

Meeting of the  
Fire Advisory Board

Thursday, December 14, 2023

NSR911 Center  
18 Manning Ave  
Middleton, MA 01949

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

Non-Members Present: Robert Serino, 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 10:00 A.M. by Chief Jen Collins-Brown.

**Public Comments:** None

**Approval of November 6, 2023, Meeting Minutes:**

Motion to approve minutes

**MOTION BY:** Chief Kavanagh

**SECONDED BY:** Chief McNeilly

**VOTE:** All present voted in favor

**Project Updates:**

Deputy Ryan provided updates on the following:

**Fire Station Alerting:** Still in progress in IMC hands, working on coding.

**EMD:** ready to print, securing a new medical director.

**Radio:** ongoing improvements. 4 new antennas have been hung on the tower.

**Discussion regarding CAD Call Natures:**

Discussion and Motion to add Fire EMS Mutual Aid call natures for each fire department.

**MOTION BY:** Chief McNeilly

**SECONDED BY:** Chief Kavanagh

**VOTE:** All present voted in favor

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

Discussion and motion to approve changes agreed by Chief LeColst and Chief McNeilly on the use of Still and All Tones in their communities to streamline the process for dispatchers in GO-0604.014 Fire Department Tone Usage Procedure

**MOTION BY:** Chief Kavanagh

**SECONDED BY:** Chief McNeilly

**VOTE:** All present voted in favor

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

**Posting Deadline:**

Supervisor Shamshak spoke of the following items:

- Request that Fire Department Rosters in IMC be reviewed and updated
- Santa Bolo approved by all Chiefs present
- Request that Fire Department use their call signs when talking over radio

A short discussion took place on whether a Fire Department could join NSR911 without the Police Department. Discussion also took place on how often to meet, determined as needed no less than quarterly.

**Next Meeting:**

February 8, 2024, at 9:00 A.M.

**Motion to Adjourn:**

Motion to adjourn the meeting at 10:45 A.M.

**MOTION BY:** Chief Kavanagh

**SECONDED BY:** Chief Nolan

**VOTE:** All present voted in favor