

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

Meeting called to order at 14:04 by Chief Kelley at the Berlin Fire Department, 23 Linden Street, Berlin, MA 01503.

**MEMBERS PRESENT:**

Berlin Police, Chief Eric Schartner  
Berlin Fire, Chief Michael McQuillen  
Bolton Fire, Chief Jeff Legendre  
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  
Mass State Police, Lieutenant Reid Bagley  
NVRDD, Executive Director Anne Camaro  
NVRDD, Supervisor Peter Kinnas

**PUBLIC COMMENT**

- PUBLIC
  - None
- BOARD/COMMITTEES
  - New Berlin Fire Chief Michael McQuillen introduced himself

**APPROVAL OF MEETING MINUTES**

- January 17, 2023 meeting minutes
- Motion made by Chief Sullivan to accept the January 17, 2023 meeting minutes as presented and seconded by Chief Moody. The motion carried Unanimously.
- February 21, 2023 meeting minutes
- Motion made by Chief Sullivan to accept the February 21, 2023 meeting minutes as presented and seconded by Chief Moody. The motion carried Unanimously.

**EXECUTIVE DIRECTOR REPORT**

- Personnel:
  - Trainee Ashley Wirta has resigned.
  - Total Staffing: 3 supervisors, and 8 dispatchers, with three openings 2 dispatcher opening and 1 supervisor opening.
- Budget:
  - We have spent approximately 68% of our FY23 Budget, which is in line with the time of year. YTD report attached.
- Projects:
  - Our desk replacement project begins tomorrow 03/22. NVRDD Dispatchers will be working out of the training room until 04/05. Because of power limitations, we will be working with 3 dispatchers only 7am-11pm, and 2 from 11pm-7am.

- Police Details – The detail alternative pilot program will continue until 05/13. There have been no complaints regarding how the details are being requested from the vendors or the staff at Lancaster PD/Berlin PD.
- I am working with the Town of Harvard to create an Auto Attendant for Harvard FD. I have found out that some numbers were ported to NVRDD, while others are being “remote call forwarded.” Harvard FD is one of those numbers, so I need to involve the town in order to get Verizon to redirect the line to the correct phone number.
- Grants:
  - I am all caught up on FY23 Grant Reimbursements, and we should be receiving the funds within the next 30-60 days.
  - FY24 Development Grant Application was filed on 03/02. We should have an award by July 1<sup>st</sup>.
- Other Finance Related Matters:
  - I am working on a 5-year Capital Budget Plan to present to the Finance Committee at the next meeting (April 5<sup>th</sup>).
- 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)
    - Covered in Directors Report
  - Devens Fire Recall (Policy 418)
    - No Report
- NEW POLICIES:
  - None

#### **LIAISON TO THE COMMITTEE FROM DISPATCH (Supervisor Kinnas)**

- Charles Myers went to DC for training
- April 12<sup>th</sup>, Boston, Mass Communications Association
- Still working on completing APCO survey for staffing
- New version of PowerPhone 5.4 version
- Motion made by Chief Moody to accept the Directors report as presented and seconded by Chief Sullivan. The motion carried Unanimously.

#### **OLD BUSINESS**

- RADIO SYSTEM DISCUSSION
  - Left in here for place holder. Director Camaro put in for a lot of upgrades in this years development grant including for radios. She is trying to get the district to have 1 dispatch channel for fire and one for police. She would start with upgrading mobiles and then work on portables.
  - Chief Shartner has been trying to work with Clinton to bring them into the district.
  - Director Camaro is looking for old budget docs on what each town used to pay for dispatch.

#### **NEW BUSINESS**

- None

#### **SET NEXT MEETING**

- April 18,2023, Harvard Public Safety Building, 40 Ayer Road, Harvard, MA 01451.

#### **MEETING ADJOURNED**

- A motion was made by Chief Moody and seconded by Chief Sullivan to adjourn at 14:44. The motion carried unanimous.