

# **WESTCOMM**

## **BOARD OF DIRECTORS COMBINED**

### **WITH FINANCE COMMITTEE AND**

### **OPERATIONS BOARD MEETING**

JANUARY 6, 2023 11:00 A.M.

GOOGLE MEET INFO: [HTTPS://MEET.GOOGLE.COM/FGH-ODRT-GIM](https://meet.google.com/FGH-ODRT-GIM)

PHONE: 1-470-327-0734 PIN: 425 031 148#

#### **In Attendance:**

Lyn Simmons, Longmeadow Town Manager  
Erin Hastings, Executive Director, WESTCOMM  
JoAnn Kupiec, Admin Assistant, WESTCOMM  
Khristy Lord, Deputy Director, WESTCOMM  
Ryan Quimby, IT Director, East Longmeadow  
Jamie Farnum, Town Accountant, Monson  
Stuart Beckley, Town Manager, Ware  
Mark Williams, Chief, East Longmeadow Police  
Steve Kozloski, Chief, Monson Police  
John Beaulieu, Chicopee  
Paul Morrisette, Chief, East Longmeadow Fire  
Gary Blanchard, IT Director, Longmeadow  
Jennifer Wolowicz, Town Administrator, Monson  
Audra Staples, HR Director, WESTCOMM  
Holly Cote, Chicopee Police  
Robert Stock, Chief, Longmeadow Police  
Carl Mazzaferro, Longmeadow Police  
James Martinez, Chief, Ware Fire  
Paul Pasterczyk, Longmeadow  
Chad Thompson, Purchasing Agent, Longmeadow  
Tracy Meehan, Ware  
Wendy Graves, Treasurer, WESTCOMM  
Brian Harris, Chief, Monson Fire

1. Meeting called to order 11:03 A.M. Rollcall done: Present were Lyn Simmons, John Beaulieu, Stuart Beckley and Jennifer Wolowicz. 4 Present, 1 absent.

2. Approval of Minutes: A motion was made by John Beaulieu and 2<sup>nd</sup> by Jennifer Wolowicz to approve the minutes as written for the meeting held on 12/2/2022. Roll call was done, 4 yes, motion passed.
3. Old Business: Staffing Update: There were 7 Dispatcher openings, 6 were hired and are currently still in training but are more than ½ way complete with said training. An offer was made to Wendy Graves to start as the PT Treasurer. 3 people had applied for that position 1 – declined the offer, 1 was a no show and 1 – was interviewed. No one from the Finance Committee was on the interview team.

Interview Process: The Board has the final say on hiring of the Treasurer. The District Agreement has language regarding the hiring process.

There will be an electronic folder created for the Board of Directors to access in regards to job descriptions and employment contracts. For 2023 Policies should be put in place that any positions having to do with Finance should have someone from the Finance Committee sit in on Interviews, anyone being hired for an IT position should have someone from the IT Sub Committee sit in on interviews, etc.

In house policies need to be put in place and the BOD acknowledges growth in the last 3 years, setting annual goals would be a great step in the right direction.

Looking at hiring 3 Supervisors next week, so far one has been hired. Supervisors will then come off the floor after training is complete.

Building Project: Finalizing contract for Phase II with a start date of 1/15/23. Estimated construction start date is September 2023, with an estimated completion date of December 2024.

Hampden County Sheriff's Office: There was a visit with Sheriff Cocchi in regards to what they are looking to do. They seemed good with the agreement. They don't have full radio coverage of Hampden County, but agreed to invest \$300,000 to update the sites, in turn WESTCOMM will not charge them the \$100,000 fee for the first 3 years. This is a bonus for WESTCOMM as it expands the radio coverage. This will cover the special squads only. This will be a selling

point for WESTCOMM, if WESTCOMM wanted to expand on their own grants would need to be applied for that this couldn't happen until FY 25.

Mary McNally joined the meeting at 11:20

Areas not covered are North into Holyoke, Chester, the edge of Hampden County, Brimfield, Holland.

Holyoke is possibly interested in becoming a part of WESTCOMM – a meeting will be set up to discussed.

There is an approximate 90 day process for install after equipment is received.

Possible extension beyond a 3 year contract.

It was suggested a meeting be held between Sheriff Cocchi and the Board of Directors.

The Sheriffs Office will own that portion that is expanded for the first 3 years, WESTCOMM will own it after that, language pertaining to this should be added to the contract.

It was suggested that Erin rewrite the contract to include language regarding call volume and possible increase in cost. Jennifer Wolowicz suggested conversations first before contract changes, Lyn Simmons suggests joint ownership. A follow-up will be sent to Sheriff Cocchi and if he is comfortable with additions, he will be asked to attend a meeting. Erin will approach Sheriff Cocchi with the changes.

The IT Sub Committee supports joint ownership.

4. New Business: FY 24 Budget: The Finance Sub Committee met twice and want to work on a budget format. The biggest increase is 16%, they feel this will be passed along to the Communities.

There is a lack of a transfer policy between accounts, which produces an internal weakness and this needs to be addressed, there needs to be a clear cut process.

FY 24 there will be a 50% reimbursement for assessments.

A wage study was done and this could be a part of the increase in the FY 24 Budget.

The Board of Directors discussed having a set of certain guidelines and shared google sheets are also being worked on.

New Health Insurance costs for FY 24 should be available by February 2023.

If the Board does not approve the budget, it will go back to the Finance Committee for further review.

The budget that was presented is \$5,169,294. The Board is asking for a \$ 300,000 reduction and the area that should be looked at are the salaries.

Lyn Simmons wants to see the FY 21 & FY 22 Budget to Actuals numbers.

The deadline to get the budget to the State is 1/20/23.

The budget was referred back to Erin for additional review.

A meeting will be scheduled for 1/13/23 @ 10:30 A.M. for the BOD only.

Erin will work on getting a new budget to the BOD with the requested decrease of \$300,000 by 1/1/23.

The Finance Committee will hold a meeting on 1/10/23 and will also join in on the meeting being held on 1/13/23.

Operations Update: Policies went into effect 12/19/22. Whether or not Horizon was successful with identifying local company for emergency repairs, diagnostics etc.

There are IMC issues with East Longmeadow and Longmeadow. They feel there is a disconnect with WESTCOMM and that there is a 2-3 day lag in fixing issues, and that there should be a consistent IT contact for the Towns to talk to.

Erin will be meeting with them this afternoon at 1:00 P.M. in regards to them responding in a certain timeframe.

The IT MOU discussion will be moved to the February meeting.

Vote to appoint the New Treasurer: John Beaulieu made a motion and it was 2<sup>nd</sup> by Jennifer Wolowicz to vote to appoint the new Treasurer, Wendy Graves, this position will be 12-16 hours per week @ \$30 per hour, the position is remote, but will come in for meetings. A roll call was done, 5 yes, motion passed.

They will make sure there is a cap on FY 23 and will revisit for FY 24

A motion was made by Jennifer Wolowicz and 2<sup>nd</sup> by John Beaulieu to review the A/P warrants, along with the Payroll warrants, as dated on the agenda. Roll call was done 5 yes, motion passed.

Adjourn: A motion was made by Jennifer Wolowicz and 2<sup>nd</sup> by John Beaulieu to adjourn the meeting, roll call was done, 5 yes, motion passed, and meeting was adjourned at 1:09 P.M.