

WESTCOMM
BOARD OF DIRECTORS COMBINED
WITH FINANCE COMMITTEE AND
OPERATIONS BOARD MEETING

MAY 5, 2023 11:00 A.M.

GOOGLE MEET INFO: [HTTPS://MEET.GOOGLE.COM/TUB-GCUV-ZWM](https://meet.google.com/TUB-GCUV-ZWM)

PHONE: 1-520-800-2639 PIN: 778 188 991#

In Attendance:

Lyn Simmons, Longmeadow Town Manager
Erin Hastings, Executive Director, WESTCOMM
Khristy Lord, Deputy Director, WESTCOMM
JoAnn Kupiec, Admin Assistant, WESTCOMM
Stuart Beckley, Town Manager, Ware
Mary McNally, Town Administrator, East Longmeadow
Jennifer Wolowicz, Town Administrator, Monson
John Dearborn, Fire Chief, Longmeadow
Andrew Vernon, IT Director, Chicopee
Wendy Graves, Treasurer, WESTCOMM
Paul Morrisette, Fire Chief, Monson
Chad Thompson, Purchasing Agent, Longmeadow
Kimberly Collins, Town Accountant, East Longmeadow
Carl Mazzaferro, Longmeadow PD
Robert Stocks, Police Chief, Longmeadow
Jamie Farnum, Town Accountant, Monson

1. Meeting called to order 11:04 A.M. Rollcall done: Present were Lyn Simmons, Mary McNally, Jennifer Wolowicz and Stuart Beckley 4 Present, 1 absent. John Beaulieu joined the meeting at 11:35, after roll call was done.
2. Old Business: Sheriff's Contract Update: Some fine tuning of the language was done, along with a change in the termination clause. The Sheriff wants to move forward with the changes in the contract and signing off on it. Included will be the standard state contract form, the same as used with State 911.

Mary has concerns about call volume within the Sheriff's Office, Specialty Units Division. They are unable to give a call volume as it is not tracked on their end. Seems to be so many unknowns. The contract was not voted on as it was recommended to go back to legal for more specific language in the termination clause, along with other suggested language changes.

The benefit to WESTCOMM for taking on the Sheriff's Office 911 calls, is Political contacts, expansion & radio service, possibly take over towns 911 services if the Sheriff's Office special details grow.

A motion was made by Mary McNally and 2nd by Jennifer Wolowicz to send the contract back to legal to look at the agreement with an eye towards call volume and termination provisions. Roll call was done: 4 yes, motion passed.

Executive Directors Contract: Executive sessions were held to finalize the Executive Directors contract for the Board to approve.

A motion was made by Mary McNally and 2nd by Stuart Beckley, to approve the Executive Directors contract from March 2023-June 30, 2026, a Rollcall was done: 4 yes, motion passed.

Retroactive pay for the Executive Director, this pay will adjust the Directors salary after additional towns were added on. The breakdown for retroactive pay by Fiscal Year is as follows:

FY 2020: \$ 201.60
FY 2021: \$ 4,897.12
FY 2022: \$ 5,041.72
FY 2023: \$ 4,868.00

A motion was made by Stuart Beckley and 2nd by Jennifer Wolowicz, to approve the retroactive pay for the Executive Director with the amounts listed. A Rollcall was done, 4 yes, motion passed.

FY 24 Goals: Some members have not looked at the list of goals, but there will be bigger conversations had at the June meeting. This is a collaborative document between the Board of Directors and the Executive Director.

3. New Business: Finance Update: Transfer Policy – The policy was sent back to the Finance Committee for some additional review and will be on their next agenda.

The FY 21 Audit is closed and the FY 22 Audit has not been started as of yet. The estimated timeframe for closing FY 22 is approximately one more month.

Someone will reach out to the Auditor in May.

Wendy Graves has completed FY 23 Budget to Actuals done up through April 14th.

The Finance Committee met Tuesday to discuss FY 23 Actuals, there were questions on line items in the budget. Wendy will look at the items and get back to them at their next Committee meeting.

Operations Update: Chief Williams spearheading the extra duty detail, possibly contracting it out, and lessening the workload on WESTCOMM, and streamline for the Police Departments. There is an issue with charging the Admin fee for above and beyond. They met with a few vendors, and will be meeting with 1 more next week. They are far from their goal but are working towards it.

A link for the new CAD system will be sent out.

There is no Fire Ops update at this time, but Chief Macsata will be retiring at the end of the month.

IT Sub Committee Update: None at this time.

4. Review of A/P and Payroll warrants: There was a question about the \$5600 spent on chairs from the March 16th warrant, Noonan, Masscor, and Otis Elevator from the 4/3 warrant. Erin answered the questions, no further discussion.
5. New Business not reasonably anticipated within 24 hours: None at this time.

Directors update: WESTCOMM switched unemployment vendor to MIIA, calls YTD are 57,000, Promoted 4 employees to Acting Supervisors, 5 out of 6 Supervisors will be attending the Leadership Academy, Securing Active Assailant training for all Dispatchers. Chantal Garcia was awarded the Gold Line Scholarship to attend the NENA Conference in Grapevine Texas in June. Had a

successful meeting with Horizon in regards to Mutual Aide and Phase II for Monson.

Dispatch member of TERT team activated for Westfield Air Show.

Staffing is at 24 FT, 7 are currently in training, there are 6 offers out there, there are no vacancies, full staffing for dispatchers.

A media contact list will be shared so that an email can be sent regarding a Press Release announcing the State 911 Leader of Year award that was awarded to Erin. It will also be listed on WESTCOMM's website.

The tower at Station 7 needs cleaning up, John will take a ride out there.

A meeting will be scheduled for 9:15 on 5/12/23 to discuss the Sheriff's Contract, in the meantime Erin will send it to legal, as it's almost complete.

The June meeting date was rescheduled from June 2nd to June 8, 2023 at 3:00 P.M.

A motion was made by John Beaulieu and 2nd by Jennifer Wolowicz to adjourn the meeting. Roll call was done, 5 yes, meeting adjourned at 11:52 A.M.