



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: Thursday October 16, 2025 1:00PM

- Meeting held in person, at the Harvard Police and EMS Building

Attendance:

Berlin – Schartner* (P) McQuillen (A)
Bolton – Barry (P) Legendre (P)
Boxborough – Szewczyk (P) Kivlan (P)
Devens – Frohock (A) Kelly** (P)
Harvard – Babu (P) Sicard (P)
Hudson – Dipersio (P) Desautels (A)
Lancaster – Moody (P) Belanger (P)
Lunenburg – Thibodeau (P) Sullivan (P)

Others:

NVRDD – Anne Camaro (P)
NVRDD – Jennifer Hill (P)
NVRDD – Charles Myers (P)
Hudson – Deputy Harrington (P)
Harvard – Lt. Perry (P)
Devens – Deputy Shea (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 1:04PM.
2. Public Comment: None.
3. Approval of Meeting Minutes: Meeting minutes from the 08/26/2025 meeting. Motion to approve the meeting minutes from 08/26, made by Chief Sicard, Seconded by Chief Legendre. All present voted in favor of the motion, motion carries.
4. Director's Report: Director Camaro reports to continue to work on filling vacancies. There are currently 4 people in training, one to be released very soon. NVRDD has been handling Hudson's 911 calls since 07/01 and transitioned Hudson Fire on 09/08. Hudson Police will be transitioned at a later date. Equipment has been ordered for the FY26 projects. Director Camaro offered the Systems Manager Position to Chris Carleton, and he accepted. He will begin employment with NVRDD on 11/03.
5. Approval of New/Modified Policies:
No policies to approve.

6. Police and Fire Calls QA:

Operations Manager Jennifer Hill gave an update on the quality assurance of police and fire calls. Reviews are standardized, mostly positive and allow us to continuously catch the staff doing great work.

7. Dispatch Liaison:

No major reports from the liaison. He advised the committee of the upcoming outreach/public education events NVRDD staff will be participating in.

8. NVRDD Growth:

Director Camaro advised the committee of the intent to have Sterling join as a member. Chief Schartner entertained a motion to recommend the acceptance of Sterling as a provisional member. Motion made by Chief Sicard, seconded by Chief Moody. All present voted in favor of the motion, motion carries.

9. Old Business:

Director Camaro described the regional radio project and microwave backhaul along with the need to inventory all equipment owned by the district vs. what's owned by the towns. These projects will be assigned to the Systems Manager.

10. New Business:

- ALICE Receptionist – Director Camaro advises that the order has been placed for the units. Director Camaro will be meeting individually with the Chiefs to figure out the setup.
- CO Alarm - Chief Sicard requested that for CO Alarms, we change the CAD SOP to a Fire Tone in Harvard, instead of a Still. Change will be made tomorrow morning, and staff will be notified.
- Elevator Alarms – Chief Thibodeau spoke with regards to how Elevator Alarms are coming into NVRDD from a couple of new buildings in Lunenburg. Director Camaro suggested that the Lunenburg Chiefs reach out to the building owners, and request that the emergency button not call 911. It should go to a central station.
- Fire “Back in Quarters” – Deputy Shea spoke to the committee as to whether they would have an issue with dispatch no longer requiring units to sign back in quarters prior to closing the call. All other fire chiefs were ok with the change but Lunenburg FD. More discussion to happen at the next meeting.
- Next Meeting: December 04, 2025 1:00PM at the Harvard Police and EMS Building

11. 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 Sicard and seconded by Chief Sullivan. All present were in favor, and with no objections or abstains the meeting was adjourned at 1:40PM.