

Nashoba Valley Regional Dispatch District

Administration Board

Meeting Minutes

January 19, 2023

ATTENDEES:

BOARD MEMBERS:

Interim Chair Heather Lemieux, Lunenburg; Don Lowe, Bolton; Marie Sobalvarro, Harvard; Kristen Rubin, Berlin and Kate Hodges, Lancaster.

NOT PRESENT

Meg Delorier, Interim EVP, Devens Ops

OTHER PARTICIPANTS:

Anne Camaro, NVRDD Executive Director, Peter Kinnas and Glenn Casey, NVRDD; Chief Gammel, Lunenburg PD; Chief Schartner, Berlin PD and Shelly Testa.

I. CALL TO ORDER:

- With a quorum present and acting, the meeting was called to order at 2:32pm.

II. EXECUTIVE DIRECTOR UPDATES

- Trainee Courtney Perry has completed all training requirements training. Trainee Zach Lewis is in phase 1 of the on-the-job training. We have one new hire, Ashley Wirta who has begun training. We have 3 supervisors and 10 dispatchers. 4th supervisor position will not be filled until the end of the FY.
- Motion for approval of new hire, Ashley Wirta made, accepted by Kristen Rubin, seconded by Marie Sobalvarro. Berlin: YES, Harvard: YES, Bolton: YES, Lunenburg: YES, Lancaster: YES. Roll call approval.
- Supervisor's job description has been re-written and shared it with the board for review and approval.
- Motion to approve supervisor job description as re-written made, accepted by Maria Sobalvarro, seconded by Heather Lemieux. Berlin: YES, Harvard: YES, Bolton: YES, Lunenburg: YES, Lancaster: YES. Roll call approval
- Final draft of FY24 Budget submitted to FC. There was discussion of the increase in the towns' assessment. The FC will make recommendations on cuts. FC next meeting is February 2/2023.
- Final design of new desks has been signed off on. Installation scheduled week of March 27th.
- Grant Reimbursements will be finalized this week to send off to State 911 for processing.
- Quote requested from our radio vendor to conduct a full regional radio network assessment and feasibility study to consolidate some of the radio channels and increase interoperability. Costs will be added to FY24's Development Grant.

- MIIA has advised of new Cyber Security requirements. Costs will be added to the FY24 Development Grant.

III. OPS & FINANCE COMMITTEE UPDATES

1. Chief Gammel: working with Anne over the last year has been a pleasure. The OPS Committee is very happy with her attention and diligence thus far.

IV. NEW BUSINESS

1. Meeting minutes for Dec. 1, 2022 & Dec. 8, 2022, reviewed and motion to approve without corrections made and accepted by Kristen Rubin, seconded by Don Lowe. Berlin: YES, Harvard: YES, Bolton: YES, Lunenburg: YES, Lancaster: YES. Roll call approval.
2. Finalize E.D goals – moved to meeting schedule for 03/16/2023.

V. OLD BUSINESS

1. Chief Kelly provided update as to the latest stages of planning & costs he was given from the MFDA-Engineering Dept. To invite John Marc-Aurele to next meeting.
2. Lease status: moved to next meeting.
3. FY23 Budget: @ 56% expenditures this year. OT remains high. Grants have off-set some of these costs.
4. Motion made to approve Intermunicipal Agreement / District Agreement with edit, accepted by Don Lowe, seconded by Marie Sobalvarro. Berlin: YES, Harvard: YES, Bolton: YES, Lunenburg: YES, Lancaster: YES. Roll call approval
5. Princeton PD contacted Anne with interest to join NVRDD.

COMMENTARY

1. Heather announced she will be stepping down as Interim Chair. Looking for nominations to replace her position. Re-Organization of committee meeting scheduled Jan 30, 2023 @ 11:00am.

NEXT MEETING

1. February 16, 202 @ 2:30pm

ADJOURN

1. With no further Open Session business, motion adjourn made, accepted by Don Lowe, seconded by Kristen Rubin. Adjourned at 3:12p.m.