

**Nashoba Valley Regional Dispatch District
Operations Committee
Meeting Minutes
July 20, 2021**

Meeting called to order at 13:01 by Chief Hanson at the NVRDD, Deven, MA.

MEMBERS PRESENT:

Berlin Fire, Chief Clark
Bolton Fire Lt, Steve Kochis
Devens Fire, Chief Tim Kelley
Harvard Fire, Chief Rick Sicard
Harvard Fire/Ambulance Lt, Andrew Perry
Lancaster Fire, Chief Mike Hanson (Chairman)
Lancaster Police, Chief Everett Moody
Lunenburg Fire, Chief Pat Sullivan
Lunenburg Police, Chief Tom Gammel (Vice-Chairman)
Lunenburg Police Lt, Jeffery Thibodeau
NVRDD, Interim Director Jack Parrow
NVRDD, Supervisor Tony Newell
NVRDD, Supervisor Peter Kinnas
Townsend Police, Chief James Sartell

PUBLIC COMMENT

- None

INTERIM DIRECTORS UPDATE

- NVRDD received the following 3 grants on July 8th:
 - Training for \$37,000
 - EMD for \$13,000
 - Support and Initiative for \$800,000 (\$80,000 of this amount is for IMC Support/Administration and the rest is used for salaries)
- One new hire starting on August 1st, bringing the total number of dispatchers to 12 out of 14 positions that are budgeted. They will be interviewing another person on Thursday and they have past dispatching experience so they hope this will go well.
- They have reposted the remaining two positions in the beginning of July and the posting will close on August 6. They hope to get one person out of this round.
- IMC – The IMC security rights subcommittee met before this meeting to discuss the issues we are trying to resolve with regards to security rights in IMC. IMC will be at NVRDD on Tuesday for training and to answer questions we have with IMC.
- Supervisor Kinnas is NVRDD liaison with Operations Committee.

IMC SECURITY GROUP

- Supervisor Newell gave an update on their first meeting. Interim Director Parrow will reach out to other regional users and try to find out how they are doing it and if they are having the same problems we are having.
- Long discussion about IMC weaknesses and moving forward.
- The Security Group will be meeting with IMC on Tuesday to develop a plan on how are to proceed with addressing the issues we have. IMC will then meet with each chief for 2 hours each to go over their specific issues.

ALARM CARDS (Committee, Fire, EMS cards)

- Interim Director Parrow suggested that everyone should review their alarm cards annually.
- Clinton Line coverage requests. This was discussed at last meeting and Chief Hanson has reached out to the Clinton Fire Chief to discuss these requests but has not been able to meet yet.
- A discussion was started on the possibility of starting automatic aid from each town when responding to certain incidents. Most towns are being challenged with the lack of availability of personnel during certain hours of the day and this may be a possible solution. The Fire Chiefs will continue this discussion in future meetings.

POLICE POLICY'S

- Chief Gammel spoke with Interim Director Parrow and all the policies are completed with the exception of the 209a policy. Chief Gammel will update this policy and send it to Interim Director Parrow.
- Chief Gammel expressed his support of creating a policy on reducing non-emergency radio traffic during busy times.

FIRE POLICY'S (ON GOING ISSUES)

- It is felt that the Radio Patching/Simulcasting Policy needs to be moved forward. The following members have volunteered to be part of the group to create this policy: Lt Perry, Chief Legendre, Peter Kinnas (and Tony Newell as backup if Peter can't make it)
- The policy needs to be clear on the difference between patching and simulcasting.

LIASION TO THE COMMITTEE FROM DISPATCH

- The Operations Committee feels that this position should have a moment to speak at each Operations Committee Meeting and will be afforded the time to do so.

APPROVAL OF PAST MEETING MINUTES

- Chief Kelley made a motion to accept the meeting minutes for June 15, 2021. Chief Sullivan seconded the motion and the motion carried unanimously.

NEW BUSINESS

- Chief Gammel informed NVRDD of Lunenburg Police's new DTS scheduling system and asked NVRDD if they would like to use this system instead of the current operations plan which emails the schedule to NVRDD everyday. This new system would be a read only document that the dispatcher would see on their screen and it gets updated every 30 seconds. Any changes to a submitted schedule would show in red on the screen. Supervisor Kinnas will work with Lunenburg Police Lt Thibodeu about this and see if they would like to adopt this at NVRDD.
- It was asked who is currently doing discovery stuff for reports, etc and this would be Deputy Director Siciliano.
- The Admin Board wants police to look at animal control policies. Supervisor Kinnas knows about this and stated they need to try to produce a unified policy. Currently every town is different and Lunenburg is the only town with a formal policy at this point.
- Chief Gammel stated they need to have a meeting with the other Police Chiefs and Animal Control Officers as well to get everyone's input. Dispatch will produce a suggested policy and present it to the Police Chief's for their meeting with the Animal Control Officers.
- BRIX app – When BRIX was brought to the district, the administrators were Director Klun and Deputy Director Siciliano and these contacts need to be updated. The same concerns were brought up for CODE RED and eDispatches. Interim Director Parrow and Chief Legendre will work on this.

DISCUSS DEPUTY DIRECTOR POSITION VS ANOTHER SERVISOR POSITION

- Chief Hanson spoke with Town Administrator Pacheco to see if part of the NVRDD study would look into the need for this position. Supervisor Newel stated as of right now they are keeping the position on the books (in case they expand in the future, the position is there) but don't know if they will fill it.

OLD BUSINESS

- Life Flight radio issue – During a Life Flight call in Harvard Life Flight did not use a UTAC channel to communicate with Command and the question was asked why not. After contacting Life Flight, they stated that not all towns have programmed their radios yet to give them the ability to communicate using UTAC. Because of this Life Flight is continuing to use each individual towns frequency. Life Flight stated that they will have a conversation with dispatch during each event to determine if UTAC or individual channels would be used.
- Chief Hanson spoke about site files and Supervisor Newel let the Fire Chiefs know that there is a fire side and police side to site files. If fire adds something to a site file, the dispatcher may not see the information.
- Executive Directors search – Interim Director Parrow said that the Admin Board has hired MRI to conduct the search and they are putting the advertisement together to go out after August 4th. They are also working on a salary figure to go with the ad.
- All future Admin Board meetings will be held virtually via Zoom until April 2022.

SET NEXT MEETING

- August 3, 2021, 11:00 at NVRDD.

MEETING ADJOURNED 14:07