

PUBLIC SAFETY DISPATCH SERVICES STUDY COMMITTEE
October 3, 2011

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2 The Dispatch Committee meeting was held in the Moose Hill Council Chambers, Town Hall,
3 268B Mammoth Road, Londonderry.
4

5 **PRESENT: Committee Members: Steve Chasin, John Farrell, Linda German, John**
6 **Velliquette, Ed Nolan, Steve Young, Lt. Tim Jones, Captain Doug Cardwell; Alternate**
7 **Committee Member Brendan Burns; Town Manager David Caron.**
8

9 **CALL TO ORDER**

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11 J. Farrell opened the meeting at 7:00 PM. The Committee discussed convenient meeting dates
12 and concurred to meet on the Monday evenings which the Town Council is not scheduled.
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14 **INTRODUCTIONS**

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16 All participants introduced themselves and provided a brief bio.
17

18 **OLD BUSINESS**

19
20 **None**
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22 **NEW BUSINESS**

- 23
24 A. **Election of Officers** – D. Cardwell nominated J. Farrell to serve as Chair, second by
25 Steve Young; vote was 8-0-0.
26 S. Young nominated J. Velliquette as Vice-Chair, second by T. Jones; vote was 8-0-0.
27 S. Yong nominated Steve Chasin as Secretary, second by D. Cardwell; vote was 8-0-0.
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29 B. **History** – D. Caron provided a brief history of the issue, beginning with a proposal to
30 merge the police and fire communications centers as part of the FY12 budget; that
31 initiative was not implemented due to higher than anticipated transition/implementation
32 costs and a project completion date would have extended beyond July 1, 2011.
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34 The Town Council later reviewed a proposal to contract with Derry Fire to provide
35 dispatch services for Londonderry Fire; after much discussion and public input, the
36 Council opted to step back and establish this Committee to review all viable options. D.
37 Caron then reviewed the dates in the Committee Charge and noted that the project
38 completion date was tied to FY13 budget submission date. J. Farrell stated that the
39 Committee’s work is not tied to that date, and can request additional time from the Town
40 Council to complete its work should the Committee determine that the time set forth in its
41 Charge is inadequate.
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43 J. Velliquette presented a potential study sequence which the Committee discussed and
44 concurred with the following:
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- 46 1. Study Londonderry Fire Department Dispatch, to include:
 - 47 a. Organization – Responsibilities
 - 48 b. Resources – Location
 - 49 c. Staffing – Training
 - 50 d. Operational Procedures – Sequences
 - 51 e. Mutual Aid – External Cooperation – To/From
 - 52 f. Metrics – Calls/Volume/Type
 - 53 g. Radio/Communications System – Equip/Technology/Frequencies
 - 54 h. Inter-operability issues/Concerns
 - 55 i. Physical Layout and Capacity
 - 56 j. Financial Metrics – Costs to Staff and Operate
- 57 2. Study Londonderry Police Dispatch (similar to above)
- 58 3. Study Derry Fire Dispatch
- 59 4. Study Derry Police Dispatch
- 60 5. Study other area Dispatch to determine feasibility of partnering with Londonderry
- 61 6. Determine Next Steps

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63 D.Caron noted that collaborating with Derry Police has not been contemplated to date,
64 but he will contact Derry to determine if any interest exists. It should be noted that few
65 Police Departments the size of Londonderry and Derry do partner together for dispatch
66 services, due to the sheer volume of calls received.
67

68 The Committee concurred that D. Caron will distribute any studies developed during the
69 FY12 process this week; new information requested under steps 1 & 2 above will be
70 distributed by October 20. The Committee further concurred to review the Fire
71 Department information at its October 24 meeting, followed by a tour of Fire Dispatch.
72 The Police Department information will be reviewed on November 14, followed by a tour
73 of the Police Dispatch area.
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75 APPROVAL OF MINUTES

76
77 None

78 ADJOURNMENT

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81 **S Young motioned to adjourn at 7:35 PM, second by Ed Nolan, Committee's vote was 8-0-**
82 **0.**
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84
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