

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

Members Present: Paul Francis, Essex Police Chief; Todd Fitzgerald, Manchester-by-the-Sea Police Chief; Neal Hovey, Topsfield Police Chief; Kevin DiNapoli, Wenham Police Chief; Craig Bailey, Amesbury Police Chief; William Sampson, Middleton Police Chief.

Non-Members Present: Alyson Isola, Director, NSR911; Christopher Ryan, Deputy Director, NSR911; Lee Ann Delp, Operations Manager, NSR911; Katrina Shamshak, Training & QA Coordinator, NSR911.

**Call to Order:** at 10:01 A.M.

**Public Comments:** None

**Approval of November 30, 2022, Meeting Minutes:**

Motion to approve minutes.

**MOTION BY:** Chief Hovey

**SECONDED BY:** Chief DiNapoli

**VOTE:** All present voted in favor

**Project Updates:**

Deputy Ryan provided updates on the following:

CAD Updates – Paging Interface

Radio Improvement Projects

**Discussion regarding CAD Call Natures:**

A discussion was held regarding changing some existing call nature codes in CAD related to motor vehicle accidents with and without injury. The request was to simplify these codes and use different names to better define if the call for service needs police or fire assistance.

**Discussion regarding Active Assailant & Swatting Incidents:**

Chief Hovey and Deputy Ryan discussed a job aid that they have been working on to aid dispatchers when fielding calls for active assailant and/or swatting incidents. There was a lengthy discussion on some of the questions within the job aid and how dispatchers or officers may interpret them. The PAB embraced Chief Hovey and Deputy Ryan to continue developing the form. However, the PAB did not take any direct action on the job aid during the meeting.

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

- GO-0603.007 – Traffic Crash – Police Response & GO-0604.009 – Motor Vehicle Crash – Fire Response were presented to the PAB. These draft general orders were reviewed.

**Approval of GO-0603.007 and GO-0604.009:**

Motion to approve.

**MOTION BY:** Chief Fitzgerald

**SECONDED BY:** Chief Bailey

**VOTE:** All present voted in favor

**Update relative to North Reading joining NSR911:**

A brief update was given regarding the pending onboarding of North Reading. The IMA is scheduled to be signed within the month. Deputy Director Ryan requested that NSR911 be informed of and invited to participate in upcoming pre-planned exercises and events.

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

**Posting Deadline:**

None.

**Motion to Adjourn:**

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

**MOTION BY:** Chief Hovey

**SECONDED BY:** Chief DiNapoli

**VOTE:** All present voted in favor