



Franklin Regional Council of Governments

Meeting Minutes: Franklin County Emergency Communication System Oversight Committee			
Date	October 15, 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	Notes/Actions Taken
1. Welcoming remarks/agenda/introductions	Walter Tibbetts called meeting at 10:07. Attendees included: Butch Garrity, John Paciorek, Johnson, Bill Perlman, Bruce Beliveau, Walter Tibbetts, Joe Cuneo, Harvey. Guests: Raine Brown, CDCG, Green Communications
2. Review/approval of September 17, 2015 meeting minutes.	Motion: Bill Perlman made a motion to approve the September 17, 2015 minutes. Joe Cuneo seconded the motion. The motion passed unanimously.
3. Chairman's Report	Walter Tibbetts, Chair
4. Kick-Off Meeting with Communications Design Consulting Group	<p>Norm Boucher opened the meeting with introductions from the group. Bruce Beliveau said he would supply the system documentation. He said that they would begin site visits next week, and then after that the equipment analysis begins. Boucher and the rest of the CDCG group are sitting down with Bruce after this meeting and setting up schedule beginning next week. They will review the data, providing a preliminary analysis and preliminary report. Then they will provide a final report to the Committee</p> <p>Boucher noted they already have a lot of information on system working with Bruce. Garrity asked if they would send out a copy of the site visits and Boucher said they would. Ken Short with state police is aware that they need access.</p> <p>Bruce will provide the data needed listed in agenda.</p> <p>The Committee discussed coverage after Boucher passed out a preliminary coverage map for portable hand-held coverage. The Committee noted the coverage map was missing Plainfield and Charlemont. The purpose of the map was to have a visual representation to identify problem areas. Cuneo asked about the use of the map. Boucher asked the Committee to circle areas they know have bad coverage.</p> <p>Cuneo noted there was an issue with New Salem location. Boucher said the map is based on FCC licenses. CDCG will redo map based on data they get next week, but they need the Committee's input on where the bad spots are. Boucher also asked for an official county map. Ted said that FRCOG will get it to CDCG. Johnson asked if we could have more detailed maps of specific areas of the county.</p> <p>The Committee discussed types of coverage maps that they will produce. Bruce Beliveau wanted to see if bulk time delays are correct. Dana Johnson asked about representing the canopy on the map. The program CDCG is using can take the canopy into account. Johnson said he wanted the study</p>



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	<p>done based on worst case scenario in the summer with the full foliage. Boucher says they try and use worst case scenarios as much as possible to give conservative view.</p> <p>Perlman and Brown brought up the fact that there is no as-built plan. There is an as-designed, but nothing the consultants can compare findings to.</p> <p>Perlman mentioned that there are areas that come and go. Some are just dead, but others come and go.</p> <p>Perlman wanted the report to include a list of items that are no longer made or supported as well as a list of backed-up equipment. Garrity asked to get single points of failure and priorities. Beliveau said that radio coverage is pretty good but the biggest issue is destructive interference.</p> <p>Cuneo said it would be good to at least see a visual representing of in-building. Issues with the geographical coordinates.</p> <p>Boucher asked whether Shelburne Control had issues with the system and Garrity said there was a decent amount of interference.</p> <p>Boucher noted the report will include recommendations for the future. CDCG will want to sit down with Committee or core group of people to discuss items and get input. This meeting will be after the raw data is collected and then second meeting about future options.</p> <p>The Committee discussed the timeline of the project and decided the next meeting to review the initial data will be November 19th at 9:30am.</p>
<p>5. Old Business</p> <ul style="list-style-type: none"> a. Ashfield dead spots b. SBA update c. Interops update d. Tower Use Policy and MOU e. DCR Contract update f. School Radio Policy 	<ul style="list-style-type: none"> a. Perlman said there are indications the coverage is getting better. Beliveau said they are finishing up Plainfield. b. Harvey said everything is all set with SBA now. Beliveau will need to complete paperwork following completion of the move of the antennas. c. The Interops meeting was being held the following week. d. Cuneo said he reviewed the tower use policy and it looked good. Harvey said he would resend it to review before next meeting and vote on adopting the policy next meeting. e. Harvey reported that the contract is in the Department of Conservation and Recreation's hands and is with their legal counsel. We should proceed as we always have as we wait for the contract to be signed. f. The Committee discussed a few changes to the appendix to the policy. Tibbetts will resend that section. <p>Motion: Cuneo moved to approve the School Radio Policy. Garrity seconded the motion. Motion approved unanimously. The question was raised on how to get the policy out the schools. The Committee decided to send it out to superintendents. Paciorek will send it police chiefs. The FRCOG will send it to superintendents and copy Walter.</p>
<p>6. New business</p> <ul style="list-style-type: none"> a. 	<ul style="list-style-type: none"> a. Garrity met with Chief Young in Orange about radio usage. Chief Young was invited to meeting but did not come.



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7. Business not reasonably anticipated 48 hours prior to the meeting	
8. Wrap up and adjourn	Motion: Cuneo made the motion to adjourn the meeting. Motion was seconded by Paciorek. The motion passed unanimously.