



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

Meeting Minutes DRAFT

The regular meeting was called to order by Lt. Col. Graczykowski at 1302 Hours on October 2, 2023 at the Dukes County Sheriff's Office Administrative Offices, Conference Room, 9 Flight Path, Vineyard Haven, MA 02568 and simultaneously via Zoom, Meeting ID 832 3155 8521.

In Attendance

Chief Randhi Belain, Aquinnah Police Department
Chief Jeremy Bradshaw, Chilmark Fire Department (in-person)
Timothy Carroll, Town Administrator, Town of Chilmark
Dep. Chief Stephen Foster, Oak Bluff Fire-EMS Department
Sgt. Matthew Gebo, West Tisbury Police Department
Cpt. Anthony Gould, Dukes County Sheriff's Office (joined in-person at 1312 Hours)
Lt. Col. Peter Graczykowski, Dukes County Sheriff's Office (in-person)
Chief Chris Habekost, Tisbury Police Department
Chief Greg Leland, Tisbury Fire-EMS Department
Chief Bruce McNamee, Edgartown Police Department
Chief Greg Pachico, West Tisbury Fire Department (in-person)
Jennifer Rand, Town Administrator, Town of West Tisbury
Chief Ben Retmier, Tri-Town Ambulance
Chief Alex Schaeffer, Edgartown Fire-EMS Department
Maj. Susan Schofield, Dukes County Sheriff's Office (in-person)
Chief Sean Slavin, Chilmark Police Department
Jonathan Snyder, Finance Director, Town of Tisbury

Absent

Simon Bollin, Aquinnah Fire Department
James Hagerty, Town Administrator, Town of Edgartown
Jeffrey Madison, Town Administrator, Town of Aquinnah
Deborah Potter, Town Administrator, Town of Oak Bluffs
Chief Jonathan Searle, Oak Bluffs Police Department

Public Comment

No public comment was provided.

Approval of Minutes

- At the October 2, 2023 meeting, the Public Safety Communications Advisory Board achieved a quorum (16 in attendance out of 10 minimum, and 18 full membership), and was able to take action on the approval of minutes. The Communications Financial Advisory Board did not meet the quorum threshold (3 in attendance out of 4 minimum, and 6 full membership), and could not act on the approval of minutes.



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- The Public Safety Communications Advisory Board reviewed the draft minutes of their November 15, 2022 meeting. Chief Bradshaw made a motion to approve as drafted, Chief Pachico seconded, and the motion passed unanimously by a roll call vote of eligible members.
- The Communications Financial Advisory Board could not act on approval of its December 6, 2022 minutes. The Board's meeting with a threshold quorum is to be scheduled prior to December 15, 2023 deadline for filing Town Meeting warrant articles in the Town of Edgartown.

New Business

- Maj. Schofield reminded all agencies of the units' requirement to hail.
- Maj. Schofield recommended that EMS roll call be eliminated to reduce radio traffic. Chief Schaeffer stated he would like to maintain the radio roll call for situational awareness, with Chiefs Retmier and Leland concurring. The Board discussed a potential for sharing the RECC's daily board as an alternative to radio roll call. The consensus was to keep the roll call for now, until a new, equally effective method can be implemented.
- Maj. Schofield recommended that EMS discontinue calling for times to complete its billing paperwork and use QED CAD/RMS information instead. Chief Retmier mentioned certain EMS do not have QED access. Cpt. Gould requested that Fire and EMS provide a list of employees who need access to QED. Chief Schaeffer stated times may not be updated in QED timely during busy periods. Cpt. Gould responded that times in QED are now updated in real time. Cpt. Gould also recommended that a software transfer process be developed and implemented to bridge QED data to EMS billing software. If the group decides to move forward and costs are reasonable, Sheriff's Office would proportionally share in the integration costs. The project goal date is June 30, 2024.
- Maj. Schofield recommended that Fire weekly radio test be eliminated, as it has few participants. Chief Pachico requested that the test be performed at least once a month, as it provides a reason for his staff to check the truck, as they test the radio. The group's consensus was to transition to a monthly radio check on the first Sunday of each month, with the exception of busy months of July and August, when radios are used often and no standby test is needed.
- Maj. Schofield recommended that Fire and EMS transmission echoing be discontinued as a vestige of the replaced system that did not provide clear communication. The group consensus was to limit the echoing to critical transmissions, with RECC to provide a list of what is deemed critical for the agencies to review.
- Maj. Schofield recommended that Police call signs be separated from Fire and EMS call signs, which would be helpful for RECC to keep track of transmission, especially during busy season. Chief Leland concurred, stating a name different than Control would help differentiate it from Command during on-scene response. Chief Schaeffer requested that, if the change is made, such change be final due to training curve for personnel who is not full-time. The group's consensus was to keep the Police call sign as Control and change the Fire and EMS call sign to Dispatch.
- Maj. Schofield recommended that Police dispatch to automatic fire alarms be discontinued. Chief McNamee questioned the need for the dispatch. Chiefs Bradshaw and Pachico stated the automatic dispatch was important up-Island due to quicker Police response times.



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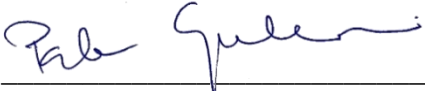
Chief Habekost stated the automatic dispatch was important. Chief Leland also requested that Fire be provided status check in 5-10 minutes from dispatch. Cpt. Gould suggested announcing the call only and not seeking Police to acknowledge, unless they are actually responding.

- The Board discussed the implementation schedule for the changes, and agreed on November 1, 2023, which will allow for ample to time to communicate with agency personnel internally.

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 Bradshaw at 1358 Hours, seconded by Chief Pachico, and passed unanimously.

Prepared by: 
Lt. Col. Peter Graczykowski