



**MAYOR'S OFFICE OF  
EMERGENCY  
MANAGEMENT**

**MARTIN J. WALSH  
MAYOR**

**PSnet Executive Committee Meeting  
March 28, 2017  
Cambridge Water Department  
10:30am**



**Attendees:**

Dan Rothman, Boston DoIT	Deirdre Habershaw, Boston OEM
Harold Cataldo, BPD	Sarah Plowman, Boston OEM
Scott Wilder, Brookline PD	Chuck Wade, Interisle
David Mahoney, Cambridge FS	Eric Johnson, LAN-TEL
Steven Ford, Revere PD	Karen Coye, FTG
Michael Kiely, Somerville PD	Shiro Ando, FTG

**Welcome**

- Sarah Plowman, Boston OEM, opened the PSnet Executive Committee (PSNEC) meeting at 10:38am.

**Vendor-specific Updates**

- Karen Coye, FTG, reported on recent projects.
  - Field work: FTG removed microwave unit from East Boston High School. It had become damaged since the previous reinstall. After discussion, it was decided that FTG will send the unit out for repairs.
  - FTG is also continuing their network review. They have completed the first few sites in Chelsea and have diagrams for the committee's review.
- Chuck Wade, Interisle, reported on recent projects.
  - Network maintenance: Interisle has focused on background maintenance to support the basic network operations.
  - Interisle has continued preparation for the BoNet Boundary Router project. Routers have been configured and tested and are being finalized. In the coming days conversation about installation can begin. FTG will do most of the installation work but Interisle may need to be involved for a few sites.
- Eric Johnson, LAN-TEL, reported on recent projects.
  - Continuation of projects: LAN-TEL is involved with a variety of ongoing projects currently. They are working with various Marathon cameras, as well as BoNet connections. There is also a Coast Guard project, the Grove Hill Camera Project, and the Chinatown Project.



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**Identify Needs and Next Steps**

- Standardization of Communication
  - Sarah Plowman, OEM, introduced two new Google Forms for vendor communication. Google Forms captures the data and streamlines communication, thus making it easier to find information after the fact and collect the same information from everyone. The forms will go into effect starting April. Any questions regarding the forms can be directed to Sarah.
  - Weekly Progress Report: This form is to be submitted weekly by Interisle & FTG. Vendors are to complete as many fields in the form as are reflective of the types of work addressed in the previous week.
  - Incident Response Report: This form is to be used by any vendor and should be used after the occurrence of an incident. It may be submitted after the initial problem has been addressed but while long-term solutions are still being organized.
- April Workload Plan
  - With the direction of the PSNEC, Sarah Plowman presented a proposed allocation of workload for the month of April. These plans are tentative and can be modified depending upon how the month unfolds.
  - FTG will be added to InterMapper alerts and will serve as a “First Responder” to triage alerts and work to restore simple fixes. More complex issues requiring more network expertise may certainly be shared with Interisle.
  - Interisle should focus on troubleshooting those complex issues as well as working on larger projects, such as preparation for Marathon, Sail Boston, and/or July 4.
- Other Projects that Need Attention
  - Several other projects were discussed, including the JFK site, servers to be replaced, new switches needed at 35 Northampton St, Schroeder Plaza replication bandwidth, and new software licenses.
  - **ACTION ITEM:** Chuck Wade to send list of equipment needs to Scott Wilder, Brookline PD, Deirdre Habershaw, OEM, and Sarah Plowman. The list should include: software licenses for InterMapper as well as Sharepoint, VM-ware, as well as Windows licenses for HP Blade Server. Scott, Deirdre, and Sarah will collaborate on ordering what is needed.

**Old/New Business**

- Next Meeting
  - Next meeting will be Tuesday, April 25, 2017.
  - Scott Wilder offered to host in the Brookline Police Department community room.

*Meeting adjourned at 11:27am*