

Pepperell, Ashby, Townsend Regional 911 Emergency Communications District Planning Committee

2/15/19 Townsend Fire Department

Members present:

Pepperell Communications Director David Stairs
Pepperell Chief of Police David Scott
Pepperell Fire Chief Toby Tyler

Ashby Chief of Police Fred Alden
Ashby Fire Chief Michael Bussell
Ashby Selectman Michael McCallum

Townsend Fire Chief Mark Boynton
Townsend Fire Captain Michael Grimley
Townsend Deputy Police Chief James Sartell

Other parties present:

John Hume (Montachusett Regional Planning Commission)
Karen Chapman (Montachusett Regional Planning Commission)
Ross Klun (Nashoba Regional Dispatch District)

Director Stairs called the meeting to order at 0906

Motion was made to accept the minutes to 1/12/19 meeting made by Chief Bussell; seconded by Chief Scott; passed unanimously; Sartell abstained.

Stairs provided an update regarding the feasibility study and the scope of its contents. Mr. Hume advised the board of the process to determine scope of the study. A rough draft of a scope of services was distributed for discussion. Sartell suggested that an emphasis be placed on the IT component to the project. The committee concurred. Chief Boynton advised the board that the issue of an Intermunicipal Agreement vs. a Dispatch District should be discussed with town counsel. Suggestions for edits/amendments to the document:

- Paragraph 1 include specific language about the choice between IMA vs Dispatch District
- Cost of existing arrangements
- Technical requirements section of document expanded to include IT logistics (software required, equipment, maintenance), radio infrastructure logistics and needs, phone system related issues (interoperability, etc.).
- Amend paragraph 6 to include dispatch/police station going dark in Ashby

- Paragraph 6 should include specific language about the benefit of regional emergency response particularly to schools in the regional school district
- Include staffing information necessary to maintain current dispatch services to the four communities (paragraph 8/9 merge?); dispatch staffing to meet ISO, NFPA, E911 standards and best practices

Ms. Chapman will amend the document pursuant to the changes recommended at the meeting and send the amended copy back to Mr. Stairs.

The District Local Technical Assistance (DLTA) grant is ready to be sent in with the exception of Townsend's request for the assistance. Chief Boynton advised that he will get the letter requesting the services from the Town of Townsend to Ms. Chapman after the meeting.

Next meetings were scheduled for 3/8 and 3/20 at 0900 hours at Townsend Fire Department

Mr. Stairs updated the committee on the Ashby backup project; equipment has been installed although there is about a half day of labor to wrap things up. He expects the work to be finished any day now with testing next week sometime.

Motion to adjourn made by Chief Tyler seconded by Chief Boynton. Motion passed unanimously.

Adjourned at 1017 hours.