

**Nashoba Valley Regional Dispatch District
Operations Committee
Meeting Minutes
Tuesday, January 23, 2024**

Meeting called to order at 14:00 by Chief Schartner at the Lancaster Fire Department, 1055 Main Street, Lancaster, MA 01523.

MEMBERS PRESENT:

Berlin Police, Chief Eric Schartner (Chairman)
Berlin Fire, Chief Michael McQuillen
Bolton Fire, Chief Jeff Legendre
Bolton Police, Lieutenant Luke Hamburger
Boxborough Fire Department, Interim Chief Sean Gray
Boxborough Police Chief, John Szewczyk
Devens Fire, Chief Tim Kelly (Vice-Chairman)
Harvard Police, Chief James Babu
Harvard Fire, Chief Rick Sicard
Harvard Fire/Ambulance, Lieutenant Andrew Perry
Lancaster Fire, Lt Ryan Aldrich
Lancaster Police, Acting Chief Everett Moody (Public Safety Commissioner)
Lunenburg Fire, Chief Pat Sullivan
Lunenburg Police, Chief Tom Gammel
Mass State Police, Lieutenant Keith Pruett
NVRDD, Executive Director Anne Camaro
NVRDD, Supervisor Jennifer Hill

PUBLIC COMMENT

- PUBLIC
 - None
- BOARD/COMMITTEES
 - None

APPROVAL OF MEETING MINUTES

- December 21, 2023 meeting minutes were presented.
- Motion made by Chief Moody to accept the December 21, 2023 meeting minutes as presented and seconded by Chief Babu. The motion carried unanimously.

EXECUTIVE DIRECTOR REPORT

- Personnel:
 - They are currently at 3 supervisors, 9 dispatchers and have 1 new hire starting Monday 01/29.
- Budget:
 - FY25 Budget Review;
 - Motion made by Chief Kelly to recommend this proposed budget to the Admin Board. The motion was seconded by Chief Moody. The motion carried Unanimously.
 - Director Camaro discussed grants that she will be applying for.
- Operations Update:
 - ESO
 - CAD
- Boxborough Update:

- They were awarded \$612,752 to do the transition and they are waiting on the equipment to come in.
- Construction Update:
 - They are pouring the foundation for the apparatus bays.
 - Everything is still on track for Spring 2025.
 - Mass Development looking to replace the roof on the whole building. This would be outside of the scope of the Fire Station building project.

POLICY REVIEW

- NEW POLICIES:
 - Retention and Release of Audio Recordings Policy (204) – *Appendix A*
 - A motion was made by Chief Moody and seconded by Chief Sullivan to accept Policy 204 – Retention and Release of Audio Recordings as presented. The motion carried unanimous.
 - Active Shooter Policy (326) – *Appendix B*
 - Tabled for further discussion. CEMLIC should be started automatic.
 - Mayday Procedure Policy (426) – *Appendix C*
 - Tabled for further discussion.
- POLICY REVISIONS:
 - Fire and EMS Tones (401) – *Appendix D*
 - Tabled for further discussion.

LIAISON TO THE COMMITTEE FROM DISPATCH (Dispatcher Jim Gendron)

- Jenn Hill attended meeting on Jim’s behalf.
- Alina Soto done training, James Moffatt progressing through training; Lee Fors starting training on the 29th.
- Supervisor Hill is developing training materials for the Boxborough transition.
- The Policy Committee met on the 1st and 8th. They are currently reviewing in place policies.

OLD BUSINESS

- RADIO SYSTEM DISCUSSION
 - No report
- Project Updates:
 - No updates

NEW BUSINESS

- ESO does not have a function of assigning a run to a member of the department. Lunenburg Fire has requested that the dispatcher put in the log who the run was assigned to.

SET NEXT MEETING

- A motion was made by Chief Sullivan and seconded by Chief Moody for Harvard Police Department to host the next meeting. The meeting is scheduled for February 15, 2024 at 10:00. The motion carried unanimous.

MEETING ADJOURNED

- A motion was made by Chief Kelly and seconded by Chief Sullivan to adjourn at 14:30. The motion carried unanimous.

APPENDIX A

POLICY 204 – RETENTION AND RELEASE OF AUDIO RECORDINGS

1. General Description

NVRDD maintains on behalf of its participating departments, recordings of all calls and radio transmissions received in the emergency communications center. All recordings are kept electronically by the NVRDD public safety recording system for a period in accordance with the Massachusetts Public Records Law, G. L. c. 66 (Public Records Law) and the Secretary of the Commonwealth's Municipal Records Retention Schedule, §16.062 (Schedule).

Recordings are kept electronically in a Windows-based secure server, and may be retrieved in .wav or .wma file formats.

2. Policy

It is the policy of the Nashoba Valley Regional Dispatch District (NVRDD) to record and monitor all telephone calls (emergency and business lines) as well as radio channels.

Only authorized personnel will have access to the Equature Recorder and all requests for audio release must be done in writing with a stated purpose and approved by the Executive Director or his/her designee.

Public records request will be processed based on the Massachusetts General Law, Chapter 66, (Section 10 in particular is of importance to records requesters), with its supporting regulation being found at 950 Code of Massachusetts Regulations 32.00. The exemptions to the Public Records Law will also be followed and can found at Massachusetts General Law, Chapter 4, Section 7(26).

3. Procedure

Authorized members of the member Police or Fire Departments may request a copy of a recording by filling out the [NVRDD Audio Recording Request Form](#) . This is an automated form which will notify the Executive Director or his/her designee of the request and the date the recording is needed by. This form will also create an internal log of requests which can be tracked and followed up on.

A District Attorney, Assistant District Attorney (ADA) or official from a court may request a copy of a Recording by filling out the [NVRDD Audio Recording Request Form](#) or by e-mail to recordsrequest@nvrddma.gov.

The Executive Director or his/her designee will process the request and provide the requestor with the audio file and audio certification form on a disk or secure electronic file transfer.

Requests for copies of Audio Recordings made by defense counsel for a criminal defendant will be referred to the appropriate District Attorney's/Prosecutor's office for processing.

All released Audio Recordings will be documented on the Audio Recording Log.

Records Access Officer

At least one employee of the Department will be designated as the Records Access Officer (RAO) for the District. Such designation shall be made by the Executive Director or in his/her absence by the Administration Board.

The employee(s) designated as RAO for the District shall be identified in a notice, conspicuously displayed in the District website, if one exists. The notice shall include name, title, business address, business telephone number, and business email address of each records access officer.

If the RAO is scheduled to be out of the office for a period of time, a substitute RAO shall be designated to handle requests for public records.

The RAO for the District shall be responsible for the following tasks:

- Accepting all requests for public records;
Responding thoroughly to all requests in a timely manner;
- Assisting requesters in identifying the records sought;
- Assisting in the preservation of public records in accordance with all applicable laws, rules, regulations and retention schedules;
- Preparing guidelines that enable the requester to make informed requests regarding the availability of such public records electronically or otherwise. The guidelines shall include a list of categories of public records maintained by the District and such list shall be updated periodically. The guidelines shall be posted on the District's website if one exists; and
- Posting commonly available public record documents on the District website if one exists.

4. Questions

All employees are strongly encouraged to forward all questions, comments, and suggestions concerning the above policy to their immediate Supervisor or Department Union Representative.