

Meeting Minutes
Fire Advisory Board

NOVEMBER 30, 2022 at 10AM

NSR911 Center
18 Manning Ave
Middleton, MA 01949

Members Present:

James Nolan, Amesbury Fire Chief; Jason Cleary, Manchester-by-the-Sea Fire Chief; Doug LeColst, Middleton Fire Chief, Jen Collins-Brown, Topsfield Fire Chief; Stephen Kavanagh Wenham Fire Chief.

Non-Members Present: Tim Crosbie, EMS Coordinator, Manchester-by-the-Sea; Alyson Dell Isola, Director, NSR911; Chris Ryan, Deputy Director, NSR911; Lee Ann Delp, Operations Manager, NSR911; Katrina Shamshak, Training & QA Coordinator, NSR911.

Call to Order: at 10 A.M.

Public Comments: None

Election of Fire Advisory At-Large Member to the Executive Advisory Board:

Motion made to Elect Chief James Cleary

MOTION BY: Chief Nolan

SECONDED BY: Chief Kavanagh

VOTE: All present voted in favor

Project Updates:

Deputy Ryan provided updates on the following:

CAD Updates

Paging Interface

Fire Hydrants

Medical Helicopter Landing Zones

Fire Station Alerting Interface

Radio Improvement Projects

Operations Manager Delp provided an update on the EMD Guidecard changes and search for a new medical director.

Update regarding Regional Ambulance Meetings:

Chief Collins-Brown provided an update on the meetings and the recommendation of EMS requests being made over the radio.

Update relative to the onboarding of Manchester-by-the-Sea PSAP:

Director Dell Isola provided an update on the onboarding of Manchester-by-the-Sea. The procurements and training are on track. NSR911 is aware there may be a need for an earlier go-live date than July 1, 2023, due to personnel issues in MBTS.

Discussion regarding any upcoming pre-planned exercises and events:

Deputy Ryan requested NSR911 be informed of and invited to participate in upcoming pre-planned exercises and events.

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

Motion to accept the Fire/EMS-related NSR911 Orders and Procedures that have been edited to include Manchester-by-the-Sea, and streamline processes for the Telecommunicator and Departments, including allowing for minor edits without a new vote. Policies are available in PowerDMS.

MOTION BY: Chief Collins Brown

SECONDED BY: Chief Kavanagh

VOTE: All present voted in favor

Annual Review of fire/EMS operational policies:

FAB requests policies to be sent via email for review prior to their next meeting.

Motion to Adjourn:

Motion to adjourn the meeting at 12:30 P.M.

MOTION BY: Chief Collins Brown

SECONDED BY: Chief Kavanagh

VOTE: All present voted in favor