



MAYOR'S OFFICE OF
**EMERGENCY
MANAGEMENT**

MARTIN J. WALSH
MAYOR

JPOC Meeting
May 22, 2018
Somerville Police Department
3:00PM



Attendees:

Lieutenant Robert Gillan, Quincy Police	Eamon Miller, Boston OEM
Gerald Reardon, Cambridge Fire	Deputy Michael Imbornone, Everett Fire
Superintendent Colm Lydon, Boston PD	Captain Ryan McGovern, Boston Fire
Chief James Guido, Revere PD	Deputy Andrew Lipson, Brookline PD
Sergeant Michael Kiely, Somerville PD	Scott Wilder, Brookline PD
Chief Paul Flanagan, Winthrop Fire	Monica Valdes-Lupi, Boston Public Health
Rene Fielding, Boston OEM	Stacey Kokaram, Boston Public Health
Emma DeSimone, Boston OEM	Nancy Anderson, Boston OEM
Alicia Woodberry, Boston OEM	Michele Bilodeau, Boston OEM
Ian Costello, Boston OEM	Sarah Plowman, Boston OEM
Jessica Jones, Boston OEM	

Welcome

- Lt. Robert Gillan, JPOC Chair, opened the meeting at 3:05pm and reviewed the agenda.

Contract Reviews

- BRIC Contracts – Colm Lydon briefed the JPOCs
 - Contracts fund intelligence analysts at the Boston Regional Intelligence Center and are renewable every year
 - There are three contracts expiring within the next 30 days. Vendors are Centra Technologies, Inc., The Computer Merchants and Trillium technical.
 - The three contracts total roughly \$1.6 million
 - **MOTION:** Approve renewal of this BRIC contract
 - *Motion: Sgt. Michael Kiely, Somerville PD*
 - *Second: Lt. Robert Gillan, Quincy PD*
 - *Motion passes by unanimous acclamation*
- PSNET – Gerald Reardon briefed the JPOCs
 - FTG Technologies submitted the lowest bid; however they do not provide the most cost efficient service as they would ultimately end up sub-contracting to complete part of the work as well as purchasing a substantial amount of equipment. Would pay more upfront to support equipment cost

- Lan-Tel Communications (which would include Interisle and SkyWave as sub-contractors), bid higher at \$1,058,200. While cost is higher initially, it would ultimately end up being similar to the final costs that FTG would require.
- FTG team is not as strong as Lan-Tel team would be in terms of level of subject matter expertise and historical knowledge of the project.
- **MOTION:** Approve higher bid to Lan-Tel Communications for PSNET contract
 - *Motion: Sgt. Michael Kiely, Somerville PD*
 - *Second: Chief James Guido, Revere PD*
 - ***Motion passes by unanimous acclamation***
- Critical Infrastructure Monitoring System (CIMS) – Jessica Jones briefed the JPOCs
 - The primary goal of CIMS is to provide video monitoring of key pieces of critical physical infrastructure throughout the MBHSR.
 - This work is currently provided by Lan-Tel Communications, and their contract expires May 31, 2018
 - A new contract with Lan-Tel was solicited through State Contract FAC64 and totals \$600,000 for one year with two options to renew
 - **MOTION:** Approve new CIMS contract
 - *Motion: Sgt. Michael Kiely, Somerville PD*
 - *Second: Chief James Guido, Revere PD*
 - ***Motion passes by unanimous acclamation***
- Rene Fielding, Director OEM, stated that per Open Meeting Law contracts cannot be approved via email and that contract information will be sent out prior to JPOC meetings for review. Voting must take place at JPOC meetings. Any questions or concerns about the contract must be discussed at JPOC meeting.

CBRNE Vehicle Procurements

- The FY17 UASI grant included procurement of three HazMat Interdiction Vehicles for Boston Police HazMat with a budget of \$150,000
- Bids for the vehicles were higher than anticipated and totaled \$165,795 (\$55,265 per vehicle)
- Sgt. Michael Kiely suggested to group to reallocate funding to support this - \$20,000
- Funds will come from the FY17 training line to support cost difference. **MOTION:** To reallocate \$20,000 from FY17 Training to support increased funding for the HazMat Interdiction Vehicles
 - *Motion: Sgt. Michael Kiely, Somerville PD*
 - *Second: Gerald Reardon, Cambridge Fire*
 - ***Motion passes by unanimous acclamation***
- Everett Interdiction Vehicle –A FY18 abstract for a vehicle was mistakenly submitted under the incorrect Goal Area and was not reviewed by the subcommittee. In addition, the abstract did not accurately describe the requested vehicle.
- The Everett HazMat Interdiction team works closely with Boston, and is looking to purchase an Interdiction Vehicle with same specifications as Boston utilizing FY17 funds. Total cost is \$55,265
- Discussion:
 - Potential to reallocate funds from FY17 Training and Exercise and replenish at a later date.

- **MOTION:** Reallocate \$55,265 from FY17 T&E funding to support the purchase of a HazMat Interdiction Vehicle for Everett
 - *Motion: Lt. Robert Gillan, Quincy PD*
 - *Second: Sgt. Michael Kiely, Somerville PD*
 - *Motion passes by unanimous acclamation*

Maritime Procurement

- The FY18 abstract for maritime equipment includes funding for Chelsea
- Chelsea would like to advance \$50,000 of this funding to support procurement of a boat. This would allow Chelsea to receive a boat and train with the other MBHSR jurisdictions who are receiving boats utilizing FY16 and FY17 funding.
- Must receive FEMA approval prior to procurement
- **MOTION:** Reallocate \$50,000 from FY17 T&E Funding to support Chelsea Maritime Boat
 - *Motion: Lt. Robert Gillan, Quincy PD*
 - *Second: Gerald Reardon, Cambridge Fire*
 - *Motion passes by unanimous acclamation*

Training and Exercise Update

- Update discussion tabled by Sgt. Kiely
- **MOTION:** Increase the FY18 T&E abstract by \$105,000 to restore FY17 T&E funds used to support the Chelsea Maritime request and the Everett Interdiction Vehicle
 - *Motion: Sgt. Michael Kiely, Somerville PD*
 - *Second: Gerald Reardon, Cambridge Fire*
 - *Motion passes by unanimous acclamation*
- It was noted that this motion will not affect current T&E proposals

Old/New Business

- After reviewing the requirements of Massachusetts Open Meeting Law, Lt. Gillan withdrew request for audio and visual recording at JPOC meetings.
- Rene Fielding announced the FFY18 Notice of Funding Opportunity (NOFO) has been released
 - MBHSR will receive \$14,000,000 after Massachusetts State Share
 - There will be no cost-match requirement for the jurisdictions within the MBHSR
 - Focus on Cyber component – exact requirements TBD
 - Scott Wilder, Brookline Police Dept discussed a system called Smart hive that could be considered for a cyber security project.
- JPOC Meeting initially scheduled for June 6th at Partners Healthcare changed to June 11th – 10AM at Quincy Maritime Center

Adjourn

- **MOTION:** To adjourn:
 - *Motion: Sgt. Michael Kiely, Somerville Police*
 - *Second: Lt. Robert Gillan, Quincy PD*

Meeting adjourned at 3:46 pm



MAYOR'S OFFICE OF
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MARTIN J. WALSH
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**Critical Infrastructure
Subcommittee Meeting
October 16, 2018
1:00 pm
Revere Police Department**



Attendees:

Name, Discipline	Present	Name, Discipline	Present
Greg McCarthy, Boston DoIT		Wayne Carter, Winthrop PD	Yes
Linda Calnan, Boston DoIT	Yes	John Goodwin, Winthrop PD	Yes
Dan Rothman, Boston DoIT		Terence Delehanty, Winthrop PD	
Kevin McGoldrick, Boston PD		Michael Ruggiere, Boston FD	Yes
Shawn Romanoski, Boston PD	Yes	Edward McCarthy, Boston FD	Yes
Matthew Kervin, Boston PD		Ryan McGovern, Boston FD	Yes
Timothy Connolly, Boston PD		Ed Meade, Boston PD/BRIC	Yes
Scott Wilder, Brookline PD	Yes	Richard Lavey, Somerville PD	Yes
Paul Sheehan, Cambridge PD		Sarah Plowman, Boston OEM	Yes
Gerald Reardon, Metrofire		Brenda Jones, Boston OEM	Yes
Steve Ahern, Cambridge PD		Jay Mazzola, MNRECC	Yes
Thomas Ahern, Cambridge PD	Yes	Robert Griffin, Chelsea PD	Yes
Keith Houghton, Chelsea PD		Martin Mulkerrin, Boston OEM	Yes
Pam Monziona, Chelsea PD	Yes		
Jeffrey Gilmore, Everett PD	Yes		
Tony Carli, Everett FD			
Robert Gillan, Quincy FD			
James Guido, Revere PD	Yes		
Steven Ford, Revere PD			
Michael Kiely, Somerville PD	Yes		

Welcome

- Sg.t Jeff Gilmore, Everett PD, opened the meeting at 1:05pm.
- Sgt. Gilmore reviewed the agenda and facilitated group introductions.
- Scott Wilder, Brookline PD, made a motion to approve the 3/20/18 meeting minutes.
 - *Motion to approve: Scott Wilder, Brookline PD*
 - *Second: Lt. Thomas Ahern, Cambridge PD*
 - *Meeting minutes from 3/20/18 approved by general consensus.*



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Revere Police Department**



UASI FFY16 Project & Budget Updates

- U16 – 2.1 Cyber Security & Target Hardening
 - Sarah Plowman, Boston OEM, reported that there is no more funding available for new requests. Everything has been allocated.
 - Everett City Hall camera project has been completed.
- U16 – 2.2 CIMS Maintenance & Enhancements
 - Sarah reported that the CIMS budget is currently running a deficit. The group discussed forming a CIMS working group again to keep better eyes on maintenance invoices and additional camera requests but ultimately decided against it. Instead, any new project requests must come before the full subcommittee at the regular meetings.
 - **ACTION ITEM:** Sarah to create an email distribution list of on person per jurisdiction to review CIMS monthly invoices.
 - Scott Wilder gave an update regarding FATPOT. Current project: moving onto new servers and working to tie CAD into PTZ cameras. FATPOT offers geofencing, just FYI. Any questions regarding FATPOT can be directed to Scott.
- U16 – 2.3 Maritime Equipment
 - Chief James Guido, Revere PD, reported that the City of Revere just awarded a purchase order for their boat. Delivery is expected in March.

UASI FFY17 & Project & Budget Updates

- U17 – 2.1 Cyber Security
 - Sarah Plowman reminded the group that Shannon LeColst is on board as the Cyber Security Liaison funding out of this project. Shannon has been going to all of the cities and towns to work with public safety and city IT staff.
- U17 – 2.2 CIMS/Gunshot Detection
 - Regarding CIMS: Chief Guido requested funding to install 6 cameras. The subcommittee discussed options. Sgt. Mike Kiely, Somerville PD, made a motion to allow Revere to spend up to \$50,000 from the current FFY17 CIMS contract/PO now; the FFY18 CIMS funding previously allocated for Revere would then be reduced by that same amount.
 - *Motion to approve: Sgt. Kiely, Somerville PD.*
 - *Second: Scott Wilder, Brookline PD*
 - *Boston: YES*
 - *Brookline: YES*
 - *Cambridge: YES*
 - *Chelsea: YES*
 - *Everett: YES*
 - *Quincy: absent*
 - *Revere: YES*
 - *Somerville: YES*



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Revere Police Department**



- *Winthrop: YES*
- *Motion passes.*
- Regarding Gunshot Detection: The group discussed Shot Spotter. It was noted that it is time for another quarterly review. The previous review was done via conference call; the first was in person. Stakeholders should reach out to OEM with any questions and concerns regarding the Shot Spotter contract. Shawn Romanoski, Boston PD, noted that BPD is exploring another gunshot detection option; stakeholders interested in sitting in should contact Shawn. Finally, it was recommended that if detection responses are providing bad locations, one potential solution might be removing parcel data.
- **ACTION ITEM:** Sarah to schedule the next quarterly review with Shot Spotter and alert stakeholders to date/time.
- U17 – 2.3 Maritime Equipment
 - In the past the Maritime Working Group had a meeting or two. Lt. Gillan, Quincy PD, facilitated those meetings. The group acknowledged it would be good to restart them.
 - Revere needs an updated award letter – OEM to provide. Chelsea will need an award letter once the FFY18 funding becomes available (likely in January 2019).
 - Once the initial Maritime procurement is fully underway, the group will look to training opportunities.

Training & Exercise Opportunities

- Sarah reminded the group that the T&E Subcommittee is meeting later this week.
- Sgt. Jeff Gilmore, Everett PD, and Greg McCarthy, Boston DoIT, are the two representatives from the Critical Infrastructure Subcommittee on T&E.

Old/New Business

- Linda Calnan, Boston DoIT, reported on the recent Safe Cities Symposium held in Hartford, CT. The symposium told stories about public-private safety camera sharing, analytics and BriefCam and how Hartford PD uses it, and the Detroit Green Light Project. Shawn noted that BPD does something similar to the Green Light Project.

Next Meeting: tentatively: Wednesday, November 28.

Motion to adjourn: Sgt. Kiely

Second: Scott Wilder

Meeting adjourned at 2:09pm.



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**Communication Interoperability
Subcommittee Meeting
September 12, 2018
1:00 pm
Massport Fire Rescue Headquarters**



Attendees:

Name, Discipline	Present	Name, Discipline	Present
Joe Brooks, Boston FD	Yes	Brent Campbell, Quincy FD	
Joseph O'Hare, Boston EMS	Yes	David Carifio, Revere FD	
Elliot Derdak, Boston EMS		James Guido, Revere PD	
Ann Roper Quinn, Boston DoIT		Steven Ford, Revere PD	Yes
Paula Lawrence, Boston DoIT	Yes	Dan Cotter, Somerville PD	
Dan Rothman, Boston DoIT	Yes	Christopher Ward, Somerville PD	
Linda Calnan, Boston DoIT	Yes	Michael Kiely, Somerville PD	
Bob DeStefano, Boston DoIT	Yes	Francis Otting, Somerville FD	
Shawn Romanoski, Boston PD	Yes	Tim Donovan, Somerville FD	Yes
John Surette, Boston PD	Yes	Paul Flanagan, Winthrop FD	
Scott Wilder, Brookline PD	Yes	Richard Swartz, Winthrop FD	Yes
Stan Reichgott, Brookline FD		Wayne Carter, Winthrop PD	
David Mahoney, Cambridge FD		Brenda Jones, OEM	
Jack Alpert, Cambridge PD		Sarah Plowman, OEM	Yes
Gerald Reardon, MetroFire	Yes	Steve Staffier, Massport	Yes
Keith Vetreno, Chelsea 911	Yes	Sonya Schey, EOPSS	
Robert Griffin, Chelsea PD	Yes	Melissa Nazzaro, SWIC/EOPSS	Yes
Ramon Garcia, Chelsea IT		Thomas Moran, MBHSR/Macro	Yes
Ed Hernandez, Sr., Chelsea PD	Yes	Steve Keeley, Boston FD	Yes
Jeffrey Gilmore, Everett PD	Yes	Jay Mazzola, Revere/Winthrop MNRecc	Yes
Joe Pepjonovich, Quincy PD	Yes		
Brian Glavin, Quincy IT	Yes		
Joseph Jackson, Quincy FD			
Bob Gillan, Quincy PD			
Mike Worley, Quincy FD	Yes		

Welcome

- Ret. Chief, Gerald Reardon, City of Cambridge, opened the meeting at 1:06pm and reviewed the agenda.
- Scott Wilder, Brookline PD, made a motion to approve the 5/9/18 meeting minutes.
 - *Motion to approve: Scott Wilder, Brookline PD*
 - *Second: Mike Worley, Quincy FD*
 - *Meeting minutes from 5/9/18 approved by general consensus.*



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**Communication Interoperability
Subcommittee Meeting
September 12, 2018
1:00 pm
Massport Fire Rescue Headquarters**



UASI FFY16 Project & Budget Updates

- Sarah Plowman, Boston OEM, reported that the FFY16 grant deadline has been extended to June 30, 2019.
- U16 – 4.1 Interop Technical Support
 - New contracts for PSnet and the Technical Consulting Project are underway.
 - Sarah Plowman reported that there is a PSnet site in Everett that needs unexpected work done and the budget does not support it. The CIS discussed and approved allocating \$45,000 toward that Everett PSnet project from the unallocated Technical Consulting Project funds.
- U16 – 4.3 Network Connectivity
 - Linda Calnan, and Bob DeStefano, both of Boston DoIT, reported on the status of this project. For more detail on this update please refer to the “CIS meeting slides 9.12.18” document.
- U16 – 4.4 Radio Equipment Relocation
 - New budget for this project is \$500,000, earmarked for the Cambridge Courthouse. OEM submitted and received approval on the EHP, and sent an award letter to Cambridge. Ret. Chief Reardon reported that the project is set to go before Cambridge City Council on September 24. He is also working on the detailed scope of work. Finally, it was clarified that this project deals with microwave equipment relocation.
- U16 – 4.5 Radio Console Upgrade
 - Due to bulk pricing, we are able to procure 13 consoles from Motorola, as opposed to 11 as was originally thought. The 13 consoles will be allocated as follows:
 - 4 for Everett PD
 - 5 for Chelsea 911 Dispatch/EOC
 - 2 for Boston Public Schools
 - 2 for Boston Public Health Commission
 - Total cost for 13 consoles will be \$516,778.80. There is \$255,000 available in FFY16 for this project, and an additional \$330,000 available in FFY17.
 - Next steps: OEM to draft and send letters to town Mayors/CEO’s to review and get public safety head signatures agreeing to project terms and individual jurisdiction responsibilities for ongoing maintenance to maintain equipment as long as they are connected to the State Core.
 - Melissa Nazzaro, SWIC/EOPSS, reported that there is a State Core operating system update scheduled for the end of January. It will affect software for 7100 and 7500 consoles for all who use them.
- U16 – 4.6 Radio Communication Over IP Networks
 - John Surette, Boston PD, reported that most of the equipment has shipped, but the last portion is on back order. He also indicated that Chelsea would likely be the first jurisdiction to receive the equipment.



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**Communication Interoperability
Subcommittee Meeting
September 12, 2018
1:00 pm
Massport Fire Rescue Headquarters**



UASI FFY1& Project & Budget Updates

- U17 – 4.1 Interop Technical Support
 - This is a continuation of U16 – 4.1. It also includes funding for an external PSnet Audit.
 - The two big contracts (PSnet & Technical Consulting) will hit next summer.
 - Sarah Plowman alerted the CIS to the My-EOP app renewal that is pending. OEM will move forward with the procurement. Any end-users are encouraged to submit any content updates to OEM or Tom Moran, MBHSR Technical Consultant, and the updates will get made to the app.
- U17 – 4.2 Radio Direction Finding
 - Shawn Romanoski, Boston PD, said that this project would likely not require an EHP.
 - OEM will follow up regarding next steps.
- U17 – 4.3 Network Interoperability Connectivity Phase II
 - This is a continuation of U16 – 4.3.
 - No further updates at this time.
- U17 – 4.4 Loop A Fiber Installation
 - This project was approved by the SIEC this summer.
 - It is in the exploratory phase currently with conversations between stakeholders in Cambridge and Boston. Depending upon future scope of work, an EHP may be required. Linda Calnan and Bob DeStefano are researching possible path options. The goal is to have two redundant paths to the Core.
- U17 – 4.5 Radio Console Upgrade
 - This project was approved by the SIEC this summer.
 - For further updates, see U16 – 4.5 notes above.

Training & Exercise Opportunities

- John Surette suggested an idea for a command post rally, possibly to be held at the Boston Convention and Exhibition Center. The goal would be to allow participants to check programming, network, etc.
- Ret. Chief Reardon again discussed the need for a radio programming review training. Tom Moran mentioned that several communities are asking him about a RSS subscription from Motorola. John Surette will get a quote for 1 subscription per community and provide it to OEM.
- Sarah reminded the CIS to send all training & exercise ideas and requests to Scott Wilder & Chief Reardon. They are the Training & Exercise Subcommittee representations from the CIS.



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**Communication Interoperability
Subcommittee Meeting
September 12, 2018
1:00 pm
Massport Fire Rescue Headquarters**



Old/New Business

- Ret. Chief Reardon shared that there is a form letter regarding the T-Band situation. He is the main point of contact for the MBHSR. He will get the letter circulating.
- Sarah Plowman reminded the CIS to please sign in before leaving today.
- The CIS discussed a next meeting date. Tentatively set for Oct. 16 in the morning in Charlestown.

*Next Meeting: tentatively: Wednesday, October 16, Charlestown A-15 BPD, 10:30am.
Meeting adjourned at 1:52pm*



**Critical Infrastructure
Subcommittee Meeting
February 20, 2018
Boston Police Department
10:00 AM**



Attendees:

Michele Bilodeau, Boston OEM		Shawn Romanoski, Boston PD
Jessica Jones, Boston OEM		Sgt. Michael Kiely, Somerville PD
Greg McCarthy, DoIT		Paul Sheehan, Cambridge PD
Linda Calnan, DoIT		Lt. Kevin McGoldrick, Boston PD
Ty Hollins, DoIT		Captain Steve Ford, Revere PD
Scott Wilder, Brookline PD		Dan Rothman, DoIT
Pam Monziona, Chelsea PD		

Welcome

- Jessica Jones, Regional Planner, opened the Critical Infrastructure Subcommittee Meeting at 10:05 am.
- Jessica welcomed the group and reviewed the agenda.

UASI Project Updates and Highlights

- Ty Hollins, MBHSR Cyber Security Liaison, provided an update to the subcommittee regarding the cyber security assessment and round table.
- FY15 2.1 Cyber Security & Target Hardening
 - Somerville City Hall:
 - Sergeant Michael Kiely, Somerville PD reported on this project. Construction is complete.
 - Revere Lighting Upgrade:
 - Captain Steve Ford, Revere PD reported on this project. Revere is waiting for an electrician to complete the work, which should be complete in approximately 2 weeks.
 - BPD Schroeder Plaza Phase 1:
 - Shawn Romanoski, Boston PD, stated Phase 1 is complete and is waiting to begin Phase 2.
 - BCYF Tobin Project:
 - Linda Calnan, DoIT, reported on this project. The cabling is complete and the entire project should be complete by the end of the week.
 - Brookline PD Front Glass Installation:
 - Scott Wilder, Brookline PD, reported on this project; vendor is obtaining building permits, once the permits are received, the project should be complete in 2 to 3 days.
 - Chelsea PD Target Hardening:
 - Pam Monziona, Chelsea PD, stated that the project will go out to bid on March 7, 2018.
- U15 2.2 CIMS
 - Jessica reported that this project has been complete for FY15.
- FY15 ShotSpotter

- Jessica reminded the subcommittee to send reimbursement paperwork for ShotSpotter services from August 31, 2017 – January 31, 2018.
- The subcommittee was also briefed regarding the status of the contract from February 1, 2018 – January 31, 2019. The contract paperwork is in the process of being signed and isn't complete as of yet. The contract language included quarterly payments to the company as opposed to one full upfront payment.
- The group was reminded to look at dates for the first quarterly meeting with ShotSpotter which should be held in April.
- Jessica advised the subcommittee that a FY18 abstract needs to be submitted for \$81,834 if they would like to renew the contract from 2/1/19 – 1/31/20.
- FY16 Cyber Security & Target Hardening
 - Boston City Hall Shooter Detection
 - Linda Calnan stated that the software has been implemented and installed and sensors were replaced. There will be demos conducted by 3rd party vendors that would allow alerts to take over the computer screens within City Hall.
 - Mobile Shooter Detection Systems
 - Shawn Romanoski stated that this project hasn't started yet.
- FY16 CIMS Maintenance & Enhancements
 - Jessica stated that the FATPOT contract is being reviewed by the Auditing department.
- FY16 Maritime Equipment
 - Jessica reminded the group that prior to procuring equipment, a list of the equipment as well as AEL numbers must be sent to Boston OEM in order to ensure that the equipment has been approved by EOPSS.

FY17 Funding

- Jessica reminded the group that FY17 funding is now available.

FY18 Abstracts

- Jessica stated that abstracts submissions are due on February 28, 2018 at 9:00am. The Critical Infrastructure Prioritization Meeting will be held on March 20, 2018 from 10 – 12 and JPOC Prioritization Meeting will take place on April 4, 2018.

Old/New Business

- Lt. Robert Gillan, Quincy PD, discussed abstract submissions for FY18 with the group.
 - An abstract for Critical Infrastructure Monitoring / Protection was submitted for \$1,000,000.
 - An abstract for Maritime Equipment for all jurisdictions aside from Brookline was submitted for \$1,000,000.
 - An abstract for side scanning was submitted for \$40,000.
- Scott Wilder, Brookline PD, reported that he is submitting an abstract for Phase 2 BriefCam as well as Drone Detection Units.
- Jessica asked for a motion to approve 11/29/2017 Meeting Minutes.
 - **MOTION:** Approve past Critical Infrastructure Subcommittee meeting minutes from November 29, 2017.
 - *Motion to Approve: Captain Steve Ford, Revere PD*
 - *Second: Scott Wilder, Brookline PD*

Motion to adjourn made by Captain Steve Ford
Meeting Adjourned at 10:35 am



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**Communication Interoperability
Subcommittee Meeting
May 9, 2018
1:00 pm
Quincy Public Works Department**



Attendees:

Joe O'Hare, Boston FD	Deputy Chief Joseph Jackson, Quincy FD
Linda Calnan, DoIT	Michael Worley, Quincy FD
Paula Lawrence, DoIT	Deputy Chief Christopher Major, Somerville FD
Shawn Romanoski, Boston PD	Sarah Plowman, Boston OEM
John Surette, Boston PD	Michele Bilodeau, Boston OEM
Scott Wilder, Brookline PD	Melissa Nazzaro, SWIC EOPSS
Gerald Reardon, City of Cambridge	Thomas Moran, MBHSR Consultant, Macro
Lt. Robert Griffin, Chelsea PD	Ronald White, Boston PD
Lt. Joe Conlon, Chelsea FD	
Sgt. Jeffrey Gilmore, Everett PD	
Chuck Phelan, Quincy IT	

Welcome

- Ret. Chief, Gerald Reardon, City of Cambridge, opened the meeting at 1:13pm and reviewed the agenda.
- Deputy Chief Christopher Major, Somerville FD, made a motion to approve the 3/27/18 meeting minutes.
 - *Motion to approve: Dpt. Chief Major, Somerville FD*
 - *Second: Scott Wilder, Brookline PD*
 - *Meeting minutes from 3/27/18 approved by general consensus.*

UASI FFY15 Project & Budget Updates

- Chief Reardon and Sarah Plowman, Boston OEM, reviewed updates of the various FFY15 UASI CIS Projects.
- U15 – 4.1 Interop Technical Support
 - Tom Moran, MBHSR Consultant, Macro, presented on a working template for APX7000 code plugs. The template includes the UASI Basic code plug as well as Metro Fire. These radios are typically used by command staff and key personnel. See spreadsheet entitled “APX7000-UASI- BASIC draft Ver5.0-05-07-18” for more detail.
 - Tom also reported that he is continuing to collect code plug information from agencies across the region. All public safety agencies are requested to please send outstanding



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**Communication Interoperability
Subcommittee Meeting
May 9, 2018
1:00 pm
Quincy Public Works Department**



information to Tom as soon as possible. Additionally, any local changes to code plugs should be communicated to Tom.

- The CIS discussed how to allocate approximately \$34,000 in cost savings from the technical consulting project. It was determined that the funds should be given to PSnet for spares.
 - *Motion: Allocate cost savings from the U15 – 4.1 Technical Consulting Project of approximately \$34,000 to the U15 – 4.1 PSnet Project to be used to purchase equipment spares such as UPS units or batteries, switches, routers, and similar necessary spares as determined by the PSnet Executive Committee.*
 - *Motion to approve: Deputy Chief Major, Somerville FD*
 - *Second: Chuck Phelan, Quincy IT*
 - *The motion is approved by general consensus.*
- U15 – 4.4 Microwave Backhaul
 - Equipment is being shipped. Preparatory work on site is underway. Weekly check-in conference calls take place with key stakeholders and vendors.
 - Project still on track to be completed by June 30, 2018.
- U15 – 4.7 Boston Harbor Repeater
 - John Surette, Boston PD, reported that the project is close to completion. They are working with the FCC to get the proper licensing. Equipment will be installed and tested after that point.
- It was noted that several projects have been closed out: 4.2, 4.3, 4.5, and 4.6.

UASI FFY16 Project & Budget Updates

- Chief Reardon and Sarah Plowman, Boston OEM, reviewed updates of the various FFY16 UASI CIS Projects.
- U16 – 4.1 Interop Technical Support
 - The PSnet RFP process continues. The RFP window closed on April 30. OEM received two responses. The PSnet RFP Evaluation Team reviewed both technical price-proposals, and then interviewed both candidates on May 7. The Evaluation Team reviewed the price proposals and made a recommendation to OEM regarding who to award the contract to. The JPOC has requested to review all new contracts priced higher than \$100,000; as such, this project is slated to go before the JPOC for review at their June 6 meeting.
- U16 – 4.3 Network Connectivity
 - Linda Calnan, DoIT, reported on the status of this project. OEM is starting to order several switches. The Brookline project is going out to bid this week with a site walk-thru this week as well. The East Boston and northeast cities and towns projects are all interconnected. The bid specifications are being finalized and other cross-connects and nodes work is being prepared ahead of time. Quincy will receive a new switch;



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**Communication Interoperability
Subcommittee Meeting
May 9, 2018
1:00 pm
Quincy Public Works Department**



Somerville will have a plan B in case the City fiber pull falls through; Everett's project requires a more formal bid process due to anticipated higher cost.

- U16 – 4.4 Radio Equipment Relocation
 - The Chelsea portion will be addressed with FFY18 funding. The Cambridge portion has no updates.
- It was noted that U16 – 4.2 has been closed out.

UASI FFY16 Project & Budget Updates

- Chief Reardon and Sarah Plowman, Boston OEM, reviewed updates of the various FFY17 UASI CIS Projects.
- U17 – 4.1 Interop Technical Support
 - This is a continuation of U16 – 4.1 & U15 – 4.1. It also includes funding for an external PSnet Audit.
 - The SIEC approved this project at their March 12 meeting.
 - No further updates.
- U17 – 4.2 Radio Direction Finding
 - The SIEC approved this project at their March 12 meeting.
 - Next step involves an EHP.
 - No further updates.
- U17 – 4.3 Network Interoperability Connectivity Phase II
 - This is a continuation of U16 – 4.3.
 - The SIEC approved this project at their March 12 meeting.
 - No further updates.
- U17 – 4.4 Loop A Fiber Installation
 - This project needs to go before the SIEC for approval.
 - Project involves connection to radio consoles. The goal is to connect to Schroeder Plaza on fiber and then Loop A and then the microwave network. The project would strive to remove network jitter and latency, and would ideally be completed before the Cambridge Courthouse links are taken down.
- U17 – 4.5 Radio Console Upgrade
 - This project needs to go before the SIEC for approval.
 - Original project abstract was submitted at \$700,000. The JPOC prioritization reduced it to \$330,000. Boston originally requested four consoles (locations originally unidentified and later specified to be two consoles for BPHC and two for BPS PD, both of which utilize the BPD radio system), Chelsea originally requested five units for dispatch but only has four existing locations, and Everett originally requested four units but already has one currently unused.
 - The cost per unit is expected to be approximately \$50,000 per MCC7500 console. Discussion took place regarding which consoles to fund in which locations. It was noted



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that the types of consoles in each location must all match to enable them to communicate. It was also noted that there is funding available in the U16 – 4.4 project since the Chelsea Soldier's Home portion of that project will now be funded out of FFY18 grant money.

- *Motion: Combine the \$330,000 from this U17 – 4.5 plus \$255,000 from U16 – 4.4 for a new project total of \$585,000. With that funding, purchase 11 MCC7500 consoles: two for Boston Public Schools PD, two for Boston Public Health Commission PD, 4 for Chelsea Dispatch, and 3 for Everett Dispatch. Boston and Everett will each pay for their own installation costs. Chelsea installation costs are TBD.*
- *Motion to approve: Deputy Chief Major, Somerville FD*
- *Second: Chuck Phelan, Quincy IT*
- *The motion is approved by general consensus.*

Training & Exercise Opportunities

- Chief Reardon reminded the CIS: Regarding radio programming training, the ideal scenario would include having completed the regional code plug updates to ensure that they are valid and good first.
- It was noted that Motorola is a good provider of such trainings, but other providers may be out there and may be willing to provide a local training in the area. Tom Moran will look into this. He also reminded the CIS that he's available for questions and support ahead of time.
- One additional training and exercise idea proposed during the meeting was that of an active shooter communication drill.
- Sarah reminded the CIS to send all training & exercise ideas and requests to Scott Wilder & Chief Reardon. They are the Training & Exercise Subcommittee representations from the CIS.

Old/New Business

- 2018 Marathon: Chief Reardon & John Surette, BPD, reported.
 - There was a problem with one of the 7100 consoles that resulted in several other issues with patches in a handful of other consoles, which then caused another group to temporarily go offline. The problem was successfully fixed but there was a lack of interagency communication so not everyone knew what was going on. Key stakeholders are still working to understand why the problems happened.
 - Note: Going forward at any event, any deployable communications equipment should be tested a few days beforehand.
 - A few other updates: Scott Wilder reported no problems in Brookline. John Surette reported water intrusion into the radios after a day of heavy rain. Shawn Romanoski, BPD, reported an eventual goal to get the cameras off of wireless connections and onto fiber connections.



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- FirstNet: Melizza Nazzaro, SWIC, reported.
 - The statewide contract is still being negotiated.
 - AT&T is starting work on local cell sites.
- Regional Radio Specifications: Chief Reardon reported.
 - It was suggested to have a common set of radio specifications for the region. This way if agencies individually purchase radios with their own funding each agency can get the best value for their purchase and receive the necessary compliance and interoperability capacities.
 - It was noted that the Statewide Interoperability Executive Committee (SIEC) is actively working on this and plans to incorporate it into the ICIP forms.
- SWIC Update: Melizza Nazzaro reported.
 - The SWIC (Statewide Interoperability Coordinator), Melizza Nazzaro, went to the JPOC meeting last month and was recommended to consult the CIS regarding ICS COMU (communications unit) policy development.
 - Involvement would include a conference call in June and 1-2 in-person meetings. Other agencies involved include EOPSS, MEMA, State Police, 911, Police and Fire special Operations, etc., and two representatives from each of the 5 homeland security regions. Goal from UASI is to provide two of those representatives: one technical representative and one more familiar with management and policy.
 - The CIS discussed the request and the two names that were ultimately suggested were Chief Reardon and John Surette.

*Next Meeting: tentatively: Wednesday, July 19, location TBD, 10am.
Meeting adjourned at 3:00pm*



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**Communication Interoperability
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March 27, 2018
10:00 am
Boston Police Department**



Attendees:

Joe Brooks, Boston FD	Michael Kiely, Somerville PD
Ann Roper Quinn, DoIT	Christopher Ward, Somerville PD
Paula Lawrence, DoIT	Michele Bilodeau, Boston OEM
Shawn Romanoski, Boston PD	Sarah Plowman, Boston OEM
Scott Wilder, Brookline PD	Melissa Nazzaro, SWIC EOPSS
Gerald Reardon, City of Cambridge	Thomas Moran, MBHSR Consultant, Macro
Allan Alpert, Chelsea 911/EM	Tim Donovan, Somerville FD
Ed Hernandez Sr., Chelsea PD	
Joe Pepjonovich, Quincy PD	
Chuck Phelan, Quincy IT	
David Carifio, Revere FD	

Welcome

- Sarah Plowman, Boston OEM, opened the meeting at 10:11am and reviewed the agenda.
- Sarah facilitated group introductions, after which Tom Moran, MBHSR Consultant, Macro, gave a more detailed introduction. Tom is the new consultant hired to produce several technical consulting deliverables for the CIS.
- Gerald Reardon, City of Cambridge, reminded the CIS that the key focus deliverable of this project is updating code plugs, particularly in the shared zones, and that Tom is not a substitute for an individual jurisdiction's radio shop. Reardon also advised the group to give a heads up months out to any potential radio changes such as DPL code.
- Sgt. Michael Kiely, Somerville PD, made a motion to approve the 2/21/18 meeting minutes.
 - *Motion to approve: Sgt. Kiely, Somerville PD*
 - *Second: Scott Wilder, Brookline PD*
 - *Meeting minutes from 2/21/18 approved by general consensus.*

UASI FFY18 Abstract Prioritization

- Sarah facilitated the CIS prioritization discussion of the various CIS FFY18 abstract submissions.
- After an introductory overview of each abstract, the CIS broke into group discussion in order to rank the projects in order of priority.
 - In the process, several projects were withdrawn.
 - The projects "Cambridge: Special Response Team Communications Upgrades," "HazMat – CBRNE Portable Radios," and "Portable Radios" were withdrawn due to a previous JPOC decision not to fund any more subscriber unit projects.



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- The project “Equipment move for Whidden Hospital” was withdrawn because there exists current funding available in FFY16 through PJ U16 – 4.1.
- The projects “Mobile Edge Network” and “Radio Communication over IP Networks” were withdrawn because they could be funded through U16 – 4.4 as part of the Chelsea Soldier’s Home funding reallocation. Note that if “Mobile Edge Network” is funding this way, the CIS acknowledged that it would be at a reduced rate as a pilot project.
- The project “ISSI 8000 Connection to FirstNet” was withdrawn because this initiative will likely be spearheaded by the State.
- Additionally, funding was adjusted for one of the projects as well.
 - The project “PSnet Maintenance” was increased from \$800,000 to \$1,125,000 to reflect anticipated future equipment needs.
- The remaining abstracts were prioritized as follows:
 - A: “PSnet Maintenance” (\$1,125,000)
 - 1: “Soldiers Home Communications Site Replacement” (\$500,000)
 - 2: “Regional Fire Department Command Post” (\$800,000) *Note: Motion to approve this project only with the condition that the vehicle be marked neutrally, preferably with the MBHSR logo. Motion made by Gerald Reardon, City of Cambridge. Seconded by Scott Wilder, Brookline PD. Motion passes by general consensus.*
- All approved CIS abstract submissions (three abstracts in total) yield a combined proposed cost of \$2,425,000.
- See spreadsheet entitled “Goal 4 CIS Working Copy” for a copy of all the projects ranked in order, including withdrawn projects, along with notes regarding funding. See also document entitled “CIS U18 Abstracts Narrative” for a narrative summary of each project. Note that this document was created for this meeting, prior to the above changes.

UASI FFY15 & Cost Savings

- Any FFY15 cost savings must be spent by June 30, 2018.
- Sarah reviewed the proposal from the PSnet Executive Committee for the use of \$18,431.09 from U15 – 4.1. Use of this funding would include items such as:
 - Everett roof coring project (approximately \$6,000) to facilitate PSnet equipment rehousing and preparation for the microwave backhaul work.
 - Soldier’s Home electrical work for equipment power source.
 - PSnet spare equipment (such as: UPS devices, UPS batteries, UPS management cards, power supplies, etc).
- Motion to accept the PSnet Executive Committee’s proposal to utilize the U15 – 4.1 cost savings of \$18,431.09.
 - Motion: Gerald Reardon, City of Cambridge.
 - Second: Joe Pepjonovich, Quincy PD



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- **Motion passes by general consensus.**

UASI FFY15, FFY16 & FFY17 Current Project Updates

- U15 – 4.1 Interop Technical Support
 - Progressing per usual; current contract expires June 30, 2018.
 - New RFP finalized and will launch to the public April 9, 2018, for a July 1, 2018 start.
- U15 – 4.4 Microwave Backhaul
 - Industrial will receive equipment in early/mid-April. Before then, Glenn Turner, Cambridge FD, will travel to Texas for the equipment staging.
 - Several key pieces of prep work still need to be addressed. Sgt. Jeff Gilmore, Everett PD is working with Industrial for the Everett prep work. Capt. Christopher Ward, Somerville PD, is the new point of contact for the Somerville prep work.
- U15 – 4.7 Boston Harbor Repeater
 - Equipment from Motorola has been delivered. To date no equipment has been installed.
 - Shawn Romanoski, BPD, reported that BPD is waiting on licensing information but should be able to move ahead with installation soon.
- U16 – 4.1 Interop Technical Support
 - This is a continuation of U15 – 4.1
- U16 – 4.3 Network Interoperability Connectivity
 - Linda Calnan, Boston DoIT, is working with other DoIT team members to finalize technical specifications for the various fiber projects.
 - The contracting process should begin within several weeks on the initial projects.
- U16 – 4.4 Radio Equipment Relocation
 - The Cambridge Courthouse project is still in the planning phase. Sarah is working with Glenn to gather photos of the sites for the Environmental & Historical Preservation (EHP) approval process.
 - The Chelsea Soldier's Home portion of this project will be moved to FFY18 as per the abstract prioritization discussion above.
- U17 – 4.1 Interop Technical Support
 - This is a continuation of U16 – 4.1 & U15 – 4.1.
 - The SIEC approved this project at their March 12 meeting.
- U17 – 4.2 Radio Direction Finding
 - The SIEC approved this project at their March 12 meeting.
- U17 – 4.3 Network Interoperability Connectivity Phase II
 - This is a continuation of U16 – 4.3.
 - The SIEC approved this project at their March 12 meeting.
- U17 – 4.4 Loop A Fiber Installation
 - Sarah asked for any updates on the planning stage of this project. There were none to report at this time.



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- U17 – 4.5 Radio Console Upgrade
 - Sarah asked for a confirmed list of locations to receive the new consoles.
 - Boston Public Health Commission (BPHC) would receive 2.
 - Boston Public Schools PD at Boston Latin Academy would receive 2 as well.
 - Still waiting on confirmation for Everett and/or Chelsea's request(s).

Training & Exercise Opportunities

- Sarah reminded the CIS that in order to submit Training & Exercise (T&E) requests, the T&E Subcommittee needs specifics – date, time, location, cost, etc. of each potential training, conference, or event.
- The T&E Subcommittee meets monthly on the last Wednesday of the month and accepts Training Review Requests (TRRs) up to the Friday before each meeting.
- Regarding radio programming training for the CIS, it was noted that the ideal scenario would include bringing Motorola to Boston. However, before such a training were to take place, it would be most helpful to have completed the regional code plug updates to ensure that they are valid and good first.

Old/New Business

- Sarah raised the subject of the PSnet SharePoint site. She reminded the CIS that if they do not have login credentials but would like them to please ask and she can get that set up. Additionally, she is taking suggestions from the CIS as regards site content.
- Joe Brooks, BFD, reported that the MBHSR Communications Support Trailer will be deployed at the finish line of the Marathon on April 16.

Next Meeting: Wednesday, May 9, Quincy EOC, 1pm.

Motion to adjourn: Ed Hernandez, Chelsea PD

Second: Sgt. Kiely, Somerville PD

Meeting adjourned at 11:36am



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**Critical Infrastructure
Subcommittee Meeting
November 28, 2018
10:00 am**

Deer Island Water Treatment Facility



Attendees:

Name, Discipline	Present	Name, Discipline	Present
Greg McCarthy, Boston DoIT		Richard Lavey, Somerville PD	Yes
Linda Calnan, Boston DoIT	Yes	John Goodwin, Winthrop PD	Yes
Dan Rothman, Boston DoIT	Yes	Wayne Carter, Winthrop PD	Yes
Kevin McGoldrick, Boston PD		Terence Delehanty, Winthrop PD	
Shawn Romanoski, Boston PD		Sarah Plowman, Boston OEM	Yes
Matthew Kervin, Boston PD		Brenda Jones, Boston OEM	Yes
Timothy Connolly, Boston PD	Yes	Robert Griffin, Chelsea PD	Yes
Scott Wilder, Brookline PD	Yes	Christopher Ward, Somerville PD	Yes
Paul Sheehan, Cambridge PD		Ryan McGovern, Boston FD	Yes
Gerald Reardon, Metrofire	Yes	Sonya Schey, EOPSS	Yes
Steve Ahern, Cambridge PD		Siavash Arash, EOPSS	Yes
Thomas Ahern, Cambridge PD			
Keith Houghton, Chelsea PD			
Pam Monziona, Chelsea PD	Yes		
Jeffrey Gilmore, Everett PD	Yes		
Tony Carli, Everett FD			
Robert Gillan, Quincy FD	Yes		
James Guido, Revere PD	Yes		
Steven Ford, Revere PD	Yes		
Michael Kiely, Somerville PD	Yes		

Welcome

- Sgt. Jeff Gilmore, Everett PD, opened the meeting at 10:08am.
- Sgt. Gilmore reviewed the agenda and facilitated group introductions. Deputy Chief John Goodwin, Winthrop PD, thanked the Massachusetts Water Resources Authority (MWRA) for allowing the group to use the space.
- Scott Wilder, Brookline PD, made a motion to approve the 10/16/18 meeting minutes.
 - *Motion to approve: Scott Wilder, Brookline PD*
 - *Second: Capt. Steven Ford, Revere PD*
 - *Meeting minutes from 10/16/18 approved by general consensus.*



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UASI FFY16 Target Hardening Projects

- Cambridge Projects
 - No update.
- Schroeder Plaza Cameras
 - No update.

UASI FFY17 Gunshot Detection

- Quarter 3 Review Meeting
 - Sgt. Gilmore reported that the vendor recently hosted a Q3 review meeting with key stakeholders. The meeting was not a success; several stakeholders were not overly impressed with the services in the past quarter.
 - Brenda Jones, OEM, noted that in a follow up conversation with the vendor, it was confirmed that more sensors can be added in the individual jurisdictions as needed at no additional cost. Stakeholders need to reach out to the vendor if they want more.
- Contract Expiration/Renewal
 - Sarah Plowman, OEM, reminded the group that the current contract expires January 31, 2019, and covers six communities. The remaining budget in FY17 is \$227,917 and the budget in FY18 is \$82,000. These funds can be used toward a contract renewal.
 - Sgt. Gilmore will reach out to representatives from each of the six communities to schedule a meeting in December to talk further about renewal. He stressed the need for stakeholders to have conversations with their Chiefs about the services.

UASI FFY16 & FFY17 Maritime Program

- FFY16 Spending
 - Sarah noted that this funding is all underway and planned out.
- FFY17 Spending
 - Sarah noted that this is also in motion.
 - Lt. Gillan, Quincy PD, updated that Quincy has spent its allocated amount.
 - Det. Wayne Carter, Winthrop PD, updated that Winthrop has procured a boat.
 - Sarah will follow up with Boston FD regarding their plans.
- FFY18 Allocation
 - Sarah noted that in FFY18 the Maritime program is allocated \$950,000.
 - Lt Gillan confirmed that the split should be an even one across the 9 participating agencies (Boston PD, Boston FD, Cambridge FD, Chelsea PD, Everett PD, Quincy PD, Revere PD, Somerville PD, and Winthrop Harbormaster).



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- Working Group
 - Lt. Gillan confirmed that he is the lead on this working group.
 - Sgt. Mike Kiely, Somerville PD, requests a meeting before the holidays so that the JPOC's can be involved. Lt. Gillan will send an email out to look for possible dates.

UASI FFY17 Cyber Security

- MBHSR Cyber Security Liaison
 - No updates.

UASI FFY17 CIMS Camera Network

- City/Town Points of Contact
 - Sarah confirmed the following stakeholders are the best points of contact for invoice reviews and other CIMS questions for their individual communities:
 - Boston: Shawn Romanoski, Boston PD
 - Brookline: Scott Wilder, Brookline PD
 - Cambridge: Dave Mahoney, Cambridge FD
 - Chelsea: Pam Monziona, Chelsea PD
 - Everett: Sgt. Jeff Gilmore, Everett PD
 - Quincy: Joe Pepjonovich, Quincy IT
 - Revere: Capt. Steven Ford, Revere PD
 - Somerville: Sgt. Mike Kiely, Somerville PD
 - Winthrop: Det. Wayne Carter, Winthrop PD
- Additional Camera Requests
 - Sarah reminded the group that any new requests are to come before the subcommittee at these monthly meetings, per the decision of the subcommittee at the October meeting.
 - Lt. Gillan requested \$60,000 for 10 new pole cameras in Quincy. The group discussed possible budget allocations to accommodate the request.
 - *Motion: allocate \$60,000 of the FFY18 CIMS budget to be directed to Quincy for the purchase and installation of 10 pole cameras.*
 - *Motion: Scott Wilder, Brookline PD*
 - *Second: Keith Vetreno, Chelsea Emergency Management*
 - *Motion passes by general consensus.*
 - General discussion regarding FFY18 CIKR funding, both broadly and in particular to CIMS cameras and target hardening projects. Sarah will send out an overview of all FFY18 CIKR allocations to the subcommittee this week.

Training & Exercise Opportunities

- Sarah reminded the group that the T&E Subcommittee is meeting tomorrow.



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- The group discussed future training needs, including BriefCam user training on new software features if it's not already included in current agreements.

Old/New Business

- LAN-TEL Response Vehicle
 - At the request of the JPOCs coming from their November meeting, CIKR is asked to discuss if there might be funding to support a mobile response vehicle.
 - Upon review it was confirmed that there is a CIKR project approved in FFY18 for \$70,500 for a contract for these services.
 - The CIKR subcommittee and/or the JPOCs will need to determine how to control spending and who gets access to the services. A governance policy for use will need to be created.
- Sign-in/Email List
 - Sarah reminded the group to sign-in before leaving. She also encouraged the group to make any necessary updates to the sign-in sheet or email distribution list concerning new or outdated member lists.

Next Meeting: Thursday, January 17, time TBD.

Motion to adjourn: Sgt. Gilmore

Second: Capt. Ford

Meeting adjourned at 11:11am.