**Training & Exercise and Planning Subcommittee**

**Meeting Minutes**

Meeting held via Zoom

**February 16, 2023 – 9:00 A.M.**

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| **Members Present** | **Guests Present** | **Support Staff Present** |
| Robert Kenn, E. Bridgewater DPW Chief Thomas Lynch, Franklin PD Chief Mike Kelleher, Foxborough FD  Robert Verdone, SEMRECC |  | Todd Castro, SRPEDD  Kevin Ham, SRPEDD Kayla Toner, EOPSS |

**Members Absent:** Kevin Sweet, Wrentham TA; Stacy Lane, Norwood Public Health; Chief Brian Clark, Norton PD

1. **Call to Order:** Chairman Kenn called the meeting to order at 9:04 A.M.
2. **Roll Call:** A roll call was done by Mr. Ham.
3. **Public Comment:** No public comments were provided.
4. **Approval of December 1, 2022, Minutes:** The December 1, 2022, draft minutes were approved as presented.
5. **Fiduciary Report:** Mr. Castro mentioned that they have officially closed FFY19. He mentioned at the last Council meeting there were a number of motions that were taken for FFY20 which made it easier to settle the FFY20 funds and bring it to its goal of closing it out. Mr. Castro mentioned there are still funds available within Fire Services in the amount of $178,000 for FFY20. He mentioned the FFY21 and FFY22 funds are largely untouched beside the Fire Cat being attached to FFY 22. He indicated that the Fire Cat should be delivered sometime in July. Mr. Castro mentioned that all the projects are up to date and are in EOPSS’ hands. He mentioned that he and Mr. Ham have a meeting with Ms. Toner for projects that are underway to check their statuses. Chief Kelleher mentioned that the Plymouth County Chiefs have the Fan project that is $150,000 and it may be taken out of the FFY21 or FFY22 funds. Mr. Castro mentioned that Chief Winn wanted to have more discussion with Fire Services about the fan project. Chief Kelleher stated it is a good project. Mr. Castro mentioned the request was for about $160,000, but there was a question of whether Fire Services could get two units with different CFM units for the same cost. Chief Kelleher stated that he does support the project, but Kingston is not the ideal location to house the item. Mr. Ham stated the lower 2000 CFM units cost about $50,000 to $55,000. Mr. Castro stated that the purchase can be rectified with conversation of the chiefs.
6. **FFY20, 21 and & 22 Available Funding/Plan/Projects**: Mr. Kenn mentioned this was discussed above.   
     
   Mr. Ham mentioned that the 2023 NOFO will be out soon. He shared his screen and explained the NOFO in detail. He mentioned that projects come in through the form and now they are guessing the priority areas. He mentioned that the form gives a criterion for the projects that come in. Mr. Ham mentioned once the NOFO is released, he can make the changes. Mr. Castro mentioned there was election security in the NOFO in FFY 21 but not FFY 22. Mr. Kenn asked if there is anything that is election security currently. Mr. Ham mentioned that would be backfill/overtime for elections, but they really don’t do that. Mr. Verdone mentioned election security ties into intel cybersecurity.
7. **Potential Projects for Consideration/Discussion:** Mr. Castro mentioned that over the last few weeks they have discussed new projects. He explained each project below.  
   1. **METROLEC Comms:** Mr. Castro stated that METRLEC has interest in Comm headsets. He mentioned this could be extremely expensive and asked if Chief Lynch had more information or could investigate further. He mentioned if this project is passed, would it come out of the FY 22 budget. Mr. Castro mentioned he is looking for a cost and if the committee would like to move forward with it. Chief Lynch stated he would speak to Chief Soffayer.   
        
      Mr. Verdone mentioned this is off this subject, but the Command Post issue is a large project. He asked if HLS would consider a lease to purchase. Mr. Castro mentioned he would ask Ms. Reilly. Chief Kelleher mentioned he spoke to Mr. Stanton, and he believes it was allowed in the past.
   2. **METROLEC NYTOA Conference:** Mr. Castro mentioned METROLEC is looking to send members to the NYTOA Conference. He mentioned due to COVID it was cancelled in the past few years and they are having the conference in person.
   3. **LEC Participation in NECNA Conference:** Mr. Castro mentioned there was interest in having the LEC’s participate in the NECNA conference as well.
   4. **Cybersecurity Symposium:** Mr. Castro mentioned there is $92,000 for a Cybersecurity Symposium, but now that project is not happening. He stated he spoke with Ms. Reilly, and she said that NERAC hired two interns to work in Cybersecurity using those funds. He mentioned maybe SRAC could do the same as NERAC. Mr. Verdone mentioned the symposium sounded great, but maybe we can use the funds for interns and that would be a good direction. Mr. Ham mentioned there is a simple analysis that can be done with each town and have an assessment completed by police, fire, and schools. He mentioned $92,000 is about 500 of Intern hours' time more or less. This is assuming we pay them $20 an hour. Mr. Castro mentioned this would be a regional project that would benefit, and this would meet criteria for the NOFO. He mentioned this is in an exploratory stage and we can discuss this at the next Council meeting.
   5. **Bridgewater Cache “Refresh”:** Mr. Ham mentioned the Bridgewater Cache has some older equipment in the region. He mentioned one of the main issues is items get worn out, old batteries and items needing to be replaced. For example, the LED panels need replacing. He mentioned the town of Bridgewater mechanic has drawn up a quote of items that need repairing. Mr. Ham mentioned the quote was in the amount of about $30,000 for items of trailer jacks, LED brick, and tow chains. He mentioned that the Council has the funding to repair the items and stated that they don’t need replacing but maybe just replacing the oldest item. Mr. Kenn mentioned the town asked for funding years back, but they never gave the Council a list. Mr. Ham mentioned there are funds in FFY21 but not enough to fully fund and it some could go in FY23, but it would be a while. Mr. Kenn mentioned we could split the funds. Mr. Kenn stated that this would get 5 signboards back to capacity. Mr. Castro mentioned we can discuss this further at the March Council meeting.
   6. **New Bedford Radiation Detectors**: Mr. Castro discussed the Radiation Detector equipment for the city of New Bedford. He mentioned that he and Mr. Ham performed some research, and this project does not fit within the plan, and it is not a regional project. Mr. Ham stated that we say no because it is not a regional project, and it can go into FFY23 as a potential project. He stated we could make the argument since they know they have ferries, and they have such a such a large port items go from there out to places and vice versa is a transit point that is if the committee wants to move this project forward. Mr. Kenn asked what the equipment does. Chief Kelleher stated it detects radiation. Mr. Castro explained it would allow the purchase of the grant of the specialized detection devices units, which would provide an additional layer of protection for the agencies, agencies assigned to duties at the port. Chief Kelleher stated he will reach out to New Bedford to see what exactly they are looking for and get more information. Mr. Kenn stated that he thinks it should be included in the FFY23 discussion.
8. **Project Cost/Limit discussion: Mr**. Kenn mentioned he wanted to discuss project cost limits. He mentioned we have talked about this in the past and the number was $5,000 in the past for projects to be submitted to the Council. Mr. Kenn mentioned he feels that is a low number. Mr. Kenn mentioned that he feels comfortable with $10,000. Mr. Verdone asked if they can consider making the hard and fast rule a guideline, projects under $10,000 will have a bias towards denial unless they're reviewed and articulated, that has a true regional impact or benefit. Mr. Kenn mentioned he is okay with doing what Mr. Verdone mentioned. Mr. Castro mentioned if he came up with language for the limit and they could put it on the form. Mr. Kenn mentioned he would like to review the language before it goes to Council level.
9. **Council Bylaw discussion:** Mr. Kenn stated that the Bylaw change would be to the Council Bylaws on how to remove a Council member. Mr. Ham shared his screen with the language that is currently on the bylaws as well as the newly suggested language which Mr. Kenn wrote. Mr. Castro mentioned any new adoptions to the bylaws would need to be approved by the Council with a two thirds majority vote and then submitted to EOPSS for 30-days for them to review. EOPSS can approve or reject the new changes.
10. **New Business/Old Business:** none
11. **Items not reasonably anticipated by the Chair 48 hours in advance of the meeting:** None
12. **Next Meeting/Adjournment:** The next T&E and Planning subcommittee meeting is to be determined.