



# Dukes County Sheriff's Office

## MVPSCS

(Martha's Vineyard Public Safety Communications System)



### MVPSCS COMMUNICATIONS FINANCIAL ADVISORY BOARD

#### Meeting Minutes

The regular meeting was called to order by Lt. Col. Graczykowski at 1006 Hours on December 1, 2021 at the Tisbury Fire and EMS Station Meeting Room, 215 Spring Street, Vineyard Haven, MA 02568.

#### In Attendance

Timothy Carroll, Town Administrator, Town of Chilmark  
Cpt. Anthony Gould, Dukes County Sheriff's Office  
Lt. Col. Peter Graczykowski, 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

#### Absent

John Grande, Town Administrator, Town of Tisbury  
Deborah Potter, Town Administrator, Town of Oak Bluffs

#### Public Comment

No public comment was provided. Vicki Divoll from Chilmark Finance Committee attended the meeting.

#### Approval of Minutes

The Board reviewed the draft minutes of the July 29, 2021 meeting of the MVPSCS Public Safety Communications and Communications Financial Advisory Boards. Mr. Hagerty recommended amendment to the draft minutes, as related to the discussion of conditions required by the Edgartown Water Commission to utilize its tower for the communications equipment. Ms. Rand made a motion to approve the minutes as amended, Mr. Carroll seconded, and the motion passed unanimously on behalf of the Communications Financial Advisory Board. Along with the affirmative vote of the Public Safety Communications Advisory Board, taken on November 15, 2021, the minutes, as amended, were approved.

#### New Business

- The Board reviewed Maintenance Order # 1 for FY 2022, as recommended by the MVPSCS Public Safety Communications Advisory Board at its November 15, 2021 meeting, as follows. The Board discussed the increase in the ACSi Equipment Maintenance Contract due to complete sites' coverage and corresponding decrease in Warranty and Upgrades Exclusions budget; increase in Backhaul Connectivity Costs due to Edgartown "microsite" addition; Hardened Sites Generator Maintenance as budgeted; decrease in RECC Maintenance budget; and decrease in Hardened Site Generator Utilities and Fuel budget due to the Sheriff's Office absorbing these operational costs into its budget. The total FY22 spending came in \$3,861.22 below the not to exceed estimate of \$250,282.46. Lt. Col. Graczykowski explained that the final FY 2022 costs are reflective of the project's transition from development to maintenance phase, and should stabilize as to the projections and amounts going forward.



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Mr. Hagerty made a motion, Mr. Carroll seconded, and the Board voted unanimously to recommend to their respective Towns the authorization of payment for of the Maintenance Order # 1 for FY 2022 in the amount of \$246,421.24. The FY22 actual costs are apportioned, as follows:

### **FY22 Actual Costs** - Coop. Agreement for Emergency Communications and Dispatch Services

FY20 Dispatches	Dispatches	Variable Share	Equal 1/6 Share	Avg. FY22 Share	FY22 Actual Costs
Aquinnah	998	2.17%	16.67%	<b>9.42%</b>	<b>23,203.25</b>
Chilmark	2,724	5.91%	16.67%	<b>11.29%</b>	<b>27,817.70</b>
Edgartown	12,880	27.95%	16.67%	<b>22.31%</b>	<b>54,969.69</b>
Oak Bluffs	11,529	25.02%	16.67%	<b>20.84%</b>	<b>51,357.80</b>
Tisbury	12,602	27.34%	16.67%	<b>22.01%</b>	<b>54,226.46</b>
West Tisbury	5,353	11.62%	16.67%	<b>14.14%</b>	<b>34,846.31</b>
All Dispatches	46,086	100.00%	100.00%	100.00%	<b>246,421.20</b>

- The Board next reviewed FY2023 budget request of \$281,694.24. The requested contractual costs include ACSi Radio System Maintenance Contract, AviatCare Backhaul System Maintenance Contract, ASNE Generator Maintenance Contract and Comcast Backhaul Connectivity Contract. The costs are firm contractual amounts and not estimates, as the system is close to full development and is moving to true maintenance phase. The increase from FY2022 costs is attributable to the addition of AviatCare Backhaul System Maintenance Contract at \$35,273.00. Ms. Rand made a motion, Mr. Snyder seconded, and the Board voted unanimously to recommend to their respective Towns the approval of the FY 2023 Budget Request in the amount of \$281,694.24. The FY23 actual costs are apportioned, as follows:

### **FY23 Budget Apportionment** - Coop. Agreement for Emergency Communications and Dispatch Services

FY21 Dispatches	Dispatches	Variable Share	Equal 1/6 Share	Avg. FY23 Share	FY23 Budget Request
Aquinnah	988	2.25%	16.67%	<b>9.46%</b>	<b>26,648.36</b>
Chilmark	2,910	6.64%	16.67%	<b>11.65%</b>	<b>32,822.57</b>
Edgartown	13,481	30.75%	16.67%	<b>23.71%</b>	<b>66,780.71</b>
Oak Bluffs	11,053	25.21%	16.67%	<b>20.94%</b>	<b>58,981.04</b>
Tisbury	10,506	23.96%	16.67%	<b>20.31%</b>	<b>57,223.86</b>
West Tisbury	4,907	11.19%	16.67%	<b>13.93%</b>	<b>39,237.70</b>
All Dispatches	43,845	100.00%	100.00%	100.00%	<b>281,694.24</b>



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- Ms. Rand requested that updates be provided to the Board on the progress with microsites in Edgartown and Oak Bluffs. Mr. Carroll also wanted to address this item. Cpt. Gould confirmed that the engineering and design phases of the Edgartown microsite had been completed, and that the order was placed for the custom equipment, with the delivery dependent on the availability of electronic components for this project. The target date for completion remains in time for the next summer season, with the Ethernet connectivity being implemented now. As the microsite is developed, additional programming and system enhancements are being implemented to strengthen the signal and coverage quality. Cpt. Gould emphasized that only the original manufacturer's equipment should be used after the subscriber units are deployed to each community, as the use of non-approved equipment can adversely affect the system's performance. The necessary funds for this microsite are being re-allocated in the FY 2022 Development Grant cycle. The Oak Bluffs microsite funding request will be included in the FY 2023 grant application cycle.
- Mr. Carroll also requested that joint meetings of both advisory board occur going forward. The Board discussed the benefits of joint meetings from the perspective of information sharing, and concluded that joint meetings should be held when financial decisions are made, such as approving current year payments and future year budgets; while the technical advisory board should meet more frequently, e.g. quarterly to hold technical only discussions. Ms. Carroll made a motion, Ms. Rand seconded, and the Board voted unanimously to implement the aforementioned rule.
- Mr. Carroll also suggested that at their next respective meetings, the two advisory boards elect a chair to serve for the ensuing year, and that the chair work the Sheriff's liaison to call meetings and establish meeting agendas.

### Next Meeting

The next regular meeting will be scheduled as needed, and announced and posted in accordance with Open Meetings Law.

Motion to adjourn was made by Ms. Rand at 1104 Hours, seconded by Mr. Snyder, and passed unanimously.

Prepared by:

Lt. Col. Graczykowski