



Nashoba Valley Regional Dispatch District

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Anne Camaro
Executive Director
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Operations Committee Meeting Minutes

Meeting Date and Time: Tuesday October 15, 2024 1:00PM

Attendance:

Berlin – Schartner* (P) McQuillen (P)
Bolton – Hamburger (P) Legendre (A)
Boxborough – Szewczyk (P) Kivlan (P)
Devens – Pruett (A) Kelly** (P)
Harvard – Babu (A) Sicard (P)
Lancaster – Moody (P)
Lunenburg – Gammel (P) Sullivan (P)

Others:

NVRDD – Anne Camaro (P)
NVRDD – Jennifer Hill (P)
Devens – Shea (P)
Lunenburg – Thibodeau (P)

*Chair

** Vice Chair

1. Call to Order: With a quorum present and acting, the Chair of the Operations Committee called the meeting to order at 1:01PM.
2. Public Comment: No public comment.
3. Approval of Meeting Minutes: Meeting minutes from the last meeting (08/27/2024) were presented to the quorum. With no further discussion the Chair of the Operations Committee entertained a motion to approve the meeting minutes from the August 27, 2024 meeting. Motion was made by Chief McQuillen, and seconded by Commissioner Moody. All present were in favor, and with no objections or abstains the motion passes.
4. Director's report

Director Camaro reports to have two new-hires finishing up the State 911 academy this week. One new-hire training at NVRDD since 9/3, and an offer contingent upon passing the background phase was made to a 4th candidate and would attend the November State 911 Academy if hired.

FY24 Budget – Auditors are working on FY24 Audit.

FY25 Budget – Budget Reports were shared with the committee last week.

FY26 Draft Budget was also shared with the committee, there are increases on the salary, benefits, and hardware maintenance lines because of new-hires, new contract terms, and new hardware being installed at the fire departments (BRYX).

The installation of the Card Access system at Boxborough PD is taking place this week. This is the final remaining project from the transition.

The new cameras and new server are being installed in Berlin as well as door access to the Fire Bay doors.

FY26 Development Grant Application will be due on March 1, 2025.

Construction continues at the Devens Public Safety Building. On 10/30 Street Power will be cut from the building for approximately 6 hours. The generator will support operations during the outage.

The building's roof is currently being replaced and there's also work being done to reinforce of the outside walls because of the new hurricane/earthquake codes.

5. Policy Review

The following policies were presented to the quorum for approval. Director Camaro explained the changes made to the revised policies and with no further discussion the Chair of the Operations Committee entertained a motion to approve the below named policies. Motion was made by Chief Sicard, and Seconded by Chief Sullivan. All present were in favor, and with no objections or abstains the motion passes.

a. New Policies:

- 326. Police K-9 Activation
- 327. Drone Policy

b. Revised Policies

- 406. ALS Criteria

6. Dispatch Liaison

- Active Assailant policy is ready and deployed; however, we need contact info from Berlin, Lancaster, and Bolton for the pages.
- In August, Jess Fellows, Brian O'Neill and Jenn Hill attended the NENA CMCP week-long certification in Milford
- Jim Gendron presented at both the Lancaster PD and FD Junior Academies
- Jim attended the Lancaster Safety Day, Bolton Touch-a-truck
- Jenn and Jim attended the Berlin FD Open House
- There are two Cub Scout troops scheduled to visit dispatch in the next couple of months.

- Dispatch completed FY 25 In-Service training in September, we had 100% participation; thanks to Chief McQuillen for presenting.
- Request was made from dispatch that a heads-up be given when the PDs and FDs are posting on social media anything that dispatch may receive calls on
- Decorating with Dispatch in December, Lt. Pruett and Chief Kelly have given blessings (Chief Kelly requests to meet to discuss before moving forward). All towns are invited to participate with personnel, apparatus, etc. More info to come.

7. Old Business

- a. Radio System Discussion – discussion on delays in receiving equipment, and Tower in Berlin being sold.
- b. CAD Replacement Project – On Hold until Jan-2025
- c. ALICE Receptionist – On Hold due to pricing/impact on operating budget
- d. MCI Runcards – Director Camaro reminded the fire chiefs to send her the MCI – local level runcards.

8. New Business

- a. ESO Issues – Director Camaro has escalated the issues to ESO's Senior VP of Product and has seen a better response from them. In the issue with the times, Director Camaro asked that the chiefs forward any CAD numbers where the time was incorrect so she can follow up.
- b. Timestamping Fire Transmissions – Chiefs would like to have every fire transmission timestamped beginning immediately. Director Camaro will issue a memo to the staff and make changes to the radio policy to be approved at the next meeting.
- c. Marlborough Proposal – Discussion was had about the possibility of having the City of Marlborough join the District. No vote was taken, it was informational only.

Next Meeting: December 10, 2024 at 10:30AM

Location: Bolton Public Safety

9. Adjourn: With no further business to be brought before the committee, the Chair of the Operations Committee entertained a motion to adjourn the meeting. Motion was made by Chief Hamburger and seconded by Chief Sicard. All present were in favor, and with no objections or abstains the meeting was adjourned at 2:16PM.