

Meeting of the  
Fire Advisory Board

Thursday, Monday November 6, 2023

NSR911 Center  
18 Manning Ave  
Middleton, MA 01949

Members Present: Jake McNeilly, Manchester-by-the-Sea Chief; Doug LeColst, Middleton Fire Chief, Jen Collins-Brown, Topsfield Fire Chief; Stephen Kavanagh, Wenham Fire Chief.

Members Absent: James Nolan, Amesbury Fire Chief; Ramie Reader, Essex Fire Chief.

Non-Members Present: David Mather, Deputy Chief, Amesbury Fire; 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 09:01 A.M. by Chief Jen Collins-Brown.

**Public Comments:** None

**Approval of September 21, 2023, Meeting Minutes:**

Motion to approve minutes with one spelling correction.

**MOTION BY:** Chief LeColst

**SECONDED BY:** Chief Kavanagh

**VOTE:** All present voted in favor

**Election of Fire Chief Advisory Board At-Large Member (1) to the Executive Advisory Board**

Motion to nominate Chief Doug LeColst as At-Large Member to Executive Advisory Board.

**MOTION BY:** Chief Collins-Brown

**SECONDED BY:** Chief Kavanagh

**VOTE:** All present voted in favor

**Project Updates:**

Deputy Ryan provided updates on the following:

**Paging Interface:** NSR911 has transitioned IMC Paging to a new SMS platform, Twilio, the migration transition is now 100% completed.

**Fire Station Alerting:** Still in progress IMC bugs halted rollout, await fix by IMC.

**EMD:** still working on guide card production and securing a new medical director. Deputy Mather suggested Dr. Berstein as the Medical Director.

**Radio:** worked with CoMIRS for the past few months. Just got audio bridge changes approved. Working with Tyler to install, setup, and test. Also, AFD/APD procurement (including some Wenham improvements (PD receiver @ Topsfield, and grounding at Burnham) included in this procurement. Pending finance department reviews. Chief McNeilly asked if anything could be done to improve radio transmissions during times of tropospheric ducting.

**Discussion regarding the future of Records Management System:**

Discussion of sunseting with current system and undertaking a needs assessment.

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

Approved of updated GO-0604-.009 Motor Vehicle Crash – Fire Response streamlining the response for all fire departments.

Discussion on Still Tone usage and All Tone usage. MBTS and MID FD will meet to discuss options with NSR911 prior to the next meeting.

**Items that Could not be Reasonably Anticipated by the Chairman until After the Meeting Posting Deadline:**

None

**Next Meeting:**

December 14, 2023 at 10:00 A.M.

**Motion to Adjourn:**

Motion to adjourn the meeting at 10:03 A.M.

**MOTION BY:** Chief Kavanagh

**SECONDED BY:** Chief McNeilly

**VOTE:** All present voted in favor