

**Nashoba Valley Regional Dispatch District
Operations Committee
Meeting Minutes
February 21, 2023**

Meeting called to order at 14:01 by Chief Gammel at the Lancaster Fire Department, 1055 Main Street, Lancaster, MA.

MEMBERS PRESENT:

- Berlin Fire, Chief Michael McQuillen
- Bolton Police, Chief Warren Nelson
- Devens Fire, Chief Tim Kelley (Vice-Chairman)
- Devens Fire, Deputy Jamie Desautels
- Harvard Police, Chief James Babu
- Harvard Fire, Chief Rick Sicard
- Lancaster Fire, Chief Mike Hanson
- Lancaster Police, Acting Chief Everett Moody
- Lunenburg Fire, Chief Pat Sullivan
- Lunenburg Police, Chief Tom Gammel (Chairman)
- Mass State Police, Lieutenant Reid Bagley
- NVRDD, Executive Director Anne Camaro

PUBLIC COMMENT

- PUBLIC
 - None
- BOARD/COMMITTEES
 - None

APPROVAL OF MEETING MINUTES

- January 17, 2023 meeting minutes not available

EXECUTIVE DIRECTOR REPORT

- Personnel:
 - a. Trainee Zach Lewis resigned effective 02/10.
 - b. Trainee Ashley Wirta has begun her on-the-job training, and is currently in phase 2 of the training.
 - c. Total Staffing: 3 supervisors, and 9 dispatchers, with two openings 1 dispatcher opening and 1 supervisor opening. I will not be filling those positions until Ashley is released from training.
 - d. Our Staff has completed over 24hours of training this year already, and we are planning an in-service training day as well as a leadership seminar for the spring.
- Budget:
 - a. The FY24 Budget was presented to the Finance Committee and Voted on at the last meeting on 02/01. It was presented to the Administration Board on 02/16 and adopted. Final FY24 Operating Budget is as follows:

	FY23	FY24	% Change
Total Budget	\$2,274,644.10	2,330,646.87	2.46%
FY24 State 911 Support Grant	794,020.00	794,020.00	0.00%
FY24 State 911 Support Addition	216,000.00	221,000.00	2.31%

(Townsend)			
FY24 DOD Payment	\$36,988.69	38,098.35	3.00%
Total Due from Communities	\$1,227,635.41	1,277,528.52	4.06%
Total Due per Community	\$204,605.90	212,921.42	4.06%

- Projects:
 - a. I have signed off on the final design for the new desks, and we are scheduled for installation the week of March 27th. Our IT and Radio vendors have begun to work on moving three dispatch positions into the Training Room. One position has been moved successfully. The others will be moved the second week of March.
 - b. Police Details – Lancaster and Berlin PD have gone live with our alternative methods for receiving requests for Police Details as a pilot program. For Berlin PD we implemented a webform. For Lancaster PD we implemented a voicemail solution. Berlin: 4 requests, Lancaster: 3 requests.
- Grants:
 - a. I am all caught up on FY23 Grant Reimbursements, and we should be receiving the funds within the next 30-60 days.
 - b. FY24 Development Grant Application is due on 03/02, I finished the application and will be requesting funds for the following improvement projects:
 - i. Fire and EMS Records Management System
 - ii. New IT Firewall Hardware and Multi-Factor Authentication Software – Cybersecurity Components
 - iii. Fire Station Alerting System – (Bryx) to replace the outdated Zetron System.
 - iv. New Separate Audio Recorder for Business Lines and Radio Transmissions.
 - v. Radio Upgrades, Regional tactical channel plan design, and backup radios for NVRDD.
 - vi. Acoustic Panels for 911 Center.
- Other Finance Related Matters:
 - a. I am working on a 5-year Capital Budget Plan to present to the Finance Committee at the next meeting (April 5th).
- Motion made by Chief Sullivan to accept the Directors report as presented and seconded by Chief Moody. The motion carried Unanimously.

POLICY REVIEW

- REVISIONS:
 - Police Details Processing (Policy 323)
 - Waiting to see how the alternative methods being tested through Berling and Lancaster PD’s before proceeding.
- NEW POLICIES:
 - Emergency Radio Traffic (Policy 270)
 - Tabled to next meeting
 - Residential Fire Alarms (Policy 421)
 - The definition of what is confirmation that the house has actually been checked needs to be clarified.
 - Will add pre-arrival instructions to the caller to the policy

RMS (record management system) COMMITTEE REPORT (Director Camaro, Supervisor Kinnas, Chief Legendre, Chief Schartner)

- IMC published an update in September for everything that police departments need to be legal but CM Geeks have not completed the update on NVRDD’s end yet. They will do the update within the next week (IMC will down for 4 hrs while the update happens)

LIAISON TO THE COMMITTEE FROM DISPATCH (Supervisor Kinnas)

- No report

OLD BUSINESS

- RADIO SYSTEM DISCUSSION
 - Continued discussion on conducting a regional radio study and Modular Communications gave Anne a verbal of a price around \$75,000 to do such a study.

NEW BUSINESS

- Harvard Police had one incident today. An officers tried to start a new incident and was able to do it on the mobile side. Chief Babu does not want this to happen.
- A policy for how to tone out for the Harvard drone needs to be created.

SET NEXT MEETING

- February 21, 2023, 14:00 at Lancaster Fire Department, Main Street, MA.
- March 21, 2023 Berlin
- April 18 Harvard
- May Bolton
- June NVRDD
- July & August no meetings
- Sept Lunenburg
- Oct Lancaster
- Nov 28 NVRDD

MEETING ADJOURNED

- A motion was made by Chief Kelly and seconded by Chief Hanson to adjourn at 14:48. The motion carried unanimous.