



Dukes County Sheriff's Office

MVPSCS

(Martha's Vineyard Public Safety Communications System)



JOINT MEETING OF MVPSCS COMMUNICATIONS FINANCIAL ADVISORY BOARD AND MVPSCS PUBLIC SAFETY COMMUNICATIONS ADVISORY BOARD

Regular Meeting Agenda

December 7, 2020
12:00 PM EST
Zoom Meeting ID: **280 751 4528** / Conference Room
Dukes County Sheriff's Office Administrative Offices
9 Flight Path, Vineyard Haven, MA 02568

1. Public Comment
2. Approval of Minutes:
 - Financial Advisory Board – October 9, 2020
 - Financial Advisory Board – November 18, 2020
 - Communications Advisory Board – October 28, 2020
3. New Business
 - Review of FY22 Budget for Maintenance Assessments
4. Old Business
 - Update on Phase II Buildout and Configuration Status
5. Next Meeting

Posted: December 3, 2020
Dukes County Sheriff's Office



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MVPSCS COMMUNICATIONS FINANCIAL ADVISORY BOARD

Meeting Minutes **DRAFT**

The regular meeting was called to order by Mr. Graczykowski at 1210 Hours on October 9, 2020 at the Dukes County Sheriff's Office Administrative Offices, Conference Room, 9 Flight Path, Vineyard Haven, MA 02568 and simultaneously via Zoom, Meeting ID 932 9254 1693.

In Attendance

Timothy Carroll, Town Administrator, Town of Chilmark
Anthony Gould, Director of Technical Operations, Dukes County Sheriff's Office
Peter Graczykowski, Assistant Superintendent, Dukes County Sheriff's Office
James Hagerty, Town Administrator, Town of Edgartown
Jeffrey Madison, Town Administrator, Town of Aquinnah
Jennifer Rand, Town Administrator, Town of West Tisbury
Jonathan Snyder, Finance Director, Town of Tisbury
Robert Whritenour, Town Administrator, Town of Oak Bluffs

Absent

John Grande, Town Administrator, Town of Tisbury

Public Comment

There were no members of the public in attendance.

Approval of Minutes

The Board reviewed the draft minutes of its December 17, 2019 meeting. Ms. Rand made a motion to approve as drafted, Mr. Whritenour seconded, and the motion passed unanimously.

New Business

- The Board reviewed Maintenance Order # 1 for FY 2021, as recommended by the MVPSCS Public Safety Communications Advisory Board at its September 29, 2020 meeting, as follows:
 - A proposal from Authorized Services of New England (ASNE) for the three Generac Industrial Generators and Automatic Transfer Switches at the RECC, DCR Fire Tower and Oak Bluffs Highway Dept. site was reviewed. Mr. Madison inquired about the use of diesel vs. propane fuel for the backup generator at DCR Fire Tower location. Mr. Gould explained that the installation footprint and fuel delivery access dictated the choice of fuel for this location. Mr. Madison made a motion, Ms. Rand seconded, and the Board voted unanimously to recommend to their respective Towns the authorization of payment for Order # 1 – FY 2021 – Generator Preventative Maintenance Service Plan at **\$7,835.00**, as a recurring annual cost.
 - A proposal from Willett Electric, Inc. to complete the utility bypass connection at Oak Bluffs Highway Dept. site was reviewed. Mr. Whritenour made a motion, Mr. Hagerty seconded, and the Board voted unanimously to recommend to their respective Towns the authorization of payment for Order # 1 – FY 2021 – Oak Bluffs Highway Utility Connection at **\$4,969.00**, as a one-time cost.



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- A proposal from Comcast Enterprise Services, under Statewide Contract for Network Services ITT46 for Ethernet Network Service (ENS/EDI) was reviewed. Ms. Rand asked for clarification on the cost breakdown between the backhaul service allocated specifically to this location and the remaining cost to complete the interconnection of the backhaul to Oak Bluffs Highway Dept. and RECC sites. Mr. Gould explained that \$20,629.08 is allocated to the Chappaquiddick WISP Tower and \$12,938.04 is allocated to the remaining sites' interconnection, for the total of \$33,567.12. Mr. Hagerty asked for clarification of whether the WISP site is the same as the AT&T Tower on Chappaquiddick, since the AT&T installation is subject to active litigation. Mr. Gould responded that these are separate installations. Ms. Rand made a motion, Mr. Snyder seconded, and the Board voted unanimously to recommend to recommend to their respective Towns the authorization of payment for Order # 1 – FY 2021 – Ethernet Network Service (ENS/EDI) at **\$33,567.12**, as a recurring annual cost.
- Mr. Whritenour inquired about the progress of DEP permitting required for the Oak Bluffs Highway Dept. Tower site due to solar array location. Mr. Gould responded that the Sheriff's Office is coordinating through its Motorola subcontractor the issue of the appropriate DEP permit.
- Mr. Whritenour also conveyed to the Board that Verizon expressed interest in obtaining a position on the Oak Bluffs Highway Dept. Tower, which is owned by the Sheriff's Office. If a position is secured, Mr. Whritenour suggested that the revenue from such lease might offset some of the maintenance assessments to the Towns. Mr. Graczykowski offered that the Sheriff's Office will investigate the viability of such position on the Tower and potential revenue, and report back to the Board.

Old Business

Mr. Snyder proposed that the Board continue to review the apportionment formula for maintenance assessments. Ms. Rand asked that the Board schedule the next meeting at the end of October 2020, if possible, to review such formula for FY22 budget allocations. Sheriff's Office will circulate the scheduling survey to confirm members' availability for this meeting.

Next Meeting

The next regular meeting will be scheduled at the Dukes County Sheriff's Office Administrative Offices, Conference Room, 9 Flight Path, Vineyard Haven, MA 02568 and simultaneously via Zoom; as needed, and announced and posted in accordance with Open Meetings Law.

Motion to adjourn was made by Ms. Rand at 1237 Hours, seconded by Mr. Snyder, and passed unanimously.

Prepared by:

Peter Graczykowski, Assistant Superintendent



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MVPSCS COMMUNICATIONS FINANCIAL ADVISORY BOARD

Meeting Minutes **DRAFT**

The regular meeting was called to order by Mr. Graczykowski at 1017 Hours on November 18, 2020 at the Dukes County Sheriff's Office Administrative Offices, Conference Room, 9 Flight Path, Vineyard Haven, MA 02568 and simultaneously via Zoom, Meeting ID 984 3216 9785.

In Attendance

Timothy Carroll, Town Administrator, Town of Chilmark
Anthony Gould, Director of Technical Ops., Dukes County Sheriff's Office (joined at 1046 Hours)
Peter Graczykowski, Assistant Superintendent, Dukes County Sheriff's Office
James Hagerty, Town Administrator, Town of Edgartown
Jennifer Rand, Town Administrator, Town of West Tisbury
Jonathan Snyder, Finance Director, Town of Tisbury
Robert Whritenour, Town Administrator, Town of Oak Bluffs

Absent

John Grande, Town Administrator, Town of Tisbury
Jeffrey Madison, Town Administrator, Town of Aquinnah

Public Comment

There were no members of the public in attendance.

Approval of Minutes

Owing to the late start the meeting due to technical issues and another scheduled meeting 1100 Hours, the Board deferred the review and approval of draft minutes of its October 9, 2020 meeting until the next regular meeting of the Board.

New Business

- The Board reviewed the Apportionment Formula for FY22 Maintenance Assessments:
 - Mr. Whritenour reiterated his Town's concerns with the lack of fiscal offset to not-for-profit services and other facilities, which account for a share of dispatches.
 - Mr. Hagerty pointed out that each Town must deal with its own regional challenges, such as the High School apportionment formula or maintenance of public beaches, while Oak Bluffs also benefits from revenue offsets, such as embarkation fees and ambulance revenues. Mr. Whritenour responded that ambulance revenue offset is being evaluated as a potential loss.
 - Mr. Snyder asked for additional detailed statistics to show dispatches by each Town as well as point of origin volume, sorted from high to low. Sheriff's Office provided these statistics for FY17-19 dispatches, and will update the report for FY20.
 - Ms. Rand expressed that all Town have specific challenges and advantages, such as Aquinnah having low volume of dispatches; however, the current apportionment formula remains the best approach, which divides fixed costs equally between all Towns and adds a layer of variable costs based on individual dispatch volume.
 - The Board concluded that the current apportionment formula should be left unchanged for FY22, and that no formal action must be taken to effect this resolution.



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Old Business

- The Board discussed the radio system upgrade status:
 - Mr. Hagerty raised the issue of additional units that may be requested by his Town in addition to the initial deployment of mission-critical units, purchased under the FY21 Development Grant award. Dep. Gould explained that mission-critical number of units for each public safety agency, as per inventory worksheet confirmed with each department between January-October 2020, will be provided at no cost to Police, Fire and EMS under the FY21 grant. Additional, non mission-critical units can be purchased by each agency using the statewide contract ITT57 pricing at approx. \$1,500.00 for Fire and EMS and \$1,800.00 for Police due to encryption requirements. Units purchased by municipalities independently will remain municipal assets, but will need to be programmed by the Sheriff's Office to ensure system integrity and reliability. Dep. Gould added that the initial deployment using FY21 grant funds will address Police, Fire and EMS communication basic operational requirements. FY22 Development Grant application will include the request for additional, non mission-critical subscriber units for Police, Fire and EMS, as well as mission-critical units for non-Public Safety departments, whose radio communications are also supported by the regional radio system. Sheriff's Office will also work on identifying any remaining grant funds from FY20-21 grant cycles, which supported Phases 1A-1B of the radio system upgrade, for any potential purchase of additional subscriber units. Spares are specifically excluded under grant funding.
 - Mr. Carroll inquired about the non-Public Safety departments being able to communicate by radio with Public Safety agencies upon the initial implementation. Dep. Gould explained that until the non-Public Safety departments receive new subscriber units during the FY22 grant cycle, they will be able to continue to use VHF channels to communicate to RECC, which will relay the communications to Public Safety. As part of the infrastructure upgrades, the current channel strength is projected to improve, eliminating the need to radio-to-radio communications between Public Safety and non-Public Safety personnel up-Island.

Next Meeting

Mr. Carroll suggested a joint meeting of both Advisory Boards in December 2020 to discuss the radio system upgrade status and FY22 budget in more detail, with the benefit of having technical and administrative staff in the same meeting. Such meeting will be scheduled at the Dukes County Sheriff's Office Administrative Offices, Conference Room, 9 Flight Path, Vineyard Haven, MA 02568 and simultaneously via Zoom; as needed, and announced and posted in accordance with Open Meetings Law.

Motion to adjourn was made by Ms. Rand at 1059 Hours, seconded by Mr. Snyder, and passed unanimously.

Prepared by:

Peter Graczykowski, Assistant Superintendent



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MVPSCS PUBLIC SAFETY COMMUNICATIONS ADVISORY BOARD **DRAFT**

Meeting Minutes

The regular meeting was called to order by Lt. Col. Peter Graczykowski at 1104 Hours on October 28, 2020 at the Dukes County Sheriff's Office Administrative Offices, Conference Room, 9 Flight Path, Vineyard Haven, MA 02568 and simultaneously via Zoom, Meeting ID 280 751 4528.

In Attendance

Chief Randhi Belain, Aquinnah Police Department
Chief Erik Blake, Oak Bluffs Police / Fire Department
Dep. Anthony Gould, Dukes County Sheriff's Office
Lt. Col. Peter Graczykowski, Dukes County Sheriff's Office
Tracey Jones, Tisbury EMS Department
Chief Jonathan Klaren, Chilmark Police Department
Chief Greg Leland, Tisbury Fire Department
Chief Bruce McNamee, Edgartown Police Department
Chief Matthew Mincone, W. Tisbury Police Department (joined at 1107 Hours)
Chief Ben Retmier, Tri-Town Ambulance
Chief Alex Schaeffer, Edgartown Fire-EMS Department

Absent

Chief Jeremy Bradshaw, Chilmark Fire Department
Chief Manny Estrella, W. Tisbury Fire Department
Chief Mark Saloio, Tisbury Police Department

Public Comment

There were no members of the public in attendance.

Approval of Minutes

The Board reviewed the draft minutes of its September 29, 2020 meeting. Chief Schaeffer made a motion to approve as drafted, Chief Retmier seconded, and the motion passed unanimously.

New Business

- Dep. Gould reviewed Phase II Buildout and Design with the Board:
 - Chief Belain requested and received confirmation of the planned 1 for 1 swap of existing NX subscriber units for EFJ units. Such swap is due to the constraints, including no reprogramming costs, in the FY21 Development Grant award. EFJ units acquired as part of the swap will become municipal property, but will be tracked as DCSO assets for inventory and programming purposes.
 - Chief Schaeffer requested and received information on comparative costs of microwave vs. fiber connection at the Chappaquiddick site. These are temporary interconnection costs until a permanent new site can be secured in Edgartown. The costs are comparable, since the initial higher capital costs of microwave equipment and generator are avoided, while higher operating costs of fiber are incurred. Dep. Gould was asked to provide a more detailed cost comparison.



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- Chief Schaeffer also requested information on radio pager status for EMS use. Dep. Gould explained that "alert by phone" will be eliminated and replaced with radio communication. Also, the user specific permissions in the pager system will be available. Dep. Gould also addressed Bryx and IaR integration, which will be evaluated further, as the implementation occurs.
- Chief Retmier inquired about the cost of additional EFJ units not covered by the initial deployment under the FY21 Development Grant award. Dep. Gould explained that mission-critical number of units for each public safety agency, as per inventory worksheet confirmed with each department between January-October 2020, will be provided at no cost to Police, Fire and EMS under the FY21 grant. Additional, non mission-critical units can be purchased by each agency using the statewide contract ITT57 pricing at approx. \$1,500.00 for Fire and EMS and \$1,800.00 for Police due to encryption requirements. Units purchased by municipalities independently will remain municipal assets, but will need to be programmed by the Sheriff's Office to ensure system integrity and reliability.
- Dep. Gould added that the initial deployment using FY21 grant funds will address Police, Fire and EMS communication basic operational requirements. FY22 Development Grant application will include the request for additional, non mission-critical subscriber units for Police, Fire and EMS, as well as mission-critical units for non-Public Safety departments, whose radio communications are also supported by the regional radio system. Sheriff's Office will also work on identifying any remaining grant funds from FY20-21 grant cycles, which supported Phases 1A-1B of the radio system upgrade, for any potential purchase of additional subscriber units. Spares are specifically excluded under grant funding.
- Chief Schaeffer inquired about the programming costs for the new units. Dep. Gould confirmed that initial deployment of mission-critical units will be handled by the Sheriff's Office, and subsequent programming would be handled under the Technical Services MOA between each municipality and Sheriff's Office.
- Dep. Gould also confirmed that existing accessories, chargers and batteries from NX units are compatible with replacement EFJ units, while certain mobile installations for Edgartown fleet will require custom solutions.
- Chief Klaren inquired about the interoperability of current VHF units on ch. 404, and Dep. Gould explained they will work on 404, but will need to be reprogrammed to work with new channels.
- Chief Schaeffer requested email updates to the Board, as the implementation nears.

Next Meeting

The next regular meeting will be scheduled at the Dukes County Sheriff's Office Administrative Offices, Conference Room, 9 Flight Path, Vineyard Haven, MA 02568 and simultaneously via Zoom; as needed, and announced and posted in accordance with Open Meetings Law.

Motion to adjourn was made by Chief Belain at 1209 Hours, seconded by Chief Schaeffer, and passed unanimously.

Prepared by: 
Lt. Col. Peter Graczykowski, Assistant Superintendent

Coop. Agreement for Emergency Communications & Dispatch Services

FY22 Budget Detail

<i>Not To Exceed Maintenance Costs</i>	Projection Detail
ACSi Equipment Maintenance Contract	137,056.00
Warranty and Upgrades Exclusions	
HVAC (all sites total)	4,365.00
UPS Battery Replacement/Maintenance	11,693.00
Total Warranty and Upgrades Exclusions	16,058.00
Hardened Sites Generator Maintenance	
RECC	2,611.67
DCR Fire Tower	2,611.67
Oak Bluffs Highway	2,611.67
Total Hardened Sites Generator Maintenance	7,835.00
Hardened Sites Generator Utilities Fuel	
RECC	1,125.00
DCR Fire Tower	1,125.00
Oak Bluffs Highway	1,125.00
Total Hardened Sites Generator Utilities Fuel	3,375.00
Backhaul Lease Costs	
Comcast - RECC	6,649.08
Comcast - Chappy WISP	20,269.08
Comcast - Oak Bluffs Highway	6,649.08
Total Development Contingencies Reserve	33,567.24
RECC Maintenance Projections	
EOC Additional Dispatch Consoles	15,717.25
Radio Over Cellular Integration	10,478.17
Cyber Security Auditing	5,239.00
Cyber Security Upgrades	7,858.00
Essential Spare Console and RF Equipment	13,098.81
Total RECC Maintenance Projections	52,391.22
Total Projected Maintenance Costs	250,282.46

FY22 Budget Apportionment - Cooperative Agreement for Emergency Communications and Dispatch Services

FY20 Dispatches	Dispatches	Variable Share	Equal 1/6 Share	Avg. FY22 Share	FY22 Budget Request
Aquinnah	998	2.17%	16.67%	9.42%	23,567
Chilmark	2,724	5.91%	16.67%	11.29%	28,254
Edgartown	12,880	27.95%	16.67%	22.31%	55,831
Oak Bluffs	11,529	25.02%	16.67%	20.84%	52,163
Tisbury	12,602	27.34%	16.67%	22.01%	55,076
West Tisbury	5,353	11.62%	16.67%	14.14%	35,392
All Dispatches	46,086	100.00%	100.00%	100.00%	250,282

FY21-22 Budget Comparison - Cooperative Agreement for Emergency Communications and Dispatch Services

FY20 Dispatches	Dispatches	Variable Share	Equal 1/6 Share	Avg. FY22 Share	FY22 Budget Request
Aquinnah	998	2.17%	16.67%	9.42%	23,567
Chilmark	2,724	5.91%	16.67%	11.29%	28,254
Edgartown	12,880	27.95%	16.67%	22.31%	55,831
Oak Bluffs	11,529	25.02%	16.67%	20.84%	52,163
Tisbury	12,602	27.34%	16.67%	22.01%	55,076
West Tisbury	5,353	11.62%	16.67%	14.14%	35,392
All Dispatches	46,086	100.00%	100.00%	100.00%	250,282

FY19 Dispatches	Dispatches	Variable Share	Equal 1/6 Share	Avg. FY21 Share	FY21 Budget Request
Aquinnah	1,212	2.61%	16.67%	9.64%	28,920
Chilmark	2,619	5.65%	16.67%	11.16%	33,471
Edgartown	13,342	28.77%	16.67%	22.72%	68,153
Oak Bluffs	12,482	26.91%	16.67%	21.79%	65,371
Tisbury	10,775	23.23%	16.67%	19.95%	59,850
West Tisbury	5,947	12.82%	16.67%	14.74%	44,235
All Dispatches	46,377	100.00%	100.00%	100.00%	300,000

Comparison	Dispatches	Variable Share	Avg. Share Diff.	FY21-22 Decrease
Aquinnah	(214)	-0.45%	-0.22%	(5,353)
Chilmark	105	0.26%	0.13%	(5,217)
Edgartown	(462)	-0.82%	-0.41%	(12,322)
Oak Bluffs	(953)	-1.90%	-0.95%	(13,209)
Tisbury	1,827	4.11%	2.06%	(4,774)
West Tisbury	(594)	-1.21%	-0.60%	(8,842)
All Dispatches	(291)			(49,718)