

Nashoba Valley Regional Dispatch District

Administration Board

Meeting Minutes

March 16, 2023

2:30PM

ATTENDEES:

BOARD MEMBERS:

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

NOT PRESENT:

Kate Hodges, Lancaster

OTHER PARTICIPANTS:

Anne Camaro, NVRDD Executive Director, Peter Kinnas and Glenn Casey, NVRDD

I. CALL TO ORDER:

- With a quorum present and acting, the meeting was called to order by the chair at 2:39pm.

II. EXECUTIVE DIRECTOR UPDATES

- a. Trainee Ashley Wirta continues to train; however, we've had some tardiness issues.
- b. Director has reached out to an applicant from the fall to see if she's still interested in a dispatch position with NVRDD. The plan is to re-interview her on 3/27 or 3/28. Should we decide to offer her the job, she'd attend the State 911 Academy in May.
- c. Total Staffing: 3 supervisors, and 9 dispatchers, with two openings 1 dispatcher opening and 1 supervisor opening.
- d. Supervisor Peter Kinnas and Director Camaro are finalizing the staffing study: APCO Project Retains. Once the report is received, it will be forwarded to the board and committees.
- e. FY23 YTD Report sent to Admin Board on Monday.
- f. Director is working on the 5-year Capital Budget Plan to present to the Finance Committee at the next meeting (April 5th).
- g. The new dispatch desks will be arriving on 03/27 and hopefully by 04/03 we will be able to move the staff back into the regular dispatch center.
- h. A comprehensive list of district's offered services and responsibilities has been drafted by the director in conjunction with the Operation Committee. A copy will be forwarded to the board.
- i. The police details pilot program for Lancaster and Berlin will continue until 5/13. It seems successful, and both departments seem very happy with the new system.
- j. FY23 Grant Reimbursements are up to date, and we should be receiving the funds within the next 30-60 days.

- k. FY24 Development Grant Application was sent to State 911 Department. Awaiting their reply with the award.
- l. Director is waiting for the State 911 Department to disseminate the FY23 Compliance forms, so we can submit our compliance. After the compliance forms are received and processed, we can apply for the other FY24 Grants.

III. OPS & FINANCE COMMITTEE UPDATES

1. None present

IV. NEW BUSINESS

1. Meeting minutes for February 16th 2023 meeting – Continued to next meeting.
2. ED Goals were received and reviewed by the board. Action items are listed along with the goals, and ED expects to achieve all goals before the end of the fiscal year.

V. OLD BUSINESS

1. Update on PS Building (From Meg Delorier): No updates.
2. Status of Lease Agreement with Mass Development: Awaiting draft from Mass Development's Legal Department. Meg Delorier to follow up.
3. FY23 Budget – continues to be on par with the year.
4. 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.
5. No update on adding towns to NVRDD.
 - a. ED requested that if TAs have old budget documents for their individual dispatch centers, to forward to Director Camaro, so she can forward to State 911 Department for a project they are working on.

NEXT MEETING

1. April 13th, 2023 @ 2:30pm

ADJOURN

1. With no further Open Session business, motion adjourn made, accepted by Heather Lemieux, seconded by Don Lowe. Adjourned at 3:01p.m. Roll call vote: Berlin: YES, Devens: Yes, Harvard: YES, Bolton: YES, Lunenburg: YES. Meeting Adjourned.