

Western Regional Homeland Security Advisory Council  
Interoperability / Information Sharing Sub Committee  
Meeting Minutes  
October 15, 2013 12:30 pm  
Northampton Police Department, 29 Center Street, Northampton, Ma.

**In attendance:** Raine Brown (FRCOG), Gretchen Johnson (FRCOG), Tom Grady (BCSO), Dennis Nazzaro (DFS/NFD), Russ Sienkiewicz (NPD), Ann Shea (MMC), John Taylor (SFD/DFS), Bob Hassett (SFD), Peter Cowles (WEMA), Gary Cromack (SAIC), Lindsay Stromgen (AFD), Butch Garrity (MSP), Bernard Forgea (CFD/CPD), Steve Kozloski (HPD), Jason Breault (PPD), Bob Barry (MEMA), Lucy Britton (CMED).

The meeting was brought to order by Russ Sienkiewicz, Chair, at 12:37 pm. A round of introductions followed.

The committee reviewed the minutes from the September 17, 2013 meeting.

<p><b>Motion:</b> Tom Grady moved to approve the minutes of the September 17, 2013 meeting as submitted. Lindsay Stromgen seconded. Motion passed.</p>
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**Project Updates**

*WMLEC*

This project will be discussed in the Consultant report.

*WMRIC*

Russ stated that he has not received an update from the Collins Center yet.

*Berkshire 385*

Raine stated that the project received two bids. The Comtronics bid was \$11,000 less than expected. Raine reached out for clarification to be sure that Comtronics understood the full scope of the project. The Council has had issues with Comtronics' performance on past Homeland Security projects. If the Council does not want to use them on future projects, it must be put in writing. Lucy stated that all contractors must be vetted to work at medical facilities. The process is TB testing and a two hour class. Tom stated that all technicians working on MSP sites must be Motorola certified. Raine stated that these requirements were not listed in the bid proposal. The bid may need to be re-issued. Discussion followed. Raine stated that she will work the MAPC and Comtronics to determine how to proceed. The project must be completed by February 2014.

*Gaps & Analysis*

This project has been completed.

*CMED*

Raine stated that the EHP process have begun and will take a few months.

**Interoperability Consultant**

Gary stated that the only project outstanding is WMLEC. The sites have been constructed for months. Motorola technicians are in the field this week trying to finish up the last details. The

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IP cloud works, all sites are connected. The technicians are doing simulcast optimization. It is a time consuming process. It should be done by next week. Turning on the system will also take time because someone has to drive to each site. The system should be live in two weeks. At that time, the quantar equipment can be given to Berkshire. There is also spare equipment at NECS. The Subcommittee should decide what to do with that equipment. They have offered to weather proof the equipment and deliver it to the sites. Russ requested that it be labeled. Discussion followed.

### **Requests**

No requests were presented.

### **Old Business**

#### *Communications Training*

Dennis stated that a draft script was included in the meeting packet. It was difficult to cut a 2 hour training down to a 20 minute video. He asked the Subcommittee for their input. Russ asked Dennis to survey the participants of the training about the following:

- Why they took the class?
- What were your expectations?
- What questions were not answered?
- What level (management) are you?
- Where do you live?
- What discipline do you represent?
- What was the best part of the training?
- What would information would be most useful in a video?

John suggested focusing on the five major systems. Lindsay stated that it would be useful to for end users to know what about the systems and when to utilize them.

#### *Field Operations Guide*

Dennis stated that the Metro Boston field operation guide was given out at the State CommL meeting. This would be a good tool to create for our region similar to the MIFOG. It would be great if every region created one. John stated that it would be helpful if the state would create an app template and then have each region create one. Bob Barry stated that he will take the idea back to MEMA. Discussion followed.

#### *Interops Consultant*

Raine asked that this be tabled until next meeting. She had not had time to complete the draft SOW for the next RFP.

### **New Business**

Raine stated that EOPSS is allowing the transfer of administration funds. The Council approved the proposed spend down of FFY10 and FFY11 outlined in the handout in the meeting packet. Tom asked that the subcommittees revisit their priorities to propose projects for the outlying years. Raine stated that a WRHSAC project that had not been proposed for FFY13 but not

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funded due to lack of funds was the Faithbased/COAD project. It is \$35,000 but is the last phase until it is sustainable. Discussion followed.

**Business Unforeseen by the Chair**

No unforeseen business was discussed.

**Next Steps/Future Meetings**

The next meeting is scheduled for November 19<sup>th</sup> at 12:30 at WMEMS.

There being no further business Tom Grady motioned to adjourn. Butch Garrity seconded. Voted unanimously.

The meeting adjourned at  
2:15 pm.

Respectfully Submitted by  
Gretchen Johnson  
Homeland Security Program Assistant  
Franklin Regional Council of Governments