, Panasonic will take about a week to image all 100 MDTs. During this process they can apply asset tags, SIM cards, etc., to each device. NSR911 currently anticipates MDTs being installed in late October / early November.

Policy Review/Implementation – Ryan reported NSR911 is working with FAB and PAB to review policies at least annually. Predetermined Communication Plans, and an Active Assailant Plan with a multi-level response plan have been approved and issued.

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

Ryan discussed the use of the location-based information available from “What 3 Words” and how it can assist responders in locating a person. NSR911 offered to train responders on its use.

ADJOURNMENT:

Meeting Adjourned at 1347hrs

MOTION: To adjourn the meeting

MOTIONED BY: So moved by Sheehan

SECONDED BY: Francis

VOTE: All present voted in favor.

Attachment	Description
Attachment A	Sign-In Sheet