

Western Regional Homeland Security Advisory Council  
Interoperability / Information Sharing Sub Committee  
Meeting Minutes  
February 18, 2014 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), Peter Cowles (WEMA), Melissa Nazzaro (Spfld Comm.), Manny Litos (Motorola), Terry Dun (NWMIMT), Charles Garrity (MSP), Jason Breault (BSCO), Russ Sienkiewicz (NPD), Curtis Sampson (BPD), Robert Garriepy (HPD), John Taylor (SFD/OFS), Gary Cromack (SAIC), Ken Murphy (Impact), Neal Rossi (Impact).

The meeting was brought to order by Melissa Nazzaro at 12:30 pm. A round of introductions followed.

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

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| <p><b>Motion:</b> Tom Grady moved to approve the minutes of the January 21, 2014 meetings as submitted. Terry Dun seconded. Motion passed.</p> |
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### **Interoperability Consultant**

*Welcome (back!) SAIC*

Russ Sienkiewicz welcomed SAIC back. He stated that he is looking forward to working on projects with the support of SAIC.

#### *Review Scope of Work tasks and timeline*

Raine stated that a timeline was included in the meeting packets. The CMED project is on a very tight timeframe. The project must be completed by the end of June. Gary passed out a timeline specific to the CMED project. Gary stated that he is ready to hit the ground running on this project. The selected vendor will need the PO by March in order to keep to the timeline and have the equipment installed by June. Gary asked for clarification on who will be licensing the MED 9 channels, the city or SAIC. Raine stated that it is the responsibility of Springfield but it should be coordinated with SAIC.

Raine stated that the EHP work should begin as soon as possible for the Borden Fire Tower Microwave and the Hovey Hill Alternate site.

Russ suggested that SAIC provide assistance under task one for the radio frequency interference issue in Green County, New York. Discussion followed.

Raine asked SAIC to be prepared to discuss the Borden site and the Hovey Hill Alternate site in detail at the March meeting. Gary stated that he will not be at the March meeting due to shoulder surgery. Suzanne MacBain will be at the next meeting.

### **Project Updates**

*WMRIC*

Review Phase I Report

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Russ stated that the survey went out. The results were compiled and discussed on a conference call last week. Kym Craven has taken some of the comments from that discussion and produced a second draft of the results.

Kym stated that the beginning of the report gives background on the project, discusses the development of goals and objectives and offers examples of Interoperability Council models. The report then reviews the WMLEC Bylaws. The latter part of the report gives the results of the survey.

Kym stated that the survey had to be released twice due to a low response rate. In the end there were 19 responses out of 30-35. The survey results do give us some generalization of support for a governance structure. Kym suggested that the approach of a high level of oversight would be a good place to start and then have WMRIC grow from there organically. The survey shows a tolerance for structure and a tolerance for moving forward with the project. Discussion followed regarding fees and voting privileges. The least cumbersome approach would be to have WMRIC replace WMLEC. It is a base to start from. A lot of details will need to be worked out.

Determine next steps

Russ stated that the Council has been asked to review their bylaws and subcommittee outlines. Brook Chipman will inquire at EOPSS about this subcommittee becoming the WMRIC group. Raine stated that a subcommittee of the Council can't collect fees. Discussion followed regarding using Phase 2 to set up the framework for WMRIC to evolve if the funding for the WRHSAC subcommittees ceases. Raine stated that she will draft a new scope of work for Phase II. The new scope will draft new bylaws, a basic outline of how to transform the subcommittee to a stand alone entity as WMRIC and if funding allows outreach to parties that are not currently attending the Interops meetings.

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| <p><b>Motion:</b> Melissa Nazzaro moved revise Phase 2 of the WMRIC project scope of work as discussed and to submit it to EOPSS. John Taylor seconded. Motion passed.</p> |
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*Berkshire 385*

Raine stated Lucy Britton was not able to come to the meeting due to the weather. The installation of equipment has been completed. The protocol is being reviewed and then the system will be rolled out. Initial testing has been done and the coverage is better than expected. EOPSS has approved the additional equipment purchase for Northern Berkshire. Lucy thanked the Subcommittee for funding this important project in her email to Raine.

*CMED*

Raine stated that all of the EHPs have been completed. Raine will coordinate with SAIC to finalize the project specifications. John stated that it would be helpful to give a summary of how the new frequencies will be used to the end users. Discussion followed.

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*Hampshire Hills 800*

Raine stated that the project is wrapping up. The equipment has been delivered. The physical installation will be completed this week. There have been some delays due to weather. MSP is working on the programming.

*Field Communication Unit Cell Boosters*

Jason will follow up on this project when the new specifications are released on March 1<sup>st</sup>. Raine will coordinate with Jason and seek quotes for the equipment.

*NWMIMT Field Comm Unit Equipment*

Raine stated that SIEC approved of the equipment purchases but the purchases did not need an official vote from SIEC. EOPSS still needs to approve the purchases. Raine stated that she has a draft letter of agreement to discuss. There has been a question of how the Field Comm Unit transferred ownership to the Tri-State Mutual Aid from the Greenfield Fire Department. Being owned by Tri-State allows the unit to be more accessible during an emergency. If the unit is owned by a Fire Department only a Fire Department member can drive the unit which limits its ability to be deployed during an event. However, it may not have been an allowable transfer because Tri-State is a non-profit and not a state agency. Tom stated that the equipment was purchased for the vehicle and should remain with the vehicle unless the vehicle is housed outside of the state. Raine stated that she will follow up on this matter. Discussion followed concerning the under use of the Field Comm Unit in Pittsfield. Tom stated that he will follow up on that.

Russ stated that the letter to Tri-State Mutual Aid and Greenfield Fire Department should be changed to reflect that this is an issue because it is a non-fire entity owning the vehicle and that the equipment should stay in Massachusetts to be used primarily as a Massachusetts asset.

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| <p><b>Motion:</b> Melissa Nazzaro moved to send the letter to Tri-State Mutual Aid and Greenfield Fire Department with the suggested edits. Tom Grady seconded. Motion passed.</p> |
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**Requests**

*Cache Radio Batteries, etc.*

Raine stated that the Subcommittee voted to spend the remaining available funding, \$15,447.56, on cache radio batteries. Raine stated that she did some research and has some concerns that the Impact batteries may not work with older chargers. The Subcommittee did recently purchase bank chargers. Discussion ensued.

Neal Rossi from Impact Power Technologies stated that battery life during the Boston Marathon incident was an issue. The incident lasted 35 hours. Boston is now looking into purchasing the Impact batteries that guarantee 30 hours of batter life for two years. The charge time is half of a traditional radio battery. The batteries are available off of the state contract but if bought directly from the company there is a discount. The price for a battery and charger package is \$179.

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Dennis stated that MEMA is switching all of their batteries to Impact. John stated that he would advocate for buying the correct charger with each battery. Neal stated that the company can offer a credit for trade-ins. The Impact representatives left the room.

Raine asked Manny if Motorola has a comparable battery. Manny stated that Motorola offers an Impress battery but it holds a charge for 15 hours and is about the same price. Manny left the room.

Raine stated that she will need information on which chargers we have and where they are located as soon as possible. Raine will write the project justification to be discussed at the SIEC March meeting. Raine will need to seek quotes because the purchase will exceed \$10,000. It is believed that there are no other comparable batteries available.

**Old Business**

Dennis suggested writing an official letter to Blair Sutherland from MSP requesting the ID numbers for the cache of 28 radios to be interoperable with the Massachusetts Trunked 800 Radio System.

**New Business**

Field Comm Unit Equipment Transfer Letter

This was item was discussed earlier in the meeting.

**Business Unforeseen by the Chair**

No business unforeseen was discussed.

**Next Steps/Future Meetings**

The next meeting is scheduled for March 18<sup>th</sup> at 12:30 at WMEMS.

There being no further business Tom Grady motioned to adjourn. John Taylor seconded. Voted unanimously.

The meeting adjourned at 3:26 pm.

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