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Western Regional Homeland Security Advisory Council
Interoperability / Information Sharing Subcommittee
Meeting Minutes
December 16, 2014 12:30 pm
WMEMS, 168 Industrial Drive, Northampton, Ma.

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In attendance: Raine Brown (FRCOG), Gretchen Johnson (FRCOG), Russ Sienkiewicz (NPD), Suzanne MacBain (SAIC), Melissa Nazzaro (Springfield Comm), Terry Dun (FCECS), Dennis Nazzaro (NFD), Lindsay Stromgren (AFD/HCFCA), Gary Cromack (SAIC), John Taylor (SFD/DFS), Ann Shea (MMC), Tom Grady (BCSO), Peter Cowles (WEMA), Butch Garrity (MSP), Robert Garriepy (HPD), Steve Kozloski (MPD), Paul Madora (LPD).

The meeting was brought to order by Russ Sienkiewicz at 12:36 pm. A round of introductions followed.

The committee reviewed the minutes from the November 18, 2014 meeting.

> **Motion:** Butch Garrity moved to approve the minutes of the November 18, 2014 meetings as submitted. Tom Grady seconded. Motion passed.

A round of introductions followed.

Project Updates
Hampshire Hills 800
Raine Brown stated that a successful bid was received by Motorola and a PO will be issued shortly. A handout was included in the meeting packet showing the towns that are included in the Hampshire Hills project, the number and types of equipment requested and how much of the equipment has been purchased to date.

WMLEC Borden Microwave
Russ tabled this discussion until the Consultant Report.

Hovey Hill
Russ tabled this discussion until the Consultant Report.

Interoperability Consultant Report
Gary Cromack stated that the Borden Tower is now a fiber optic project. The POs have been issued for the fiber optic cable. It was discovered that there is existing conduit at the site. Raine is working on ordering the other equipment.

Gary emailed out the latest analysis for the Hovey Hill project. Input from Monson, Wilbraham and Hampden are needed before the project can move forward. Discussion ensued.

Gary stated that the WMLEC connectivity/gateway switch to the MSP core project was completed last month. The FCC license application may have been filed yesterday. Gary stated he would check on that.

Gary stated that the CMED project is complete.

Gary stated that he is waiting for Motorola to complete an estimate for a monitoring system. It is expected to be in the $500,000 range.

Western Mass Interoperable Systems Update
Terry Dun stated that the Franklin County system's is still experiencing problems with interference and paging.

Tom stated that the Berkshire System is working well. The County Chiefs had a meeting last week. The departments are continuing to join onto Simulcast. This will build data sharing and also save money.

Bob Garriepy stated that the Hampshire System is working well.

Raine stated that the CMED System owners will appoint a representative at their January meeting.

Raine stated that MSP has appointed a representative but he was not able to attend the meeting today.

Budget Review
Raine stated that a table outlining a funding adjustment for FFY13 and FFY14 funds was included in the meeting packet. The remaining FFY13 funds were drawn down to purchase the Hampshire Hills equipment. The other projects were moved to FFY14 funding which will also allow more time to complete the projects. The funding set aside for the Westfield Corridor Project was meant to address communication gaps in that area but many of the problems have been remedied with the purchase of the 800 radios and the gateway switch. As a result, the Westfield Corridor funding has been moved to unallocated funds.

FFY2014 Projects
Interops Consultant
Raine stated that the funds for the consultant will be held aside until the current year funds have been spent down. An RFP will need to be conducted for the FFY2014 contract.

Hovey Hill Continuation
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
Great Hill Shelburne to Borden Microwave Link
Russ stated that the request was included in the meeting packet. Terry stated that he would like to repurpose the microwave purchased for Borden Mountain and install it in Shelburne at Great Hill. Gary assisted Terry with the equipment list. No external work will be necessary. Engineering/consultant hours that were unused for the CMED project can be transferred to this project. Raine stated that there is enough funding in unallocated to accommodate the requested $7,500.00. Discussion followed.

> **Motion:** Melissa Nazzaro moved to approve the Great Hill to Borden Microwave Link project in the amount of $7,500.00. John Taylor seconded. Motion passed. Terry Dun abstained.

Old Business
WMRIC Executive Committee – Review nominations and conduct elections

Raine stated that a list of the active members were included in the meeting packet as well as the WMRIC organizational chart. WMRIC will be a 13 voting member committee. Raine reviewed the System Representatives:

WMRIC Chair: Russell Sienkiewicz
WMLEC Rep.: Steve Kozloski
BCECS Rep.: Tom Grady, Jason Breault, proxy
FCECS Rep.: Terry Dun
HCECS Rep.: Bernie Forgea
CMED Rep.: TBA
MSP Rep.: Matthew Barstow

A discussion followed about proxies. It was determined that only System Owners would have proxies and they can not be another System Owner representative or an At-Large member. Raine asked for nominations for the 6 At-Large voting member positions. These positions will be held for two years. Raine wrote the nominations on a white board. Raine then passed out paper for members to vote for up to six people. Raine stated that Gretchen Johnson and herself would tally the votes and email the results. Russ stated that the new WMRIC structure will begin at the January meeting.

New Business
WMLEC VHF-UHF Patch
Dennis Nazzaro stated that this agenda item was added due to a discussion with Steve Staffier. Dennis will submit a request for a regional repeater for the Northampton area. Russ stated that WMLEC channels will be used during the First Night celebrations in Northampton this year as a practical exercise to familiarize end users with the WMLEC System. Steve Kozloski stated that

the repeater tails on the WMLEC system need to be shortened in order to be useful. Russ asked that this project remain an agenda item.

Orange control hardwiring
Terry requested that this discussion be tabled until next month.

Business Unforeseen by the Chair
Melissa Nazarro stated that the ITT40 statewide contract for 2-way radios is about to expire. The contract was granted a six month extension. The new ITT57 contract for 2-way radios will begin in April.

Tom stated that he met with fire chiefs from Sandisfield, Otis and Tolland to discuss communication gap areas. Two antennas are going to be installed.

Butch Garrity stated that Franklin County has a template that can be shared on how to handle the new regulations requiring that schools have the ability to communicate with first responders. Raine will email it.

Next Steps/Future Meetings
The next meeting is scheduled for January 20th at 12:30 at WMEMS. Russ wished everyone a happy holiday season and thanked everyone for their participation in Interops. This Subcommittee has accomplished a lot to be proud of this year. Terry thanked Russ for being the Chair and seeing WMRIC become a reality.

There being no further business Terry Dun motioned to adjourn. Peter Cowles seconded. The motion was voted unanimously.

The meeting adjourned at 1:59 pm.

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