

**WESTCOMM Board of Directors Meeting
Chicopee Public Safety Complex
Training Room
110 Church St, Chicopee
May 22, 2019**

In Attendance:

Stephen Crane, Longmeadow Town Manager

John Beaulieu, Chief of Staff, Chicopee

Paul Pasterczyk, Treasurer, WESTCOMM

Andrew Vernon, Chicopee IT

Jay Macsata, Longmeadow FD

Erin Hastings, Executive Director, WESTCOMM

John Dearborn, Chief, Longmeadow FD

John Stankiewicz, Chief, Longmeadow PD

Chad Thompson, Procurement Manager, Longmeadow

Dan Stamborski, Chief, Chicopee FD

Frank Cervone, Chicopee IT

Christine Wingfield, State 911

1. Meeting was called to order at 11:08am by Chair Stephen Crane
2. Motion to accept minutes from 5/13/19 made by Stephen Crane, 2nd by John Beaulieu, passed unanimously
3. Erin Hastings advised that Radio Soft had sent the first pair of frequencies for the Spectrum, however after review; they were not the right frequencies. Radio Soft should have a new proposal tomorrow.
4. The purchase order for the Longmeadow shed is ready to go out once there is a delivery address added to it. Delivery will be to 73 Pond Side Rd. Erin had concerns about using a storage container. Jay Macsata advises he spoke with Horizon and they believe it will be sufficient. Insulation, generator power, lighting and electric and environment controls will be added. Longmeadow DOT doing the work.
5. Andrew Vernon spoke about kick off meeting with Integrated Partners. He still has concerns that there is not a network drawing. Erin advised that the

engineer from Horizon is supposed to be on the next Skype meeting call and hopes to have those questions answered.

6. Erin advised that the Longmeadow data transfer has been moved up in the IMC queue and should be completed by November 1, 2019. Also, the project manager for IMC is coming for kick off meeting on Wednesday,
7. Chicopee Fire Department move – Erin has quotes to move the SigComm and Zetron machines for roughly \$66,000. Jay Macsata has concerns about dispatchers having to learn different ways to alert fire departments and thinks we should be looking at a common system moving forward. Operations committee agrees. Erin Hastings thinks it is too late and too expensive to do that prior to WESTCOMM opening. Stephen Crane makes a motion to move SigComm and Zetron machines using grant money and explore options of consolidation in the future. John Beaulieu seconds, motion passes unanimously.
8. Finance discussion – Paul Pasterczyk has submitted a grant reimbursement request to State 911 for \$47,204.18 and a disbursement request for \$79314.58. The disbursement was for the Integrated Partners bill for the Nutanix servers. He expects a 30 day turn around. John Beaulieu advised that the request to the Chicopee City Council for \$30,000 to WESTCOMM was approved. He requested Erin to submit a detailed report of the monies to Chief Jebb.
9. Discussion on hiring dispatchers – The Board approved the salary range on the job posting. Erin requested to post immediately and the Board approved. They also requested Erin to develop a merit based structure with bonus pool for salaries for the next meeting. Longmeadow dispatchers should be offered a 5% salary increase to transfer to WESTCOMM. Erin advised there is room in the budget due to the fact the budget had 5 supervisors' salaries at 20% over dispatchers. She is requesting only 3 supervisors at 10% increase. Plus the line item for differential was built into salaries.
10. New business
 - a. Erin stated Goosetown will start installing the new consoles on Tuesday however; there is not enough power to the back side of the room for complete dispatch stations. Christine Wingfield advised that State 911 will be responsible for power to the 911 computers but there is not enough

power sources for everything else that goes on the station. She also has concerns about if there are enough network drops. John Beaulieu will contact Bob Liswell and inquire if there is a solution in place.

- b. Jay Macsata has a request to increase the scope of work for Horizon. The Board agrees that because they have saved WESTCOMM so much money that they should be used as a consultant on the project and bill an hourly rate not to exceed \$49,500.00. Jay will work out the details of contract with Chad Thompson and Horizon.

11. Next meeting – scheduled for Thursday, May 30th at 11:00am

12. Motion to adjourn by Stephen Crane at 12:13pm, 2nd by John Beaulieu, passed unanimously