**STATE 911 COMMISSION MEETING**

**April 1, 2021 1:00 p.m.**

State 911 Department

151 Campanelli Drive, Suite A, Middleborough, MA 02346

*Attending:*

Kerry Collins EOPSS State 911 Commission (Chair)

Robert Silvia MA Fire Chiefs Association State 911 Commission (Vice-Chair)

James Boudreau Mass Municipal Association State 911 Commission

Carmen Curry Boston Police Department State 911 Commission

James Cummings MA Sheriff Association State 911 Commission

Christopher Delmonte MA Chiefs of Police Assoc State 911 Commission

Commissioner O M? MCDHH State 911 Commission

Mary McCaulley Mass Office on Disability State 911 Commission

Ralph Dowling Professional Firefighters State 911 Commission (absent)

Steven Hooke MCSA State 911 Commission

Scott Cluett Dept. of Public Health State 911 Commission

Douglas Mellis MA Police Association State 911 Commission (absent)

David Clemons Department of Fire Services State 911 Commission

Matthew Barstow MA State Police State 911 Commission

Kyle Heagney Major City Chiefs State 911 Commission

Richard Patterson Emergency Medical Care State 911 Commission

Timothy Bradshaw MA Fire Chiefs State 911 Commission (absent)

Stacy Harren MA Ambulance Association State 911 Commission (absent)

Matthew Moran EOTSS State 911 Commission

Frank Pozniak Executive Director State 911 Department

Norm Fournier Deputy Executive Director State 911 Department

Dennis Kirwan General Counsel State 911 Department

Karen Robitaille Finance Director State 911 Department

Jennifer Cunningham Paralegal Specialist State 911 Department

Ashlee Stearns Office Support Specialist State 911 Department

Katelyn Silvia Public Education Coordinator State 911 Department

Cindy Reynolds Grants Specialist State 911 Department

Joe Hickey System Analyst State 911 Department

Melissa Nazzaro EOPSS

Robert Barnes Boston EMS

Shannon Dempsey Comtech

Timothy Jenkins Comtech

Chris Markunas Boston Police Department

Tom Kennedy UMASS Collins Center

Gary Kelliher Federal First

\*Guest Captioner for MCDHH

*Agenda Item #1:*

*►****Call to Order and Introductions – 1:01 p.m.***

Chairperson Kerry Collins called the meeting to order via teleconference pursuant to Chapter 30A of Massachusetts General Laws, and in compliance with Governor Baker’s Executive Order dated March 12, 2020. Public access was afforded by way of meeting notice.

Chairperson Collins stated that the meeting will be recorded by audio only for the purposes of the minutes. Roll call was given for State 911 Commission members, and all others stated their names for the record.

*Agenda Item #2:*

*►***Approval of January 28th, 2021 Commission Meeting Minutes**

***■ A Motion to accept the Meeting Minutes from January 28th, 2021 was offered by Chairperson Kerry Collins. Approved.***

*Agenda Item #3:*

***►*** **Update on the DTC Filing**

Frank Pozniak gave an update of the annual DTC filing. This year, the State 911 Department is looking to increase the State 911 Department Development Grant allocation Fund to $22M and looking to raise the allocation of the Regional PSAP category of 3-9 communities from 1.5% to 2%. Mr. Pozniak stated that we made our filing on February 25, 2021. He also stated that the DTC has issued an informational request containing 19 questions with responses to the questions due this Friday. There is a hearing next week on April 7, 2021 at 10AM via teleconference. Pursuant to the statute, the DTC has 90 days to issue the order, which will be at the end of May, and, as Mr. Pozniak stated, is good timing regarding issuing Development Grant Award letters prior to the beginning of the next fiscal year. Mr. Pozniak stated that he will give an update regarding the approval at the next meeting.

*Agenda Item #4:*

► **Update on the FY 2022 Development Grant Applications, and Grant Camps**

Karen Robitaille gave an update on FY22 Regional Development Grants. She stated that the Department received requests for approximately $39M for the $22M in funding it is hoping to release. The State 911 Department is awaiting approval from DTC on the $22M and the Department is reviewing the applications and understands the importance of getting the awards out for a July 1, 2021 start date.

Ms. Robitaille also discussed Grant Camps, stating that the Department will host its Annual Grant Camps virtually.  These sessions will be scheduled as needed.  Should someone request/need an in-person session, the Department will do its best to accommodate them.

*Agenda Item #5:*

► **Update on the Revisions to 560 CMR Appendix A**

Dennis Kirwan reported on Standards Committee activity. He stated that the presentation at the last Standard’s Meeting regarding the addressing section was well received. He added that he did not receive any comments or questions and is now considering the section complete. Mr. Kirwan stated that the group had several meetings to go over various draft language on topics such as access to E911, responsibilities of service providers, network aggregation points, delivering payloads, and dispatchable location information from the aggregation point to the PSAP, responsibilities of Communication Service Providers, the level of redundancy, adequate trunking capacity and bandwidth, as well as annual reporting, and ensuring that providers comply with the NG911/I3 data interoperability, standard and format.

Mr. Kirwan went on to state that these discussions have been very productive, and that the working group hopes to have the section completed for discussion at the next Standards Committee meeting. The group is also hoping to start working on the Operational Standards for PSAPs, and to hopefully to form an Operations Working Group to get a more diverse perspective on operational issues.

Frank Pozniak reported on the status of the formation of the Operations Working Group. He stated that this Working Group is not yet completely organized, but at this time includes Department staff that have been working on the standards, including Rich Fiske and Christina Morin from POD1 in Framingham, Alyson Del Isolla and Chris Ryan from North Shore Regional 911 Center, and members from the Commission, including Chief Sylvia, Matt Barstow, Stephen Hooke and Chris Markunas. Other Operations Working Group members include Tom Ashe, and Tom Grady, along with Nina Barszcz and Police Chief Michael Bradley. A final list of the Working Group should be forthcoming by the next meeting.

*Agenda Item #6:*

**► Update on the Massachusetts Equipment Distribution Program**

Frank Pozniak updated the Commission on the Massachusetts Equipment Distribution Program (Mass EDP). Mr. Pozniak stated that Mass EDP is still currently awaiting the delivery of four (4) cellphones and the twenty plus (20+) applications were sent out to people who may be interested in cellphones. Mr. Pozniak also reported that EDP and Comtech are working to update the disability indicator form to reflect cell phones. Katelyn Sylvia, the State 911 Department Public Education Coordinator, will be doing public education and outreach regarding the update.

*Agenda Item #7:*

 ***►*Other Business**

No other business.

*Agenda Item #8:*

**► Next Meeting Date—TBD / June 2021**

 *Agenda Item #9:*

**►Adjournment**

***■ Meeting was adjourned by Secretary Collins at 1:26 p.m. after extending much gratitude to the State 911 Commission from Secretary Turco and herself.***

*Prepared by:*

*Ashlee Stearns*