

Joint Meeting of the Administrative & Executive Boards

PLACE OF MEETING:

**North Shore Regional 911 Center
18 Manning Ave, Middleton, MA 01949
February 15, 2023 at 10:00 A.M.**

ATTENDANCE:

Members Present:

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

Manchester-by-the-Sea: Greg Federspiel, Town Administrator; Jason M. Cleary, Fire Chief

Middleton: Jackie Bresnahan, Interim Town Administrator

Topsfield: Jen Collins-Brown, Fire Chief; Kevin Harutunian, Town Administrator

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: Mark McCoy, Lieutenant Manchester-by-the-Sea Police; Lee Ann Delp, Operations Manager NSR911; Katrina Shamshak Training & OA Coordinator NSR911

Members Absent:

Kassandra Gove, Amesbury Mayor; Craig Bailey, Amesbury Police Chief; Steve Poulos, Wenham Town Administrator; Chief Todd Fitzgerald, Manchester-by-the-Sea Police Chief

CALL TO ORDER:

Called to order at 1004 hrs by Brendhan Zubricki

PUBLIC COMMENT:

No Public Comment

WELCOME/INTRODUCTION OF MANCHESTER-BY-THE-SEA TOWN OFFICIALS:

Federspiel thanked everyone for their cooperation and assistance. Zubricki welcomed Manchester-by-the-Sea board members and guests to the meeting stating everyone was looking forward to working with them, appreciated their hard work and efforts for a smooth transition, and acknowledged the “go-live” date had been moved up from an anticipated date of July 1, 2023 to March 1, 2023 due to staffing issues in Manchester-by-the-Sea.

Fournier followed with an acknowledgment of everyone’s hard work and effort and thanked all involved.

ELECTION OF ADMINISTRATIVE ADVISORY BOARD (1) AT-LARGE MEMBER FOR EXECUTIVE ADVISORY BOARD

A motion to elect Kevin Harutunian, Topsfield Town Administrator to fill the vacant seat from the departure of the Middleton Town Administrator on the Joint Advisory Board was made.

MOTIONED BY: Collins-Brown

SECONDED BY: Francis

VOTE: All present voted in favor

UPDATE ON THE ONBOARDING OF MANCHESTER-BY-THE-SEA TO THE NORTH SHORE REGIONAL 911 CENTER

Dell Isola provided the boards with an update of the onboarding of Manchester-By-The-Sea stating the Town had requested an early “go live” date due to staffing concerns. Dell Isola stated she was pleased to be able to report that working together they were able to agree to a “go live” date of March 1, 2023. She stated that training classes, and ride-a-longs were ongoing and thanked the MBTS Chiefs for their assistance in accommodating the requests. One MBTS Full Time Dispatcher was hired and is now in training at NSR911. Dell Isola is working with MBTS officials with outreach to the community and NSR911 will be hosting open houses for community members in March.

DISCUSSION/UPDATE ON THE IMPLEMENTATION OF THE PHASED, RADIO FREQUENCY PROJECT PLAN

Ryan provided the Board with an update on the merged frequency plan of patching radios together while the larger project is being worked on. The radios will be able to be unpatched when large incidents occur. Initially, the role out is anticipated to be tested with Topsfield and Wenham. Discussions included the vision for merged frequencies that has always been planned for and was part of the reason for the creation of the regional emergency communication center, and how radio protocols and usage would work once two or more towns were patched together.

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

Zubricki inquired if there were any new communities that have inquired about joining NSR911. Dell Isola stated that there were no new communities. Studies had been completed for Lynnfield and North Reading. Reverse 911 migration was discussed RAVE bought out SwiftReach, and Motorola has purchased Rave. Ryan is working with each community on the migration to the new platform in March.

There was a discussion on the discussion and cooperation of working on the interconnectivity of the North Shore IT Collaborative and NSR911.

ADJOURNMENT:

Meeting Adjourned at 1030 hrs

MOTION: To adjourn the meeting

MOTIONED BY: Collins-Brown

SECONDED BY: Francis

VOTE: All present voted in favor.