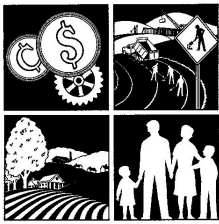


Franklin Regional Council of Governments

Meeting Minutes: Franklin County Emergency Communication System Oversight Committee			
Date	October 20, 2011	Location	Greenfield Police Station 321 High St Greenfield, MA
Time	10:00 a.m. – 12:00 p.m.	Duration	2 Hours
		Facilitators	Walter Tibbetts, Chair
		Call in # PIN Code	

Agenda Items	Action Taken
1. Welcoming Remarks/Agenda/ Introductions	Meeting called to order at 10:03 AM. In attendance were Bruce Beliveau, Joe Camden, Joe Cuneo, Bob Dean, Dana Johnson, Tracy Rogers, and Walter Tibbetts. Terry Dun, Butch Garrity, John Newton, Bill Perlman, and David Sprague were absent.
2. Review/Approval of September 15, 2011 Meeting Minutes	MOTION: Dana Johnson moved to approve the minutes of September 15, 2011 as written. Joe Cuneo seconded and the motion was carried by a unanimous vote.
3. Chairman's Report	Walt thanked everyone for all the hard work on the many projects we have going on. Lots of behind the scenes work.
4. Member Reports a. Police b. EMS c. Fire d. Dispatch e. Radio System Manager f. Sheriff's Office g. FRCOG	<p>Police: No one present to report.</p> <p>EMS: No report.</p> <p>Fire: Walt and Joe stated that intermittently it sounds like someone is keying their mike on the system. Seems like it's happening on Simulcast 1. Butch reported (via email) that he's hearing interference in the Leverett/Sunderland area also. Bruce will take a ride around the area to investigate.</p> <p>Walt and Joe talked with Chief Escott in Montague. Butch sent him a copy of protocols and SOPs for use of the system. Bruce had WPCS look at the fire channels on Country Hill. Comtronics made some changes there so what's marked on the combiner network for frequencies is not accurate. He has turned the power up on the fire regional as much as possible, but there is still a huge loss. WPCS will troubleshoot. Bruce will let Chief Escott know what's going on.</p> <p>Dispatch: No one present to report.</p> <p>Radio System Manager:</p> <p>Mt. Toby—Talked to Ken Short yesterday. No word from the company that's supposed to be removing the box.</p> <p>Country Hill—Roof complete and cleaning done. Still mice on site. Broken hinge on door will be repaired soon.</p> <p>Borden Mountain—Roof is great. Talked with Ken about getting diesel up there before win-</p>



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ter. FCECS will only have to pay for the fuel.

GPS spare receiver is not back yet.

Preventative maintenance on all generators is done. Powers Generator is suggesting rodent-proofing on Great Hill (\$394.40) and a new exercise clock at Mount Massamet (\$559.55). The clock issue at Massamet means the generator is not testing regularly. Bruce suggested not making the repairs at Massamet because the equipment may be coming out. He also offered to finish the rodent proofing at Great Hill, so there's no need for Powers to do that work either.

Bruce gave Vernon Fire their IDs.

Charlemont generator and cabinet have been delivered to Shelburne Mountain.

Bruce reported that Northeast Utilities is asking if we are still planning to install a panel antenna on Shelburne Mountain to provide a link between the two Shelburne sites. Bruce recommends we not pursue this since MSP is putting in a new microwave link from Shelburne to Colrain, so this antenna won't be necessary. Tracy will tell Dolly that for the time being, we are waiting to see about MSP connectivity at Shelburne Mountain that would accomplish the same thing and doesn't require an antenna.

Bruce presented a letter from the Cheshire County, NH Sheriff's Office to put our frequencies in their tactical communications vehicle for future possible interoperable communications needs. **Joe Cuneo moved to allow the Sheriff's Office to have the frequencies and ID. Dana Johnson seconded and the motion was carried by a unanimous vote.**

Erving—New door has been installed.

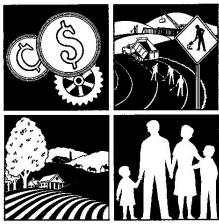
Alarm system—Starting to see anomalies in alarm reporting. Some reporting happens several hours after the occurrence; some reports aren't coming in at all. There may be one receiver that's not functioning correctly. Bruce asked for permission to talk to Easton to see how much it would cost them to come out for a day and look over the system with him. **Joe Cuneo moved to allow Bruce to request Easton's assistance as long as the cost does not exceed \$900. Dana seconded the motion and it was carried by a unanimous vote.**

DCR fixed road at Borden Mountain after Irene damage and repaired the road at Mt. Grace. They never repaired the roof at Mt. Grace, making Bruce concerned about water damage this year. The Committee suggested putting tarps on before the winter to prevent problems.

Our low band radios at Mt. Grace are not currently on. We're supposed to keep them on until next spring per agreement. The Committee asked Bruce to turn them back on until the spring deadline.

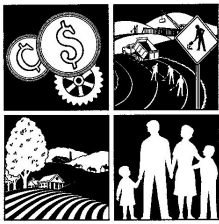
There are no back up cards for the microwave. Bruce suggested we plan that into the FY13 budget if possible and offered to get an estimate. Bruce will review the maintenance agreement to see whether spare parts are covered in it.

There was discussion about back up dispatch centers in case anything ever happens to the tower on Shelburne Mountain or to Shelburne Control. It wouldn't cost much and grant money might be available to pay for it. Fits with results of GeoComm dispatch study. Bruce will look at equipment needs (primarily encoders) to make this happen and come back with rec-



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	<p>ommendations.</p> <p>Sheriff's Office: No report.</p> <p>FRCOG: The Town of Colrain called Bob asking what was happening at the tower site and whether permits should've been pulled. MSP is doing the work. Bob will let Colrain know.</p>
<p>5. Old Business</p> <ul style="list-style-type: none"> a. Regional Data Sharing Project b. Dispatch Feasibility Study c. PSIC grant/Rt. 202 project d. Colrain Generator e. MOA for Alarm System f. MOA with DCR 	<p>Regional Data Sharing Project: No one present to report.</p> <p>Dispatch Feasibility Study: Final report was issued. Bob will present to the FRCOG Council tonight and will gather input on what the next steps are.</p> <p>PSIC Grant/Rt. 202 Project: The MOA with the landowner in Royalston has been executed and Bruce is now pulling information together to present to the Royalston Planning Board. He is also meeting with the Orange Water Commissioners on 11/14.</p> <p>Colrain Generator: NEU agreed to give us full ownership of the generator. Tracy is working on the necessary paperwork. Tracy asked whether routine maintenance on the generator is necessary while it's in storage on Shelburne Mountain; it was decided that it was not. The Charlemont generator is moving to Shelburne Mountain for storage as well.</p> <p>MOA for Alarm System: Only two towns have shown interest thus far in tying into the alarm system (Greenfield and Orange). The Committee reviewed the draft MOA for the system. There was a question about Article 2d: Whether we should determine now what the process will be to assess a user fee. The Committee felt that while using the system is anticipated not to cause any additional costs for FCECS for the system beyond what FCECS would have to pay anyway, we don't anticipate the necessity for a fee, but perhaps we want to have the policy written before something comes up. Regarding the costs of future maintenance of the system: FCECS will have to cover that cost regardless, so it shouldn't be passed on to towns. Bob requested further feedback on MOA to be sent to him and the Committee will review it again at the next meeting. Bob will also present it to the FRCOG Executive Committee at its next meeting.</p> <p>MOA with DCR: Tracy shared emails between herself and Dave Celino and between Terry and Dave regarding DCR's requests for financial support of the sites FCECS shares with them. The Committee asked Tracy to invite DCR to the next meeting and ask them to bring a draft agreement with them.</p>
<p>6. New Business</p> <ul style="list-style-type: none"> a. Police Representation on Committee b. Preparing for Future Removal of Equipment 	<p>Police Representation: Tracy reported that Captain Newton will ask the Franklin County Police Chiefs Assn. to elect a new representative during their next meeting.</p> <p>Future Removal of Equipment: Tracy shared a concern on Linda Dunlavy's behalf about setting aside funding for the future removal of equipment. All of our MOAs with landowners state that FCECS will return the site to its original condition if the equipment is ever taken out of service. We'll need money to do that if it ever comes to pass. Further discussion on the topic was tabled.</p>
<p>7. Business Not Reasonably Anticipated</p>	<p>FY13 Budget—Bob handed out a draft FY13 budget stating that nothing will be final until the full FRCOG Council votes in January. There is approximately \$26,000 in funds carried over</p>



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<p>48 Hours Prior to the Meeting</p>	<p>from previous years. There was discussion of creating a capital replacement plan. Further discussion on the budget was tabled.</p> <p>Bruce reported that Powers Generator said Greenfield Fire had already had them in to do preventive maintenance on Adams Hill and Poet Seat generators already. Tracy will talk with Greenfield Fire about whose responsibility these two are supposed to be.</p>
<p>8. Wrap Up, Next Meeting and Adjournment</p>	<p>The next meeting will be held on November 17th at 10AM at the Greenfield Police Station.</p> <p>MOTION: Joe Cuneo moved to adjourn the meeting. Dana Johnson seconded. Meeting adjourned at 12:08 p.m.</p> <p>Minutes taken by Tracy Rogers.</p>
<p>9. List of Documents Considered in the Meeting</p>	<ul style="list-style-type: none"> • Minutes of September 15, 2011 meeting • FY13 draft budget • Draft alarm system MOA • Emails with DCR