

Nashoba Valley Regional Dispatch District

Administration Board

Meeting Minutes

September 8, 2022

ATTENDEES:

BOARD MEMBERS:

Interim Chair Heather Lemieux, Lunenburg; Don Lowe, Bolton; Marie Sobalvarro, Harvard, Chris Keefe, Berlin, Meg Delorier, Interim EVP, Devens Operations and Kate Hodges, Lancaster.

OTHER PARTICIPANTS:

Michael Ray Jeffrey's, MDFA - VP, Asset Management; Anne Camaro, NVRDD Executive Director; LT. Perry, Harvard FD; Chief Gammel, Lunenburg PD and Shelly Testa.

I. CALL TO ORDER:

- With a quorum present and acting, meeting called to order, and video recorded at 2:33pm.

II. EXECUTIVE DIRECTOR UPDATES

1. Budget Variance Report distributed to the board via e-mail. Overtime account is high but dispatch salaries account is low so they should offset each other.
2. 1 new dispatcher is in training and 1 candidate is in the background process.
3. Accountant position has been posted. I have received 3 applications so far, will reach out to the Finance Committee for assistance in interviewing the candidates.
4. We had two events, which NVRDD staffed Command Posts: Devens Day and the LIV Golf Tournament. Both events went very well.
5. \$280,000 requested in reimbursements from State 911 Grants. Received \$ 168,000 and are expected to receive the remaining \$112,000 in the next month.
6. Review of the strategic plan from the Collins Center Assessment continues and I am working on their recommendations:
7. We will be scheduling NVRDD's first in-service training, where the staff will be required to attend an 8-hour training day to review policies, call taking and dispatch procedures and liability issues.
8. Our staff has completed MIIA's Cyber Security Classes, and over 100 hours of dispatch-related training since July 1st.

III. OPS & FINANCE COMMITTEE UPDATES

1. No updates.

IV. NEW BUSINESS

1. August 22, 2022 meeting minutes approved without changes, motion made and accepted by Don Lowe, seconded by Marie Sobalvarro, approved unanimous roll call vote.
Roll call vote: D. Lowe, Yes
M. Sobalvarro, Yes
H. Lemieux, Yes
C. Keefe, Yes
M. Delorier, Yes
2. Verizon owns all lines. It would be an expensive transition (\$25K) per station. Place holder to enter into FY24 budget.

V. OLD BUSINESS

1. Michael Ray Jeffrey's: Public Safety Building moving forward as planned. John Marc-Aurele, MDFA Engineering, will be invited to attend future meetings and provide the drawing specs of planned construction. MDFA plans on carrying over Lease until at least Summer 2023. To include covering HVAC maintenance. There is room for growth within dispatch area / more consoles.
2. Status delays due to an unexpected absence of the Real Estate employee who is handling the lease agreement. Looking to model a one (1) year lease. Aiming for October 2022.
3. FY23 Budget update provided in Section II.
4. Draft with edits provided. Board to reviewed and discuss at future meetings.

NEXT MEETING

1. September 29, 2022 @ 2:30pm

ADJOURN

1. With no further Open Session business, motion adjourn made, accepted by Don Lowe, seconded by Marie Sobalvarro. Adjourned at 3:11p.m.