



Franklin Regional Council of Governments

Meeting Minutes: Franklin County Emergency Communication System Oversight Committee					
Date	December 9, 2016	Location	John W. Olver Transit Center 12 Olive St Greenfield, MA Room 221	Facilitators	Walter Tibbetts
Time	10:00 a.m. – 12:00 p.m.	Duration	2 Hours	Meeting Cancellation Notice	413-774-3167 x153

Agenda Items	Action/Motion
1. Welcoming remarks/agenda/introductions	Meeting called to order at 10:00 a.m. In attendance were Bruce Beliveau, Joseph Cuneo, Bob Dean, Butch Garrity, Dana Johnson, Dan Nietzsche, Bill Perlman, Kurt Seaman, Walter Tibbetts, Wendy Snow, Murry Hill, Craig Gagne
2. Review/approval of November 14, 2016 meeting minutes	Motion: Bill Perlman motioned to approve the minutes from the last meeting. Joe Cuneo seconded the motion. The motion was carried by a unanimous vote.
3. Radio System Manager	<p>A review of the events leading to and recovering from the radio system failure after installation of a new GPS receiver at Shelburne Mt was had. The group first listened to a review of the timeline of events involving FRCOG, Beltronics, and the Radio System Manager. The discussion then turned to questions about the installation of the unit and how it was troubleshot. Beltronics worked with Spectracom to analyze the information coming from the unit to determine if there was an issue. According to Beltronics there was no issue with the unit. That led the technicians to troubleshoot other parts of the system. When it became apparent to the technicians that they could not isolate an issue a decision was made to replace the new GPS receiver with the one that it replaced. Once the old unit was installed the system, within hours, it began to perform as it had in the recent past.</p> <p>One of the main issues coming from this episode was a lack of communication between Beltronics and Green Mountain, between the vendors and FRCOG, and ultimately to the entire FCECS committee. In the future Beltronics and Green Mountain pledge to keep FRCOG and thus FCECS Committee more informed about what is being done. The communication breakdown lead to the subscribers not getting all the information they needed from member of the FCECS Committee because the members did not have the most current information. In the future, all important updates from the field will be logged using the trouble ticket system so that an email goes to everyone.</p> <p>A discussion was had about replacing all GPS receivers and antennas in an effort to replace equipment that are past their end of life date. Walter Tibbetts will be requesting funding from the Western Region Homeland Security Council's Interoperability Committee. Bill Perlman will be requesting the use of funds from the FCECS budget to purchase the new antennas. It was discussed that the installation of this equipment will need to be planned out to avoid similar incidents of mass outages.</p> <p>Bruce Beliveau reported all generator preventive maintenance has been completed.</p>

<p>4. New Business Review of draft FY18 Budget</p>	<p>The draft budget was handed out and a discussion ensued centering on the amount of funding we are requesting for the Capital Replacement cost up to \$75,000. Bill Perlman made a motion to approve the fiscal year 2018 budget with the capital replacement line item at \$75,000. Butch Garrity seconded the motion. The motion passed with 7 voting for the motion and one abstained.</p>
<p>5. Business not reasonably anticipated 48 hours prior to the meeting</p>	<p>A request was made to Dan Nietzsche to ask the Committee if they would entertain a request to have a radio station add a transmitter and equipment to the Erving Tower. Bill Perlman made a motion to place a moratorium on any new equipment from entities other than FCECS being placed on the FCECS used towers. Dana Johnson seconded the motion. The motion was carried by unanimous vote.</p>
<p>6. Wrap up and adjourn</p>	<p>Bill Perlman made a motion to adjourn with Dana Johnson seconding it. The motion was carried by unanimous vote. The meeting adjourned at 11:55 AM.</p>