



Franklin Regional Council of Governments

Meeting Minutes: Franklin County Emergency Communication System Oversight Committee

Date	February 15, 2018	Location	John W. Olver Transit Center 12 Olive St Greenfield, MA 1 st Floor Meeting Room	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 Joe Cuneo, Bob Dean, Craig Gagne, Butch Garrity, Dana Johnson, Dan Nietzsche, John Paciorek, Bill Perlman, Kurt Seaman, Walter Tibbetts, Murray Hill
2. Review/approval of January 18, 2018, meeting minutes	Motion: John Paciorek motioned to approve the minutes of the last meeting held on January 18, 2017. Kurt Seaman seconded the motion. The motion was carried by a unanimous vote.
3. Chairman’s Report	a. Members of the FRCOG and Walter met with Green Mt. to clarify the agreement and scope of work for the Radio System Manager (RSM) position. Both parties felt there were uncommunicated expectations on both sides and this meeting worked to resolve this. Walter discussed how the former RSM performed both the radio system manager and technician roles which lead to misunderstood expectations once Green Mt. was just performing the RSM role. Generally speaking, the RSM will be the subject matter expert for the Committee. The RSM will vet ideas from various stakeholders and present them in a clear fashion to the Committee. Going forward Murray will be able to authorize repairs to the system without having to reach out to Committee members.
4. Radio System Manager Update	A discussion was had about performing the recommended repairs, from the preventative maintenance report, at the Buckland site. Murray will be working with Beltronics to address the issues. The system received a Trouble Ticket from, Gill. Oddly enough the ticket reported that system sounded better than it had in a long time. Murray reported that he investigated to determine the cause of the improvement. Ultimately, Murray was unable to pinpoint the cause of the improvement and the system has gone back to its original state. Murray and Craig are going to go to Shelburne Mt. to get an inventory of

	<p>spare parts. Once an inventory report is completed, Murray will send the list to the Committee.</p> <p>Murray reiterated the longterm plan for the numerous improvements and repairs currently authorized to take place. After the preventive maintenance report repairs have been completed, all of the interplex shelves currently set to manual will be turned to operate automatically. Once that is completed antennas all be replaced it might be prudent to investigate turning off the transmitter side of towers. Murray said he is looking at Plainfield as a place to start to reduce destructive interference. Bill responded by saying Murray needs to provide a solution for the lost coverage in Ashfield if Plainfield were to be turned off. A discussion was had about what testing should happen when sites were taken off transmit. Dana would like to come up with a testing protocol including schedule. The Committee also discussed what the proper outreach would be to the towns affected by a tower being turned off. All agreed this would be a highly sensitive subject.</p> <p>Kurt Seaman asked if the uninterruptible power supply (UPS) is going to be fixed at the Adams Hill location? Murray responded by saying he will put together a plan to rectify the issue and then execute the plan.</p>
<p>5. 800MHz System Project Update</p>	<p>Bill had hoped that by now a few of the questions included in the list sent to EOPSS would have been answered as of this meeting. Bill is especially interested in the overall project schedule and how Franklin County will fit in. The other issue Bill has is a discrepancy in coverage based on the results form testing. Bill said that Dana showed having little coverage in Buckland. Dana responded that he had a bad radio. After getting the correct radio, he was able to get coverage in Buckland even in areas that he thought would get weak coverage. A discussion about coverage with the Commonwealth System.</p>
<p>6. Old Business a. Antenna Replacement Project Update</p>	<p>This was covered under the radio system manager section.</p>
<p>7. New Business a. Radio System Testing – Do we need to test on analog</p>	<p>The Committee discussed if testing on 800MHz on analog would assist those in east county with understanding what their coverage would look like if the County were to migrate. Both Joe Cuneo and Walter Tibbetts felt they did not need to test on analog. It was decided that there would be no further testing on analog. Kurt Seaman took two radios to test in Greenfield on the digital band.</p>

8. Business not reasonably anticipated 48 hours prior to the meeting	
9. Wrap up and adjourn	Kurt Seaman made a motion to adjourn with Bill Perlman seconding it. The motion was carried by unanimous vote. The meeting adjourned at 12:00 p.m