

**NVRDD Operations Committee Meeting Minutes  
January 18, 2022**

**The meeting was called to order at 1412 Hours by Chairman Chief Thomas Gammel at the NVRDD Training Room, 270 Barnum Road, Devens, MA.**

**MEMBERS PRESENT:**

Berlin Police, Chief Eric Schartner  
Bolton Fire, Chief Jeffrey Legendre  
Lancaster Fire, Chief Michael Hanson  
Lancaster Police, Chief Everett Moody  
Lunenburg Fire, Chief Patrick Sullivan  
Lunenburg Police, Chief Thomas Gammel - Chairman  
MSP, Lt. Reid Bagley  
NVRDD, Executive Director Anne Camaro  
NVRDD, Supervisor Peter Kinnas - Dispatch Liaison  
NVRDD, Supervisor Glenn Casey  
Devens Fire, Deputy Chief Jamie Desautels

**PUBLIC COMMENT**

- None

**APPROVAL OF MEETING MINUTES**

- Tabled by the Chair. Minutes were sent out last minute via email without enough time to review.
- A motion was made to table by Sullivan and seconded by Hanson. The motion carried unanimously.

**DIRECTOR'S REPORT**

- 1 month anniversary for Camaro and in that time she's been impressed with the staff.
- A supervisor's meeting was held on the morning of 1/18/22.
- Camaro has been meeting with the staff individually.
- A Life Saver Award was issued to Dispatcher Janet James for her part in a CPR save in Townsend. Departments were encouraged to share the story on their Facebook.
- 12/29/2021 Harvard PD had a hoax call from a female party claiming to be in Harvard who was being sexually assaulted and was not in a safe place. A good amount of time was spent on the phone while units tried to locate the caller. It was later determined that the call was a hoax call and not actually happening. Staff spoke with the Cambridge

CISM team. Staff has shown interest in CISM training and will be sent at the end of the month.

- FY23 Budget is still being worked on with Gammel. The documentation that was left has been a nightmare.
- Townsend Departure: The District will need to come up with a plan for our part of the cutover. Withdrawal date is scheduled for 7/1/22, however a soft launch could occur.
- A motion was made to accept the Director's Report by Sullivan and seconded by Legendre. The motion carried unanimously.

### **IMC SECURITY UPDATE**

- Kinnas will be reaching out to the Chiefs to see who their point of contact for IMC security concerns will be. All training has been completed.

### **RMS COMMITTEE REPORT**

- Kinnas spoke on a larger problem with finding a new CAD system as the majority of departments in the Commonwealth use IMC.
- Kinnas mentioned how an email was sent to the Regional Director's group to discuss a new CAD and other departments have the same concerns/issues.
- Camaro mentioned that Lt. Governor Polito has become involved as the issue is larger than just at NVRDD.
- Gammel suggested that Camaro and Kinnas attend the Chief's Conference Product Show which is in April in Marlborough.
- Schartner discussed the NextGen CAD system that Northborough PD uses. Schartner / Kinnas will look into contacting Northboro for a product review.

### **CJIS MOU**

- CJIS MOUs were handed out for Chief's to sign and return as soon as possible.

### **BRYX REVIEW**

- Camaro handed out a list of users and discussed if everyone was aware of the info going out.
- Reminder to make sure the system on the receiving end is secure so no CJIS information is going out.
- Gammel inquired who is Admin for BRYX. Legendre confirmed that he was.

- Hanson and Gammel mentioned that Deputy Director Angela Siciliano had been deleting members from the system, even as recently as that morning. Discussion was held on removing Siciliano from admin controls of BRYX.
- Gammel reminded everyone that information received on personal cell phones can be discoverable in court and make their cell phones accessible to the court. He reminded people to use caution.
- A motion was made by Gammel to make Legendre the BRYX Administrator, which was seconded by Hanson. The motion carried unanimously.

## **DISPATCH LIAISON**

- Kinnas discussed options for the policy when dispatch is at call capacity due to extenuating circumstances. These options included a prerecorded message that can be customizable depending on the type of emergency. Another option was a notification to on duty personnel.
- Kinnas discussed that fire tear sheets don't appear to be the correct avenue for incident notification to departments. He will be working with Devens specifically to try out notification through BRYX or IAR.

## **SOPs**

### **POLICE**

- No discussion

### **FIRE**

- No discussion

## **FINANCE SUBCOMMITTEE REPORT**

- Discussion tabled until Sicard can report. Moved by Sullivan, seconded by Hanson. Motion carried unanimously.

## **DISCUSS THE DISTRICT AGREEMENT / IMA**

- The Admin Board is developing a new District Agreement.
- Gammel mentioned how the 4 original towns only signed the IMA and not the District Agreement.
- Gammel discussed his hope that under new governance of boards, both Police and Fire chiefs will have a vote on Operations.

- Sullivan made a motion to send the Admin Board their recommendation on the above bullet point. Hanson seconded and motion carried unanimously.
- Kinnas inquired about having the Executive Director have a vote on the Operations Committee. He feels that it only makes sense that the director of the center should have a vote on how the operations of their center should be and that they have no recourse if a negatively impactful vote were to occur.
  - Gammel mentioned that the Operations Committee will take into consideration the viewpoint of the Director and that there needs to be a separation between Director & Committee.
- Admin will be sending out a draft District Agreement
- Sullivan mentioned how former Townsend Fire Chief Mark Boynton had a list of issues with the current agreement. Gammel will locate the list and send it out for further review.

## **OLD BUSINESS**

- Hanson brought up the discussion on a bridge policy and automatic railroad notification. Camaro and Kinnas will work on it.

## **NEW BUSINESS**

- The body discussed the Deputy Director's position and how it needs to be addressed with the Admin Board.
- Any current issues need to be addressed with Camaro.
- The board discussed limiting the access and role of the Deputy Director. Camaro will be working on this going forward.
- Kinnas/Sullivan/Desautels had discussion on tone decoder to use for Fire and EMS tones in lieu of Zetron.
- Further discussion on Townsend's withdrawal.
  - Camaro mentioned that there are 2 options for data transfer
    - Townsend could be given a full copy of the database
    - Or keep logins in place for Townsend to access the database.
    - Further discussion will be had on the best option.
  - Body agreed that Townsend will pay for all costs associated with withdrawal and this was made clear to Patriot Regional by Camaro.
- Desautels inquired about IMC permits and inspections. Sullivan and Hanson gave information and will assist.
- Camaro discussed police details and the possibility of looking into a new software.
  - Gammel mentioned that details received between the hours of 8a-4p should be sent to department admins or desk officers.
  - Gammel requested this item be added to the next agenda.
  - Camaro mentioned a possible website form.
  - Kinnas suggested a phone & voicemail extension for callers to be transferred to.

- Hanson asked if the dispatcher's have received any calls or questions about burn permits.
  - The season just started and not a lot of calls have been received.
  - Questions can be directed to individual departments.
- Camaro requested fire departments to notify dispatch of out of service units. Commented on how Sullivan does notifications and how that seems to work best. Other departments to follow suit.
  - Sullivan mentioned to add staff@nvrecc.us as a user and edit who gets notified when status change occurs.
- Camaro requested fire departments use their District 8 identification when calling in (ex. 17A1 or Lancaster A1).
  - Hanson mentioned how it was previously told to them not to use their D8 identifier as the radios have IDs on them.
  - Kinnas advised members that the radio IDs aren't always correct and it's best to get in the habit of using the D8 identifier.

#### **SET NEXT MEETING**

- Next meeting will be 2/15/2022 at 2pm.
- Discussion was had on whether to hold meetings on Zoom as well as in person.
  - Gammel likes having meetings in person as communication can be lost on Zoom format but will entertain a motion either way.
  - Hanson made a motion to keep meeting in person only, Sullivan seconded. The motion carried unanimously.

#### **MEETING ADJOURNED 1558 HOURS**