Attendees:

David Carabin, BRIC		Sarah Plowman, OEM
Lt. Daniel Wagner, Cambridge PD		Nancy Anderson, OEM
Capt. Keith Houghton, Chelsea PD		Eamon Miller, OEM
Lt. Det. John Steele, Quincy PD		Sonya Schey, EOPSS
Lt. Steven Ford, Revere PD		Kenneth Van Buskirk, civilian

Welcome
- Sarah Plowman, OEM, opened the meeting at 10:45am.
- Sarah facilitated introductions and ran through the meeting agenda.

MBHSR Charter
- Nancy Anderson, OEM, provided an update for the subcommittee on the charter. The JPOC recently voted to approve a new Metro Boston Homeland Security Region (MBHSR) Charter. The charter formalizes practices already happening.
  - It also requires that each subcommittee nominate and elect a chair. The chair will set the agenda for subcommittee meetings; OEM staff will function as support staff.
  - The charter also specifies that any new projects over $25,000 must be sent to the JPOC for approval.
  - The charter provides for an annual meeting in December at which point the new JPOC chair will be elected for the coming year (nominations to be taken at the November JPOC meeting).
  - Finally, the charter spells out the process for how to make future amendments.
- Eamon Miller, OEM, explained how the new charter handles training and exercise (T&E). The goal is to have a well-rounded T&E program that provides T&E for all areas of the grant.
  - Eamon's role is the Training & Exercise Coordinator. As such, he primarily works to manage the budget for T&E projects.
  - Starting with FFY17 funds, all T&E requests go through the soon-to-be-formed T&E Subcommittee. Two members from existing subcommittees (the chair plus one more nominated member) will come together to form the T&E subcommittee. The T&E subcommittee will meet monthly or as needed. The goal is to form the T&E subcommittee by October or November.
  - Eamon also walked through the T&E project proposal approval process as well as made mention of an upcoming Emergency Operations Center (EOC) training on September 25.

FY15 Funding & Project Updates

- *U15 – 3.1 Intel Analysts:* the funds have almost completely been expended for this project. Some U16 money has also been spent.
- *U15 – 3.2 Regional Analytics*: David Carabin, BRIC, updated the group. This project has been amended to remove the social media aspect. It retains the regional analytic portion. EOPSS has already approved the changes. David is working to bring on board a project manager who will help keep track of all the moving parts. This project will utilize UASI funding as well as BPD funding. The subcommittee approved of these changes with no concerns.
- *U15 – 3.3 Intel Hardware/Software*: Much of this funding has been spent; approximately $35,000 remains – not including anything set aside for the License Plate Reader (LPR) project. David will continue to feed hardware/software requests to OEM.
- The group discussed how to move forward with the LPR project. Lt. Ford, Revere PD, has been in communication with the vendor, Vigilant. He estimates that it would cost between $5,000-$6,000 to get Revere's LRP's up and running again. Lt. Ford will reach out to Chelsea and Boston to gauge their interest levels. The committee noted that the grant performance period ends June 30, 2018, so any renewed license/lease could only go until then. Lt. Steele, Quincy PD, noted that Quincy is doing a stationary LPR pilot project using existing cameras. Joe Pepjonovich, Quincy PD IT, is the point of contact.

FFY16 Funding & Project Updates
- *U16 – 3.1 Intel Analysts*: Funding has recently begun to be expended in this project.
- *U16 – 3.2 Regional Analytics*: This project has not yet begun. It will follow the same path as the U15 – 3.2 Regional Analytics project and is also amended accordingly.
- *U16 – 3.3 Intel Hardware/Software*: Spending has begun in this project. One aspect to note is the CLEAR subscription renewal. OEM has begun the contracting process. Thomson Reuters/West Publishing has asked OEM to remind all CLEAR users that sharing passwords and login information is strictly prohibited. Sarah shared that the new subscription will increase the number of user licenses, and she will follow up with individual jurisdictions to confirm that the correct people are assigned passwords and relay that information back to the vendor.

Old/New Business
- Lt. Steele reminded the group that the Cellebrite project 2017 abstract was approved but as part of the larger umbrella Intel Hardware/Software project. The funding was cut by the JPOC; the project will provide enough funding for one device, to be housed in Quincy.
- Next meeting date/time TBD.
- Motion to adjourn meeting made by David Carabin; Seconded by Lt. Steele.

Meeting adjourned at 11:28am