

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

OCTOBER 13, 2023 12:00 A.M.

GOOGLE MEET INFO: [HTTPS://MEET.GOOGLE.COM/KBQ-ETAH-NPH](https://meet.google.com/kbq-etah-nph)

PHONE: 1-863-417-8246 PIN: 323 112 014#

In Attendance:

Lyn Simmons, Longmeadow Town Manager
John Beaulieu, Chicopee
Erin Hastings, Executive Director, WESTCOMM
Tom Christensen, Town Administrator, East Longmeadow
Ryan Quimby, IT Director, East Longmeadow
Brian Harris, Chief, Monson Fire
Andrew Vernon, IT Director, Chicopee
Stuart Beckley, Town Administrator, Ware
Paul Morrissette, Chief, East Longmeadow FD
John Dearborn, Chief, Longmeadow FD
Jay Parker, IT Director, WESTCOMM
Chad Thompson, Purchasing Agent, Longmeadow
Wendy Graves, Treasurer, WESTCOMM
Marie Laflamme, City Treasurer, Chicopee
JoAnn Kupiec, WESTCOMM

1. Meeting called to order 12:01 P.M. Roll call was done, 5 present, 1 absent.

2. Old Business: Building update: October 11th SEMRECC Tour: A group of individuals went to tour the new building and stated it was beautiful as far as they could see. From shovels in the ground to completion, it was 300 days, which they found to be quite impressive, and will be willing to open their doors again for another tour if anyone is interested.

Project Website: a 3D drawing will be going onto the website along with a timeline and budget.

Final Design Plans: they are 75 % complete, currently 275 pages, will wait to talk about that in 2 weeks. Currently not enough bids on the elevator, but will move along with what they have.

FY 24 Goals: Staff Out Reach went to NNO and Ward meetings, will go to the meeting being held at the Senior Center to discuss how meds can go into a screen only the Dispatchers can see. Other information such as if there is an Autistic Child, dangerous dog, etc. can also be added. Erin will add this to the list of goals.

Lyn stated she will work on a welcome packet and a draft letter for new Board Members. It was also suggested a welcome letter be put together for new Ops and Finance Members. John Dearborn will work on a Fire letter.

3. New Business: Finance Update: The Finance Committee reviewed and tweaked the Draft transfer policy and has not met since the last meeting.

Ops Update: Fire: Erin arranged a Mutual Aide meeting with surrounding communities – very detailed thoughts and ideas, more to come on that.

IT Update: Testing Longmeadow & East Longmeadow redundancy issue, will test it further on Wednesday.

IT MOU – A motion was made by Stuart and 2nd by John to accept the IT MOU as written. A roll call was done, 4 yes, motion passed.

Radio Update: All Sub Committees have to be posted and minutes have to be taken, this includes the Radio Sub Committee.

A Suggestion was made that at the Board of Directors meeting, they will strictly have just the Board Members attending, Sub Committees will meet separately, take minutes, and submit them to the full Board for review and they must be posted.

The Radio Sub Committee will fall under Operations and they will no longer have to attend the monthly BOD meetings.

Erin will be invited to attend all meetings.

Erin will contact Legal and ask what has to be posted for meetings and what does not.

It was agreed all groups need to start meeting on a regular basis.

Erin will review the District Agreement to see what Sub Committees are defined in the agreement.

The Board of Directors want a monthly update from Operations and Finance, with minutes included.

Meetings will be posted from this point going forward for Operations and Finance.

A motion was made by John and 2nd by Tom that the Board of Directors Meetings will only be the Board of Directors in attendance and that the Finance and Operations Committees will provide monthly reports and minutes for the Boards review. A roll call was done, 4 yes, motion passed.

Erin said she would contact members of the Finance and Ops Committees and give them the new directions for future meetings.

A motion was made by John and 2nd by Tom to cancel the November 2023 meeting. A roll call was done, 4 yes, motion passed.

Finance and Ops to meet and share a written report for the December Board of Directors meeting.

Executive Directors Update: 6 new hires, promoted Acting Supervisors to Supervisors, Professional Development day once per month, currently in Union negotiations for Dispatchers and separate for Supervisors. The Union is aware of the limitations with State 911 salary Reimbursements.

CAD Kickoff meeting: 75% Construction Documents posted, Chicopee PD response Alternate Response Program, completed and passed the CJIS Audit.

Bay state fellowship came in and sat for a day with WESTCOMM.

Erin attended the State 911 Commission meeting regarding the monthly enhanced 9-1-1 Surcharge. Erin typed a letter to Shonda Green, Secretary of the Mass. Department of Telecommunications and Cable, requesting the

Department keep in place and maintain the surcharge at \$ 1.50 rather than reducing it to \$ 1.00, stating how it would be detrimental to eh State 911 Department's Grant Programs yielding a reduction of \$ 56.7 million in grant funding.

A motion was made by John and 2nd by Tom to accept the letter that was written and send to the State. Rollcall was done, 4 yes, motion passed.

Groundbreaking Ceremony: A motion was made by John and 2nd by Tom to schedule the groundbreaking ceremony for March 14, 2024 @ 11:00 A.M., a rollcall was done, 4 yes, motion passed.

Erin will send out formal "keep the date" notices.

4. Review of A/P and Payroll Warrants: No discussion at this time.
5. New Business not reasonably anticipated within 24 hours: None at this time.
6. Adjourn: A motion was made by John and 2nd by Tom to Adjourn the meeting, a rollcall was done, 4 yes, meeting adjourned at 12:55 P.M.