

**WESTCOMM Board of Directors Meeting
Chicopee Public Safety Complex
Training Room
110 Church St, Chicopee
May 2, 2019**

In Attendance:

Stephen Crane, Longmeadow Town Manager

John Beaulieu, Chief of Staff, Chicopee

Paul Pasterczyk, Treasurer, WESTCOMM

Andrew Vernon, Chicopee IT

Denise Moreau, Chicopee IT

William Jebb, Chief, Chicopee PD

Daniel Stamborski, Chief, Chicopee FD

Jay Mascata, Longmeadow FD

Erin Hastings, Executive Director, WESTCOMM

Holly Davis, Lieutenant, Chicopee PD

John Dearborn, Chief, Longmeadow FD

John Stankiewicz, Chief, Longmeadow PD

Robert Stocks, Lieutenant, Longmeadow PD

Alan Roy, Chief, Palmer FD

Frank Cervone, Chicopee IT

Chad Thompson, Procurement Manager, Longmeadow

Dave Bell, Central Square

1. Meeting was called to order at 11:04am by Chair Stephen Crane
2. Motion to add Palmer Fire to discussion made by Stephen Crane, 2nd by John Beaulieu, passed unanimously
3. Motion to accept minutes from 4/23/19 made by Stephen Crane, 2nd by John Beaulieu, passed unanimously
4. Chief Roy from Palmer Fire Department investigating options for operational support, inquiring if WESTCOMM is a possibility. He states now PFD is dispatched by the police department and it is difficult to get operational support for larger incidents. Stephen Crane advised him start meeting with Operations Committee for options. Erin Hastings will supply him with a copy of the District Agreement.
5. Status of equipment purchases, delivery and install dates
 - a. Avtec consoles – purchase order is ready to go out to Goosetown. Install should begin 1st week of June

- b. Fiber – Chicopee Electric Light unavailable to attend meeting, still waiting for official quote from them so we can issue a purchase order
 - c. Integrated partners – Erin inquired with Denise if it was too early for them to start. Denise stated we should have them come for initial meeting, network needs buildout regardless of rest of timeline. Decision to postpone them one week so we can get solid information on Spectrum and design from Horizon
 - d. Microwave link – Erin stated she has concerns about using different vendors for microwave and radio network. She also has concerns that the Goosetown and Capone quote do not match up for services. The general opinion of the Operations committee is that it is ok to use separate vendors and to just check with engineer to see if he has concerns. If not, ok to submit purchase order for Capone
 - e. TriTech – Purchase orders have been submitted to Dell/EMC. Dave Bell states the process has been started and he will let us know as things progress.
 - f. Moving Chicopee Fire equipment – Chief Stamborski has some quotes from LW Bills for moving Zetron and SigComm. He is still waiting for a final quote. He had them quote different options of just moving old equipment and upgrading the equipment. Chief Stamborski inquired on budget from Grant to use WESTCOMM money to pay for the move. Erin suggested using the \$55,000 that was set aside for logging recorders towards the new equipment. More discussion to follow once we have final quote.
6. Erin Hastings went to State 911 to go over both open grants line by line. She requested having all quotes go to her and she will check it with the grant and send final quote to Chad for PO so there is no confusion on any purchase
 7. Stephen Crane advised State 911 has granted extensions on FY18 and FY19 Grants
 8. Erin Hastings discussed shed build outs for Chicopee and Longmeadow. She would like someone to be designated as a project manager for Chicopee's build out. Chief Jebb will designate someone. Erin also requested to include install of HVAC system as environmental issues are of concern in the current shed. Denise Moreau inquired if build out was needed as the server was in the fire station and not in the shed.
 9. Erin Hastings discussed Horizons request for having a local radio consult in the area. They could supply a consult but it would cost more. Denise states Horizon should just be more readily available to us and a local rep is not necessary. The Board agreed.

10. Next meeting scheduled for Monday, May 13, 11:00am at Chicopee Training Room
11. Motion to adjourn by Stephen Crane. Second by John Beaulieu. Meeting adjourned 12:04pm