



# Franklin Regional Council of Governments

Meeting Minutes: Franklin County Emergency Communication System Oversight Committee			
<b>Date</b>	August 18, 2016	<b>Location</b>	John W. Olver Transit Center 12 Olive St Greenfield, MA Room 221
<b>Time</b>	10:00 a.m. – 12:00 p.m.	<b>Duration</b>	2 Hours
		<b>Facilitators</b>	Walter Tibbetts
		<b>Meeting Cancellation Notice</b>	413-774-3167 x153

Agenda Items	Action/Motion
1. Welcoming remarks/agenda/introductions	<b>Meeting called to order at 10:00 a.m.</b> In attendance were Bruce Beliveau, Joseph Cuneo, Bob Dean, Butch Garrity, Dana Jonson, Dan Nietsche, John Paciorek, Kurt Seaman, Walter Tibbetts
2. Review/approval of June 16, 2016 meeting minutes	<b>Motion: Joseph Cuneo motioned to approve the minutes from the last meeting. Dana Jonson seconded the motion. The motion was carried by a unanimous vote.</b>
3. Chairman's Report	Nothing to report
4. FCECS Strategic Planning Items <ul style="list-style-type: none"> <li>a. User training</li> <li>b. Report on current status and equipment list</li> <li>c. Written backup plan</li> </ul>	<ul style="list-style-type: none"> <li>a. There is on-going work on this project.</li> <li>b. Bruce Beliveau has been gathering all serial numbers and updating the equipment list for the system registry during preventive maintenance. Dan Nietsche asked Bruce to not wait until all the towers have been recorded to distribute the information but to send in reports on a regular basis.</li> <li>c. Butch Garrity will be writing the backup plan. A discussion took place which revolved around how this system will work and its limitations. Those limitations will mostly be tied to the end user understanding the plan. There was a discussion on the necessity for training on this backup system which would need to involve all stakeholders.</li> </ul>
5. Radio System Manager	<ul style="list-style-type: none"> <li>a. Leyden Tower microwave has been repaired. It was asked if the FCECS should purchase additional units in case this happens again. Bruce said he has one on the shelf as a spare which would allow for the system to be re-stored quickly and then the damaged unit could be sent for repairs.</li> <li>b. Green Mountain technicians are at New Salem today installing the new GPS units and performing preventive maintenance.</li> <li>c. The Committee asked Bruce to get a quote to replace the rest of the GPS units.</li> </ul>
6. Old Business <ul style="list-style-type: none"> <li>a. Montague Radio Project Report</li> <li>b. Royalston Tower Ownership Discussion</li> <li>c. Recommended System Repairs – Re-</li> </ul>	<ul style="list-style-type: none"> <li>a. After the project was completed Bruce surveyed the people using the system and they reported that overall the coverage is better but there are still some issues. It was said that there is now coverage in areas where previously there were none. This is especially true inside brick buildings. Bruce</li> </ul>

<p>view of Capital Improvement Plan</p> <ul style="list-style-type: none"> <li>d. FCECS Added Coverage Report – To proceed or not with recommendations</li> <li>e. Erving Shelter Discussion on Repairs</li> </ul>	<p>said he will be going to the site to address some of the small issues.</p> <ul style="list-style-type: none"> <li>b. This discussion revolved around needing more information on the agreement between the land owner and the FCECS to ensure a transfer would happen smoothly. There is a need to investigate if there is a clause about transfer of ownership in any agreement that has to do with the tower including the agencies that helped to fund it. Discussion about leasing the tower to another entity for cost plus also took place.</li> <li>c. Generally speaking the group agreed that replacing all the GPS units and then the microwave systems would be the best course of action until a full system replacement can be undertaken. Dan will send out the current FCECS budget and Capital Improvement Plan.</li> <li>d. Two items came out of the discussion on this topic. <ul style="list-style-type: none"> <li>i. Dan will reach out to Rowe Yankee about them using out system without alerting the FCECS prior to use.</li> <li>ii. Joe Cuneo made a motion to approve the project as proposed in an amount of not to exceed \$90,000 if Bear Swamp Power allows us to place equipment on their tower. Dana Johnson seconded the motion and it passed by unanimous vote. Dan Nietzsche is to reach out to operations at Bear Swamp to discuss the FCECS to add on to their tower.</li> </ul> </li> <li>e. Bruce gave a quote of \$19,000.00 to repair the building. Joe Cuneo made a motion to ask FRCOG Finance Committee to appropriate a not to exceed amount of \$20,000 to rehabilitate or replace the building. Butch Garrity seconded the motion and it passed by unanimous vote.</li> </ul>
<ul style="list-style-type: none"> <li>7. New Business <ul style="list-style-type: none"> <li>a. Surplus Property at Shelburne Mt.- Generator and Cabinet</li> <li>b. Radio System Maintenance Contract RFP</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. There was no discussion on this topic due to the Committee needing to get more information about the Royalston Tower.</li> <li>b. Joe Cuneo made a motion to put out to bid the Radio System Maintenance RFP with noted changes. Kurt Seaman seconded the motion and it passed by unanimous vote.</li> </ul>
<ul style="list-style-type: none"> <li>8. Business not reasonably anticipated 48 hours prior to the meeting</li> </ul>	<p>None</p>
<ul style="list-style-type: none"> <li>9. Wrap up and adjourn</li> </ul>	<p>None</p>
<ul style="list-style-type: none"> <li>10. Welcoming remarks/agenda/introductions</li> </ul>	<p><b>Dana Jonson made a motion to adjourn with Joseph Cuneo seconding it. The motion was carried by unanimous vote. The meeting adjured at 11:50PM.</b></p>