

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

JUNE 8, 2023 3:00 P.M.

GOOGLE MEET INFO: [HTTPS://MEET.GOOGLE.COM/YMP-BXMQ-IYF](https://meet.google.com/YMP-BXMQ-IYF)

PHONE: 1-443-606-2334 PIN: 180 109 110#

In Attendance:

Lyn Simmons, Longmeadow Town Manager
John Beaulieu, Chicopee
Erin Hastings, Executive Director, WESTCOMM
Mary McNally, Town Administrator, East Longmeadow
Wendy Graves, Treasurer, WESTCOMM
Paul Morrissette, Fire Chief, Monson
Kimberly Collins, Town Accountant, East Longmeadow
Paul Pasterczyk, Longmeadow
Mark William, Police Chief, East Longmeadow
Jim Martinez, Fire Chief, Ware
Steve Kozloski, Police Chief, Monson
Mike Pise, Chief of Staff, Chicopee
Andrew Vernon, IT Director, Chicopee

1. Meeting called to order 3:03 P.M. Roll call done: Present were Lyn Simmons, Mary McNally, and John Beaulieu, 3 Present, 2 absent

2. Old Business: Sheriff's Contract Update: WESTCOMM signed a 5 year contract and sent it out to the Sheriff's Office for signature. They spoke with their procurement person and was told they are not allowed a 5 year contract, only a 3 year contract is allowed. Radios have been given to them, and dispatching started on Monday for the boats only.

Radio vendor update: There are usual delays, they now have a local person to respond. The contract with the radio vendor does have time limits for them to respond. Maintenance does not have any issues. LW Bills is putting a quote

together for a 2nd audio line, right now all on 1 line. They are currently the only vendor in the State dealing with Ztron.

Explanation on delay – reached out several times for a quote, but the quote was not what they were asking for. Severer will have separate audio lines.

Horizon – Phase II Radio Project – making progress but it is slow.

Monson is closer to being on WESTCOMM System, there is real estate to be required that has not yet been done, there is very little progress made. Chief Kozloski stated his frustration with this progress. Constant stopping and starting of the project is frustrating, waiting in que for completion.

Infrastructure in Ware will not hold up, no Zetron, issue with RAD System, lots of delays, need concrete time frames in order to gain support from the Community. Some comments from the Community as they are very dismayed with WESTCOMM, getting criticisms with the quality of dispatch.

Chief Kozloski stated the folks at Horizon are knowledgeable with this huge project, but the distance the Company is from us is problematic. Chief Kozloski wanted to meet with them regarding the buildout taking so long, stated he will be on vacation, and they showed up to meet while he was gone. He feels the distance is impacting the progress.

Mary agreed with the comments being made, they need to have a vendor closer than Arizona, a local presence is needed so they can be called on for prompt attention, this has been discussed several times.

Monson is under contract, and timelines for the work was questioned. There are blanket time lines in the contracts, and the grants to cover this work are extended annually since the project started, no worries regarding funding.

Ware's funds have not yet been received, WESTCOMM can't do anything until 911 sends the funds.

Looking to alter contract for support, can't switch contract at this point.

It was suggested a letter from the BOD be sent to Horizon asking for concrete time lines and dates, currently Erin does not have the original contract, this was set in place prior to her being hired, funding is the FY 18 Development Grant.

The contract on the agenda is the Maintenance contract which will be up July 1st.

IT sent changes in contract & Horizon made those changes

The BOD would like to send a letter asking for a plan B with deadlines.

Horizon will be here the week after next and Erin will try to set up a meeting between the BOD and Horizon.

It was questioned if another vendor could do the job, Goosetown had bid on the original quote, but was 3 times the cost of Horizon's quote.

The BOD would like to meet with Horizon with the original contract in front of them and hold them accountable for deadlines in the contract and original design of system.

Because there is such a delay it was questioned if out of date equipment is being installed, this should also be brought up at the meeting with the BOD.

Any equipment that is owned by WESTCOMM should be noted on a fixed asset list and should be imbedded in a Capital Improvement Plan.

Jay and Nate will be asked to attend the meeting.

FY 24 Goals will be discussed at the next BOD meeting.

3. New Business: Finance Update: the transfer policy is still an outstanding issue, the Finance Board scheduled to meet next week.

FY 22 Audit update: Reaching out to the Auditor to come in and get the audit started. WESTCOMM will be under contract with this Auditor for 1 more year. Will need another Auditor for FY 23. Have reached out to 3 additional Auditors for quotes, only heard back from 1.

Operations Update: Trying to identify a vendor that will handle details in every aspect from dispatching to billing. Met with one vendor who just got online with the State Police. There is another company working with other MA Police agencies, hoping to meet with them in June/July timeframe. Currently there is no solution for this detail season, perhaps toward the end of the season. Ware PD

going with another vendor to help with detail in-take makes billing easier, only a part way solution. There is an online platform for making requests.

Ride along programs for the new hires, new training, to acclimate new dispatchers to each Community.

The Operations Board does not see the Sheriff's patrols negatively impacting other Communities.

IT Sub-Committee Update: nothing at this time. They have not met. Still need to note on the agreement after the BOD recommendations.

Executive Directors Update: Met with Ludlow for the Regionalization presentation. The Town Council in Ludlow is on Board with regionalization, but the Police Chief is not. .

New CAD vendor, it was questioned whether or not to bring in the old data or just maintain for an appropriate period of time. We are looking at a go live date of November 24, 2023

The Outreach Committee is working on a promotional video, they will also be attending all the National Night Out in each Municipality.

Erin will also be attending all 8 of the neighborhood meetings being held in Chicopee.

One of our Supervisor's John Stavro received a save award.

There are 7 new hires training, 4 are almost complete.

Currently we are down 4 Dispatchers.

Erin questioned if the BOD meeting should change to quarterly instead of monthly. It was discussed and decided at this point they should still be held on a monthly basis for a little longer.

Timeframe for the completion of 645 Shawinigan Drive, is March 2025, but may run ahead of schedule so possibly looking at December 2024.

The Building Committee has invited to SMRECC in Foxborough, a trip there will be scheduled.

4. Review of A/P & Payroll Warrants: No discussion at this time.
5. New Business not reasonably anticipated within 24 hours: Design Development is due 6/17, ready to go to final Construction documents. Still on schedule according to the original schedule. There is currently \$2.5 Million in grant funding, enough until we are ready to bond. The bonding application will be started once the guarantee of funding is in hand.

Can't start construction until the bond is in place, don't want to bond until FY 24, the bond will then be due in FY 25.

6. Adjourn: A motion was made by John Beaulieu and 2nd by Mary McNally to adjourn the meeting, Roll call was done, 3 yes, meeting adjourned at 4:01 P.M.