

Western Regional Homeland Security Advisory Council  
Interoperability / Information Sharing Sub Committee  
Meeting Minutes  
September 17, 2013 12:30 pm  
WMEMS, 68 Industrial Drive, Northampton, Ma.

**In attendance:** Raine Brown (FRCOG), Gretchen Johnson (FRCOG), Tom Grady (BCSO), Dennis Nazzaro (DFS/NFD), Suzanne MacBain (SAIC), Russ Sienkiewicz (NPD), Ann Shea (MMC), John Taylor (SFD/DFS), Robert Garriepy (HPD), Bob Hassett (SFD), Terry Dun (FCECS), Peter Cowles (WEMA), Gary Cromack (SAIC), Steve Staffier (SWIC), Doug Geary (APD), Lindsay Stromgen (AFD), Butch Garrity (MSP), Victoria Grafflin (EOPSS), Kym Craven (UMASS), Bernard Forgea (CFD/CPD), Blair Sutherland (MSP), Lucy Britton (CMED).

The meeting was brought to order by Russ Sienkiewicz, Chair, at 12:39 pm. A round of introductions followed.

The committee reviewed the minutes from the August 20, 2013 meeting.

**Motion:** Butch Garrity moved to approve the minutes of the August 20, 2013 meeting as submitted. Tom Grady seconded. Motion passed.

### **WMRIC Kick Off– presentation**

Kym stated that the original kick off meeting was scheduled for August 1<sup>st</sup> but was rescheduled to today. This will alter the timeline of the project. The draft report will be completed for November 14<sup>th</sup> and finalized by December 17<sup>th</sup>. Kym asked for volunteers for initial interviews and Steering Committee members. These interviews will help shape the survey. Steve Staffier, Russ Sienkiewicz, Tom Grady, Terry Dun, John Taylor, Bernie Forgea, Melissa Nazzaro, Dennis Nazzaro and Bob Hassett volunteered. Kym will work with the Steering Committee to guide reaching out to get information. The survey will be drafted and reviewed by the Steering Committee in three weeks. Raine stated that end users and system owners should also be consulted when drafting the survey. Raine will send Kym contact information. Discussion followed.

### **Project Updates**

Russ stated that the Council met prior to this meeting and prioritized projects for the upcoming 12-24 months. The Interops projects that were prioritized included:

- WMLEC expansion engineering finalization
- CMED enhancement engineering finalization
- Borden fire tower microwave
- Hovey Hill alternative site location,
- Interops Consultant support,
- Field Comm & Command Unit cell boosters,
- Hampshire Hills 800 police phase I,
- WMLEC: Westfield River Valley

The Northwest FCECS project was not able to be included but will remain identified as a prioritized project in case additional funding becomes available.

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Blair stated that Hampshire County Police Chiefs have put forth a request to come onto the 800 system. MSP is working with local police. The existing VHF system is a fractured network. The State has finished its 800 MHz build out in Western Mass. Blair stated that he had presented a much larger project to this Subcommittee before but due to decreasing Homeland Security funding he went back to the local partners and broke the project down into a phased approach. This phase will bring 14 towns online to the 800 MHz system. Discussion followed.

Raine stated that the CMED project estimate did not include engineering oversight. Suzanne stated that she will prepare an estimate.

*WMLEC*

This project will be discussed in the Consultant report.

*WMRIC*

This project was covered earlier in the meeting.

*Berkshire 385*

Lucy stated that all the information needed for the EHPs has been provided. Raine stated that the EHP has been approved. FFY10 contract extension has been completed and the project can move forward. Raine advertised the project on ITT40. It was stated in the ad that the project needs to be completed by end of December. This timeframe is aggressive but should be able to done because the project is solely installation of the equipment.

*Gaps & Analysis*

Suzanne stated that she will need any final comments on the Gaps & Analysis report by the end of today.

*CMED*

Raine stated that a consultant was contracted on Thursday to complete the EHPs. The EHPs will take a few months. John asked about how information will be shared with end users about the new channels 9 and 10. End users need to know when to use them. Bob Hassett stated that he is working on communicating with end users.

**Interoperability Consultant**

Gary stated that the Route 202 tower is up and the microwave is up. We still need a permanent license for the microwave. We have a temporary license. We are waiting for NECS to complete the job, specifically interfacing to the various microwave systems that connect the related sites.

Gary stated that Motorola had issue with a bad battery that affected the microwave/data link between Shelburne Mtn and Mt Grace. The battery has been changed and the issue was resolved. The system is ready for Motorola to activate the ten sites.

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Russ stated that the Subcommittee voted to extend the Consultant Contract to the maximum amount. Gary is now working beyond that contract because he is committed to this project. Russ thanked Gary for his commitment to seeing the project through to completion.

**Requests**

No requests were presented.

**Old Business**

*Hampshire Hills Police 800Mhz radios*

This project was discussed previously.

*Interops Consultant*

This agenda item was tabled until the end of the meeting.

**New Business**

Dennis passed around a copy of the Metro Boston field operation guide. This would be a good tool to create for our region similar to the MIFOG. Russ asked Raine to put this on agenda for next month. It may be able to be included in the Communications 101 training. Suzanne suggested creating a phone app rather than printed material. Discussion followed.

**Business Unforeseen by the Chair**

Steve Staffier stated that the State wants to create two core mutual aid sections to get the most benefit for the available funding. One core will be statewide and the other will be in Boston. All the mutual aid will be done in advance. The pre-planning work done before the Boston Marathon was invaluable. Discussion followed.

*Interops Consultant*

Suzanne and Gary left the meeting. Raine stated that the Subcommittee needs to decide how to go forward with consultant support for all of the Interops projects. The Subcommittee can factor in engineering support funds for each project or set aside separate engineering support funds. Raine suggested releasing an RFP for all of the Interops projects combined to allow for flexibility due to unforeseen issues with projects as they progress. Discussion followed. Raine will draft a detailed RFP and send it out for feedback on the evaluation questions. Subcommittee members will be needed for the evaluation process. Raine will draft the RFP to include each project as a task. It will also request regularly updates on their usage of hours. The current consultant contract goes through November.

**Next Steps/Future Meetings**

The next meeting is scheduled for October 15<sup>th</sup> at 12:30 at the Northampton Police Department.

There being no further business Terry Dun motioned to adjourn. Butch Garrity seconded. Voted unanimously.

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The meeting adjourned at  
2:12 pm.

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