

Friday, February 18, 2022

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**

And

Virtual via Microsoft Teams by clicking
[here](#) or by calling 1 857-327-9245 and
entering
Conference ID: 572 633 95#

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 11106hrs by Brendhan Zubricki

PUBLIC COMMENT

No Public Comment

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

Motion to elect Kevin Harutunian, Topsfield Town Administrator, as an at-large member of the AAB.

MOTIONED BY: Gove;

SECONDED BY: Younger;

VOTE: All present voted in favor.

APPROVAL OF MEETING MINUTES

- Motion to approve the September 27, 2021, Joint Meeting of the Administrative, Fire, and Police Advisory Boards meeting minutes.

MOTIONED BY: Berkenbush

SECONDED BY: Francis

VOTE: All present voted in favor.

DISCUSSION ON THE COMPLETED FEASIBILITY STUDY FOR THE ONBOARDING OF MANCHESTER-BY-THE-SEA

Dell Isola provided the boards with an overview of the completed Manchester-By-The-Sea feasibility study identifying that there would be zero cost for Town for onboarding. Costs associated and paid for by NSR911 are estimated at annual reoccurring charges of \$81,505; additional Personnel Costs of \$0.00; and Non-reoccurring costs of \$543,970. Non-reoccurring costs consist primarily of data-conversion for the Records Management System and radio infrastructure, as identified on page 3 of the study. Today, Dell Isola stated she would send the feasibility study and letter to the Manchester-By-The-Sea town officials.

DISCUSSION ON NEMLEC PARTICIPATION FOR DEPARTMENTS AND NSR911

Bailey requested this item on the agenda to discuss NSR911 Telecommunicators' participation in NEMLEC Communications Team. NSR911 Training and Quality Assurance Coordinator Katrina Shamshak had reached out to Bailey regarding NSR911 participation through the Amesbury police department. Bailey spoke highly of NSR911 and their involvement during events this past year in Amesbury and supported NSR911's participation in NEMLEC. He stated that he wanted to see if other NSR911 police departments need participation credits with NEMLEC as Amesbury has enough.

DISCUSSION ON THE MISUSE AND ABUSE OF 911

Bailey requests this item on the agenda to discuss a police response policy on non-specific address 911 calls and how other police departments handled it. He stated the Amesbury Police Supervisors have questions on 911 moving calls or calls without a fixed address. Ryan noted that the NSR911 did have call handling procedures that Bailey could access; however, the call would be given to police to determine how to handle the police response. Bailey stated it sounded like a training issue for his supervisors. NSR911 offered to work with Bailey to educate his police officers on the wireless call terminology, noting there have been many changes to the wireless call technologies over the last few years.

PROJECT UPDATES

Fire Station Alerting – Ryan reported Amesbury Fire has been installed, Essex's equipment was moved to the new station and is complete. 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 requiring an additional interface purchase. The other interface has been secured and is now being tested. The project is expected to be completed over the next few months.

MDT Project – Ryan has reported much progress made. Some departments are up and running, bugs are being worked out, and some are in the final stages of determining to use FirstNet or Verizon mobile cards. Once selected, they will be outfitted and completed. Ryan offered NSR911 to go out and meet with any shifts/departments that want training on the MDTs.

Hoovey stated the MDT pole was blocking access to the glove box in the cruisers. Hoovey asked who is the contact for issues. Ryan will liaison for departments and Transcor during this phase.

EMD Review – Dell Isola thanked all those that volunteered to participate in the Emergency Medical Dispatch Guidecard Review Committee. The first meeting will be on March 11, 2022.

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

None

ADJOURNMENT:

Meeting Adjourned at 1136 hrs

MOTION: To adjourn the meeting

MOTIONED BY: Martinuk

SECONDED BY: Kavanagh

VOTE: All present voted in favor.