

WESTCOMM

BOARD OF DIRECTORS COMBINED

WITH FINANCE COMMITTEE AND

OPERATIONS BOARD MEETING

FEBRUARY 3, 2023 11:00 A.M.

GOOGLE MEET INFO: [HTTPS://MEET.GOOGLE.COM/MQD-BHUZ-WMT](https://meet.google.com/MQD-BHUZ-WMT)

PHONE: 1-224-458-3199 PIN: 910 498 923#

In Attendance:

Lyn Simmons, Longmeadow Town Manager
Erin Hastings, Executive Director, WESTCOMM
JoAnn Kupiec, Admin Assistant, WESTCOMM
Jamie Farnum, Town Accountant, Monson
Stuart Beckley, Town Manager, Ware
Jennifer Wolowicz, Town Administrator, Monson
Mary McNally, Town Administrator, East Longmeadow
Brian Harris, Fire Chief, Monson
Steve Kozloski, Police Chief, Monson
Khristy Lord, Deputy Director, WESTCOMM
Shawn Crevier, Police Chief, Ware
Robert Stocks, Police Chief, Longmeadow
Mark William, Police Chief, East Longmeadow
John Beaulieu, Chicopee
Patrick Major, Police Chief, Chicopee
John Dearborn, Fire Chief, Longmeadow
Paul Morrisette, Fire Chief, East Longmeadow
Andrew Vernon, IT Director, Chicopee

1. Meeting called to order 11:02 A.M. Rollcall done: Present were Lyn Simmons, Mary McNally, Jennifer Wolowicz and John Beaulieu 4 Present, 1 absent. Stuart Beckley joined the meeting at 11:03 after roll call was complete.
2. Old Business: Building Project Update: Erin met with the Project manager and they will be at Shawinigan on Monday to measure. A rough draft was sent and it

is expected that everything will be moving on time, a better draft will be available in approximately 2 weeks.

Finance Update: The Finance Committee met on 1/20/23 to give recommendations on the budget, will work on the transfer policy. Budget template and Audit will be discussed at their next meeting scheduled for 2/14/23. Will then move to the Board of Directors for the March meeting. Erin will send a draft to the Board for review. The Audit to be reviewed also at the 2/14/23 meeting. Will touch base with Powers and Sullivan to see if they can attend the meeting. WESTCOMM'S Treasurer will provide to the Board, financials vs. actuals every month.

Ops Update: The Chiefs met with two vendor's regarding outside details, the first will assist WESTCOMM and their departments with outside details. 2nd vendor Chicopee uses for detail management and will set up a meeting to discuss pros and cons. The first vendor (Jobs for Blue) requires money up front, the 2nd vendor works on an Admin fee basis.

This could impact the Admin Fees, Cities and Towns are receiving, complete turnkey operation could cut into the fees. The Chiefs will discuss with the local governments.

Each individual town will contract with vendor for outside details.

IT Update: Ztron still down, Erin will check into it. Problem with software – no 2nd voice line. Monson will be on same line as Chicopee. Need 2nd voice line so there is no delay.

IT met with East Longmeadow & Horizon regarding on-going issues. The problem is solved at this point in time. Jay made a change and the correction was made immediately.

Hampden County Sheriffs Contract update: Changes were made as discussed, sent to the Sheriff's Office. Will send to Legal on their side for review, but they seem to be ok with the changes made to the contract. They don't currently track call volume. It's been determined if taking on the Sheriff's Office will interfere with regular WESTCOMM operations, Erin will approach the Sheriff's office and ask for additional money.

3. New Business: Regionalization Meeting: Erin distributed a draft letter to go out to local officials, Mayors, Town Administrators, Select Boards, and City Councils etc. Would like to hold the meeting on March 3, 2023 at 10:00 A.M. at the WESTCOMM Annex located at 645 Shawinigan Drive. Erin will provide a list of people the letter will be sent to and each Community will split the list up and make phone calls. Representatives from State 911 will also be attending the meeting.

Erin will meet with the Board of Directors to get talking points together. The letters will be sent early next week. Erin will send a letter to the Chiefs for suggestions before going out to the Communities.

It was decided a meeting will be held on Friday 24, 2023 @ 10:30 A.M. to discuss talking points.

Andrew Vernon suggested a video to promote WESTCOMM. Erin will get together with IT to discuss.

Meeting Schedules were provided for the calendar year, no discussion was had.

4. Review of A/P and Payroll Warrants: No discussion was had.

The Board suggested each Sub Committee come up with a list of goals, along with the Executive Director.

An on-boarding packet will be created and supplied to future members, this topic will be kept on the agenda for the next several meetings.

5. New Business not reasonably anticipated within 24 hours: Erin wanted a vote from the Board to remove Marie from the approved signatures (Monson Savings) and add Wendy Graves, WESTCOMM Treasurer. It was decided the Finance Committee will discuss this topic at their meeting being held on 2/14/23, and come back to the Board with a recommendation.
6. A motion was made by Lyn Simmons and 2nd by Jennifer Wolowicz to enter into Executive Session in accordance with MGL chapter 30A Section 21 (a) (2), to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel, and if the Cahir so declares, not to reconvene in Open Session.

