Meeting Minutes: Franklin County Emergency Communication System Oversight Committee

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<th>Date</th>
<th>May 21, 2020</th>
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| Location   | John W. Olver Transit Center  
12 Olive St  
Greenfield, MA  
1st Floor Meeting Room |
| Time       | 10:00 a.m. – 11:30 p.m. |
| Duration   | 1.5 Hours |
| Facilitators | Walter Tibbetts |

Meeting called to order at 10:00 a.m. This meeting was held over an online conferencing software which the public could utilize for free. In attendance were Joe Cuneo, Butch Garrity, Dana Johnson, Dan Nietsche, John Paciorek, Bill Perlman, Kurt Seaman, Mark Williams, Walter Tibbets.

1. Welcoming remarks/agenda/introductions
2. Review/approval of April 16, 2020 meeting minutes
3. Chairman’s Report
4. Radio System Manager

- **New Salem Trouble Ticket** – Most of the problem seems to be in Orange – A sweep of the New Salem Regional antenna resulted in issues either with the coaxial cable or antenna.

- New Salem – The card in the server shelf got corrupted while the system was down but still sending intermittent signals. Kurt and Beltronics tried to find the settings but we do not have that documentation. Kurt opened a work ticket with Gates to get error data. There are three options to rectify this issue – Contacting Comtronics to see if they have the documentation. Contacting Terry Dunn to see if he has the documentation. Try rebuilding each card from Shelburne Mt. to New Salem.

- On Tuesday the 27th the power supply at Shelburne Mt will be replaced. There will be fluctuations in coverage during that time. An email will be sent out to the chiefs in Franklin County.

- Plainfield - Kurt and Craig went through the site. The site has issues especially the antennas. They were not installed correctly so there is interference between the two antennas due to them being too close. The duplexor on the SIM 2 received side is not working.

System-wide preventative maintenance will start the week of June 1.
5. **800MHz System Project**
   - Bill Perlman requested that Dan Nietsche ask for the CoMIRS engineering report. He also expressed that the Committee should start working on standard operating procedures.

6. **Old Business**
   - None

7. **New Business**
   - **Renewal of Generator Maintenance Contract**
     - After a short discussion about the quality of work the vendor produced, Mark Williams motioned to renew the generator maintenance contract. Bill Perlman seconded the motion. The motion passed by unanimous vote.

8. **Business not reasonably anticipated 48 hours prior to the meeting**
   - None

9. **Wrap up and adjourn**
   - Bill Perlman made a motion to adjourn. Dana Johnson seconded the motion. The motion carried by unanimous vote. The meeting adjourned at 10:50 AM.