

Nashoba Valley Regional Dispatch District

Administration Board

Meeting Minutes

February 16, 2023

2:30PM

ATTENDEES:

BOARD MEMBERS:

Interim Chair Heather Lemieux, Lunenburg; Don Lowe, Bolton; Marie Sobalvarro, Harvard; Kristen Rubin, Berlin; Kate Hodges, Lancaster; and Meg Delorier, Interim EVP, Devens Ops

OTHER PARTICIPANTS:

Anne Camaro, NVRDD Executive Director, Peter Kinnas and Glenn Casey, NVRDD; and Shelly Testa.

I. CALL TO ORDER:

With a quorum present and acting, the meeting was called to order by the chair at 2:33pm.

II. EXECUTIVE DIRECTOR UPDATES

- 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.
- d. The FY24 Budget was presented to the Finance Committee, voted on and approved at the last meeting on 02/01.
- e. Installation of new dispatch desks the week of March 27th.
- f. Director is working with the Operations Committee to put together a comprehensive list of offered services and responsibilities.
- g. 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 and so far it has worked very well for them, they've received 3 requests since Monday 02/13 when we went live. For Lancaster PD we implemented a voicemail solution, so far there has been no pushback from the staff or vendors, and seems to be working out as well. They've also received 3 requests since Monday 02/13 when we went live.
- h. All caught up on FY23 Grant Reimbursements, and we should be receiving the funds within the next 30-60 days.
- i. FY24 Development Grant Application is due on 03/02, I will be requesting funds for the following improvement projects: Fire and EMS Records Management System, New IT Firewall Hardware and Multi-Factor Authentication Software – Cybersecurity Components, Fire Station Alerting System – (Bryx) to replace the outdated Zetron System, New Separate Audio Recorder for Business Lines and Radio Transmissions, Radio Upgrades, Regional tactical channel plan design, and backup radios for NVRDD, and Acoustic Panels for 911 Center.

j. Director is working on a 5-year Capital Budget Plan to present to the Finance Committee at the next meeting (April 5th).

III. OPS & FINANCE COMMITTEE UPDATES

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 January 19th, 2023 & January 30th, 2023, reviewed and motion to approve with corrections (Berlin TA's name) made and accepted by Marie Sobalvarro, seconded by Don Lowe. Berlin: YES, Devens: Yes Harvard: YES, Bolton: YES, Lunenburg: YES, Lancaster: YES. Roll call approval.

2. Finalize E.D goals (continued to next meeting).

3. FY24 Budget was presented to Administration Board as recommended by Finance Committee, reviewed and motion to approve made and accepted by Heather Lemieux, seconded by Don Lowe. Berlin: YES, Devens: Yes Harvard: YES, Bolton: YES, Lunenburg: YES, Lancaster: YES. Roll call approval.

V. OLD BUSINESS

1. Update on PS Building (From Meg Delorier): Mass Development Board to vote on the budget for the new PS Building at March or April Meeting. Board expresses concern over the construction and the impact on NVRDD.

2. FY23 Budget – continues to be on par with the year.

3. Intermunicipal Agreement / District Agreement: Voted on and signed by Harvard Select Board on 02/07. All other communities will add to their March or April Meetings.

4. Princeton PD has decided to stay with Holden at the Wachusett RECC

NEXT MEETING

March 16, 2023 @ 2:30pm

ADJOURN

With no further Open Session business, motion adjourn made, accepted by Don Lowe, seconded by Meg Delorier. Adjourned at 3:00p.m