

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

APRIL 28, 2020 1:15PM

Join Zoom Meeting

<https://zoom.us/j/92892457061> Meeting ID: 928 9245 7061

**In Attendance:**

John Beaulieu, Chief of Staff, Chicopee  
Paul Pasterczyk, Treasurer, WESTCOMM  
Marie Laflamme, Treasurer, City of Chicopee  
Erin Hastings, Executive Director, WESTCOMM  
Jay Macsata, Longmeadow Fire  
JoAnn Kupiec, WESTCOMM  
Jay Parker, WESTCOMM IT  
Lyn Simmons, Longmeadow Town Manager  
Chad Thompson, Longmeadow Purchasing  
Evan Brassard, Monson Town Administrator  
Brian Harris, Acting Chief, Monson Fire  
Jeffrey Dalessio, Chief, East Longmeadow Police  
Paul Morresette, Chief, East Longmeadow Fire  
Ryan Quimby, East Longmeadow IT  
Steve Kozloski, Monson Police  
Gary Fontaine, Acting Chief, Longmeadow Police  
Robert Stocks, Longmeadow Police  
William Jebb, Chief, Chicopee Police  
Dan Oullette, Horizon  
Dan Stamborski, Chief Chicopee Fire  
Michael Pise, Chief of Staff, Chicopee  
Nick Jorge, Longmeadow IT

1. Meeting called to order 1:22 P.M.

2. Approve & Modify minutes: A motion was made by John Beaulieu to approve the minutes from the March 19, 2020 meeting, Lyn Simmons 2<sup>nd</sup> the motion. Rollcall vote: Three yes votes, motion passed.
3. Status of Deputy Director: Interviews were held last week, and offer was made. The name of the individual chosen will not be released until their current employer is given notice.
4. Update on IMC Merge: The merge is on track. Need to obtain quotes for historical data conversion. WESTCOMM will go with a company that is currently on State contract. It is more than likely that the quote will go through Dell or SHI. Monson and East Longmeadow will be included in the quote.
5. Discuss new radio system: Should be installed and up and running by July 1<sup>st</sup>. Hand helds to be supplied now, Mobiles to be supplied in May and 93 additional portables to arrive in early June.

A loading dock is needed to deliver items. 110 Church Street does not have a loading dock, therefore the items will be delivered and stored at Longmeadow High School.

Per Dave Capone, the cable at the school will be run possibly next week.

Network map has been built, IP addresses will be issued in the near future.

Longmeadow would like the specs on what will be attached to the newly painted water tower, so they may be passed on to the DPW.

Monson stated they are not in a hurry for phase 2, site acquisition.

Will go forward with broadband connection in Monson in phase 1, Dan Oullette will get the documentation to Monson.

Phase 2 subscriber East Longmeadow, units. July 1 on East Longmeadow frequency, once grant is received the will move on the phase 2. Two for police, 1 for fire on door controls. 3 WESTCOMM/ lease to transfer. Goosetown's lease is month to month.

Fallback consoles – 1 Longmeadow Police, 1 Longmeadow Fire

WESTCOMM resources are a matter of programming.

6. Grant application: WESTCOMM is looking to purchase the old Salter College. In the feasibility study done on Salter and Greenwood, Salter was determined to be the better option.

Included in the grant will be costs for renovations, contents, IMC data conversion, update firebox alarm system, the assessments for all 4 Municipalities, DMC2, New alerting systems on fire departments.

The costs include both bonding and prevailing wage.

\$1.25 Million is the purchase price for the building

\$ 50,000 for the contents

\$ 10,000 for security system and key fobs

\$ 50,000 for data conversion

Chad Thompson – the RFP on the consideration of the location of a new building is due on Wednesday April 29, 2020.

Erin came up with a list of priorities:

#1 Ask for the assessments

#2 Vision 2

#3 Contracts

\$2 Million dollar ticket for upgrade could possibly wait. It was asked if the 2 Million can be split or quoted out separately. Erin will inquire.

Chicopee alarms – pull box alarms \$20,000 send to relocate \$90,000 to update.

Grant is due Monday May 4, 2020 by 5:00 P.M.

It was discussed about leasing the building until the grant funding is received, so that the building is not lost. If leasing the building WESTCOMM will have access to the building to have contractors come in to give quotes. Can't start any renovations until the building is purchased. Lease per month is \$11,285 per month. \$ 20,000 per month rent was built into the budget. After the RFP is received, it was decided to move forward with the lease so the building is not lost.

7. Old Business: Separate radio channels was discussed. East Longmeadow will be alone. As locations are taken on channels will be combined if possible. There will be a tactical channel. It was decided the Operations Committee will schedule a meeting to discuss the concern on being on the same channels.

Monson's go-live date is scheduled for June 1, 2020, East Longmeadow's scheduled go-live date is scheduled for July 1, 2020.

There are two other Towns interested in joining WESTCOMM. Hampden, it was voted to not join this year. Palmer is very interested in joining, and The South Hadley District 2 Fire Chief reached out expressing interest.

Monson's internet connection will be up and running before June 1<sup>st</sup>. Should be point to point in place.

May 15<sup>th</sup> switch to be delivered. Testing June 5-12. WESTCOMM can take dispatch calls prior to July 1<sup>st</sup> for East Longmeadow, can do a June 29<sup>th</sup> cutover.

8. New Business: Monson IMC and Licensing change – number of seats available. WESTCOMM will take over licenses, Monson stated the licenses must be closed after each shift, dispatcher needs to log off.

Monson asked about LAN access after cutover – Waiting for states router to be installed, as soon as the ban is lifted. WESTCOM' priority is to install LAN on desktops.

Erin will get assessments for each Community, out to them.

9. Motion to adjourn: A motion was made by John Beaulieu, and 2<sup>nd</sup> by Lyn Simmons. Rollcall vote: 3 yes, motion passed. Meeting adjourned at 2:30 P.M.