

**Nashoba Valley Regional Dispatch District  
Operations Committee  
Meeting Minutes  
June 15, 2021**

Meeting called to order at 13:07 by Chief Hanson at the Nashoba Valley Regional Dispatch District, 270 Barnum Road, Devens, MA 01434.

**MEMBERS PRESENT:**

Berlin Fire, Chief Clark  
Berlin Fire, Deputy Chief Jamie Desautels  
Bolton Fire, Chief Jeff Legendre  
Devens Fire, Chief Tim Kelley  
Harvard Fire, Chief Rick Sicard  
Harvard Fire/Ambulance, Lt Andrew Perry  
Lancaster Fire, Chief Mike Hanson (Chairman)  
Lancaster Police, Acting Chief Everett Moody  
MSP, Lt Reid Bagley (Devens Commander)  
NVRDD, Interim Director Jack Parrow  
NVRDD, Supervisor Tony Newell  
NVRDD, Supervisor Peter Kinnas

**PUBLIC COMMENT**

- None

**INTERIM DIRECTORS REPORT**

- Community assessments are going out today.
- The new exit numbers on Route 2, Route 495 and Route 190 need to be updated in the Fire SOP's. Chief Sicard will update Fire SOP's to show these changes and send them out to fire chiefs for approval at the next Operations Committee meeting.
- Currently we have received 12 applications for the three remaining dispatcher positions. We have narrowed it down to 6 and will be conducting phone interviews with these 6. The feeling is that they may get 2 candidates out of this batch of applicants.
- Currently going through all IMC modules that the district is paying for and seeing if there are any possibilities of savings by cutting out ones that are not used.
- Currently working with Chief Gammel on police policies; Policy 300.23 is confusing and Chief Gammel will re-write it to make it clearer. All the other policies appear to be all set.
- Spoke with Admin Board Director Orlando Pacheco about companies to conduct the search for the new Director.

**IMC SECURITY GROUP**

- Interim Director Parrow spoke with IMC to help with the security rights and have provided a proposal for \$5,000 to sit down with this group to develop security level groups for each type of user of IMC.
- Chief Sicard (Fire), Chief Sartell (Police) (with Lt Moody being the backup choice if Chief Sartell declines) and Supervisor Anthony Newell will be on this sub-committee.
- Chief Kelly stated that when the original 4 towns started with NVRDD, the IT Department of Mass Development worked with IMC to create user groups and what security levels each of these groups would have. Chief Kelly suggests we get a copy of that report and that this would probably be a good starting point.

**ALARM CARDS**

- Interim Director Parrow suggested we put a sub-committee together to review and standardize our running cards. The members of this sub-committee are Chief Legendre, Chief Hanson and Supervisor Kinnas.
- Chief Clark brought up an incident with the Town of Clinton requesting and their ambulance provide line coverage for the Town of Clinton. This was the first time they received such a request and many questions have come up due to this. Chief Clark and Chief Hanson will reach out to the Clinton Fire Chief to discuss what the intent of these requests are and come up the best way to handle them if needed.

#### **POLICE POLICY'S**

- Director Parrow discussed this in his report.

#### **FIRE POLICY'S**

- No update

#### **EMERGENCY HEALTH PROFILE ROLLOUT**

- Supervisor Newell is working on a social media campaign for this. He will put a link on NVRDD website to provide more information for the public about it. Every couple of months he plans on putting a blurb out on social media. During the summer he will reach out to each town's local newspapers to put an article out about it.
- Access to the data is only available for a short period of time (10 minutes after call). This is good information for people who may be reluctant to provide such sensitive information.

#### **WHAT3WORDS TESTING**

- Now that school is done Supervisor Newell will be going to each school and as well as getting approximately 3 more locations in each town. Once he gets these, he will send them to the Chiefs to have some of their members go to those sites and see if they like it.
- Supervisor Newell reiterated that this is not meant to replace any dispatcher but to provide another tool for them to use.

#### **LIASON TO THE OPERATIONS COMMITTEE FROM DISPATCH SUPERVISORS**

- Supervisor Peter Kinnas has been assigned as liaison to the Operations Committee to help improve communications between the Operations Committee and NVRDD.

#### **APPROVAL OF PAST MEETING MINUTES**

- Approval of meeting minutes from 4-27-21
- Approval of meeting minutes from 5-25-21
- Chief Kelly made a motion to accept both meeting minutes as presented and Chief Legendre seconded the motion. The motion carried unanimously.

#### **NEW BUSINESS**

- Starting in April, all medical helicopters were to start communicating with each town through only one of three designated UTac channels (UTac 41, 42 or 43). They were no longer going to be using each individual town's frequency for it was becoming too cumbersome. A few weeks ago Harvard called for Lifeflight and Lifeflight communicated directly on the Harvard frequency. Harvard will look into why Lifeflight did not use a UTac channel.

#### **OLD BUSINESS**

- Chief Hanson reported that they are receiving the run log sheets after calls about 50% of the time. Supervisor Kinnas is working with IMC to make this an automatic option.

#### **SET NEXT MEETING**

- July 20, 2021, 13:00 at NVRDD.

**MEETING ADJOURNED 14:02**