**STATE 911 COMMISSION MEETING**

**December 10, 2020 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 State 911 Commission

Jonathan O’Dell MCDHH State 911 Commission

Mary M. McCauley Mass Office on Disability State 911 Commission

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 (absent)

Stacy Harren MA Ambulance Association State 911 Commission

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

Christine Wingfield PSAP Coordinator 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

Richard Fiske Director of PSAP Operations State 911 Department

Alyson Dellisola Director NSRC 911 State 911 Department

Nichole Annunziata QA Supervisor, POD-1 State 911 Department

Chris Markunas Boston Police Department

Penny Ryan EOPSS

Lauren Mielke MCREC

Philip Sisk

Robert Barnes Boston EMS

Jacqueline Pow Boston EMS

Chris Ryan NSR911

Shannon Dempsey Comtech

Timothy Jenkins Comtech

William Mikucki Comtech

*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 October 22, 2020 Commission Meeting Minutes**

***■ A Motion to accept the Meeting Minutes from October 22, 2020 was offered by Chairperson Kerry Collins. Approved.***

*Agenda Item #3:*

**►Request for Commission Approval of the FY 2022 Development Grant Guidelines**

Mr. Frank Pozniak requested Commission approval of the FY 2022 Development Grant Guidelines. Mr. Pozniak said that there were few changes, which are listed on page two of the Grant Guidelines. Mr. Pozniak stated that one change pertains to the priorities for the Development Grant that are located on Page 22 of the Development Grant Guidelines. Mr. Pozniak stated that priority one is the expansion of existing PSAPs and RECCs, with the addition of one or more PSAPs, with an executed IMA. Priority two is the development of new PSAPs or RECCs with an executed IMA.

Mr. Pozniak stated that allocation is proposed to increase from $18 (eighteen) million to $22 (twenty-two) million in an effort to ensure funding the assessment incentive and equipment requests. He stated that this change will need Commission as well as Department and Telecommunications and Cable (DTC) approval. He also stated that the application deadline for this Grant is Thursday, March 4, 2021. Mr. Pozniak stated that the application can be mailed, hand delivered, faxed, emailed, or submitted through COMMBUYS, and that applications submitted online must have originals as well as required number of copies in-hand by Thursday, March 11, 2021.

Finally, Mr. Pozniak mentioned that there will be a virtual Development Grant workshop, which is currently scheduled for Wednesday, February 10, 2021.

Ms. Karen Robitaille added that if anyone would like specific items addressed at the workshop, please contact the State 911 Department Fiscal Department directly.

***■ A Motion to 1) Approve the State 911 Department’s Guidelines for the State 911 Department 2022 Regional PSAP and Regional Secondary PSAP and Regional Emergency Communication Center Development 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 Steve Hooke. Ralph Dowling seconded the Motion.***

***After a Vote of the Commission, the item was Approved.***

*Agenda Item #4:*

►**Discussion of Other FY 2022 Grant Guidelines**

Mr. Pozniak notified the Commission on the status of the FY 2022 Support and Incentive, Training, EMD, and Wireless Grants. He stated that the Guidelines for these Grants will be presented for Commission review and approval at the January 21st Commission meeting. He stated that these Grants are currently under review by the State 911 Department, and then will be sent to the Commission for review. He stated that a second draft will be sent for Commission review.

*Agenda Item #5:*

**►Update on Next Generation 9-1-1, and PSAP Operations**

Mr. Norm Fournier updated the Commission on Next Generation 9-1-1. He stated that there will be a pause on preventative maintenance for Next Generation 9-1-1 systems in PSAPs in order to prevent the spread of COVID-19. Comtech will continue maintenance and replacement for end of life equipment, with high security items being the first priority. He stated that there was a fiber cut that occurred last month , but calls were still answered without major issues..

Mr. Fournier updated the Commission on Wireless Direct. He stated that all but one PSAP are currently using Wireless Direct Phase 2 location. The other exception being the PSAPs that are consolidating. He stated about 60% of PSAPs are reporting Phase 1 calls.

Mr. Fournier urged the Commission to let PSAPs know that the State 911 Department is available to help with any issues.

Mr. Fournier also stated that the State 911 Department is currently looking for new properties for the Framingham PSAP operation.

*Agenda Item #6:*

***►*Update on the Training Program**

Ms. Monna Wallace updated the Commission on the Training Program. She stated that online training has been successful. The schedule is posted on the State 911 Department website, with classes currently scheduled through February for the two-day Next Generation 9-1-1 class, as well as the five-day APCO Public Safety Telecommunicator class. She stated that PSAPs have been very receptive in the partnership to get telecommunicators certified.

Ms. Wallace stated that there is a workshop offered Mondays and Thursdays, from nine (9AM) to eleven (11AM) that teaches the structure of the training program, and what is needed from the PSAP, for the training certifications. Ms. Wallace encourages PSAPs to have all in house trainers attend this workshop.

Ms. Karen Robitaille updated the Commission on the Scholarship Program. She stated that the State 911 Department has made awards, which MSCA announced to recipients. Five (5) telecommunicators received a scholarship. The time-period to use the scholarship has been moved to July 2021, with hope of the travel restrictions due to COVID-19 being lifted. The intent would be to have ten scholarship recipients attending, five (5) from FY 2021 and five (5) from FY 2022.

*Agenda Item #7:*

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

Ms. Monna Wallace updated the Commission on the Massachusetts Equipment Distribution Program (Mass EDP). Ms. Wallace stated that Mass EDP is very close to the beginning of distribution of the iPhone XR. An order will be placed for successful applicants within the next week.

*Agenda Item #8:*

***►*** **Update on the Revisions to 560 CMR Appendix A, Next Standards Committee Meeting – Thursday, December 17, 2020, 11 AM**

Mr. Dennis Kirwan updated the Commission on the Revisions to 560 CMR Appendix A. Mr. Kirwan stated that the Standards Committee Meeting will be held on December 17, 2020, which will be the first meeting since January 2020. He stated that at the meeting there will be a PowerPoint presentation on addressing, a discussion on the addressing section and the definition section of the revision, as well as discussion of the changes for the technical and operational sections.

*Agenda Item #9:*

 ***►*Other Business**

Chairperson Collins thanked Mr. Frank Pozniak for his efforts in advocating for telecommunicators to be considered in the first round of COVID-19 vaccinations. She stated that there is currently no information on what round of vaccinations telecommunicators will be included in. This information will be announced once it is received.

Discussion ensued.

*Agenda Item #10:*

**► Next Meeting Date—January 21, 2021**

*Agenda Item #11:*

**►Adjournment**

***■ A Motion to adjourn was offered by Kerry Collins. Meeting adjourned at 1:40 p.m.***

*Prepared by:*

*Ashlee Stearns*