

Hampshire County Fire Chief Association meeting minutes

Meeting held in South Hadley District I

March 13, 2014

Members present:

Chief Norris, DC Douchkoff, Chief Hewes, Chief Labrie, Gil Loud (DCR), Chief Forgea, Chief Bak, Chief Belden, Ret. Chief Judd, Chief Connell, Chief Anderson, DC Carpenter, Chief Authier, Assistant Chief Stromgren

Meeting called to order 1820.

Meeting minutes from last month- motion from Chief Mottor to accept, 2nd by Chief Labrie.

No treasurer's report. Chief Coulombe absent, however sent notice there was \$44,209.05 in checking account. Training to date paid is \$2,980.00

Meeting minutes from March voted on and accepted as written.

Reports on Committee's:

Communications: Chief Norris sent WMFCA an email about replacement of the batteries in the cache and who was responsible for replacement costs. Chief Roy is working for WMFCA on deciding what brand and then they will be trying to get homeland security council to purchase for all Counties.

Radio: Lindsey talk about Broadband trainings offered this pass week. This project is a coast to coast network for public safety. Program is called FirstNet. Primary for data and voice will be secondary. Money has already been supported by Congress. This is a multi-year project. Project at least two to three years out. You will see more information about it coming relatively soon. Most likely each Town will be assessed a fee and will have to sign up to use it. (See attached flyer)

Chief Mottor spoke about if anyone put in there own UHF radios they need to put in an identifier. That what is one is opened up they can take down who it was to and they can notify that respective organization.

Training: Live fire training day scheduled for April 26th in Westover. 12 students will be participating however only 10 will be attending. Day will cost about \$1,200. Fees include Instructors fees and materials for burns. Calendar for 2014/2015 already sent out. Classes will begin second week of September. Continuing education programs done with hazmat, had 17 students, plus forcible entry program. Steve Gaughan taught hazmat program. Chief Columbumbe asked about cost of class for \$200 when others only got \$120/class. Discussion followed on special training for this topic and was agreed upon earlier by Chiefs Association. Discussion followed on ICS training and doing this training online or in classroom. All participants of hazmat class got certificate of attendance. Discussion followed on future training classes and putting on invoice the number of students and the names of the towns for those participating. Group felt signup sheet would provide appropriate documentation for this. Rich talked about Students do have ability to jump in and out of program and are not required to continually take all classes although it is encouraged. Rich also talked about public relations and media outreach to contact current and new Students and provide as much information as possible. Rich talked about teaching the core six/seven classes. Maybe a Fall or Spring semester for these topics. Chief Mottor asked about status of Instructor certification status. Most Instructors are certified except for Scott Brady. Group, again, spoke about members of this organization our members of their Department who are able to teach hazmat are encouraged to step up and assist with this training.

CSFI: Chief Coulombe and Barkman are going to represent us this year.

SAFE Trailer:

Hazmat: A subcommittee of FCAM will advise the Marshal on district hazmat teams and steering committees will be renamed.

Fit Tester- Train the Trainers will be forthcoming on these units.

Rehab Trailer:

FCAM: No report

Marshal's Office:

County Assests:

New Business: Chief Norris spoke about Communications Committee through the HCOG and gave update on status of group along with the proposed budget of \$9,000. Spoke about possibility of having \$2,000 of Goshen Tower money to go towards offsetting the cost for the insurance on the communications equipment on the Plainfield, Goshen, and Cummington towers. Motion was made be Chief Labrie and 2nd by Chief

Norris to put the entire funds towards of the tower towards the insurance for the air truck and the remaining balance to go towards the annual operating costs of the communications network.

Reminder that there will be a Call/Volunteer Training program in Western MA beginning in July. Notices have been sent out to all Chiefs and any interested personnel need to get their applications and appropriate paperwork in ASAP as the class is capped at 40 Students on a first come first serve basis.

DCR report- Chief Celino working hard on seasonal roster. 3 seasonal starting March 23, March 30th and April 6th are their respective start dates. Have all three through October 18, 2014. Any training any Towns need, please let Gil know. Federal excess personal property- there was a review in November and it went good. They want DCR to go through inventory and call each Town up and tag all stuff with new numbers. Will try to get done before summer. Anyone who wants Smokey Bear appearances, please let Gil know. 2013 VFA grants should be completed by tomorrow. 2014 VFA grants should be coming out shortly. Possible cuts to that program. Grants should come out earlier so please stay tuned.

MCVFA- meeting next week in Huntington. All are encouraged to attend. Fire Company of the month grants possibly going away along with Training grants. Group would like to invite MCVFA rep to May meeting. Chief Connell will take care of this.

501c3- All information was picked up from Dove's Associates's and Tom will be contacting a CPA to continue working forward.

Representative from the American Red Cross will be invited to next month's meeting.

EMS Report: Get certifications done before the end of the month.

Good and Welfare-none

Next meeting: April 10, 2014 in Westhampton, Location TBD

Meeting adjourned: 2005

Minutes respectfully submitted by Chris Norris

MEMORANDUM OF AGREEMENT
By and Between
Hampshire Council of Governments
And
Hampshire County Emergency Communication System Oversight Committee
And
Users of the Hampshire County Emergency Communication System

THIS AGREEMENT is by and between the Hampshire Council of Governments, hereinafter called the HCOG; the Hampshire County Emergency Communication System Oversight Committee, hereinafter called the HCECS Committee; and _____ as a User of the Hampshire County Emergency Communication System.

WHEREAS, the HCOG has been authorized by the **Western Region Homeland Security Council** and the Hampshire Council of Governments' Executive Committee to represent Hampshire County emergency services to own, oversee, and maintain ownership of the Hampshire County Emergency Communication System, hereinafter called the System; and

WHEREAS, the HCECS Committee has been formed to ensure continued oversight and functioning of the System;

WHEREAS, all users of the Hampshire County Emergency Communication, as identified in Attachment I, will benefit from the Hampshire County Emergency Communication System.

NOW, THEREFORE THE PARTIES HERETO DO AGREE AS FOLLOWS:

1. **RESPONSIBILITIES OF THE HCOG.** The HCOG, as owners of the System and holders of the operations and maintenance account, agree to the following:
 - a. To own the System equipment as described in Attachment II.
 - b. To provide adequate insurance on the System equipment.
 - c. To create and maintain an account to be used solely for the operations, maintenance, insurance and upgrade of the System.
 - d. To make expenditures recommended by the HCECS Committee or inform the Committee of reasons why any expenditure will not be made.
 - e. To maintain and keep current all needed FCC licenses and tower site Memorandum of Agreements needed for the System.
 - f. To issue to all users of the emergency communication system, in coordination with the HCECS Committee, an invoice of annual user fees by December 1 of each year.

2. **RESPONSIBILITIES OF THE HCECS COMMITTEE.** The HCECS Committee, as the oversight committee responsible for ensuring the ongoing operation and maintenance of the system agrees to the following:
 - a. Responsibilities of the HCECS Committee are outlined in the Committee's Operating Procedures as provided in Attachment III.
 - b. To annually review the costs of operating and maintaining the equipment, to prepare an annual maintenance plan and budget, to determine any adjustments to the user fee, and submit this detail to the HCOG by November 1st of each year.

3. **RESPONSIBILITIES OF USERS OF THE HAMPSHIRE COUNTY EMERGENCY COMMUNICATION SYSTEM.** Each user of the System agrees to the following:
 - a. To supply its own radios, mobile units and other devices to communicate via the System.
 - b. To pay an annual user fee to ensure that the system remains operational and functional. If the annual fee is not received by September 1 of each year, the

user will be in violation of this agreement in addition to pertinent state and federal laws and regulations. Legal avenues for collection of fees are hereby authorized. The primary ambulance service, as designated by a city or town, is responsible for paying the annual emergency medical service assessment. Non-primary ambulance services based in the HCECS service area are exempt from additional fees.

- c. To report any problems with the system to the State Police as soon as identified, with further notification per policy.
 - d. To comply with all Operating Procedures established by HCECS Committee.
 - e. If there is intent to withdraw, the user agrees to notify the HCOG, in writing, at least twelve months prior to the beginning of the next fiscal year (July 1).
4. **TERM OF AGREEMENT:** The term of this agreement is for three years from July 1, 2013, at which time it will be reviewed and automatically renewed for an additional three years, if not amended in writing by all signatories. If after the sixth year, this agreement has not been formally reviewed, it shall be in effect one additional year. During that time, this agreement shall be reviewed and reapproved by all parties to ensure its viability and effectiveness.
5. **ENTIRE AGREEMENT:** This Agreement represents the entire understanding of the parties with respect to the subject matter addressed herein and supersedes and cancels all previous agreements between the parties.

IN WITNESS thereof, the HCOG, the HCECS Committee and the

_____ have executed this Agreement as of the
1st of July, 2013.

Hampshire Council of Governments

By: _____
Todd Ford, Executive Director

Date: _____

Hampshire County Emergency Communication System Oversight Committee

By: _____
, Chair

Date: _____

User Agency:

By: _____

Date: _____

Hampshire County Emergency Communication System Oversight Committee (HCECSOC)
meeting

March 6, 2014 at 1500 hours at Hampshire County Courthouse

Members present: Bernie Forgea, Mike Rock, Matt Barstow, Rick Scott, Lydia King, Chris Norris

Committee reviewed operating procedures- discussion followed on language stating any unilateral changes HCOG can make under Article 6-section 3. In particular was discussion on terminology stating "If deemed to be in the best interest of the HCOG...."

Chief Forgea made motion to remove this sentence. Motion seconded by Rick Scott. Discussion followed and was determined we need further clarification on this item. Motion held until clarification can be provided.

Discussion followed on looking for clarification on the HCOG Finance Committee, Executive Committee, and Full Council, Article 5. Who are they, how many people per group, etc.? Under same Article Barstow explained that as the sole maintenance and service entity, the State Police will "regularly monitor the condition of the HCECS."

Discussion on MOA by and between the HCOG and HCECSOC and Users of the Hampshire County Emergency Communication System. Members did not have copies of Attachment 1, who users are, and Attachment 2, equipment. Members spoke about need to define the users and definitions for Town Leaders. Chief Forgea and Rick Scott will put together some historical perspective on communications systems for Town Leaders to better understand system.

Under section 3 of the Memorandum of Agreement- Discussion followed on "report any problems with the system to the State Police as soon as identified with further notification to policy". Barstow stated that's why State Police have representative on this committee (him). This information comes directly from State Police through him.

Discussion on MOA continued. Group felt further clarification was needed in section 1. Responsibilities of the HCOG. Section D outlining "make expenditures recommended by the HCECS Committee or inform the Committee of reasons why any expenditure will not be made". Under same section, letter E should read "should be made aware of who license holders are". Discussion followed on who current license holders are and what input or knowledge all players have in this process.

Responsibilities of Users- section 3b- discussion followed on who users are. Matt stated all PD organizations need to be removed from discussion. Talked about different groups. Determined that regional ambulance services should not be charged as the assessment should be community based. Two main user groups are: Cummington, Worthington, Goshen, Chesterfield, Williamsburg, and Plainfield as the "primary" users and a healthy discussion ensued on the Towns of Hatfield, Pelham, and Westhampton as "secondary" users. Discussion also ensued on the different towers and sites and Matt reported that MSP currently pays electric fees on Skinner and Plainfield.

The committee reviewed the tentative operating budget and felt the following line items and amounts are appropriate: Equipment replacement (\$5,000 for Replacement and \$3,000 for Upgrades), Insurance (Annual Assessment \$2,000 and Deductible Occurrence \$500), Professional Services (Legal, etc. \$500). Group felt that the Salary line item and Admin line item were inappropriate and would be difficult to justify to Town Leaders. Lydia was going to bring back additional information for group on Admin costs and other costs of similar services. Chris was going to speak with both Hampshire County Fire Chiefs and Hampshire County EMS (with assistance from Bernie and Mike) to see if it would be appropriate and feasible to take \$2,000 from the Goshen Tower money annually to help offset the costs of this budget. This \$2,000 would go towards the insurance for the communities' equipment on the towers in Goshen, Cummington, and Plainfield.

Committee paused momentarily so Mike Rock could go out and put more money in meter and he returned with parking ticket. Meeting resumed.

Committee spoke about capping the upgrade and equipment line item costs. Discussion followed on capping the total amount between both line items at \$50,000. Also spoke about capping Legal line item at \$10,000 and capping deductible at \$5,000.

Lydia will look into information on if we need to encumber funds each year or if they roll over from year to year automatically with no action from the committee.

Meeting adjourned at 1740 hours.

Next meeting will be April 7th, 2014, at 1500 hours at the Hampshire County Courthouse.

Meeting minutes happily submitted by Clerk of Committee Christopher Norris to Lydia to disperse to all members.

HAMPSHIRE COUNTY EMERGENCY COMMUNICATION DRAFT BUI

Description	FY2016 Proposed Budget	FY2016 Approved Budget	FY2016 Actual Year-do-Date
Equipment Maintenance			
Prevent. Maint. Contract	\$0.00		
Radio System Manager	\$0.00		
Generator	\$0.00		
Equipment Replacement			
Capital Expense in Case of Catastrophic Event	\$5,000.00		
Upgrade Technology	\$3,000.00		
Insurance (workers' comp, auto, general liability)			
Annual Assessment	\$0.00		
Deductible Occurrence	\$500.00		
Professional Services			
Legal, Technical, other	\$500.00		
SUBTOTAL	\$9,000.00		
Salary			
10/hrs, \$100/hr meeting attendance, staff time	\$0.00		
Admin			
Accounting Services	\$600.00		
TOTAL	\$9,600.00	\$0.00	\$0.00

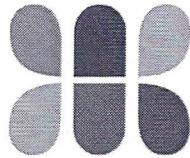
(\$1,500.00) Hatfield, Pelham, Westhampton
\$8,100.00

\$1,350.00 Annual Assessment to Chesterfield, Cu

BUDGET (for discussion)

Questions/Notes
To be provided by MSP; MSP numbers needed.
This arrangement could change in the future
Cap at \$50,000 (combined)
Assessment to be shared by Fire and EMS
Cap deductible at \$5,000 (10 occurrences)
Cap at \$10,000
1.5 hours per month (accounts payable/receivable; bank reconciliation; monthly report; establish bank account)

mmington, Goshen, Plainfield, Williamsburg, Worthington



HAMPSHIRE COUNCIL
OF GOVERNMENTS

**Operating Procedures for the
Hampshire County Emergency Communication System
Oversight Committee
April 25, 2013**

Article 1 – Name

The name of the Committee shall be the Hampshire County Emergency Communication System (HCECS) Oversight Committee, hereinafter referred to as the Oversight Committee.

Article 2 – Purpose

The Oversight Committee was formed by the Hampshire Council of Governments (HCOG) to oversee the HCECS for the purpose of ensuring that it is properly maintained and improved by the HCOG to meet the emergency communications needs of its users.

Generally, the Oversight Committee shall be the advisory committee to the HCOG, recommending and advising the best ways to:

1. Implement, oversee, manage, improve and maintain in good working order the emergency communication equipment and infrastructure of the HCECS, owned by the HCOG, and

Specific responsibilities of the Oversight Committee are listed below in Article 5 – Responsibilities.

Article 3 – Definitions

Hampshire County Emergency Communication System: All equipment and infrastructure owned by the HCOG and used for emergency communication, hereinafter referred to as the HCECS.

Article 4 – Organization

The Oversight Committee shall consist of one representative appointed from each of the following organizations:

1. The Hampshire County Fire Defense Association
2. The Hampshire County EMS Committee
3. The Hampshire Council of Governments
4. Hampshire County Select Boards Association (2 appointments from user communities not otherwise represented)
5. Massachusetts State Police

Said organizations may also appoint an alternate representative who may vote in meetings if the appointed representative is not present or otherwise unable to vote.

The Oversight Committee may appoint ex officio members, as may be determined by a majority vote of the representative members. The Oversight Committee's vote shall determine the purpose of the ex officio member and whether or not they are a voting member. No city, town, district or other participating entity shall have two voting members on the Oversight Committee at any time.



HCOG, the HCOG Executive Committee may unilaterally amend these procedures and shall provide the Oversight Committee members with a copy of the amendment prior to its next posted meeting.

4. Terms of Office: Each Oversight Committee member shall serve a term of three years. Terms shall begin as of July 1st and shall end as of the end of day on June 30th. In the case of a vacancy, a new appointment shall be made by the organization whose representative has vacated his/her position on the Oversight Committee. A vacancy shall be deemed to have occurred if the member has notified the Oversight Committee of his/her resignation or if they have not attended two (2) meetings without notifying the Chair in writing of his/her reason for absence and interest in continuing to serve. An appointment to fill a vacancy shall complete the unexpired term of the vacant position. The HCOG Executive Director shall assign HCOG staff to support the Oversight Committee. HCOG staff shall notify the appointing organization of the need to appoint or reappoint a member at least three months prior to the end of the current term. Appointing organizations shall notify HCOG staff in writing of the date of vote and the name and contact information for the appointed member.
5. Meetings: The Oversight Committee shall, at a minimum, hold quarterly meetings, two of which shall be held in January and September of each year. Officers shall be elected during the January meeting and the HCECS budget for the upcoming fiscal year shall be developed during the meeting in September for recommendation to the HCOG Executive Committee, Finance Committee, and Council.

Commonwealth Public Safety Broadband Office (PSBO)

FirstNet Fact Sheet

What is FirstNet?

FirstNet will be the first high-speed wireless, broadband data network dedicated to public safety. Also known as the National Public Safety Broadband Network (NPSBN), FirstNet will be a single, nationwide network that facilitates communication for public safety users during emergencies and on the job every day. Think of FirstNet as a bigger, more reliable, secure and resilient "wireless pipe." This new network will be public safety-grade, providing access to applications and coverage where public safety needs it most.

What is the Commonwealth Public Safety Broadband Office?

The Massachusetts Executive Office of Public Safety and Security established the PSBO to serve as a contact point for FirstNet, coordinating with and representing Massachusetts stakeholders in the nationwide initiative. The PSBO is tasked with carrying out the State and Local Implementation Grant Program (SLIGP) for Massachusetts, providing education and outreach, planning, requirements and infrastructure data gathering, and consultation with FirstNet. The PSBO is led by the Commonwealth's Single Point of Contact with FirstNet, Curtis Wood.

What will be possible with FirstNet?

Initially FirstNet will be used to send data, video, images and text and make cellular-quality voice calls. Users will get fast access to information they need to meet their mission. Unlike commercial wireless networks, FirstNet will allow for priority access among public safety users. FirstNet will also give incident commanders and local officials control over the network so, for example, they can assign users and talk groups and determine who can access applications.

Why was FirstNet created?

After 9/11, the public safety community fought hard to fulfill the 9/11 Commission's last standing recommendation and convince Congress that it needed a dedicated, reliable network to provide advanced data communications capabilities nationwide. During emergencies, public safety requires priority service and preemption.

How will FirstNet benefit public safety?

Using FirstNet will improve situational awareness and decision-making. Just as smartphones have changed our personal lives, FirstNet devices and applications will ultimately change the way public safety operates. FirstNet will save time during emergencies when seconds count. FirstNet will save money for states by leveraging nationwide purchasing power and scale economies. Using FirstNet can help save lives, solve crimes and keep our communities and emergency responders safer.

How will states and agencies participate in the buildout of FirstNet?

To make FirstNet a nationwide network, all states must have a local radio access network (RAN) that connects to the FirstNet core. FirstNet will work through the Commonwealth PSBO, local communities, tribal governments and first responders to gather requirements for developing its RAN deployment plan. If the FirstNet plan is accepted by a state, FirstNet will construct the RAN. If a state prefers to build its own RAN, the state must secure FCC approval and may seek funding support from NTIA. State-built RANs must meet FirstNet security, hardening and interoperability requirements.

What will users pay for FirstNet services?

FirstNet intends to offer services at a compelling and competitive cost to attract millions of public safety users and make FirstNet self-sustaining. The use of FirstNet services and applications will be voluntary. The costs for FirstNet services and devices have not yet been set.



**Public Safety
Broadband Office**