

**WESTCOMM Board of Directors Meeting
Chicopee Public Safety Complex
Training Room
110 Church St, Chicopee
January 16, 2020**

In Attendance:

John Beaulieu, Chief of Staff, Chicopee
Paul Pasterczyk, Treasurer, WESTCOMM
Marie Laflamme, Treasurer, City of Chicopee
Erin Hastings, Executive Director, WESTCOMM
John Dearborn, Chief, Longmeadow Fire
Jay Macsata, Longmeadow Fire
William Jebb, Chief, Chicopee Police
JoAnn Kupiec, WESTCOMM
John Stankiewicz, Chief, Longmeadow Police
Holly Davis, Chicopee Police
Daniel Stamborski, Chief, Chicopee Fire

1. Meeting called to order 1:13 P.M.
2. Draft agenda was modified to include staffing of new center, and acceptance of minutes from December 12, 2019 meeting. Agenda was modified and approved.
3. FY 21 Budget Review: Discussion on deleting the Microwave Maint. Line. Increasing the Executive Directors salary from \$ 102,500 to \$ 107,500. Added positions include a Deputy Director @ \$ 70,000 annually. Radio Tech/IT Support person, 4 Dispatch Supervisor positions, and additional PT Dispatchers (5 shifts per week). Staffing levels for FY 21 include 27 Dispatchers and 4 Supervisors. Chief Dearborn recommended posting Radio Tech position ASAP if room in the current budget.

Added a Vehicle line \$ \$25,000, Vehicle Maint/Fuel line was also added for \$1,000, but increased to \$ 4,695. This vehicle would be used for Dispatchers to attend trainings, the Executive Director to travel between different locations, and also for the Radio Tech to travel between locations.

There was a discussion that the vehicle could be gassed up through CPD, then charged back to WESTCOMM through invoicing.

The Radio Tech Position is an addition due to the larger combed radio system. Will do maintenance inspection on a regular basis, going forward the system will grow, and that the salary is comparable to similar positions.

Differentials was questioned, they currently are not included, could become a possibility in the future if Dispatchers become Unionized.

A 5 year Capital Budget should be prepared at some point.

75% Reimbursement for the FY 21 Grant.

FY 21 Goal is to come up with a Grade/Step scale

Recommendation from the Operations Board to the Full Board to increase the base Salary for the Executive Director from \$102,500 to \$107,500.

A motion was made by Chief Dearborn giving the Board authority to make an offer to the Executive Director to increase her salary from \$ 102,500 to \$ 107,500, contingent upon taking on two more communities @ \$2,500 per community. Motion was unanimously approved.

A motion was made by Chief Dearborn to accept the FY 21 Budget with all changes reflected. Motion was unanimously approved by Finance Committee and Full Board.

4. Status on Operations: Currently there are 1 PT, and 4 FT Dispatcher positions that need to be filled.

Erin would like to get a Dispatch Steering Committee up and running.

EMD Training – Developing protocols

5. Letters of Interest: There are two letters of Interest. One from East Longmeadow and one from Monson. As of July 1, 2019 Monson has a 1 person dispatch. As of July 1, 2019 East Longmeadow has a 2 person dispatch. Jay is in preliminary discussion on connectivity with East Longmeadow, and Monson has not yet been looked at.

Erin is checking into IMC Integration. Next step for the Operations Committee is to call in Monson and East Longmeadow for discussions.

There was a discussion on Initiation fees to cover startup costs.

State 911- Fund cost through development grant with new communities coming on.

Assist with staffing of dispatch centers, putting WESTCOMM employees in new communities to take over dispatch in the event current staff leaves.

Monson – minimum initiation fee of \$100,000 to start up.

Development grant, invite State 911 to next meeting to make sure the 75% reimbursement applies to new communities coming into WESTCOMM.

6. Old Business: None
7. New Business: District agreement page 12 – add language regarding 10% of non-reimbursed costs. Deferred for future discussion.

Next meeting scheduled for Tuesday January 28, 2020 at 12:30 PM, combined Operations followed by a full Board meeting.

Meeting adjourned 2:15 PM

