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| **Attending:** |  |  | **Absent:** |
| **Aaron Smith** | **Executive Director** | **SSRECC** |  |
| **Johnathan Gordon** | **Deputy Director** | **SSRECC** |  |
| **Chris Senior** | **Town Manager** | **Cohasset** |  |
| **Tom Mayo (Chairman)** | **Town Administrator** | **Hingham** |  |
| **Jennifer Constable** | **Town Manager** | **Hull** |  |
| **Darleen Sullivan** | **Town Administrator** | **Norwell** |  |
| Michelle Monsegur | Asst Town Administrator | Hingham | X |
| **William Quigley** | **Police Chief** | **Cohasset** |  |
| Greg Lennon | Lieutenant | Cohasset | X |
| **John Dockray** | **Fire Chief** | **Cohasset** |  |
| John Hernan | Asst Chief | Cohasset | X |
| David Jones | Police Chief | Hingham | X |
| **Ryan O’Shea** | **Deputy Police Chief** | **Hingham** |  |
| **Steve Murphy** | **Fire Chief** | **Hingham** |  |
| **Louis LaChance** | **Deputy Fire Chief** | **Hingham** |  |
| John Dunn | Police Chief | Hull | X |
| Neil Reilly | Deputy Police Chief | Hull | X |
| Chris Russo | Fire Chief | Hull | X |
| **William Frazier** | **Deputy Fire Chief** | **Hull** |  |
| Edward Lee | Police Chief | Norwell | X |
| **John McDevitt** | **Deputy Police Chief** | **Norwell** |  |
| **Dave Kean** | **Fire Chief** | **Norwell** |  |
| **William Milne** | **Deputy Fire Chief** | **Norwell** |  |
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Called to Order: The meeting was called to order at 10:10 am by T/A Mayo.

Agenda:

* Approval of Meeting Minutes: Request for a motion made by T/A Mayo, made by T/A Sullivan 2nd by T/M Constable to approve May 14, 2024, meeting minutes. Voted 3-0-1. T/A Mayo abstained from the vote.
* **Operations**:
  + **SSRECC Operations**:
    - * Aaron reports that we are currently in summer mode and the staffing has been moved to 5-1 during the day shift weekends due to higher call volume during the summer months.
      * Aaron stated the CREW Marine app is no longer. The marine group is now using an app called Breakroom. This is a chat room where multiple agencies and jurisdictions can use the app for marine emergencies for asset availability and response.

Deputy Frazier asked if there was an event calendar that the 4 towns could share for situational awareness. There was some conversation from the group to explore the possibility of using a google calendar or Outlook calendar. T/A Sullivan stated she would take a look and do some testing.

* **Technology:**
* **911 Development Grant:** Aaron advised the group, still waiting on the Development Grant from State 911. SWIC approved the type of portable radio to be purchased if the grant is awarded. State 911 did reach out to Aaron and asked about the new servers that were purchased and what their use would be for in reference to the new Hexagon CAD System. Aaron advised them that the servers would continue to be used in a productive manor. Chief Murphy asked when the grant would be announced and what would the timeline be to make purchases. Aaron stated the money would be available July 1 and the purchase would be made in the spring and the build for SSRECC would begin.
* **Overlay Channel:** Aaron advised the group that the overlay channel project is complete. The combiner was added to the Rice Ave site, and we have worked out a policy for its use.
* **Cohasset Fire Infrastructure:** Aaron advised the group AllComm has been on site putting in the last part of the infrastructure. Next week AllComm will be at Hull Town Hall with a crane to mount the antennas
* **Hingham PD & FD Infrastructure:** Aaron did a site visit with Delvis from AllComm and found out there is no power set up at the tower location on Sharp St. The power will be installed by National Grid next week. The site at 100 Sharp St contains a 160-foot monopole where public safety has rights to the top 10 feet of the pole
* **Town of Cohasset FOC Award:** Cohasset received an FOC award SSRECC will be able to piggyback the fiber system for the new police/fire station and the Scituate Hill Site.
* **FOC request through Rep Meschino’s Office:** An FOC grant request was made through Rep Meschino’s office for 100-150k for fiber to the Turkey Hill Site up Leavitt St. Aaron stated the Turkey Hill Site needs to be robust because of it’s importance to the Hingham & Cohasset radio system. T/M Senior asked what kind of grant is Aaron going for. Aaron stated it is a technology support grant. The board is going to make some queries with Rep Meschino’s office.
* **Financial**
* **Assessment Evaluation Update**: There was an extensive conversation about how the assessments are done. There was also a conversation about running the calls for service numbers by calendar year vs. fiscal year. Aaron stated currently the IMA has fiscal year set for determining calls for service numbers. This can be changed by the board. T/M Senior talked about incident types & weights of some calls where dispatchers are receiving multiple calls for instance major fires involving multiple towns, or motor vehicle crashes vs. simpler calls like building checks. Chief Kean brought up the point that his town had 60 structure fires but in fact it was just 2 fires. Because the code structure fire is used as a call reason, the call could be many other reasons but is under the classification of a structure fire. The fire chiefs and the board had more conversations about call types vs. calls that need to be reported to the state of MA. T/M Senior asked how are we going to analyze the data. Should we use an intern? What would be the best pathway to evaluate the data? T/A Mayo asked if the new CAD system would give us better data. Aaron stated yes and asked that all the chiefs run their call numbers and see if they compare to the SSRECC numbers.

There was some conversation on call reasons and that from time-to-time call reasons change as the call evolves. The call reasons the SSRECC uses are more for run cards to determine what types and amounts of apparatus or cruisers may be needed for specific calls. Aaron also talked about calls for service that are in the system to help departments with grants. For instance, Drone callouts, K-9 callouts, and Medical Mental Health calls. There was some thought on weighing calls by the length of incidents. Chief Murphy mentioned that there may be a need for more calls reasons to break up the “Structure Fire” main call reason so the calls can be broken down more for state reporting. T/A Mayo emphasized the need to make sure the Hexagon software codes fits the needs of the SSRECC departments.

* + - * **FY23 Audit**: Aaron stated we should have the FY23 audit back by the end of this week. There have been some personal issues with the audit company to get the finished audit out to us earlier.
      * **Reserve & Capital Policy**: Aaron handed out to the group a copy of the General Stabilization Policy and Capital Stabilization Policy. Aaron asked if more money could be added to the capital stabilization. Aaron asked for guidance from the board on adding money to this fund.
      * **5-Year Capital Plan**: Aaron stated the 5-Year capital plan is still a working breathing plan. T/M Senior asked if a new clean updated copy could be given to the board.
      * **5-year Projection:** Aaron stated there could bemore expenses coming up. We have been advised by Hexagon that the yearly maintenance plan could be 200k but as more regional centers and departments take on Hexagon the maintenance plan will be decreased. Aaron stated all the items that are being asked for in the development grant (Hexagon, Intellicom, First Due, Equature Telephone & Radio Recorder) will all have maintenance plans that are higher than in past years. Aaron will continue to work on these costs for the board. Chief Murphy advised the group that the State Fire Marshalls Office is considering moving to First Due software. This could help minimize the maintenance cost for the FirstDue software.
* Personnel:
* Aaron stated 1 new employee is in training at this time and is doing very well. We are also in the process of hiring 2 more employees. Aaron thanked the towns for posting the employment opportunities on their websites. We do have 2 employees who will be retiring at the end of this summer.
* Facility:
  + - Aaron advised the group of an electrical failure that occurred with a blown fuse at the town hall. Since the inception of the SSRECC we were under the impression that the SSRECC was on a separate power system that the town hall complex. As it turns out, that is not the case. The wiring system is being updated to have the SSRECC moved to a separate power system. This will cost $ 3,200.00 T/A Mayo stated that the SSRECC has a separate generator from the town hall.
* New Business:
* Adjournment:
* The next meeting will be on July 9, 2024, at 10:00 am at Hingham Fire HQ.
* T/A Mayo requested a motion to adjourn the meeting and enter executive session for non-union personnel contract and will not be returning. Motion made by T/M Senior 2nd by T/M Constable. Vote: Unanimous at 11:29am