

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

JUNE 4, 2021 11:00 A.M.

Google Meet Meeting

[HTTPS://MEET.GOOGLE.COM/FFN-OUWN-GXZ](https://meet.google.com/FFN-OUWN-GXZ)

In Attendance:

Lyn Simmons, Longmeadow Town Manager
John Beaulieu, Chicopee
Erin Hastings, Executive Director, WESTCOMM
Chad Thompson, Longmeadow Purchasing
Jennifer Wolowicz, Monson Town Administrator
Mary McNally, Town Manager East Longmeadow
Steve Kozloski, Chief, Monson Police
Robert Stocks, Chief, Longmeadow Police
Carl Mazzaferro, Longmeadow Police
Brain Harris, Chief, Monson Fire
Andrew Vernon, Chicopee IT
Marie Laflamme, Treasurer, Chicopee
Mark Williams, Chief, East Longmeadow Police
Stephen Longergan, Town Accountant, East Longmeadow
John Dearborn, Chief, Longmeadow Fire
Jamie Farnum (Messer), Town Accountant, Monson
Khristy Lord, Deputy Director, WESTCOMM
JoAnn Kupiec, WESTCOMM
Christopher Gagnon, Interim Fire Chief, Ware
Paul Pasterczyk, Treasurer, WESTCOMM
Jay Parker, WESTCOMM IT

1. Meeting called to order 11:02 A.M. Rollcall done: Present were Lyn Simmons, John Beaulieu, Mary McNally, rollcall was done, 3 present. Jennifer Wolowicz joined the meeting after roll call.

2. Approve & or Modify minutes from the meeting held on May 7, 2021. John Beaulieu made the motion, it was 2nd by Mary McNally, 3 yes, and motion passed.
3. Old Business:

645 Shawinigan Drive: Working with Architect to get design. K & B went through the building, some things were not in compliance, but things are moving along.

The building is being used for training. Currently WESTCOMM is paying for electric, heat, landscaping, the elevator phone, internet and temporary fencing.

The installation of a sign stating Monson Savings Bank is funding the project, we reviewed by Legal through East Longmeadow. The invoice was sent to WESTCOMM to pay. The invoice was referred to finance. Legal was provided by Doherty, Wallace, Pillsbury and Murphy. Mary McNally stated on the April 12th portion of the invoice, there were other fees for services not related to WESTCOMM, included. Mary will have DWPM review and resubmit the invoice, which should be less. This will be brought up at the next meeting which will be held on July 2, 2021.

K & B is working on a cost estimate.

K & B was awarded only the feasibility study, which included preliminary design, this is due by June 7, 2021, a few days afterwards an electronic draft of the survey will be sent, and should be in hand by the July 2, 2021 meeting.

Radios: met with subcommittee, Police took a vote to add Monson through a gateway hookup, with an effective date of 6/4/21.

Monson ready at any time, just waiting on Horizon. Temporary fix for a longer term issue that needs to be resolved. Concerns were brought forward to the chief from officers. Longmeadow, East Longmeadow, and Monson, sharing Police channel temporarily.

Chief Stocks indicated that while sharing the radio channel with East Longmeadow was a change for the officers, it was not as problematic as originally anticipated. Chief Stocks noted however, they have yet to experience

the channel being taxed (where both Longmeadow and East Longmeadow were simultaneously dealing with incidents of severity). Additionally, with the national trend of Police calls for service on the rise due to COVID restrictions being lifted, it was safe to assume they would also experience a rise in call volume, this being the reason Chief Stocks was the dissenting vote to allow Monson to join the Longmeadow channel, even temporarily.

Ready to on-board Ware, looking at September/October timeframe. Erin has reached out to Southwick with no response as of Friday June 4, 2021.

An MOU regarding mutual aid should be developed.

The District Agreement: On April 29, 2021 the Police Operations subcommittee voted to recommend the following call reasons be considered office initiated call, and removed from the total call volume for assessment purposes: Car wash, Directed Patrol, Park and Walk, Police vehicle check, Prisoner lunch, Property check/parks/buildings, Roll call/Supervisor, Speed trailer/Radar box, Supervisor checks/Detail officer, system trouble, Test.

A motion was made to approve the recommendation from the Police Ops subcommittee. John Beaulieu made the motion, Jennifer Wolowicz 2nd the motion, roll call was done, 4 yes, and motion passed.

Assessment payments on page 15 of the agreement currently read as follows:

- 40% due July 1
- 10% due October 1
- 40% due January 1
- 10% due April 1

Erin Hastings gave a recommendation that assessments would be due to WESTCOMM by July 15th for the following reasons:

- The Support and Incentive Grant funds 75% of the budget.
- State 911 Department could potentially not award the Support and Incentive Grant until the middle of August (based on history of previous grant awards)

- WESTCOMM has to pay invoices and then submit for reimbursement which can take up to 10 weeks.
- The potential for cash flow to start coming in from State 911 could be the end of October.
- If WESTCOMM's only income is 12.5% of the budget (half of the 25% assessments), we will not be able to sustain cash flow through October (33% of the budget.)

The Finance Committee recommended assessments be due July 1 and December 1.

A discussion was had about changing the due date from July 15th to July 31st.

A motion was made to change the assessments due, to 100% payable by July 31st rather than July 15th. Roll call was done, Lyn Simmons-yes, John Beaulieu-No- per the Mayor upon the advice of his financial team, Mary McNally-Yes, Jennifer Wolowicz-Yes. 3 Yes, 1 No, motion passed.

A motion was made to accept the District Agreement as amended. Mary McNally made the motion, Jennifer Wolowicz 2nd the motion, 4 yes, and motion passed.

Treasurers Position: Interviews were done yesterday June 3, 2021, Erin will reach out next week.

It was thought to add procurement duties to the Treasurers job description was decided against as it would become too convoluted to try and find 1 person to fill both positions. It was suggested maybe a retired Procurement Officer. A Regional sharing was taken off the table as State 911 doesn't like the idea of sharing.

Erin asked for permission to add a PT Procurement person. WESTCOMM is growing, in turn the procurement needs are also growing. Erin feels the time is now to bring a procurement person in house. This person will need to be MCPPO certified. Funding will be moved from the Dispatchers line to a new line.

A motion was made to proceed with the recommendation of the District Executive Director, to seek a position of PT Procurement Officer, and will get a job

description from Chicopee and Longmeadow. John Beaulieu made the motion, Jennifer Wolowicz 2nd the motion, 4 yes, and motion passed.

4. New Business:

Finance update: They are waiting on the FY 20 Audit to be completed. There is additional info they are waiting on but a draft of the audit should be available by the July meeting.

Financing Shawinigan Drive radio and communication network. They are waiting on numbers before making a recommendation. It was asked if they would bond for reconstruction only or include ration and communication network, waiting on number from Feasibility Study.

Fire Ops update: Longmeadow, 75% along with integration. Shared channel going well, increased call volume, utilized Fire 2 channel.

Police Ops Update: Chief Koslowski advised that Police Ops continues to meet on a regular basis updating policies to be consistent throughout each member community.

IT update: The subcommittee has not met since the last meeting. An MOU for radios to bring other agencies on, along with radio parameters that need to be met is being worked on. The Sub Committee consists of Chief Kozlowski, Andrew Vernon, Khristy Lord, Erin Hastings and Jay Parker.

The website is up and running on-line, just need to add content.

The topic of Risk Assessment – Ransomware attack, was brought up. Jay Parker is trying to come up with a process to do assessment. Will contact 3rd party vendors to see what protection measures we have in place, and what protection measures we still need to have. Chief Dearborn suggested looking for vendors that offer a free analysis

Open Meeting Laws: It was questioned if the Police and Fire Operations meetings have to be posted as a public meeting. The answer is yes.

The Finance Committee already posts their public meetings.

The opportunity for the public to speak at a public meeting is up to the Chair. The public can ask questions, but they do not need to be answered, this again is up to the Chair.

5. New Business not reasonably anticipated within 24 hours:

Dispatchers positions filled, 4 in training, currently fully staffed but 2 dispatchers gave their resignations, those positions will be back filled.

Getting ready to take Supervisors off the floor July 1st which will require 6 more hires.

6. A motion was made by John Beaulieu and 2nd by Mary McNally to adjourn the meeting, 4 yes, meeting adjourned at 11:45 A.M.