

**WESTCOMM Board of Directors Meeting  
Chicopee Public Safety Complex  
Training Room  
110 Church St, Chicopee  
May 13, 2019**

**In Attendance:**

Stephen Crane, Longmeadow Town Manager  
John Beaulieu, Chief of Staff, Chicopee  
Paul Pasterczyk, Treasurer, WESTCOMM  
Andrew Vernon, Chicopee IT  
Nick Jorge, Longmeadow IT  
William Jebb, Chief, Chicopee PD  
Jay Macsata, Longmeadow FD  
Erin Hastings, Executive Director, WESTCOMM  
Jim Clark, Chicopee PD  
John Dearborn, Chief, Longmeadow FD  
John Stankiewicz, Chief, Longmeadow PD  
Chad Thompson, Procurement Manager, Longmeadow

1. Meeting was called to order at 11:02am by Chair Stephen Crane
2. Motion to accept minutes from 5/02/19 made by John Beaulieu, 2<sup>nd</sup> by Stephen Crane, passed unanimously
3. Status of equipment purchases, delivery and install dates
  - a. Avtec consoles – Goosetown has all equipment for consoles at their shop. They are doing configurations and Erin is scheduled to go down there next week to walk them through the set up screen.
  - b. Fiber – Chicopee Electric Light is trying to get quote done for end of this week. Jim Lisowski inquired about the \$7700/year for use of the fiber. Erin was under the impression that was if they opted not to go on Public Safety network. Jim advised it is for what is called the “last mile” and it is the lowest rate they can offer. Stephen Crane advised it will be added to the yearly WESTCOMM budget and payment plan will be determined.
  - c. Integrated partners – Vern advised he thinks their site visit on Wednesday will be premature because we still don’t have a detailed diagram of the network. Erin states she reminded Horizon again this morning that we need the diagram as soon as possible but also stated that it will not be completed until we know if we were able to get the spectrum we were looking for.

- d. Spectrum – Jay Macsata advises that Horizon has been trying to get ahold of Radio Soft to see where we are with the spectrum and they are not returning calls. However, they did request us to register with the FCC. He believes that means they are making progress.
  - e. Microwave link – Erin states the purchase order went out this morning for to Capone Communications for the microwave link. She spoke with Dave Capone on Friday and he already had his engineer working on the design.
  - f. TriTech – Erin advised purchase orders were submitted to Dell/EMC but she received an email stating they temporarily misplaced them during their quarterly audit which caused another delay. They are working on them and we will be notified from Dave Bell when we are put in the queue.
  - g. Jay Macsata advises he has a quote for both Longmeadow sheds for \$14,000
  - h. Radio network will not go out to bid until we have secured spectrum.
  - i. Erin advises she received a quote from Priority Dispatch for the EMD program. The quote was almost \$90,000. She will be contacting them with concerns of over quoting.
  - j. TPX – Nick Jorge will have TPX provide an updated quote separating items for the network and quoting just dispatch phones. Grant will not cover phones for Town of Longmeadow.
  - k. Erin advised that WESTCOMM has been approved for CJIS access and received their approval letter for WESTCOMM-MA.gov domain
4. Palmer Fire – Stephen Crane advises that Palmer has not made their fire dispatch a priority so it is difficult for us to make it one. Erin advised that Chief Roy was still in the exploring stage and had asked for numbers if we took over Palmer Dispatch completely. Stephen would like to review those numbers prior to sending them to Chief Roy.
1. Moving Chicopee Fire equipment – Erin has new quotes from LW Bills, however there are several errors on them. She would like more time to research options. Chief Stamborski had sent an email asking for WESTCOMM to fund the upgrades. Erin has concerns that there is not enough funding in the current grants for that but we may be able to apply for the Development Grant in FY21. She also states that there is a CAD module through IMC for both systems that she would also recommend purchasing. It is \$5000 for a one time install for each system and \$900 each for yearly maintenance. Jay Macsata recommends having Horizon research moving the Zetron and SigComm as part of their scope of work. Board approves getting a quote from them.

2. Meeting with Longmeadow Dispatchers was postponed until later today.
3. New business – Paul Pasterczyk has invoices ready to submit to State 911 for reimbursement. He also has a new spreadsheet to send to Chicopee for reimbursement on items not covered by grant. Paul has also asked the Board to make a decision soon on benefits for dispatchers. John Beaulieu asked Chief Jebb for an official letter requesting the meet with finance committee for funding civilian dispatchers so it can be put on the agenda.
4. Stephen asked that dispatcher salary schedule be put on the next agenda.
5. Next meeting scheduled for Wednesday, May 22 at 11:00am at Chicopee Training Room
6. Motion to adjourn by Stephen Crane. Second by John Beaulieu. Meeting adjourned 11:46am