

Approved 12/2/2021

ACTON CONCORD REGIONAL
EMERGENCY COMMUNICATIONS CENTER

BOARD OF DIRECTORS MEETING

OCTOBER 14, 2021

4:00PM

ACTON TOWN HALL

ROOM 204

472 MAIN STREET, ACTON

(In person only)

Attendees: Acton Town Manager John Mangiaratti, Concord Town Manager Stephen Crane, Concord Fire Chief Tom Judge, Acton Intergovernmental Affairs Austin Cyganiwezc

Called to order: 4:01

1. Approve Meeting Minutes

None included in packet to approve

2. Review Responses to RFP for Project Manager services

Received three proposals. Resource Management associates, CTA, federal Engineering. Will be given to a working group to determine the most advantageous based on review criteria. John will then review the price proposal of the best proposal and then make a recommendation to the ACRECC Board.

3. Review and Approve Executive Director Job Description

Talked about when we can recruit an exec director. John suggested bringing in an interim ED similar to a consultant to help oversee project manager and complete other implementation actions. Stephen asked if it would be similar to working with a firm to hire an interim town manager. If that was the case, Stephen agreed it would be a good idea since the District isn't fully funded and are enrolled in health insurance and pensions system.

John suggested that the draft job description for the ED could be the basis for an RFP. He also suggested

Stephen moved that ACRECC begin the process of an RFP or other means of procurement to hire an interim ED until the District is fully operational and can offer a complete package of wages and benefits. John seconded. Approved unanimously.

Terri asked about why we need both a project manager and an executive director. John spoke to the different roles and that there is funding for both roles. Stephen also clarified that the ED would work on personnel and other issues while project manager is more network and equipment focused.

4. Follow-up Discussion regarding Site Visit to SEMLEC

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John introduced the item. Chief Judge talked about the number of dispatch positions and the number of employees as well as other things learned during the visit. Transition was very smooth and services are good. Stephen noted that they did not have local dispatchers and that there is room for expansion. John discussed the history of the facility, which was a former TV antennae station. Stephen also talked about how the dispatchers are trained to service calls from any of the member communities.

5. Review Action Items for Next Meeting

Review RFP of project manager. Research contracted interim ED. Stephen will talk to State 911 to see if they have any guidance for interim, contracted directors

6. Schedule Next Meeting

Motion by Stephen to adjourn John seconded. All aye. Meeting adjourned at 4:25.