

FRANKLIN COUNTY EMERGENCY COMMUNICATIONS SYSTEM

POLICIES AND PROCEDURES

ADOPTED JANUARY 15, 2015

AMENDED APRIL 16, 2015

These policies are applicable to members of the Franklin County Emergency Communications System (FCECS) or those who wish to use our services. The Franklin County Emergency Communications System Oversight Committee oversees construction and maintenance of this regional interoperable communications system linking police, fire, emergency medical services, and dispatch communications throughout and beyond the Franklin County region. Committee membership consists of a representative from the Franklin County Police Chiefs Association, the Franklin County Fire Chiefs Association, the Franklin County Emergency Medical Services Committee, the Franklin Regional Council of Governments (FRCOG) Executive Committee, Tri-State Fire Mutual Aid, Shelburne Dispatch Control, and the Franklin County Sheriff's Office. The FCECS Oversight Committee was formed by the FRCOG and operates as an agent of, and advisor to, the FRCOG Executive Committee. The FRCOG is the owner of the FCECS.

USE OF THE EMERGENCY COMMUNICATIONS SYSTEM

If a public safety department would like to use the FCECS system, it must submit a request in writing to the Oversight Committee (see [Contact Information](#), below). Annual membership dues are assessed based on a formula that factors in population size and number of departments using the service. A memorandum of agreement will be executed between the municipality, the FCECS Oversight Committee, and the Franklin Regional Council of Governments should the Oversight Committee approve use of the system.

Municipal highway/public works departments and emergency management directors may use the system during emergencies, free of charge, but may not use the system for daily operations.

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PAGING OFF THE SYSTEM

If a public safety department would like to activate its department's pagers off the FCECS, it must submit a request in writing to the Oversight Committee (see [Contact Information](#), below). Paging must not cause interference with the FCECS.

USE OF THE ALARM SYSTEM

In order to monitor activity on our remote sites, the Oversight Committee has installed a wireless mesh radio remote site alarm system. This infrastructure is capable of carrying additional signals and repeater sites are located on towers of the system that are accessible to most Franklin County municipalities. The Oversight Committee, at its discretion, may allow municipalities to use the alarm system backbone infrastructure for carrying signals from municipal wireless alarm systems, such as those used by police and fire departments. If a public safety department within a community would like to use the FCECS alarm system, it must submit a request in writing to the Oversight Committee (see [Contact Information](#), below). The municipality must provide its own wireless alarm boxes, signal transmitters, and alarm receiving computer; ensure that the municipal system is correctly linked with the alarm system infrastructure; and provide self-monitoring of alarms received from the alarm system. A memorandum of agreement will be executed between the municipality, the FCECS Oversight Committee, and the Franklin Regional Council of Governments should the Oversight Committee approve use of the alarm system.

ADDING EQUIPMENT TO FCECS TOWERS OR SHELTERS

If an entity wishes to add their radio equipment to FCECS' existing towers or shelters, it must submit a request in writing to the Oversight Committee (see [Contact Information](#), below). Operation of the new equipment may not cause interference with the FCECS. Installation of equipment must comply with Motorola R56 standards and installation will be evaluated by the FCECS radio system manager. The Oversight Committee may request a structural analysis be completed at the cost of the entity making the request. A memorandum of agreement will be executed between the entity, the FCECS Oversight Committee, and the Franklin Regional Council of Governments should the Oversight Committee approve the addition of equipment.

Any vendor that performs work on behalf of FCECS or on FCECS towers, shelters, or equipment must supply FCECS with proper documentation at the conclusion of that work. Final contract payments may be withheld until such documentation is provided. That documentation will include, but not be limited to, as-built specifications, drawings, diagrams, and configurations.

Final payment will be withheld until FCECS has verified that construction/installation has been completed according to bid specifications.

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CONTACT INFORMATION

For more information, or to submit a request to use our services, please contact Tracy Rogers at the Franklin Regional Council of Governments, 12 Olive St, Ste 2, Greenfield, MA 01301-3351, 413-774-3167 x118, regionalprep@frcog.org.