



Franklin Regional Council of Governments

Meeting Agenda: Franklin County Emergency Communication System Oversight Committee			
Date	September 17, 2015	Location	John W. Olver Transit Center 12 Olive St Greenfield, MA Room 104
Time	10:00 a.m. – 12:00 p.m.	Duration	2 Hours
		Facilitators	Walter Tibbetts, Chair
		Meeting Cancellation Notice	413-774-3167 x153

Agenda Items	Action/Motion
1. Welcoming remarks/agenda/introductions	In attendance were Joe Camden, Joe Cuneo, Bill Perlman, Walter Tibbetts, Ted Harvey, Bob Dean, Butch Garrity, Tom, Dana Johnson. Not in attendance: John Paciorek, Kurt Seaman. Guests: Wendy Snow (Shelburne Control) and Tom Powers (Green Mountain Communications).
2. Review/approval of August 20, 2015 meeting minutes, September 2, 2015 Executive Session meeting minutes, and September 9, 2015 Emergency Session meeting minutes	<p>Motion: Cuneo made a motion to approve August 20th minutes. Camden second. Motion passed unanimously.</p> <p>Motion: Perlman made a motion to approve September 2nd minutes. Camden second. Motion passed unanimously.</p> <p>Motion: Perlman made motion to approve September 9th minutes. Garrity second. Motion passed unanimously.</p>
3. Chairman’s Report	Tibbetts had nothing new to report.
4. Member Reports <ul style="list-style-type: none"> a. Police b. EMS c. Fire d. Dispatch e. Sheriff’s Office f. FRCOG g. Radio System Manager 	<ul style="list-style-type: none"> a. Representative was not in attendance b. Johnson noted there were paging issues from Colrain and South County where one pager went off and one pager didn’t. The Committee discussed issues with equipment and has nothing to do with system. These are individual department issues. Tibbetts will send a letter out regarding this issue separately regarding equipment maintenance. c. Cuneo said there were no direct complaints. Anecdotally he has heard of some issues likely related to Erving being receive only. One issue is the inability to get tone in buildings although you used to be able to. Tibbetts says Connecticut stations still come in. Hot days seem to also be an issue. d. Garrity discussed the mobile data terminal interface changeover. Two project managers identified. There is a stakeholder meeting in October. Selectboards and Prudential Committees will be notified for meeting. Each department should have contact. Orange repeater was down the other day – unable to key-up the tower. The UPS will be replaced. The Orange tower is now in consol. Dispatch need to discuss with Orange fire about how to use it. Cuneo offered to help set up a meeting. e. Nothing to report. f. Perlman said he would cover issues later in the meeting. g. Tom Powers joined the meeting in place of Bruce Beliveau. Greenfield Communications currently working at Country Hill. Tomorrow they were supposed to be at Mount Grace, but they will not due to issues raised by the MA Department of Conservation and Recreation (DCR). Tibbetts explained the is-



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	<p>sue with DCR noting FCECS was not allowed to work on DCR-owned towers until the agreement is signed. Three sites are being affected. Generator services will be there this month. Site visits with engineering study scheduled for Oct. 19-23rd. Powers noted that equipment in general throughout the systems needs repairs and/or updates.</p>
<p>5. Old Business</p> <ul style="list-style-type: none"> a. Ashfield dead spots b. SBA update c. Interops update d. School radios e. Radio Training Program f. Tower Use Policy and MOU g. DCR Contract update 	<ul style="list-style-type: none"> a. Powers noted that between September 20-29th Plainfield site will be put online. Other changeouts have begun and then the New Salem site will be done last. Perlman noted that in our agreements FCECS should always have at least emergency access to sites. b. Harvey gave a brief update on SBA. The amendment to the lease had been executed and sent back to SBA. We are now waiting on a notice to proceed. While we wait, it was discussed on moving forward with moving the antennas on the tower as it has become a safety issues. <p>Motion: Perlman moved to let Bruce do the New Salem work while we wait for the notice to proceed. Johnson second. Motion passes unanimously.</p> <ul style="list-style-type: none"> c. Tibbetts reported that the board and fiber project is done, microwave project done. He provided the Interops committee with an update on the FCECS study and they were happy with where FCECS stands. Tibbetts also provided them with an update on system. Tibbetts mentioned their discussion on video downlinks in which the state police went to 6.9 ghz system. They estimate the changeout would \$41,030 to replace three. They are currently investigating on how much they are used and which ones should have high priority. DSF and Field Com had highest priorities. They want to hold off on scheduling west counting gap study until the engineering study is done. The money has been allocated, but they will hold off until our study is done. Perlman suggested the Committee start a list of gaps so they don't have to do all. The Committee discussed how the three sites (Borden, Shelburne and Grace) will change to P25 digital but if they turn these over now, backfeed would be an issue. They are working on who will install it and who will fund the changeover. d. Tibbetts sent the school radio policy out to the Committee prior to the meeting. The Committee had some questions on actual use in non-emergency situation. Cuneo noted that the only situation they should use these radios are in an emergency or training. The Committee discussed when schools should use the radio. The question was raised again regarding training. Cuneo noted training is up local Chiefs. Perlman suggested sending someone to the Superintendents meeting. A discussion followed on which line to put the radios on. The Committee needs an updated list of schools. Harvey said the FRCOG can get a list of schools for the Committee.



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	<p>Motion: Cuneo motioned to approve the school radio policy with changes and subject to an updated appendix. Motion was seconded by Camden. Johnson asked about whether we should review the policy at certain points. Cuneo made amendment to the motion to review policy every three years. Camden seconds. Motion passed unanimously. Perlman recommended putting a date on all drafts.</p> <ul style="list-style-type: none"> e. Tibbetts recommended tabling the radio training discussion and bringing it up every three months as a reminder. f. Harvey provided a draft example of a radio tower use MOU. He will send out an electronic version. g. The Committee discussed issues with DCR agreement including the need to contact DCR to access the sites, even in cases of emergency. The FRCOG is still reviewing contract. Perlman suggested reviewing all other agreements FRCOG and/or FCECS have to make sure they have clause to allow FCECS to have access to the sites. Johnson suggests contacting DCR head to let him know. The question was raised as to whether DCR has the authority to block crews from repairing and maintaining the towers. Dean is following up with DCR and legislators to resolve the issue.
<p>6. New business a.</p>	<p>a. No new business</p>
<p>7. Business not reasonably anticipated 48 hours prior to the meeting</p>	<p>a. Harvey relayed message from Communications Design Consulting Group regarding request to come to the next FCECS meeting to act as kickoff meeting. They will be included at the October meeting.</p>
<p>8. Wrap up and adjourn</p>	<p>Motion: Garrity made motion to adjourn. Camden seconded the motion. Motion passed unanimously.</p>