**STATE 911 COMMISSION MEETING**

**April 30, 2020 11:00 a.m.**

**State 911 Department**

**151 Campanelli Drive, Middleborough**

*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 State 911 Commission

Jonathan O’Dell MCDHH State 911 Commission

Mary M. McCauley Mass Office on Disability State 911 Commission (absent)

Ralph Dowling Professional Firefighters State 911 Commission

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

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

Monna Wallace Director of Programs State 911 Department

Karen Robitaille Finance Director State 911 Department

Cindy Reynolds Grants Specialist 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

Joseph Hickey Systems Analyst State 911 Department

Richard Fiske Director of PSAP Operations State 911 Department

Kristina Morin Dep. Dir. of PSAP Operations State 911 Department

Linda Murphy Training Specialist State 911 Department

Kevin Lewis Training Specialist State 911 Department

Ana Alves Human Resources Assistant State 911 Department

Christopher MarkunasBoston Police Department

Jacqueline Pow Boston EMS

Charles Goodwin Natick PD/MCSA

Robert Barnes Boston EMS

Gregory Lynsky South Worcester RECC

Thomas Ashe Barnstable County Sheriff’s Office

Christopher Ryan Northboro RECC

Kevin Lessard Northern Middlesex RECC

Melissa Nazzaro EOPSS

Erin Hastings WestCOMM

Lauren Mielke Holbrook RECC

*Agenda Item #1:*

*►****Call to Order and Introductions – 1:03***

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.

Roll call was given for State 911 Commission Members, and all others stated names for the record.

Chairperson Collins went on to thank all staff during the current State of Emergency.

*Agenda Item #2:*

*►***Approval of January 30, 2020 Commission Meeting Minutes**

***■ A Motion to accept the Meeting Minutes from January 30, 2020 was offered by Mr. Ralph Dowling. Seconded by Chairperson Kerry Collins. Approved.***

*Agenda Item #3:*

**►Request for Commission Approval of FY21 Grant Guidelines**

Frank Pozniak requested Commission approval of the FY21 Grant Guidelines. He stated that, with respect to the Training Grant, personnel costs may include replacement or backfill costs (page 10). A grantee may also be reimbursed for personnel costs, straight time or overtime, for in-house instructors who are certified and who train/certify the grantee’s certified telecommunicators (page 11). He also stated that Lowell has been added to the list of primary PSAPS that are eligible for an additional 16 hours of training (page 19).

Mr. Pozniak stated that one change in the Support and Incentive Grant pertains to funding being available to limited secondary PSAPs or ringing PSAPS, through the grantee, in situations where such PSAPs are transitioning to combined dispatch or to joining a regional PSAP or RECC.

Mr. Pozniak went on to state that there were no significant changes to EMD Grant Guidelines, and that the Wireless State Police PSAP Grant Guidelines mirrored changes that were made in the Training Grant and the Support and Incentive Grant Guidelines.

Karen Robitaille stated that FY21 Development Grant applications are due Monday, May 4th by 5PM. She stated that the State 911 Department office is open from 9AM to 5PM, with a bin for grant applications outside of the main door, though there will be staff there all day.

***A Motion to: 1) Approve the State 911 Department’s Guidelines for the 2021 Training Grant, the 2021 Emergency Medical Dispatch Grant, the 2021 Support and Incentive Grant, and the 2021 Wireless State Police PSAP Grant; 2) Authorize the State 911 Department to distribute the Guidelines in the form attached herein, with authorization to make clerical and or clarification modifications; and 3) authorize the State 911 Department to take all other action consistent with the execution and fulfilment of the purposes of said Guidelines was offered by Mr. James Boudreau. Seconded by Mr. Steven Hooke. Approved by all present State 911 Department Commission Members.***

*Agenda Item #4:*

►**Update on PSAP Operations During COVID-19**

Norm Fournier updated the Commission on PSAP operations during COVID-19. He stated that the State 911 Department has sent multiple emails regarding COVID-19. Mr. Fournier mentioned the availability of the WebEOC tool, which is utilized by MEMA. He stated that it is a program in which a PSAP can make requests and track workforce availability. Mr. Fournier stated that PSAP unavailable workforce is currently under 3%. He also stated that overall call volume is down 5-10%, depending on the PSAP. Finally, he stated that the State 911 Department is also facilitating the rolling of call traffic for PSAPs, but requests advance notice of cleaning and sanitizing.

Monna Wallace updated the Commission on training procedures during COVID-19. She stated that the State 911 Department has developed an in-house training program, which allows a temporary waiver of the EMD certification. She encouraged PSAPs to use APCO and Powerphone, which both have online EMD certification courses. This information is also posted on the State 911 Department website.

Ms. Wallace also discussed the COOP plan. She stated that there is a model COOP plan posted on the State 911 Department website that is customizable for PSAPs to create their own version of the plan. Questions regarding training or the COOP plan should be directed to Monna Wallace at [monna.wallace@mass.gov](mailto:monna.wallace@mass.gov).

Ms. Wallace updated the Commission on the 2020 compliance forms. She stated that the date to complete 16 hours of continuing education has been pushed to August 31st. She recommended getting this form completed as soon as possible. Ms. Wallace is currently accepting this document through email but will be requiring an original at a later point.

*Agenda Item #5:*

**►Update on the Springfield Training Facility Relocation**

Monna Wallace updated the Commission on the relocation of the Springfield Training Facility. She stated that the building is ready to be used, with Comtech completing their work, and furniture being delivered and in place. Ms. Wallace expects classes to be offered in Springfield, once training has resumed in classrooms.

*Agenda Item #6:*

***►*Update on the Transition of the Essex RECC and Wireless Center**

Frank Pozniakupdated the Commission on the transition of the Essex RECC and Wireless Center. He stated progress is being made and employees are currently being transitioned from the Sheriff’s Office to the State 911 Department. This transition should be completed by the end of the fiscal year.

*Agenda Item #7:*

***►*Other Business**

Dennis Kirwan updated the Commission on the MLTS regulations. He stated that the final form of 560 CMR 4.0 was approved and on May 15, 2021 will be formally included in the regulations.

Chairperson Collins stated that the DTC’s decision in regards to increased funding will occur on May 26th.

*Agenda Item #8:*

**► Next Meeting Date—TBD**

*Agenda Item #9:*

**►Adjournment**

***■A Motion to adjourn was offered by Mr. Richard Patterson. Seconded by Chairperson Kerry Collins. Approved. Meeting adjourned at 2:25 p.m.***

*Prepared by:*

*Ashlee Stearns*