



Franklin Regional Council of Governments

| Meeting Minutes: Franklin County Emergency Communication System Oversight Committee | | | |
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| Date | April 20, 2017 | Location | John W. Olver Transit Center 12 Olive St Greenfield, MA 1 st Floor Meeting Room |
| Time | 10:00 a.m. – 12:00 p.m. | Duration | 2 Hours |
| | | Facilitators | Walter Tibbetts |
| | | Meeting Cancellation Notice | 413-774-3167 x153 |

| Agenda Items | Action/Motion |
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| 1. Welcoming remarks/agenda/introductions | Meeting called to order at 10:07 a.m. In attendance were Joseph Cuneo, Bob Dean, Craig Gagne, Dana Johnson, Butch Garrity, Bill Perlman, Tracy Rogers, Kurt Seaman, Walter Tibbetts, Murray Hill, Gregg Grisevich, Bruce Beliveau, John Greene (Shelburne Control Oversight Committee). |
| 2. Review/approval of March 16, 2017 meeting minutes | Motion: Kurt Seaman motioned to approve the minutes from the last meeting held on March 16, 2017. Joe Cuneo seconded the motion. The motion was carried by a unanimous vote. |
| 3. Chairman's Report | Purchase order for GPS' is in process. Spectracom quoting a 6-8 week delivery. |
| 4. Radio System Manager Update | <p>There was a report of a high temperature alarm on the Samlex rectifier at Borden Mountain. It is a typical alarm, even though nothing's wrong with the unit. We will need to replace the unit to avoid alarm in the future.</p> <p>Erving tower lights are not being monitored. Bob reported that Dolly acknowledged she was misreading requirements and the lights do o't need to be monitored.</p> <p>MDC codes are awful. The Committee needs to enforce that all departments give us a good, accurate list of what codes they have and to whom they're assigned. This could be addressed by the user training that we keep discussing, but have never done.</p> <p>Erving antenna situation still needs to be addressed. Funds were appropriated in February to purchase a panel antenna, but Bruce didn't know that had happened. Bruce asked Craig to get him a price so he can proceed.</p> <p>Colleen Walker in Ashfield repeatedly has a pager issue. Butch told her he'd test to see if one of the regional antennas reaches her. If one does, Dispatch will stack the tones so they go off two or more towers. Bruce will connect with Dan and Butch to solve the problem.</p> <p>Beltronics conducted a preventive maintenance visit on the Buckland site. Ken Short reported that the GPS batteries were in bad shape, even though they went in only two years ago. With bad batteries, the GPS units went down, so timing was off. Walt asked if we are staying on the three-year rotating schedule of battery replacement. That has not been instituted. Dana moved we count the number of sites, divide by three, and put them on schedule to replace one-third of the batteries every year. Butch seconded the motion. Joe pointed out that we'll</p> |

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| | <p>need to make sure funds for battery replacement are built into the budget every year. Murray will provide the Committee with a replacement schedule. Motion was carried by a unanimous vote.</p> |
| 5. Shelburne Control Oversight Committee | <p>Police side of the CAD system is beginning to work as envisioned (currently being tested by two police units in the New Braintree area). Montague Center and Shelburne Center fire departments will be pilot sites for the fire side in the near future.</p> <p>The Greenfield police chief sent out a letter to selectboards asking for a letter of support for a grant to support a dispatch feasibility study (further regionalizing dispatch to bring Greenfield and Montague in). The Shelburne Control Oversight Committee sent out a letter explaining that such a study was conducted only five years ago, so another one is not necessary. Shelburne Control doesn't currently have the capacity to include Montague and Greenfield; they would need to hire more dispatchers and would need more space, which may be available in their current building, may not.</p> |
| 6. 800MHz System Project Update | <p>The Subcommittee voted Bill Perlman as chair. The Subcommittee met last week to formalize how to proceed. Members created a list of questions that have been sent to Mike Saltzman. The Subcommittee also clarified that there will be one channel of communication, which is between Dan and Mike Salzman.</p> <p>Members discussed starting a testing program using MSP radios. They came up with a formal schedule and asked Motorola for 12 radios to hand out to fire and police in towns on a four-day rotating schedule (three days of testing, one day to hand the radios over to the next town). They have gotten permission from MSP to get the radios and a couple of pagers. Motorola will come to a future meeting to show what features their radios have, so we can limit the cost to only what's necessary. The Subcommittee also asked for a copy of the State's coverage maps. Motorola is starting to look into digital paging, but is nowhere near introducing anything to the market yet.</p> <p>Dan is presenting about the 800 system to the FRCOG Council tonight.</p> |
| 7. Old Business <ul style="list-style-type: none"> a. GPS Replacement Project b. Antenna Replacement Project | <ul style="list-style-type: none"> a. Waiting on purchase order. b. Manufacturer says the down tilt isn't feasible. Craig is looking into other options. The timing of repairs is getting more critical; getting harder and harder to get reception. What else can we change regarding antennas or power? <p>Bruce recommended looking into the antennas that are going to be replaced and making a priority list for replacement. Craig suggested replacing antennas in the east first, then test, then move toward the west. Bruce will provide a plan for starting the replacement project for the next meeting. Plans for subsequent sites will be built after testing of sites that have been replaced has been conducted.</p> |
| 8. New Business <ul style="list-style-type: none"> a. Vote to approve the Radio System Manager RFP b. School radio | <ul style="list-style-type: none"> a. Dana moved to approve the Radio System Manager RFP. Butch seconded the motion and it was carried by a unanimous vote. b. While Dana was testing the 800 MHz system reception, he was made aware that some of the elementary schools' panic buttons aren't working. Butch and Walt will test to make sure the console is working properly first, then ask schools to contact their vendors to make sure their radios are working properly. |
| 9. Business not reasonably anticipated 48 | Joe made a motion to adjourn the meeting at 11:59 a.m. Bill seconded the mo- |

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| hours prior to the meeting | tion and it was carried by a unanimous vote. |
| 10. Wrap up and adjourn | Kurt Seaman made a motion to adjourn with Joe Cuneo seconding it. The motion was carried by unanimous vote. The meeting adjourned at 12:15p.m |