

Meeting of the  
Executive Advisory Board Meeting

Monday, November 6, 2023

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

**ATTENDANCE:**

Members Present: Kassandra Gove, Amesbury Mayor; Craig Bailey, Amesbury Police Chief; Brendhan Zubricki, Essex Town Administrator; Paul Francis, Essex Police Chief; Administrator; Douglas LeColst, Middleton Fire Chief; Kevin Harutunian, Topsfield Town Administration; Jen Collins-Brown, Topsfield Fire Chief; Kerry Collins, Undersecretary, EOPSS; Frank Pozniak, Executive Director State 911; Alyson Dell Isola, Director of PSAP Operations; and Christopher Ryan, Deputy Director NSR911.

Members Absent: Steven Poulos, Wenham Town Administrator. Justin Sultzbach, Middleton Town

Non-Members Present: Lee Ann Delp, Operations Manager NSR911; Katrina Shamshak, Training & QA Coordinator.

**CALL TO ORDER**

Called to order at 10:00 A.M. by Brendhan Zubricki

**PUBLIC COMMENT**

No Public Comment

**APPROVE MEETING MINUTES:**

**MOTION:** To accept and approve meeting minutes from 9/10/20 and 7/7/22

**MOTIONED BY:** Mayor Gove;

**SECONDED BY:** Chief Bailey;

**VOTE:** All present voted in favor.

**INTRODUCTION OF NEW EAB MEMBER REPRESENTING THE TOWN OF MIDDLETON**

Middleton Fire Chief Douglas LeColst was introduced as the newest EAB member.

**UPDATE FROM THE DIRECTOR RELATIVE TO NORTH READING JOINING NSR911:**

Director Dell Isola reported that North Reading requested to join NSR911 with an estimated 18-month timeline to bring them on board, not including any unforeseeable issues with procurement and supply chain that are still lingering from the pandemic. After discussion, including the impact on existing communities, staffing, and operations, a motion was made.

**MOTION:** To accept North Reading in accordance with the onboarding project plan

**MOTIONED BY:** Town Administrator Zubricki;

**SECONDED BY:** Chief Bailey;

**VOTE:** All present voted in favor.

**UPDATE REGARDING THE MIGRATION OF THE EMERGENCY NOTIFICATION SYSTEM ONTO A NEW PLATFORM:**

Deputy Ryan reported that the ENS migration was completed.

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

No discussion

**ADJOURNMENT:**

Meeting Adjourned at 10:28 A.M.

**MOTION:** To adjourn the meeting

**MOTIONED BY:** Chief Collins-Brown

**SECONDED BY:** Chief Bailey

**VOTE:** All present voted in favor.