



Franklin Regional Council of Governments

Meeting Minutes: Franklin County Emergency Communication System Oversight Committee			
Date	December 16, 2021	Location	Via ZOOM
Time	10:00 a.m. – 12:00 p.m.	Duration	2.0 Hours
In attendance: Walter Tibbitts Bill Pearlman Dana Johnson Joe Cuneo Butch Garrity John Paciorek Absent:		FRCOG Staff: Xander Sylvain Kurt Seaman Tracy Rogers Bob Dean Other: Gene Howard, City of Greenfield	

Agenda Items	Discussion
1. Welcoming remarks/agenda/introductions	Walter opened the meeting at 10:03 a.m.
2. Review/approval of November 18, 2021 meeting minutes	Walter made a motion to accept the minutes as written, seconded by Joe. Roll call vote passed unanimously at 10:04 a.m.
3. Chairman’s Report	Given by Walter Tibbitts – The patch from New Salem to Orange failed during a fire and had to be reset before it functioned again. When patching UHF to 800, UHF takes priority on dispatcher consoles when two people attempt to speak at the same. This will cause the 800 system transmission to be unheard by dispatch. This has caused dispatchers to miss transmissions during recent fire. Both topics will be discussed with Interop Bureau during the next technical call.
4. Radio System Manager a. Repairs and Maintenance – CMED radios	Report given by Kurt Seaman – Powers made a proposal for orange generator repairs and Kurt recommends not fixing it. FRCOG is working on decommissioning plan and otherwise our system is status quo.
5. CoMIRS Advisory Group Update	Report given by Xander Sylvain – All radio equipment has been delivered, programmed, and distributed out to departments. Deadline for mobile vehicle installations is December 31 and 90% of the county is using the 800 system.
6. Public Safety Partner Updates a. Fire Chief Association b. Police Chief Association c. Franklin County EMS Committee	a. CoMIRS Fire Radio SOPS has been officially adopted. The 800 System tower map layer was sent to all departments. b. 95% of police departments are fully migrated to the 800 system. c. EMS reviewing the CoMIRS Radio Fire SOPS and a committee has been made to adapt them to EMS. d. Review of a recent fire showed major communications errors. Incident communications log will be sent to chiefs to review. e. No update given.

<ul style="list-style-type: none"> d. Shelburne Control e. Tri-State Fire Mutual Aid 	
<ul style="list-style-type: none"> 7. Old Business <ul style="list-style-type: none"> a. Royalston tower 	<ul style="list-style-type: none"> a. The landowner signed a 99 year lease with Industrial Communications, a cell tower, to put a tower on the property. Industrial communications wants a larger tower then the one we own. The town of Royston will not allow two towers, so the FCECS tower will need to come down. Industrial Communications has agreed to take our tower down free of charge (for the time being); otherwise, the FCECS would be required to pay \$50,000-100,000 for the cost of dismantling that tower. FRCOG staff following up with EOPSS to see what is needed to accept this offer.
<ul style="list-style-type: none"> 8. New Business <ul style="list-style-type: none"> a. Vote to approve FY 23 budget b. Downgrading Goosetown Contract to parts and maintenance c. Vote on timeline to decommission New Salem Tower d. Vote to decommission and transfer ownership of the Orange Tower e. Purchasing Transportable digital vehicle repeater system 	<ul style="list-style-type: none"> a. After review and discussion, John Paciorek made a motion to accept the budget with an additional \$12,000 reduction in the capital replacement line item. This brings that line item to \$53,000. Motion made at 10:50 a.m. and seconded by Walter. Roll call vote passed unanimously in favor of amending budget at 10:51 a.m. Walter made a motion to accept the budget, as amended by the previous vote, at 10:52. Seconded by Joe. Roll call vote passed unanimously at 10:53. b. As part of the decommissioning plan, the FRCOG staff are recommending a changing our Goosetown maintenance and repairs contract from a 24/7 on call contract to a parts and maintenance contract. This would mean that FCECS would no longer get a priority for repairs from Goosetown and loose the 4 hour response time window when something fails. Going to parts and maintenance, once the county has fully transitioned to CoMIRS and using it as their primary communications system, could save FCECS an estimated \$20,000 annually (but the actual amount is hard to predict). John Paciorek made a motion to change to a parts and maintenance contract beginning on July 1st, 2021. Motion seconded by Dana and a roll call vote passed unanimously at 11:02 a.m. c. The equipment on the New Salem tower continues to have problems, specifically the microwave links. FRCOG staff brought this to the committee as a potential tower to decommission. After discussion, there are still some uses for this tower and some unknowns that need to be identified before total decommissioning. The committee agrees to halt any new repairs and equipment purchases for this tower and revisit total decommissioning at a later date. d. Orange has a standalone UHF repeater that has no FCECS equipment on it. FRCOG staff recommends offering this equipment to the Town of Orange. John Paciorek made a motion at 11:16 to declare Orange Tower as surplus equipment no longer needed by FCECS and grant permission for FRCOG staff freedom to make decisions about what happens with the tower. Motion seconded by Bill and a roll call vote passed unanimously at 11:20. e. John Paciorek made a motion to approve up to \$30,000 for a portable digital vehicle repeater system, pending the approval of the FRCOG Finance and Executive Committee. Motion seconded by Joe and a roll call vote passed unanimously at 11:36 a.m.
<ul style="list-style-type: none"> f. Business not reasonably anticipated 48 hours prior to the meeting 	
<ul style="list-style-type: none"> g. Wrap up and adjourn 	<p>Dana made motion to adjourn meeting at 11:39 a.m. Motion seconded by Bill, passed unanimously, and meeting adjourned at 11:39 a.m.</p>

FCECS
Budget for the period of:
FY23

Fiscal Year Ending	<u>Actual</u>				<u>Budget</u>	<u>9/17/2021</u>		<u>Budget</u>	change
	2018	2019	2020	2021	2022	YTD	YTD %	2023	
FC Emergency Communications System									
Salary	9,266	32,940	31,533	38,544	35,227	11,160	32%	35,227	-
IT/phone	81	540	588	428	1,300	178	14%	1,300	-
Occupancy	341	911	1,094	1,197	1,200	207	17%	1,200	-
Utilities	12,615	7,607	10,605	7,827	10,605	537	5%	10,605	-
Repair/Maintenance	51,493	49,069	49,900	29,509	47,000		0%	47,000	-
Preventative Maintenance	8,400	12,000	12,900	17,880	15,000	8,641	58%	17,000	2,000
Generator Maintenance	2,435	3,923	3,789	3,483	4,000	5,411	135%	5,000	1,000
Travel	102	595	1,023	635	1,000	112	11%	600	(400)
Program Support	1,313	2,217	5,767	3,444	3,000	460	15%	3,103	103
Supplies	208	211	527	332	500	1,375	275%	500	-
Insurance	17,344	17,865	21,221	23,839	24,000	22,695	95%	24,000	-
Insurance Deductible, land lease			0	3,600	5,600		0%	5,600	-
Benefits & Admin	9,138	15,902	12,076	15,456	16,328	5,133	31%	16,625	297
Capital Improvement	-	5,500	90,021		5,500	-	0%	5,500	-
Capital Replacement	80,500	75,000	32,951	17,344	75,000	-	0%	65,000	(10,000)
Total FC Emergency Communications System	193,236	224,279	273,995	163,517	245,260	55,908	23%	238,260	(7,000)
Revenues									
Ambulance ECS Assessments	45,346	46,146	40,297	52,168	52,168	50,677	97%	52,168	
Fire ECS Assessments	81,623	81,708	87,455	96,662	93,681	92,191	98%	93,681	
Police ECS Assessments	75,145	75,116	77,815	83,469	83,468	83,469	100%	83,468	
Sheriff ECS Assessments	7,774	7,911	8,337	8,943	8,943	8,943	100%	8,943	
Misc Revenue		42,000							
Total FC Emergency Communications System Revenues	209,889	252,880	213,904	241,242	238,260	235,280	99%	238,260	-
Surplus/Deficit	16,653	28,601	(60,091)	77,724	(7,000)	179,371		0	want this to
Program Fund Balance, July 1	258,986	275,639	304,240	244,149	321,873				
Program Fund Balance, June 3	275,639	304,240	244,149	321,873					