

**Nashoba Valley Regional Dispatch District
Operations Committee
Meeting Minutes
November 16, 2021**

Meeting called to order at 14:11 by Chief Hanson at the Lunenburg Public Safety Station, 655 Mass Ave, Lunenburg, MA.

MEMBERS PRESENT:

Berlin Police, Sargent Eric Shartner
Berlin Fire, Ken Clark
Bolton Fire, Chief Jeff Legendre
Devens Fire, Chief Tim Kelley
Harvard Police, Interim Chief James Babu
Harvard Fire, Chief Rick Sicard
Lancaster Fire, Chief Mike Hanson (Chairman)
Lancaster Police, Chief Everett Moody
Lancaster, Town Administrator Orlando Pacheco
Lunenburg Fire, Chief Pat Sullivan
Lunenburg Police, Chief Tom Gammel (Vice-Chairman)
NVRDD, Interim Director Jack Parrow
NVRDD, Dispatcher Glenn Casey
NVRDD, Supervisor Tony Newell
NVRDD, Supervisor Peter Kinnas

PUBLIC COMMENT

- None

INTERIM DIRECTORS UPDATE

- Lunenburg and Lancaster Fire Departments of completed updating their alarm cards
- Erin has completed her training and is on the evenings shift, full time, M-F. Her completion of her training brings the total dispatcher count to 12. This should also help reduce overtime costs and stress on the other dispatchers.
- They are holding off on trying to fill the last position until the new Director is appointed.

JOINT MEETING WITH ADMIN BOARD (Executive Director Search Update)

- Executive Director search – MRI conducted the search for a new Executive Director and they received a pool of 19 applicants. Of those nineteen, nine made it to the next round. After that they interviewed three final candidates and unanimously agreed on Anne Camaro.
- In any members of the Operations Committee have any comments on this please forward them to the Orlando before the next meeting Admin Board Meeting.
- The Admin Board hopes to appoint Anne at their next meeting.
- Chief Gammel and Chief Legendre participated in the final round of interviews and concurred they are very optimistic with this choice.
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IMC SECURITY GROUP

- One police department is left on the updating of security rights and Peter waiting to hear from IMC before they can complete this.

LIASION TO THE COMMITTEE FROM DISPATCH (Peter Kinnas)

- Peter is continuing to work with IMC on coming to a solution on producing tear sheets after incidents.

APPROVAL OF MEETING MINUTES

- A motion was made by Chief Sullivan and seconded by Chief Kelley to accept the meeting minutes presented for the Operations Committee Meeting on October 19, 2021. The motion carried unanimously.

POLICE/FIRE SOP (Issues and/or comments)

- Peter will work on submitting a draft SOP for a district wide policy on making an announcement to the district when they are involved with a busy incident and to keep radio traffic to a minimum.

NOMINATIONS FOR CHAIR AND VICE CHAIR

- Chief Sicard nominated Chief Gammel and seconded by Chief Hanson for the Chairman Position of the Operations Committee. The motion carried unanimous.
- Chief Hanson nominated Chief Kelley and seconded by Chief Gammel for the Vice Chairman Position of the Operations Committee. The motion carried unanimous.
- These new positions will take effect on January 1, 2022.

OLD BUSINESS

- Chief Sullivan wanted to make sure that the SOP for Fire Alarm calls were being dispatched properly as a still alarm. Supervisor Kinnas believes the discrepancy might be coming from the initial information the dispatcher receives. They will both look a little further into this.

NEW BUSINESS

- Berlin Police Sargent, Eric Shartner, has been offered the fulltime Berlin Police Chief position and they are working on a contract to make it official.

SET NEXT MEETING

- December 21, 2021, 14:00 at NVRDD.

MEETING ADJOURNED 14:38