

Western Regional Homeland Security Advisory Council  
Interoperability / Information Sharing Subcommittee  
Meeting Minutes  
November 18, 2014 12:30 pm  
WMEMS, 168 Industrial Drive, Northampton, Ma.

**In attendance:** Raine Brown (FRCOG), Gretchen Johnson (FRCOG), Russ Sienkiewicz (NPD), Suzanne MacBain (SAIC), Melissa Nazzaro (Springfield Comm), Bernie Forgea (CFD/CPD), Manny Litos (Motorola), Terry Dun (FCECS), Dennis Nazzaro (NFD), Lindsay Stromgren (AFD/HCFCA), Gary Cromack (SAIC), John Taylor (SFD/DFS), Jason Breault (BCSO), Ann Shea (MMC), Steve Staffier (MEMA).

The meeting was brought to order by Russ Sienkiewicz at 12:32 pm. A round of introductions followed.

The committee reviewed the minutes from the October 21, 2014 meeting.

**Motion:** Butch Garrity moved to approve the minutes of the October 21, 2014 meetings as submitted. Bernie Forgea seconded. Motion passed.

A round of introductions followed.

### **Project Updates**

#### *Hampshire Hills 800*

Russ Sienkiewicz stated that the PJ for Phase III was included in the meeting packet. Raine Brown stated that Phase II of this project is wrapping up. Manny informed her that a few pieces of equipment will have a price increase as of January 1<sup>st</sup>. Raine worked with Bernie Forgea to develop the equipment list for Phase III. The PJ is over budget by \$3,099. Russ asked if there is still money available in the Westfield River Corridor project. Raine stated that there are unallocated funds in that project. Discussion ensued.

**Motion:** John Taylor moved to approve allocating \$3,099 to the Hampshire Hills 800 Phase III project from the unallocated funds in the Westfield River Corridor Project budget. Butch Garrity seconded. Motion passed.

#### *WMLEC Borden Microwave*

Gary Cromack stated that he met with MSP to discuss the installation of the fiber and it went very well. Gary will be visiting the site next week with the vendor. If the fiber is installed underground a permit will need to be obtained by DCR. It may be possible to install the fiber above ground. Russ asked that Gary explore the above ground installation.

Gary stated that the electronics for the fiber will need to be quoted separately. MSP is amendable to the connectivity from the Lenox site to the Berkshire Shelter. Gary will write up the technical specifications. Raine stated that she will work with Gary on the specifications and draft an RFQ. The dollar amount can be voted on next month. Raine reviewed the unallocated funding.

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*Hovey Hill*

Gary stated that he spoke with MSP and they don't believe that the antennas can be installed higher than they are now. Gary stated that he is hoping for input from the first responders in Monson, Hampden and Wilbraham if the omni-directional antennas will address areas that will have significant impact. Russ stated that he will send out an email. Raine stated that she sent an email out last month and did not hear anything back. Raine asked if MSP has plans to maintain the Hovey Hill site. Gary stated that MSP has no plans to abandon the site.

*WMLEC to MSP Gateway*

Gary stated that the WMLEC connectivity to the MSP core project is in its final stages. He will confirm that the equipment has been shipped to MSP and if MSP has connected the equipment to the WMLEC system yet.

Gary stated that the letters of concurrence have been received from Troy and Rensselaer NY. The letters have been submitted to the FCC to be attached to the license application.

Gary passed out a handout showing the sites that are already monitored in black and the unmonitored sites in red. Gary is working to get a quote for the monitoring system for these sites. To update the monitored sites a list of contact information for the system owner and a technical contact will need to be given to the monitoring agency.

*Westfield River Corridor*

Russ stated that this project is listed on the agenda as a place holder.

**Interoperability Consultant Report**

The Consultant report was covered during the project updates.

**Western Mass Interoperable Systems Update**

Terry Dun stated that the Franklin County system's more significant problems with interference have been resolved. There is an issue having to do with paging.

Jason Breault stated that the Berkshire System is working well. There is an issue with UHF in Central Berkshire County that may require another transceiver.

Bernie Forgea stated that the Hampshire System is working well.

No update was given on the CMED System.

Steve Staffier stated that MSP received a grant to expand the statewide UHF System. MSP is helping DCR with their UHF system. The work on this project will occur over the next calendar year.

Russ asked that the UHF to VHF patch for WMLEC be added to the December agenda.

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**Budget Review**

Raine stated that all budget items had been covered earlier in the meeting.

**FFY2014 Projects**

*Interops Consultant*

Raine stated that the FFY14 contract has been signed and the funds are now available. The funds for the consultant will be held aside until the current year funds have been spent down.

*Hovey Hill Continuation*

This project was discussed earlier in the meeting.

*Hampshire Hills Phase III*

This project was discussed earlier in the meeting.

*Rural Terrain Gaps & Solutions*

Raine stated that this project is listed on the agenda as a place holder.

**Requests**

Terry stated that he would like to discuss the repurposing of the microwave in Shelburne to Borden at the December meeting. Gary stated that would be a fairly easy fix because some of the equipment is already there. Gary will put together a cost estimate.

Terry stated that he would like to discuss hardwiring the controls for the Orange system at the December meeting as well.

**Old Business**

*Steps to abide by new WMRIC bylaws*

Raine stated that there were 3 documents in the meeting packet. The WMRIC Bylaws were formally adopted by the Council. WMRIC will be guided by an Executive Committee. Members of the Executive Committee will be selected from the Active Members list. Grandfathered active members are members that have attended 3 out of the last 6 meetings. Others interested in being an active member should send an email or letter to Russ and Raine. The Executive Committee will consist of a representative from each system and 6 At-Large members. The hand out that listed the members that have attended 3 of the last 6 meetings was reviewed. If anyone is not on the list and would like to be considered an active member should contact Russ or Raine by December 10<sup>th</sup>. Alternates have not been specifically addressed by the bylaws but it is something that can be discussed further. The WMRIC will become active as of January 1, 2015. Therefore the At-Large members will need to be nominated and voted on at the December meeting. Raine will reach out to all of the system owners to ask them to appoint a representative. Lindsay Stromgren stated that the Hampshire County System is noted incorrectly in the bylaws. Discussion followed and it was determined that the Hampshire Council of

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Governments should appoint the System Representative and the system should be listed as Hampshire County Emergency Communication System. John Taylor suggested being cognizant of gaps from the System representatives for the At-Large members. Discussion ensued.

**New Business**

Suzanne MacBain stated that the WGBH connection to WGBY is complete. She will coordinate with Melissa to install a receiver to test it. The grant has been extended through December.

**Business Unforeseen by the Chair**

No business unforeseen was discussed.

**Next Steps/Future Meetings**

The next meeting is scheduled for December 16<sup>th</sup> at 12:30 at WMEMS. Russ wished everyone a Happy Thanksgiving and thanked everyone for their participation in Interops and all of their hard work.

There being no further business Butch Garrity motioned to adjourn. Bernie Forgea seconded. The motion was voted unanimously.

The meeting adjourned at 2:36 pm.

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