

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

In attendance: Raine Brown (FRCOG), Gretchen Johnson (FRCOG), Peter Cowles (WEMA), Russ Sienkiewicz (NPD), Suzanne MacBain (SAIC), Butch Garrity (MSP), Melissa Nazzaro (NFD), Bernie Forgea (CFD/CPD), Manny Litos (Motorola), Wendy Snow (MSP), Terry Dun (FCECS), Dennis Nazzaro (NFD), Peter Rosamilia (SAIC), Bob Garrity (HPD), Walter Tibbets (FCECS), Steve Kozloski (MPD), Russ Sienkiewicz (WMLEC), Lindsay Stromgen (AFD/HCFCA), Kym Craven (Collins Center).

The meeting was brought to order by Russ Sienkiewicz at 12:34 pm. A round of introductions followed.

The committee reviewed the minutes from the July 15, 2014 meeting.

Motion: Butch Garrity moved to approve the minutes of the July 15, 2014 meetings as submitted. Peter Cowles seconded. Motion passed.

A round of introductions followed.

Motorola Alarm Solutions Presentation

This presentation was postponed until the October meeting.

Project Updates

WMRIC

Russ stated that a draft of the WMRIC project was sent to EOPSS. The Council was given a copy of the bylaws to review and discuss for the October meeting.

Kym Craven stated that two sets of bylaws were drafted. The first set is a formal bylaw write up of how the Subcommittee operates today. The second is a contingency set of bylaws that can be enacted if the Council is ever dissolved. Raine Brown stated that the first set of bylaws were the ones given to the Council to review and consider as an appendix to the Council Bylaws.

Kym stated that the second set of bylaws makes certain assumptions. It assumes that the Subcommittee will become a stand alone entity and will seek non-profit status. The fee structure can be decided on and incorporated later. The offices of a non-profit can be officially located at a member's place of employment. It is not clear yet if the Subcommittee would become incorporated. Kym reviewed the proposed member structure. Russ stated that these bylaws are a starting point if the need for them arises. Raine suggested that the subcommittee highlight the future decision points. Kym stated that she will create a cover sheet that will have a bulleted list of the decision points. Discussion followed concerning steps to take now to prepare. Russ thanked Kym for her help in getting the Subcommittee to this point. He stated that these bylaws are a great product. Kym thanked the Subcommittee and stated that she will forward the cover sheet with action bullet points and a list of all of the links that were researched regarding this project.

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CMED

Raine stated that this project has been completed. She stated that Manny Litos optimized the system at the end of August.

Hampshire Hills 800

Raine stated that equipment was ordered for Goshen, Westhampton and Chester.

Field Comm Unit Cell Boosters

Terry Dun stated that the equipment has been installed. One of the boosters was used in Colrain and it worked very well.

NWMIMT & Field Comm Unit Equipment

Terry stated that all the equipment has been installed and is working.

WMLEC Borden Microwave

Raine stated that the EHP has not been approved yet.

Hovey Hill

Suzanne MacBain reported that Gary Cromack stated that site visits were requested to do a comparison of the MSP and the AT&T site. The AT&T site will offer better coverage. Steve Kozloski stated that the Hovey Hill tower was rotated during the tornado but it is not in immediate danger of failing. If there are concerns about upgrading the microwave then the AT&T option would be best. Raine stated that the Subcommittee strives to conduct projects for their longevity and sustainability. There are funds set aside now to proceed with this project. Raine offered to send out the structure analysis done on the tower in 2005. Discussion followed.

WMLEC to MSP Gateway

Russ stated that a letter of concurrence was received from Rensselaer NY. No letter has been received from Troy NY yet. Gary will work on the licensing next. Melissa Nazzaro stated that the gateway has been installed. She asked the Subcommittee if it would be okay to use 3 of the available 6 ports for TACStack. This would support the Peru area. Russ stated that he sees this as an exchange of goodwill.

<p>Motion: Terry Dun moved to allow TACStack to use 3 ports on the MSP Gateway. Melissa Nazzaro seconded. Motion passed.</p>

Russ asked for an outline documentation to put in the file.

Westfield River Corridor

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

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Interoperability Consultant Report

The Consultant report was covered during the project updates.

Requests

No requests were presented.

Old Business

Suzanne MacBain stated that Springfield may be a better option than Berkshire to monitor the WMLEC system. SAIC will continue to research the options. Terry stated that all bid documents should require base line information in case the system ever needed to be rebuilt from ground zero as well as detailed maps of the completed system. Raine stated that she will further explore adding independent validation and verification to all future Interops Scopes of Work.

New Business

Melissa stated that a concern was brought up from a recent SIEC meeting related to the operations and functions of certain communication systems in the western region. Discussion followed concerning enhancing and further clarification of Interops Communication bids in the future.

Raine stated that a new SIEC Alternate is needed. Travel expenses can be reimbursed if a personal car is used. Dennis Nazzaro and Bob Garrity stated that they would be interested. Russ thanked Dennis and Bob for offering but asked to table the discussion so that an email can be sent out to all members to see if anyone else is interested. The meetings are held on the first Wednesday of every month in Framingham.

Business Unforeseen by the Chair

Steve stated that Jason Breault wanted to speak to the Subcommittee via conference call because he was not able to attend the meeting. Jason stated that issues remain with the availability of the Pittsfield Field Comm Unit 50. The Council has invested in this resource and it should be available on a regular basis. If the hosting agency is not able to deploy the resource then a new agency should be given ownership of it. Russ asked that this be put on the October agenda for further discussion.

Next Steps/Future Meetings

The next meeting is scheduled for October 21st at 12:30 at WMEMS.

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

The meeting adjourned at 2:34 pm.

Respectfully Submitted by
Gretchen Johnson

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Homeland Security Program Assistant
Franklin Regional Council of Governments