

**Nashoba Valley Regional Dispatch District
Operations Committee
Meeting Minutes
October 25, 2022**

Meeting called to order at 14:25 by Chief Gammel at NVRDD, 270 Barnum Road, Devens, MA.

MEMBERS PRESENT:

Berlin Police, Chief Eric Schartner
Berlin Fire, Chief Ken Clark
Bolton Fire, Chief Jeff Legendre
Devens Fire, Chief Tim Kelley (Vice-Chairman)
Harvard Police, Chief James Babu
Harvard Fire, Chief Rick Sicard
Harvard Fire/Ambulance, Lieutenant Andrew Perry
Lancaster Fire, Chief Mike Hanson
Lancaster Police, Acting Chief Everett Moody
Lunenburg Police, Chief Tom Gammel (Chairman)
NVRDD, Executive Director Anne Camaro

PUBLIC COMMENT

- PUBLIC
 - None
- BOARD/COMMITTEES
 - None

APPROVAL OF MEETING MINUTES

- A motion was made by Chief Hanson and seconded by Chief Clark to accept the September 13, 2022 submitted meeting minutes. The motion carried unanimously.

EXECUTIVE DIRECTOR REPORT

- **Staffing:**
 - a. We currently have 1 new dispatcher entering the final phase of training and 1 new dispatcher in the State 911 Training Academy. He will be graduating from the academy on 11/04 and will report to NVRDD on 11/07.
 - b. We have hired a new district accountant, and he began working on 10/03/2022. His name is Neil Vaidya and he has over 19yrs experience in municipal accounting.
- **Events:**
 - a. I was just notified by Chief Legendre that LIV Golf is coming back to Bolton in June of 2023, so we will most likely begin planning in the new year.
 - b. We also have for 2023 Devens Day, and The Bolton Fair.
- **Projects:**
 - a. We have completed the first update project for the facility. We now have card access to the two main doors and our server room.
 - b. In the first week of February, we will be completing the replacement of the dispatcher's desks. This will be a live replacement and I will coordinate between our IT vendor, Radio Vendor and 911.
 - c. I have our Radio Vendor working on licensing NVRDD's base radios under each of your frequencies. The frequencies still belong to each of the towns, and should be maintained that

way, however this will help us catalog and document all frequencies we have available, and what NVRDD operates on.

- d. Citrix Update – we have purchased a new Citrix Virtual Connection, and will be replacing the servers that host the Citrix virtual machines. This will hopefully improve the Citrix connections to NVRDD.
- **Additional Towns:**
 - a. Chief Babu and I met with the Boxborough Police and Fire Chiefs on Monday. It was a good initial conversation, which sparked some questions with regards to our systems and our continuity of operations plan.
- **Anne's Training:**
 - a. I will be out of the office next week Monday-Wednesday at a training conference. I will however, have my laptop and will be working remotely.
- A motion was made by Chief Moody and seconded by Chief Legendre to accept Director Camaro's report. The motion carried unanimously.

911 POLICY REVIEW

- REVISIONS:
 - Residential Fire Alarm vs. Trouble Alarm (Policy 421): Revised SOP Language
 - Tabled until next meeting
- NEW POLICIES
 - Police Details Processing (Policy 323)
 - Tabled until next meeting
 - Radio Traffic Policy:
 - Tabled until next meeting
 - Calls for Service vs Unit Assignment/Activity Policy:
 - Director Camaro has been working with Chief Shartner on this and they have been discussing if this should be a unit status or call for service. Chief Shartner would like for it to be a call for service. If you have a fulltime SRO a call for service won't work. Chief Gammel suggested we keep it status quo for now until they come up with a solution. Director Camaro will continue to work on this policy.

DISTRICT AGREEMENT UPDATE

- The Administration Board will be taking it up at their meeting in November 2022.

IMC SECURITY UPDATES

- No report

RMS (record management system) COMMITTEE REPORT (Director Camaro, Supervisor Kinnas, Chief Legendre, Chief Schartner)

- NVRDD met with ESO yesterday for a demo of their product. The Chiefs who were in attendance liked it. If we went with this product there would be a bundle discount. ESO has also offered to provide individual demos for the chiefs who were unable to make this meeting.
- CS Pro (Central square) in Bolton on the November 15th. (Police side) Gammel likes it and is user friendly.
- Will keep looking at possible solutions

LIAISON TO THE COMMITTEE FROM DISPATCH (Supervisor Kinnas)

- No report

ARE YOU OK? ELDER CALL PROGRAM

- The Town of Lunenburg is phasing out the Are You Ok Program. The Elder Connect Program is now live.

REGIONAL RADIO DISCUSSION

- Director Camaro had a long conversation with Lee Lemoine yesterday about the radio infrastructure throughout the district. They are looking at possible solutions for the district. There was a lot of discussion of whether each town is responsible for their own infrastructure or are we going to have a regional system. The discussion will continue at the next meeting.

OLD BUSINESS

- None

NEW BUSINESS

- None

SET NEXT MEETING

- November 22, 2022, 14:00 at NVRDD, Barnum Road, Devens, MA.

MEETING ADJOURNED

- A motion was made by Chief Kelley and seconded by Chief Moody to adjourn at 15:22. The motion carried unanimous.