

**WESTCOMM**  
**Operations Advisory Committee**

**January 8, 2024**

In attendance:

Chief Robert Stocks, Longmeadow Police  
Chief Patrick Major, Chicopee Police  
Deputy Chief Eric Watson, Chicopee Police  
Deputy Chief John Rigney, Longmeadow Fire  
Deputy Chief Douglas Sanford, Chicopee Fire  
Chief Stephen Kozloski, Monson Police, Operations Advisory Committee Chair  
Chief Mark Williams, East Longmeadow Police  
Administrative Clerk Lori Hebert, East Longmeadow Police  
Deputy Director Khristy Lord, Westcomm  
Executive Director Erin Hastings, Westcomm  
Chief Brian Harris, Monson Fire  
Chief Paul Morrissette, East Longmeadow Fire  
Chief Jim Martinez, Ware Fire

Virtually present:

Matthew Barstow, MSP Director of Telecommunications  
John Ruggiero, MSP Electrical Engineer V

1. Meeting called to order at 1:00 PM. Roll Call: Present were Chief Robert Stocks, Chief Patrick Major, Deputy Chief Eric Watson, Deputy Chief John Rigney, Deputy Chief Douglas Sanford, Chief Stephen Kozloski, Chief Mark Williams, Chief Brian Harris, Chief Paul Morrissette, and Chief Jim Martinez. 10 present, 1 absent.
2. Opening Comments: Chief Kozloski requested to start the meeting with Radio System discussion and updates with Matthew Barstow, MSP Director of Telecommunications and John Ruggiero, MSP Electrical Engineer V present virtually.
3. CoMIRS Presentation:
  - a. Matthew Barstow and John Ruggiero virtually presented information about the Commonwealth of Massachusetts Interoperability Radio System (CoMIRS) and its use. The statewide CoMIRS P25 expansion project is expected to be completed in CY2026. Chief Kozloski and Chief Williams asked if Westcomm would be a candidate for joining CoMIRS, and Matthew Barstow indicated that regionalization is a good use, which Westcomm would fit as a regional center. Westcomm can contact EOPPS SWIC office and EOTSS regarding the CoMIRS system. Chief Stocks made a motion for Westcomm to pursue joining CoMIRS by opening a dialog with the SWIC and CoMIRS representatives. Motion seconded by Chief Williams, all in favor, motion passed.
4. Operations Committee Secretary Vote: Operations Committee Secretary resigned position on November 27, 2023 and the chiefs solicited volunteers. Chief Williams stated that the

East Longmeadow Police Department Administrative Clerk Lori Hebert volunteered for the secretary position. Chief Major made a motion to accept Lori Hebert as the secretary for the Operations Committee, Deputy Chief Sanford seconded the motion, all in favor, motion passed.

5. Approval of Meeting Minutes: A motion was made by Chief Williams and seconded by Chief Major to approve the minutes as written for the November 27, 2023 meeting. All in favor, motion passed.
6. Director's Updates: Executive Director Hastings provided updates to the committee.
  - a. FY25 budget overview: The Board of Director's proposed cuts were applied and an additional cut of the operations manager position was added. The majority of the increase to the budget was due to the CAD project and Google Workspace change.
  - b. The FY25 Development Grant Guidelines and Application have been released. There is new language that new regionals will not be accepted and communities that are interested in regionalization will have to go to an existing regional. Chief Morrissette asked if there was anything additional about Wilbraham taking on new towns, but no one present had heard anything recently.
  - c. Chief Stocks asked how the assessments are determined and how they work related to Monson. Director Hastings went over how the assessments are determined; 50% of population combined with 50% of the call volume minus identified call reasons determines each community's assessment. The assessments are 25% of the budget and 75% is covered with the Support and Incentive Grant. Communities whose assessment doesn't reach 10%, there's a formula to use to determine their assessment.
  - d. The version of the IT MOU that the Board of Directors signed kept the costs of radio replacements and repairs with the individual communities. There is interest in revisiting the IT MOU to move the costs for radio replacements and repairs to Westcomm.
  - e. Chief Kozloski requested that in the future triband radios are purchased as replacements.
  - f. Chief Martinez advised the committee that there is funding for equipment related to interoperability through an ASHER grant.
  - g. Building Update: The ground breaking is scheduled for March 15, 2024 and the timeline has the project completion as Spring of 2025.
1. Radio System Discussion and Updates:
  - a. Chief Kozloski stated that the communication from the radio vendor needs improvement; the vendor is not given a lot of notice, if any in relation to arriving at various locations.
  - b. Chief Stocks asked what the timeline for moving Monson off of the channel that East Longmeadow and Longmeadow are on is. Director Hastings stated that the project is ongoing and there is not a date available for when Monson will be on a different channel. Chief Kozloski stated that Monson Fire has transitioned to the Westcomm Radio System but Monson Police has not yet transitioned.
1. CAD Discussion and Updates: Legal reviewed the IMA Regional CAD with SMRECC and it is ready to sign. It will take 18 months to transition to the new CAD.
  - a. Chief Williams asked if the new CAD will be able to share records information with surrounding communities, similar to IMC. Director Hastings said records sharing is built in, but it may require a license.
  - b. Chief Kozloski asked if the new CAD will include an administrative module and Directors Hastings said that it doesn't have that.
  - c. There will be some data transfer with the new CAD, the detective module, IA module and evidence module.
  - d. Chief Williams asked if there is an IMC update for legal information regarding charges. Deputy Chief Watson directed him to Sergeant Post to see what Chicopee did to update this.

- e. Chief Williams encourage Westcomm partner agencies to allow each other to view cases. There are two separate permissions in IMC for sharing cases, one to share with Westcomm agencies and one to share with all communities.
  - f. Chief Harris asked if lamResponding can be updated to a group account. Monson's account is up for renewal. Director Hastings will check to see if it can be switched.
  - g. Chief Williams made a motion for Westcomm to sign the CAD IMA, seconded by Chief Major, all in favor, motion passed.
1. DRC Updates: Chief Morrissette made a motion to accept the policy on PAR with the edits, seconded by Chief Martinez, all in favor, motion passes. Chief Morrissette made a motion to accept the policy on Maydays with the edits, seconded by Chief Martinez, all in favor, motion passes. Chief Kozloski made a motion to accept the policy on police response to medicals, Chief Major seconded, all in favor, motion passes. Chief Kozloski made a motion to accept the policy on CPD alternative responses, Chief Major seconded, all in favor, motion passes.
  2. New Business: No new business to discuss.
    - a. A separate meeting to go over the remaining policies and police response configuration was scheduled for January 22, 2024.
1. Next Meeting: Scheduled for February 5, 2024 at 1:00 P.M.
  2. Adjourn: A motion was made by Chief Kozloski and seconded by Chief Williams to adjourn the meeting, all in favor, and the meeting was adjourned at 2:51 P.M.