

**WESTCOMM Board of Directors Meeting
Chicopee Public Safety Complex
Training Room
110 Church St, Chicopee
May 30, 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
Chad Thompson, Procurement Manager, Longmeadow
Dan Stamborski, Chief, Chicopee FD
Frank Cervone, Chicopee IT
Denise Moreau, Chicopee IT
Holly Davis, Lt, Chicopee PD

1. Meeting was called to order at 11:06am by Chair Stephen Crane
2. No changes to Draft Agenda
3. Motion to accept minutes from 5/22/19 made by John Beaulieu, 2nd by Stephen Crane, passed unanimously
4. Report from the Executive Director on
 - a. Spectrum - Letters of Concurrence for spectrum have been sent out. Farmington has already signed and returned the letter. South Windsor has replied that they need to check with their radio consultant.
 - b. Shed build outs – Longmeadow shed has been ordered. Site work is almost complete. We received a bid for the Grattan St shed well over the \$20,000 budget. John Beaulieu requests finding a different vendor maybe check with DNS in Chicopee. Lt. Davis states she checked with Job Corp and they are unable to do the job She also left messages with 2 other companies that never called back. Erin had questions regarding how the bid/quote process worked. She stated there is a mason in Monson interested in the job.

- c. Console installation – Consoles are being installed this week. Erin stated she had concerns about the maintenance contract because we were trying to have consoles installed before the lease was up on the current consoles, but the maintenance contract can't go into effect until WESTCOMM is open. Chief Dearborn will reach out to vendor for discussion.
 - d. Update on IMC meeting – Erin advises IMC will start conversion to new system on June 19th. They stated the latest they should complete the job is November. There is a chance it will be done sooner if another job stalls out.
 - e. Discussion on EMD vendor – Erin stated she is waiting on a call back from IAED regarding just purchasing cards and training for the civilians coming in for Chicopee and then go with the full purchase of the program once WESTCOMM opens.
 - f. Summary of purchase orders – Erin advised PO's went out for LW Bills earlier today for moving the SigComm, installing repeater and moving Zetron. Frank Cervone states he reviewed the install of the CAT 5 cable with the electrician. The general contractor and project manager of the PD renovation needs to be informed of the job. Holly and Erin will speak to them about running the cable over the roof from fire server room to police server room. Frank advised the cable needs to be ordered. Erin will take care of it. Erin stated she had not heard anything from Capone since the PO was sent on May 13th. She had followed up with an email yesterday and phone call today. Still no response. She and Jay will continue to reach out.
5. Regarding power supply and network drops in the dispatch room – Erin and John Beaulieu met with Vern and Bob Liswell to discuss the power in the room. Bob advised there are power strips running under the desks to handle the power. Erin stated she had concerns about running critical infrastructure off of power strips. Vern advised there are UPS's behind the power strips. It appears to there are enough network drops. State 911 has room to run power for their computers either over the ceiling or under the floor (through the garage).
6. Stephen Crane advised he and Erin had discussed using a palm tree and a thin gold line in the logo to represent the idea of WESTCOMM being an Island. Lt. Davis advised the PD and FD have used Alias Solutions as a designer and have been happy with the work. Stephen will reach out to them.

7. Finance – Paul Pasterczyk advises he has requested a reimbursement from State 911 for roughly \$40,000 and a disbursement of \$80,000. He expected a 10 day turn around, however that has not happened. Paul is also requesting a FY20 assessment sooner rather than later. He advises People’s Bank will not grant a line of credit because we have no cash flow projection. He also requests the Board to vote on health insurance percentages for employees and retirees. Stephen requests the issue to be put on the next agenda.

8. Hiring dispatchers
 - a. Erin advised she has done some research on merit based pay. She inquired if the Board want merit based salary increases or bonuses. Stephen states it should be a bonus as not to effect retirement, unemployment, etc. Paul advised we should check with State 911 to see if they would reimburse bonuses. Further discussion to be placed on next agenda

 - b. Erin advised she has received 11 resumes to date. She inquired if she is required to post/advertise the job in certain avenues. Stephen advised that is a policy that needs to be written for WESTCOMM. Paul stated the policy should also include at least one male and one female on the interview board. Stephen request that we schedule the issue on the next agenda and also include verbiage determining who makes up the hiring board, where jobs should be posted, how long they should be posted, and allow Board to wave some requirement s if an immediate hire is needed.

9. Stephen advised he has started looking at the new personnel manual attempting to highlight differences. Erin states she would be able to create a document with bullet points highlighting differences from Longmeadow’s manual. She will have it for the next meeting for further discussion.

10. Next meeting – scheduled for Wednesday, June 5th at 11:00am

11. Motion to adjourn by Stephen Crane at 12:03pm, 2nd by John Beaulieu, passed unanimously