

**WESTCOMM Board of Directors Meeting
Chicopee Public Safety Complex
Training Room
110 Church St, Chicopee
April 8, 2019**

In Attendance:

Stephen Crane, Longmeadow Town Manager
John Beaulieu, Chief of Staff, Chicopee
Paul Pasterczyk, Treasurer, WESTCOMM
Chad Thompson, Purchasing, Longmeadow
Andrew Vernon, Chicopee IT
Denise Moreau, Chicopee IT
William Jebb, Chief, Chicopee PD
Daniel Stamborski, Chief, Chicopee FD
John Dearborn, Chief, Longmeadow FD
Jay Mascata, Longmeadow FD
Erin Hastings, Executive Director, WESTCOMM
Holly Davis, Lieutenant, Chicopee PD
Nicholas Jorge, Longmeadow IT
Jim Lisowski, Chicopee Electric Light
Dan Faille, Chicopee Electric Light
Jim Clark, Chicopee PD
Christine Wingfield, State 911 Department

Meeting was called to order at 11:01am by Chair Stephen Crane

1. Stephen Crane signed warrants for cable, advertising and Michael Gardner's consulting services
2. No modifications to draft agenda
3. Stephen Crane made a motion to accept minutes from 02/27/19 and 03/25/19. Motion seconded by John Beaulieu and passed unanimously
4. Report from Executive Director and Operations Committee
 - a. Chicopee Electric Light recommended WESTCOMM stay on the City Public Safety Network. The cost to build that out would be roughly \$30,000. Building out a new network would cost \$60,000. Staying on the City 12, most sites could be completed by July 1st, but Royal St. site may take until end of August to complete. CEL will need a letter from the City stating it is ok to use Public Safety network before they will submit an official quote. John Beaulieu requests the letter to be

signed by the police and fire chiefs, Chicopee IT and the Mayor's office.

- b. The quote for Spectrum has been submitted for a purchase order. Thompson advises he drafted a contract to Radio Soft for the Spectrum and will send it directly to them. Jay Macsata states the quote for the microwave system should be in today. Denise Moreau discussed the microwave and switches. She would like a copy of what Horizon has spec'd out to see if they are compatible.
 - c. Quotes for the Avtec consoles and Eventide logging recorder have been submitted for purchase orders. Erin Hastings states she inquired with Horizon as to getting at least 2 consoles up and running prior to fire dispatch being moved into the room. She was told it was possible. Christine Wingfield from State 911 advised that moving the secondary limited PSAP was not a problem. She had concerns over moving old equipment into the room and then replacing it with new. She stated it would be better to just start using new and not move old. CEL advises that moving the Sigcom Alarm system could not be done in a few weeks. It could take months and potentially be very expensive. There was discussion about moving the Zetron system. CEL advised moving the fire department was a larger job move than what was known. There will have to be meetings to identify scope of work. It was decided that more information was needed on both systems before making any decisions.
 - d. Purchasing has started. Nutanix has a delivery scheduled today for a server. Chad Thompson had questions regarding emails he sent to Karen Robataille. Christine said financial questions cannot go through her. IMC data transfers were discussed. Christine will look into it with David Bell.
 - e. Erin Hastings submitted an outline for a transition plan. Christine Wingfield had some concerns over starting WESTCOMM employees after opening and after moving Longmeadow into the room. She advised to consider temporary part time employees. She stated she would be willing to meet with Erin to discuss options. She will also contact Monna Wallace about setting up 911 classes specifically for WESTCOMM
5. Erin Hastings asked for information from January through mid-March to be sent to her for inclusion in the Quarterly Report for the FY 18 and FY 19 Grant Awards.

6. Erin Hastings inquired if it was possible to contract IT services from the City of Chicopee and have them put another person on staff. John Beaulieu requested she obtain copies of service agreements from other RECC's
7. The Board decided to keep Michael Gardner on retainer as a consultant to assist with budget and grant modifications, writing job descriptions, advertising positions and assist in writing employee manual.
8. Paul Pasterczyk stated there is a need for cash to be available for non-reimbursable expenses. Stephen Crane states the need has to be identified and then divided by using the same formula as contracted for WESTCOMM. John Beaulieu states we should take the transition plan outline, set deadlines and identify needs for cash. That will give us a number to bring to the Mayor.
9. Next meeting scheduled for Tuesday, April 23rd at 10:00am.
10. Meeting adjourned at 12:02pm