**STATE 911 COMMISSION MEETING**

**January 28, 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 State 911 Commission

Jonathan O’Dell MCDHH State 911 Commission

Evan George 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

Monna Wallace Director of Programs State 911 Department

Karen Robitaille Finance Director State 911 Department

Christine Wingfield PSAP Coordinator State 911 Department

Grant Harrison EDP Manager 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 POD-1 State 911 Department

Alyson Dellisola Director NSRC 911 State 911 Department

Nichole Annunziata QA Supervisor, POD-1 State 911 Department

Anthony Gentile Wilbraham Public Safety

Erin Hastings Westcomm

Kenneth Handfield MA State Police

Kevin Lessard NMRECC

Khristy Lord Westcomm

Melissa Nazzaro EOPSS

Jacqueline Pow Boston EMS

Robert Barnes Boston EMS

Rebecca Ocasio

Shannon Dempsey Comtech

Timothy Jenkins Comtech

William Mikucki Comtech

Chris Markunas Boston Police Department

Tom Ashe Barnstable County Sheriff

Robert Verdone SEMRECC

Erick Berg SEMRECC

Tom Kennedy UMASS Collins Center

\*Guest Captioner for MCDHH

*Agenda Item #1:*

*►****Call to Order and Introductions – 1:02 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.

On behalf of herself and Secretary Turco, Chairperson Collins thanked Frank Pozniak and the staff at the State 911 Department for their efforts of ensuring 911 Dispatchers were eligible to be vaccinated in the early stages of the vaccination rollout.

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 December 10, 2020 Commission Meeting Minutes**

***■ A Motion to accept the Meeting Minutes from December 10, 2020 was offered by Chairperson Kerry Collins. Approved.***

*Agenda Item #3:*

**►Request for Commission Approval of the FY 2022 Support and Incentive Grant Guidelines, Training Grant Guidelines, EMD Guidelines, and Wireless State Police Guidelines**

Frank Pozniak requested Commission approval of the FY 2022 Support and Incentive Grant Guidelines. He stated that there were few changes to these Guidelines. First, certified telecommunicators conducting quality assurance have been included in the Enhanced 9-1-1 Personnel costs. Second, Mr. Pozniak stated that Regional PSAPs and RECCs are now required to include a five-year capital budget plan in their Grant application. Third, he stated that the 3 to 9 Incentive Grant Category, which has been previously set at a 1.5% allocation, will be raised to a 2% allocation in FY22 in anticipation of more activity in this category in the upcoming fiscal year. He stated that this change needs to be approved by the Department of Telecommunications and Cable (DTC).

Mr. Pozniak requested Commission approval of the FY 2022 Training Grant Guidelines. He stated that in these Guidelines, Lawrence has been added to the list of Primary PSAPs eligible for an additional 16-hours of continuing education. Frank stated that the threshold for this eligibility is a 35,000-call volume, which was exceeded by Lawrence in 2020.

Mr. Pozniak requested Commission approval of the FY 2022 EMD Guidelines. He stated that one change in these Guidelines is the inclusion of straight time for part time/per diem employees.

Mr. Pozniak requested Commission approval of the FY 2022 Wireless Grant Guidelines. He stated that Wireless Grant Guideline changes mirror any Support and Incentive Grant Guideline changes.

***■ A Motion to: 1) Approve the State 911 Department’s Guidelines for the 2022 Training Grant, the 2022 Emergency Medical Dispatch Grant, the 2022 Support and Incentive Grant, and the 2022 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. Robert Silvia. Approved by all present State 911 Department Commission Members with the exception of Mr. Jonathan O’Dell and Mr. Evan George who abstained from the votes.***

*Agenda Item #4:*

►**Report of the Standards Committee**

Dennis Kirwan reported on Standards Committee activity. He stated that the draft of the first section of the revised Standards has been completed and was sent to the Standards Committee for review and discussion. The last Standards Committee meeting focused on a presentation of these revisions put together by a team at the State 911 Department, along with MassGIS. The presentation was designed to give the Committee a better understanding of these revisions.

*Agenda Item #5:*

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

Norm Fournier updated the Commission on Next Generation 9-1-1. He stated that Next Generation 9-1-1 is preforming well and maintenance has been recently completed by Comtech. He also stated that PSAPs continue to take on Wireless Direct Phase 1, but that Phase 2 is more accurate as there are fewer transfers per call. Mr. Fournier encourages PSAPs to reach out to the State 911 Department with questions.

Mr. Fournier informed the Commission that PSAP Operations in Framingham and the North Shore Regional 911 Center in Middleton are continuing to progress.

Discussion ensued.

*Agenda Item #6:*

***►*Update on the Training Program**

Monna Wallace updated the Commission on the Training Program. She stated that all training is currently online. The training calendar is scheduled until April to give time to schedule new hires. She stated that the 8-hour refresher class is piloting soon, with success leading to regularly scheduled classes. These classes will count towards continuing education hours for compliance for FY 2021.

*Agenda Item #7:*

***►*Discussion on February 10, 2021 FY 2022 Development Grant Workshop, Update on FY 2021 Grant Programs**

Karen Robitaille discussed the FY 2022 Development Grant Workshop. She stated that the virtual Workshop will take place on February 10th at 10:30am. Ms. Robitaille stated that any PSAPs needing assistance in applying for the Development Grant are encouraged to sign up. This Workshop will also discuss items that may be of assistance to RECCs. Ms. Robitaille encouraged PSAPs to email 911deptgrants@mass.gov with any questions they would like answered or addressed during the Workshop.

Ms. Robitaille also updated the Commission on FY 2021 Grant Programs. She stated there is only one (1) PSAP that has not applied for any grants, one (1) PSAP that has not applied for the Support and Incentive Grant, and fifteen (15) PSAPs that have not applied for the Training Grant. She stated that these PSAPs will be contacted and encouraged to apply. Ms. Robitaille added that there have been $76.9 million in Grants that have been approved, with another $1.3 million in applications currently pending. There is one reimbursement still outstanding for FY2020. Finally, she mentioned that FY 2021 Grants are being processed as quickly as possible.

*Agenda Item #8:*

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

Monna Wallace updated the Commission on the Massachusetts Equipment Distribution Program (Mass EDP). Ms.Wallace stated that the first order for cellphones has been placed and Mass EDP is currently awaiting delivery.

*Agenda Item #9:*

 ***►*Other Business**

No other business.

*Agenda Item #10:*

**► Next Meeting Date—TBD**

*Agenda Item #11:*

**►Adjournment**

***■ A Motion to adjourn was offered by Mr. Robert Silvia. Ms. Carmen Curry seconded the motion. Meeting adjourned at 1:50 p.m.***

*Prepared by:*

*Ashlee Stearns*